

ELMWOOD CHRISTIAN ACADEMY



SCHOOL HANDBOOK & PROCEDURES MANUAL

Message from the Administration



Dear Parents,
Welcome to the 2026 to 2027 school year at Elmwood Christian Academy! We trust this School Handbook and Procedures Manual will answer many of your questions and serve as a helpful resource throughout the year.

Elmwood Christian Academy is a ministry of Elmwood Baptist Church. Our school exists to support the mission of our church by partnering with Christian families to provide a Christ-centered, Bible based education. The biblical convictions and doctrines held by our church are the same

convictions that guide every aspect of our school ministry.

As you read through this handbook, you will see that our sole authority for faith and practice is the Word of God. Our desire is not to teach religion, but to teach the truth of God's Word and encourage students to develop a personal relationship with Jesus Christ. It is our prayer that every student will grow academically, spiritually, socially, and in Christian character as we work together with parents to prepare them for a lifetime of faithful service to the Lord.

Dr. Gary Randall - Sr. Pastor



Welcome to Elmwood Christian Academy, home of the Eagles!

Dear Student,
We are excited to have you with us for the 2026 to 2027 school year. Our desire is to provide a safe, Christ-honoring environment where you can grow spiritually, academically, and personally. We encourage you to do your best in every area of your life and will be praying for you throughout the year.

Please read this handbook carefully. It contains the policies and guidelines that will help make your school year successful. We are glad you are here and pray God blesses you with a wonderful year.

Dr. Rick Lopez - Principal

OUR MISSION STATEMENT

The mission of Elmwood Christian Academy is to assist, not replace, parents in the academic and spiritual education of their children. Our goal is to help students develop a heart for God, cultivate a sound biblical worldview, and prepare them to positively influence their families, churches, communities, and country for Jesus Christ.

Elmwood Christian Academy seeks to fulfill its mission by striving to achieve the following six learning outcomes:

- **E**stablishing Christlike Character – Do Right
- **A**chieving Comprehensive Development – Be Like Jesus
- **G**rowing in Knowledge – Get Smart
- **L**earning through Servanthood – Serve Others
- **E**levating Patriotism – Love America
- **S**triving 'Til the End – Finish the Race

Elmwood Christian Academy is committed to providing a strong academic foundation for every student. Our students consistently score above the national average on standardized testing, and our college preparatory curriculum equips graduates for higher education, responsible adulthood, and a lifetime of serving the Lord wherever He leads.

OUR PHILOSOPHY

Elmwood Christian Academy is founded upon the Word of God. The primary purpose of the Academy is to train students according to the principles of Scripture while providing a quality, Christ-centered education that prepares them for life and service.

Because the Academy is first and foremost a spiritual ministry, we seek to present the Gospel clearly, so that every student has the opportunity to come to a saving knowledge of Jesus Christ. Upon that foundation, students are taught biblical truth, right thinking, godly character, and wise decision making in light of God's Word.

Our academic program follows a traditional approach that emphasizes mastery of foundational knowledge and skills. Students are encouraged to develop critical thinking, sound reasoning, and a strong work ethic through proven methods of instruction. Recognizing that every student has unique God-given abilities, we encourage and expect both students and teachers to do their very best.

Character training is a vital part of the educational process at Elmwood Christian Academy. We believe the foundation of character is obedience — doing what is right because it is right. As students learn to obey, they develop self discipline that strengthens them emotionally, physically, socially, and spiritually. Teachers are the God-given authority in the classroom, and discipline is administered consistently, firmly, and fairly. We seek to instill a love for God and country while encouraging students to measure their attitudes and actions by the principles of Scripture.

The objective of Christian education is rooted in the Scriptural commands of *Deuteronomy 6:5 - 7* “*And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...*”

Teaching is training, and training for life must include preparation for eternity. Likewise, *Proverbs 22:6* reminds us to “*Train up a child in the way he should go...*”

God has entrusted parents with the responsibility of raising and educating their children. The Bible declares, *Psalms 127:3-5*, “*Lo, children are an heritage of the LORD: and the fruit of the womb is his reward.*” Parents are instructed to fulfill their God-given responsibility according to the principles of Scripture. *Proverbs 22:6* teaches, “*Train up a child in the way he should go: and when he is old, he will not depart from it.*” *Ephesians 6:4* further instructs, “*And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.*” The Bible also warns against adopting the ways of the world. *Jeremiah 10:2-3* declares, “*Thus saith the LORD, Learn not the way of the heathen...for the customs of the people are vain....*” *Proverbs 19:27* further warns, “*Cease, my son, to hear the instruction that causeth to err from the words of knowledge.*”

A Christian school is an extension of the Christian home, partnering with parents to educate and train young people in a Christ-centered environment for life and eternity. We believe parents are the primary educators of their children, and we count it a privilege to assist them in fulfilling their God-given responsibility. Our faculty and staff work alongside families to encourage the spiritual, academic, and personal development of every student.

Attendance at Elmwood Christian Academy is a privilege, not a right. Our purpose is not to reform students, but to train young people of every ability to become Christ-honoring leaders marked by self-discipline, personal responsibility, integrity, and good citizenship. We stand unapologetically upon the Word of God, the old-time Gospel, and the highest standards of Christian morality and conduct. Accordingly, our philosophy, policies, and expectations are founded upon biblical principles.

Elmwood Christian Academy is a ministry of Elmwood Baptist Church and exists to assist parents in educating their children according to the Scriptures. The Academy operates under the leadership of Elmwood Baptist Church and is owned and supported as an integral part of its ministry. As such, every aspect of the Academy seeks to glorify God and advance the mission of the local church by partnering with families to prepare the next generation to faithfully serve Christ.

STATEMENT OF FAITH

- We believe in the verbal inspiration and authority of the Scriptures.
- We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Saviour Jesus Christ.
- Justification is an eternal relationship that can never be broken.
- We believe in the visible, personal, and pre-millennial return of Jesus Christ.
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.
- We believe that God has promised to preserve His Word to all generations forever; and that the King James Version of the Bible is the only English translation from the preserved Textus Receptus. We are committed to the use and perpetuation of the King James Version of the Bible and believe it to be the preserved Word of God for English speaking people.

ACCREDITATION

Elmwood Christian Academy is fully accredited through the National Association of Private Schools (NAPS).

For more information regarding NAPS, please visit their web site at <http://napsaccreditation.com/>.

Accreditation by a state agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determine to be minimum academic and facility standards for all schools. These standards, in many cases, are non-Christian in philosophy. In certain cases, they are standards which contradict Christian beliefs: i.e. evolution, values clarification teaching, and sex education. The standards for both curriculum and facilities would be enforced by non-Christians who cannot and do not understand Christian beliefs.

Elmwood Christian Academy has NOT sought accreditation by any governmental agency for several reasons.

We would be required to use textbooks adopted by the state, developed by secular writers, who in many ways, reject our Lord's teachings and, in fact, extol concepts contrary to teachings of the Bible.

Governmental accreditation dictates that a school employ curriculum and teacher certification standards often in opposition to those of Christian institutions.

It seems unreasonable for Elmwood Christian Academy to expect parents to withdraw their child from a government school with its ills and place them in a private institution with the same curriculum, methods, and objectives.

In addition to our school accreditation, every textbook or curriculum that is used at Elmwood Christian Academy has been tested and proven to work. Other schools using the same curricula are also accredited by NAPS and other accrediting agencies including, AdvancedEd, and more.

Elmwood Christian Academy upholds a standard of teaching and curriculum that has been tried and tested for more than forty years. Our records, through National testing (IOWA Testing) show that Elmwood students outperform many public school students. The instructional program of the Academy is designed to properly train students to excel in a continued education beyond high school.

NON-DISCRIMINATION POLICY

Students of any race, color, sex, or national and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Elmwood Christian Academy. While Elmwood does not discriminate on the basis of race, sex, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs, as a religious institution it reserves the right to deny admission or terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, standard of conduct, or other policies of this organization.

A zero-tolerance policy is enforced against any discriminatory remarks or behaviors concerning race, color, nationality, or ethnic background. Any student found engaging in such conduct will be immediately expelled from the school. The administration will oversee and enforce this policy, and all decisions made in this regard will be final and implemented promptly.

ASBESTOS NOTIFICATION

After a careful and thorough review of all of the buildings located at 13100 E 144th Ave, Brighton, CO 80601, including some samples, it has been determined, to the best of our ability and knowledge, that no asbestos-containing material (ACM) was specified as a building material in any construction document for the buildings and that no-asbestos-containing material was used as a building material in the buildings. The Asbestos Management Plan is available for review in the school office. Therefore, Elmwood Christian Academy is an asbestos free school. However, to comply with state and federal regulations, we have an asbestos management plan. If you wish to see it, please contact the school administrator at 303-659-3818.

HANDBOOK REPRODUCTION

No part of this handbook may be reproduced or copied in any manner without the written authorization of the Administration of Elmwood Christian Academy. All policies stated herein are subject to change by the Administration and School Board at any time.

HANDBOOK REVISIONS

This section provides a quick overview of the changes made to the previous edition of the Elmwood Christian Academy Student Handbook. This is the first version of this handbook.

BIBLICAL PRINCIPLES

The study of the Bible is fundamental to every aspect of education at Elmwood Christian Academy. Biblical truth complements and strengthens the study of mathematics, English, history, geography, social studies, and science. We believe that a true education is incomplete without a knowledge of God's Word.

The Bible provides direction for this life and the only hope for the life to come. No other book can enrich the mind and heart as does the Word of God. It has been said that a one-word definition of education is "life." A person is not truly prepared for life until he is prepared for eternity. Jesus declared, *John 14:6, "I am the way, the truth, and the life: no man cometh unto the Father, but by me."* Because all truth finds its source in Christ, we believe that true education begins with Him.

Regarding the Bible, Abraham Lincoln wrote, "In regards to this great Book, I have but to say it is the best gift God has given to man. All the good the Saviour gave to the world was communicated through this Book. But for it we could not know right from wrong. All things most desirable for man's welfare, here and hereafter, are found portrayed in it."

Character development is one of the primary objectives of Christian education. Elmwood Christian Academy intentionally teaches sixty character traits each school year, encouraging students to develop biblical convictions and Christ-honoring character.

Elmwood Christian Academy uses the biblically-based Abeka and School of Tomorrow curricula. These programs include Scripture memory and are designed to point students to a deeper knowledge of God and His Word while developing wisdom, accountability, and godly character.

Our standards of conduct, school policies, and curriculum work together to cultivate responsibility, integrity, and biblical decision making in every student.

All Scripture quotations and passages used by Elmwood Christian Academy are taken from the King James Version of the Bible.

PARENTAL INVOLVEMENT

Parent orientation, parent/teacher conferences, and other scheduled meetings help foster a strong partnership between parents or guardians and the faculty and administration of Elmwood Christian Academy. Attendance at required meetings is mandatory for all parents, as these gatherings provide important information regarding school policies, procedures, and your child's education. Parents or guardians who cannot attend must notify and receive approval from the appropriate teacher or administrator before the scheduled meeting.

Parent volunteers are a valuable part of our school ministry. Serving at the school not only benefits our students but also provides parents with a greater understanding of the Academy's mission. Parents are welcome and encouraged to assist with classroom activities, class parties, field trips, and other special events. If you are interested in volunteering, please contact the school office. Regular classroom volunteers must receive prior approval from the school office.

We strongly encourage active parental involvement in the Academy. Parents are expected to be in compliance with the school dress code while volunteering on campus and during school sponsored events. Please contact the school office if you have questions regarding the dress code.

For the safety and security of our students and staff, Elmwood Christian Academy maintains a locked door policy during school hours. Anyone needing to enter the school between 8:00 a.m. and 3:00 p.m. must first check in through the church office.

To avoid disrupting instruction, please do not go directly to a classroom. **ALL VISITORS MUST OBTAIN APPROVAL AND RECEIVE A VISITOR PASS FROM THE SCHOOL OFFICE BEFORE ENTERING ANY CLASSROOM OR THE LEARNING CENTER.**

ADMISSIONS PROCEDURE

1. At least one parent/guardian must view the A.C.E. video presentation online for all 4th-12th level students.
2. At least one parent/guardian must visit the Academy.
3. Parents and students must read this handbook thoroughly.
4. Parent(s)/Guardian(s) must call the school office to request an interview (both parent/guardian and pupil) with the principal.
5. Application and all enrollment forms, including immunizations or exemption, birth certificate, and a medical history form, must be completed in full and submitted to the school office at the time of the interview, accompanied by registration fee and previous report card, where applicable.
6. Parents must have their pastor complete the pastoral recommendation and have him submit the recommendation to the academy.
7. All students 4th grade and above are required to write a short testimony of salvation.
8. Parents will be notified of acceptance in writing and via phone.
9. Parent Orientation video must be watched by at least one parent/guardian.
10. High school students desiring to enter the 11th level will be accepted by special consideration from the administration. 12th level students will not be permitted to enroll unless they are transferring from an A.C.E. school.

MODEL RELEASE

Photos and videos captured during school hours or at school-sponsored events may be used in official school publications and on the school's website without the need for written authorization.

PARENT ORIENTATION & OPEN HOUSE

Prior to the start of each school year, Elmwood Christian Academy provides a Parent Orientation video for all families. The video outlines the Academy's policies, procedures, expectations, philosophy, and other important information to help families prepare for the upcoming school year.

Elmwood Christian Academy also hosts an open house before the first day of school. Parents are encouraged to attend to meet their child's teachers, become familiar with the classroom, and gain a clear understanding of classroom expectations and procedures.

Attendance at the open house is mandatory for all families who are new to Elmwood Christian Academy or who are new to the A.C.E. program.

IF A FAMILY IS UNABLE TO ATTEND THE OPEN HOUSE, A MEETING WITH THE ADMINISTRATOR MUST BE SCHEDULED BEFORE THE STUDENT BEGINS CLASSES.

PARENT/TEACHER CONFERENCES

Parent teacher conferences are scheduled three times during the school year and are typically held on the first Friday following the end of each grading quarter. At least one parent or guardian is required to attend each conference. Parents or guardians who cannot attend must notify and receive approval from the appropriate teacher or administrator before the scheduled meeting.

These conferences provide an opportunity to discuss each student's academic progress, behavior, spiritual growth, and overall development. Teachers will review the student's accomplishments, address any areas of concern, and establish goals for continued growth and success.

If a parent or guardian is unable to attend the scheduled conference, every effort should be made to reschedule with the teacher. If an in-person conference cannot be arranged, a phone or virtual conference may be approved at the discretion of the teacher and school administration.

STANDARDS OF CONDUCT

Students of Elmwood Christian Academy are expected to refrain from participating in or promoting conduct that is contrary to biblical principles, whether in person, online, or through any form of electronic communication. This includes, but is not limited to, cheating, swearing, sexual conversations, gambling, rock music, dancing, vulgar or obscene language or gestures, vandalism, inappropriate physical contact, and other worldly pursuits. Students who engage in or promote such activities are subject to disciplinary action, including suspension or possible expulsion.

Students are expected to act in an orderly and respectful manner, being hospitable and friendly, and maintaining biblical standards of courtesy, behavior, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

"Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers." Ephesians 4:29

"Neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving thanks." Ephesians 5:4

Any Student observing questionable activities or overhearing conversations which are contrary to the policies of this academy should immediately discuss the matter with a supervisor. **THIS IS NOT TATTTLING.** It has been said, "All it takes for evil to triumph is for good men to do nothing. *"... To him that knoweth to do good, and doeth it not, to him it is sin."* James 4:17

CHAPEL SERVICES

A weekly chapel service is held every week for 1st-12th level students. This chapel service illustrates to the students the importance of Christian education and how it relates to the ministry of the church. Local and visiting pastors as well as staff pastors preach the Word of God during chapel services.

Students must bring their King James Version Bible, a clipboard, chapel notes sheet (Learning Center Only), and a pen to all chapel services, and special meetings.

SCRIPTURE MEMORIZATION - KJV

The Word of God is taught daily in every classroom at Elmwood Christian Academy, and Scripture memorization is a required part of each student's education. The Bible enriches the study of every academic subject, including English, history, mathematics, and science. No other book can enrich the mind and heart or better prepare a person for life than the "Book of Books." Patrick Henry wrote, "The Bible is worth all the other books which have ever been printed."

Lord Tennyson stated, "Bible reading is an education in itself." The teaching of God's Word is what distinguishes Elmwood Christian Academy from other schools and is central to every aspect of our educational philosophy.

As a Christian school, we have the privilege and responsibility of using the Bible as the foundation for character development. Biblical instruction provides the sure foundation for moral and spiritual values and is the cornerstone of Christian education.

Each student is required to memorize the assigned weekly and monthly Scripture passages. To qualify for the Scripture Memorization Award, all assignments must be completed within the designated time.

Students are expected to successfully complete Bible class requirements, including Scripture memorization.

A student who is failing Bible class or who refuses to complete Scripture memorization assignments may be placed on academic or disciplinary probation. In such cases, a conference with the parents will be required to discuss the student's progress and continued enrollment at Elmwood Christian Academy.

Because the Bible is the foundation of our educational ministry, every family is expected to support and participate in the Academy's Bible instruction program.

ATTENDANCE

Regular attendance is essential to a student's academic success and spiritual growth. Consistent attendance allows students to fully participate in classroom instruction, develop good habits, and maintain steady academic progress. Parents are expected to make every effort to avoid unnecessary absences. Please also refer to the Attendance and Excessive Absences section of this handbook.

The school day is Monday through Thursday from 8:00 a.m. to 3:00 p.m. Students should not arrive on campus before 7:45 a.m. and must be picked up no later than 3:15 p.m. Students remaining on campus after 3:15 p.m. will be checked into the Academy After School Care program, and the applicable fees will be charged.

If your child will be absent, please notify the school office, at least 2 weeks prior, or as soon as possible by calling (303) 659-3818. When a student returns to school following an absence, a written excuse signed by a parent or guardian must be submitted to the teacher or Learning Center supervisor. An absence will be considered unexcused if a written excuse is not provided or if the reason for the absence does not meet the Academy's requirements for an excused absence. After contacting the school office, a text message to the student's teacher will be accepted in lieu of a written excuse.

When an absence is known in advance, parents should notify the school beforehand. Whenever possible, medical, dental, music, and other appointments should be scheduled outside of school hours. If a student must miss school for a medical or dental appointment during the school day, a note from the medical provider may be requested.

Students returning after an extended illness may be required to provide a physician's release before returning to school.

If a student forgets to bring a written excuse upon returning to school, the school office may contact the parent or guardian to verify the reason for the absence. A written excuse must still be submitted the following school day. After contacting the school office, a text message to the student's teacher will be accepted in lieu of a written excuse.

The following chart outlines Elmwood Christian Academy's attendance procedures and the classification of absences.

Type of Absences	Action Taken
Excused Absences	Parents may call attendance line no more than 5 times per semester (1/2 year) to excuse a student. This includes all pre-arranged, state recognized absences.
Unexcused Absences (UA)	Students receive no credit for class work missed due to a UA or tardy. Parent is responsible for excusing the absence within 48 hours.
Tardies	Tardies include arriving to school later than 8AM; Arriving to opening assembly later than 8AM; Arriving to an individual class late. (See teacher for exceptions.)
3rd Unexcused Absence	Parents will be contacted by the school office.
6th Unexcused Absence	Parents will be contacted by the school office.
10 Days of Absences	Student will be placed on probation, a meeting with parents will be conducted, and the student may be expelled.

Student Responsibilities:

School is your job.

Your grades are your paycheck.

Your diploma is your future.

At ECA, attendance and participation are expected.

Attend all of your classes, on time, every day. Not attending class will negatively affect your grade.

You must read and understand each teacher's expectations.

If you know you will be absent ahead of time, see your teacher(s).

If absent from class, you are responsible for the learning.

You are expected to talk to your teacher immediately upon returning to class to discuss the work you missed.

If you are not able to pass your class, consult your teacher or supervisor for other options.

Student Support Network:

Type of Absences	Action Taken
Parent	Maintain current/up-to-date household contact information. Ensure your child arrives to school on time, ready to learn. Actively check his/her attendance and grades regularly. Call the attendance office within 24 hours to excuse all absences. Promptly contact staff to resolve any attendance issues. Attend all meetings that are set to discuss/resolve attendance issues. Make every effort to schedule doctor and personal appointments outside school hours.
Teacher	Take and record attendance accurately and promptly. Maintain a clear plan of events and due dates in your classes. Provide a learning environment that is conducive to student attendance. Check student absences regularly to determine status.
Administration	Facilitate attendance issues with all parties — (students, teachers and parents). Attend all meetings that are set to discuss/resolve attendance issues. Assist students with optional means of obtaining credit. Communicate with parents and teachers regarding chronic absences. Send emails, make phone calls, and send letters home.

The only state recognized reasons constituting an “excused” absence according to state law are the following:

1. Illness of the student
2. Bereavement
3. Dental, medical, or optical appointments
4. Religious holy days
5. Court appearances
6. Authorized school functions

Listed below are some non-recognized excuses for absences:

1. To take music or other lessons
2. To run errands for parents
3. Family Vacation
4. To entertain friends/family members
5. To help care for children
6. To help someone ill
7. To work at a job
8. To assist with housework
9. Lack of proper clothing
10. Lack of transportation

Note: Although missing school for one of the above reasons is considered unexcused, a student will not receive an academic penalty if he has a note from a parent; however, a student is permitted to have only five “unexcused absences – no penalty” per semester. i.e. A five day absence for an unexcused reason will be 5 unexcused absences. The sixth absence during a semester will become an “unexcused absence - with penalty.” The penalties can be found in the Truancy area on the following pages.

Excessive absences will inhibit the student's progress. If after evaluation by the administration, the absences are determined to be unnecessary, the student will be considered truant.

Because of the curriculum used at Elmwood Christian Academy, attendance is vital to the complete education. Failure to attend school will result in a student's failure to complete the entire prescribed course of study for a given year. **If a student has more than ten (10) unexcused absences in a given quarter, the administration reserves the right to withdraw the student from the Academy.**

ATTENDANCE ON ECA ATHLETIC GAME DAYS

Student athletes who are absent from school on a game day will not be permitted to participate in that game, as attendance is required in order to participate in an athletic function. Student athletes are required to attend all games and practices unless they have an emergency or are too ill to participate; in the latter case, a doctor's note must be provided. Any athlete who accrues three unexcused absences will lose their position on the team.

TARDINESS

Punctuality is an important character trait that Elmwood Christian Academy seeks to develop in every student. Habitual tardiness, like frequent absenteeism, negatively affects academic progress, disrupts the learning environment, and hinders the development of responsibility and self discipline.

Students who arrive after 8:00 a.m. will be marked tardy. Repeated tardiness may result in a conference with the parent or guardian and the school administration and may lead to the loss of student privileges or other disciplinary action. Every third unexcused tardy will be recorded as one unexcused absence.

For the safety and security of our students and staff, the **school doors are locked at 8:05 a.m.** each school day. Students who arrive after that time must check in at the school office before reporting to class. Teachers and Learning Center supervisors are not permitted to open exterior doors during the school day or after 8:05 a.m.

ATTENDANCE AND EXCESSIVE ABSENCES

Regular attendance is essential to a student's academic success and spiritual development. Students are expected to attend school each day and arrive on time unless prevented by illness or another approved reason.

Parents or guardians are responsible for ensuring that students attend school regularly and for notifying the school office of any absence in accordance with Academy policy.

Every school day provides valuable instruction, classroom discussion, and learning experiences that cannot always be duplicated through make up work. As absences accumulate, students often find it increasingly difficult to keep pace with classroom instruction, complete assignments, and fully master the material being taught. While teachers will make reasonable efforts to assist students, the responsibility for making up missed work and learning missed material rests with the parents and student.

When a student's absences become excessive, whether excused or unexcused, the administration may require a conference with the parent or guardian to discuss the student's academic progress and determine whether Elmwood Christian Academy is able to effectively meet the student's educational needs. Continued excessive absences may result in academic probation, retention, or a recommendation that the student withdraw if it is determined that the Academy can no longer provide an effective educational experience under the circumstances.

Extended absences due to serious illness or other extraordinary circumstances will be reviewed on a case by case basis by the administration.

COLLEGE/UNIVERSITY PREPARATION

Many parents recognize the importance of a Christian education during the elementary years. We believe that the junior high and high school years are equally critical, as students develop the convictions, character, and habits that will influence the rest of their lives.

Character development is a vital part of the educational program at Elmwood Christian Academy. We seek to cultivate biblical values by emphasizing principles such as doing right, finishing what has been started, respecting people and property, and living according to the truths of God's Word. At the same time, we encourage every student to pursue excellence in both spiritual growth and academic achievement, striving to use the abilities God has given them to their fullest potential.

When a student's life is founded upon the Lord, he is better prepared to understand and apply the knowledge he gains. At Elmwood Christian Academy, students are taught by teachers who are committed to biblical truth and who seek to integrate God's Word into every area of learning while encouraging students to do their very best in every subject.

Elmwood Christian Academy offers an athletic program (when available) designed to develop students physically while reinforcing biblical principles such as teamwork, diligence, discipline, perseverance, and Christ-honoring conduct.

The Academy also provides academic and college guidance for students and parents. The High School Learning Center Supervisor and the Administrator work closely with students in levels 9 through 12 to monitor graduation requirements, recommend courses that strengthen transcripts, and assist families with college planning, scholarships, and financial aid opportunities.

As each year passes, we believe you will see the value of a Christian education at Elmwood Christian Academy. Our goal is to prepare students academically, spiritually, socially, and physically so they are equipped to serve the Lord and succeed in whatever path He leads them to pursue.

CLOSED CAMPUS

Elmwood Christian Academy maintains a closed campus for the safety and security of all students. Once a student arrives on campus, he or she must remain on campus until the end of the school day unless released through the school office. Students are not permitted to leave campus during school hours, 8:00 a.m. to 3:00 p.m., except for school sponsored activities, field trips, medical appointments, illness, or other circumstances approved by the school administration.

Parents or guardians who need to pick up a student before the end of the school day should notify the school office in advance whenever possible. Upon arrival, the parent or guardian must check in through the school office before the student will be released. Students will be called from their classroom to the office to minimize disruption to instruction, or the parent will be issued a pass to pick up the child from class.

Students may not leave campus without permission. Written parental permission and approval from the school office are required before a student will be released. Students who leave campus without authorization are subject to disciplinary action, including suspension. A conference with the parent or guardian and the Administrator may be required before the student is permitted to return.

Parents or guardians of students in the Early Enrichment Center are required to sign their child out each day. Students will be released only to parents, guardians, or individuals authorized in writing by the parent or guardian. Authorization forms are available through the school office.

Students are not permitted to walk home unless a completed Release to Walk Home form is on file with the school office. Students approved to walk home must travel directly home and may not stop at restaurants, convenience stores, businesses, or any other location along the way. This policy is in place for the safety and accountability of our students.

For the protection of every student, Elmwood Christian Academy will release students only to parents, guardians, or other individuals who have been authorized in writing. This authorization will include siblings in 7th grade or above. The Academy cannot assume responsibility for the safety of any student who leaves campus or is picked up in an unauthorized manner.

CHRISTIAN AMERICANISM

Elmwood Christian Academy is grateful for the Christian heritage upon which our nation was founded and for the many men and women who sacrificed to preserve the freedoms we enjoy. We believe that the liberties guaranteed by the United States Constitution provide the freedom to worship God and educate future generations according to biblical principles. We unashamedly teach biblical values such as self discipline, respect for those in authority, obedience to the law, and love for God, our flag, our country, and those who have served to protect it.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America,
And to the Republic for which it stands, one nation under God,
Indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag,
And to the Saviour for Whose kingdom it stands,
One Saviour, crucified, risen, and coming again,
With life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet, and a light unto my path.
I will hide its words in my heart, that I might not sin against God.

E-MAIL ADDRESS REQUIRED

To ensure timely communication, Elmwood Christian Academy requires every family to have at least one current parent or guardian email address on file with the school office. Important announcements, newsletters, reminders, and other school correspondence are distributed electronically. Parents and guardians are expected to check their email regularly to stay informed of school updates and communications.

SOCIAL NETWORKING

Students are expected to conduct themselves in a Christ-honoring manner both on and off campus, including on social media, online gaming platforms, messaging applications, and all other forms of electronic communication. Online conduct that is inconsistent with the biblical standards and expectations of Elmwood Christian Academy is subject to school discipline.

The Administration may require a student and parent or guardian to review social media or other online activity when there is reasonable concern that a student's conduct may violate school policies or negatively affect the testimony, safety, or well being of the student, another individual, or the Academy.

Posting, sharing, or promoting inappropriate comments, photographs, videos, messages, or other content that violates school standards may result in disciplinary action, including detention, suspension, or expulsion, depending on the nature and severity of the offense.

GENERAL SCHOOL RULES

1. The Administration reserves the right to make the final decision regarding the application of any school policy or rule. An exception granted in one situation does not establish a precedent for future exceptions.
2. Students are expected to show respect for the authority of the Administration, faculty, staff, and all individuals serving in an official capacity at any school-sponsored activity.
3. Students are expected to use proper and edifying speech at all times. Vulgarity, profanity, swearing, belittling others, lying, and taking the name of God in vain have no place at Elmwood Christian Academy.
4. Chewing gum is not permitted on campus or during any school sponsored activity. Candy, food, and drinks are permitted only in designated areas.
5. Students are expected to give their full attention during instruction. Talking, leaving one's seat without permission, or otherwise disrupting the classroom during instructional time is not permitted. Times for discussion, group activities, or movement within the classroom are determined by the teacher. Students may socialize between classes and during lunch.
6. Students are expected to demonstrate self control at all times. Roughhousing, wrestling, horseplay, yelling, throwing objects, passing notes, running in the hallways, writing on or defacing school property, or any other disruptive behavior is prohibited.
7. Certain areas of the campus are off limits to students except with staff permission. These areas generally include teacher workspaces, teacher desks, offices, kitchens, storage rooms, maintenance areas, nurseries, and other restricted locations. Students are also expected to respect the personal property and workspaces of others.
8. Personal electronic devices, including gaming devices, tablets, headphones, earbuds, smart glasses, and similar devices, are not permitted during the school day unless specifically authorized by the Administration for an educational purpose.
9. The possession or use of cell phones, smartwatches, or other personal communication devices by students during the school day is strictly prohibited unless specifically authorized by the Administration. Unauthorized devices will be confiscated and handled according to school policy.
10. Students are not to display physical affection while on campus or at any school sponsored activity. Conversations of a sexual nature are inappropriate. Personal notes, messages, or other communications that distract from instruction are not permitted during class.
11. Stealing, cheating, plagiarism, or any form of academic dishonesty will result in disciplinary action.
12. Students are expected to maintain a Christ-honoring testimony both on and off campus. Conduct that brings reproach upon the name of Christ, the testimony of the student, or the reputation of Elmwood Christian Academy, whether in person or through electronic or online communication, may result in disciplinary action.

13. Books, magazines, printed materials, digital media, websites, videos, music, or other content that is inconsistent with the biblical standards of Elmwood Christian Academy may not be brought to school or accessed on campus without the express permission of the Administration.
14. The Administration and faculty reserve the right to establish and enforce additional age appropriate rules as needed to maintain a safe, orderly, and Christ-honoring learning environment.
15. Student lockers remain the property of Elmwood Christian Academy and are assigned annually. Lockers and their contents may be inspected or searched by the Administration at any time, with or without prior notice, when deemed necessary.

DRESS CODE

Each student's appearance should reflect a desire to honor the Lord and represent Elmwood Christian Academy well. We ask every student and family to support the dress code with a willing spirit, recognizing that it promotes modesty, unity, and a positive learning environment.

No immodest dress is permitted. Clothing that is immodest by its style, cut, fit, or appearance is not acceptable. The Bible teaches, Deuteronomy 22:5, "The woman shall not wear that which pertaineth unto a man, neither shall a man put on a woman's garment: for all that do so are abomination unto the LORD thy God." Students are expected to maintain a distinct, modest, and Christ-honoring appearance.

The Elmwood Christian Academy dress code is to be followed during the school day and at all official school functions, whether on or off campus. Clothing should be clean, neat, properly fitted, and in good condition. Clothing that is excessively worn, dirty, wrinkled, or ragged is not acceptable.

The Bible establishes several principles that guide our standards of dress:

1. **Modesty.** *1 Timothy 2:9, "In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety..."*
2. **Consideration for Others.** *Romans 14:13, "Let us not therefore judge one another any more: but judge this rather, that no man put a stumblingblock or an occasion to fall in his brother's way."*
3. **Honoring God.** *1 Corinthians 10:31, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."*

Because individuals often differ in their interpretation of these principles, Elmwood Christian Academy has established the following dress code guidelines. These standards are intended to provide clear expectations and will be consistently enforced.

NOT PERMITTED:

- Jeans or denim of any kind
- Graphic apparel (large logos or word on shirt or sweaters)
- Athletic wear, including sweatpants, athletic shorts, hooded sweatshirts, crew neck sweatshirts and leggings worn as pants
- Mini-skirts, skirts that are at the knee when sitting, cargo pants, low-rise pants, any tight or form-fitting pants, tops, or skirts, wallet chains, dog collars, or spikes and other such "accessories."
- Collarless shirts

- Untucked shirts
- Wrinkled clothing

Attire that is excessively casual, revealing, distressed, or otherwise inconsistent with the spirit of this policy

Kindergarten and Adv. Kindergarten Classrooms:

Dress shoes and belts are not required. Athletic shoes and other casual shoes are permitted in the classroom.

Kindergarten through 12th Level Boys:

- **Pants:**
 - Students are to wear navy blue, black, dark gray, or khaki dress pants that are clean, properly fitted, and in good condition. Pants must be free from rips, tears, frayed hems, patches, or excessive wear.
 - A solid black or brown belt must be worn. Belt buckles must be modest in appearance or approved by the school office.
- **Shirt:**
 - Students are to wear a Loose-fitting, collared, polo shirt with two to four buttons. Polo shirts must be a solid color. Small manufacturer logos, such as Nike, Adidas, Under Armour, or similar brands, are permitted. Official Elmwood Christian Academy or Elmwood Baptist Church logos are also permitted.
 - As an alternative to a polo shirt, male students may wear a solid color button up dress shirt with a tie.
 - Shirts must remain tucked and buttoned at all times, with the exception of the top button.
 - Undershirts or undergarments may not be visible at any time. Solid-color turtlenecks and long sleeve shirts may be worn underneath a uniform shirt.
 - Shirt sleeves must extend to within at least four inches of the shoulder.
- **Outerwear:**
 - Sweaters may be worn in the classroom provided they are neat, conservative, and in good condition. Acceptable sweaters include sweaters, quarter zip sweaters and athletic pullovers, sweater vests, and cardigans.
 - The required uniform polo shirt or dress shirt with tie must be worn underneath and remain visible at the collar at all times.
 - Hooded sweatshirts (hoodies), crewneck sweatshirts, oversized sweatshirts, , fleece or flannel jackets, and other casual outerwear are not permitted during the school day unless specifically approved by the Administration for a school activity or special event.
 - Students who need additional warmth may also wear an approved sweater or jacket indoors. Outdoor coats, hoodies and jackets should be removed upon entering the school.
- **Shoes:**
 - Students are to wear conservative, solid color dress shoes or boots in a conservative color. Shoes must be made of a material that can be cleaned and polished and must be appropriate for a professional school environment. Shoes with colored soles must be approved.
 - Athletic shoes, running shoes, canvas shoes, skate shoes, Crocs, slippers, sandals, slides, or other casual footwear are not permitted during the school day.

- Athletic shoes may be worn only during physical education class, athletic practices, athletic competitions, or outdoor recess as directed by the teacher.
- Shoes may not reflect a feminine style or include elevated or fashion heels.
- Shoes must be clean, neat, polished, and in good condition. Shoes with excessive wear, holes, tears, or other damage are not permitted.
- **Hair:** The purpose of this policy is to promote a neat, conservative, and professional appearance that reflects the standards of Elmwood Christian Academy.
 - Hair must be clean, neatly groomed, combed, and well maintained throughout the entire school day.
 - Hair may not extend over the ears, touch the shirt collar, or fall over the eyebrows or into the eyes.
 - Hair should have a natural, tapered appearance and should not exceed approximately 1½ inches in height above the scalp.
 - Extreme, fashionable, or attention drawing hairstyles are not permitted. This includes, but is not limited to, mohawks, fauxhawks, mullets, bowl cuts, disconnected undercuts, low taper fades, burst fades, drop fades, heavily shaved designs or lines, textured crops with exaggerated volume, or any hairstyle that draws undue attention or reflects current fashion trends rather than a conservative appearance.
 - Hair may not be dyed, tinted, bleached, frosted, highlighted, or colored.
 - The Administration reserves the right to determine whether a hairstyle or haircut is consistent with the spirit and intent of the dress code.

Boys P.E. Uniform - 4th-12th Level Girls

- Solid gray, black, or school t-shirt
- Loose-fitting black or gray athletic pants or sweatpants that are modest, in good condition, and free from excessive logos, graphics, stripes, or decorative designs
- Athletic socks
- Non-marking athletic shoes
- P.E. attire is to be clean, properly fitted, and worn only during physical education class unless otherwise directed by the P.E. Teacher or Administration.

Additional Standards - Kindergarten through 12th Level Boy's

- Sunglasses, hats, caps, beanies, and other head coverings are not to be worn inside the school or church buildings unless approved by the Administration for a specific activity or medical reason.
- Boys in 8th level or 13 years old and above are to be clean shaven. Facial hair, including mustaches, beards, and goatees, are not permitted. Sideburns may not extend below the middle of the ear.
- Backpacks must be appropriate for a Christian school environment and may not display or promote movies, television shows, music artists or groups, video games, social media personalities, inappropriate slogans, or other influences that are inconsistent with the standards of Elmwood Christian Academy. Backpacks must fit completely inside the student's locker.

- Lunch boxes and lunch bags must also reflect the standards of Elmwood Christian Academy and may not display or promote movies, television shows, music artists or groups, video games, social media personalities, inappropriate slogans, or other influences that are inconsistent with the Academy's biblical standards.

Kindergarten and Adv. Kindergarten Classrooms:

Dress shoes are not required. Athletic shoes or casual shoes are permitted to be worn in the classroom.

Kindergarten through 12th Level Girls:

- **Skirts/Dresses and Jumpers**

- Students are to wear a modest, Loose-fitting skirt that extends to at least mid calf. Culottes are not permitted.
- Skirts with slits are permitted only if the slit does not extend above the bottom of the knee.
- Denim material is not permitted. Jean skirts of any style are prohibited.
- Loose-fitting jumpers (skirt not legged pants) may be worn in place of a skirt and must meet all length and modesty requirements.
- Leggings worn under skirts or jumpers must be a single solid color and must either be full length or remain completely concealed beneath the skirt or jumper.

- **Shirts**

- Students are to wear a Loose-fitting, collared polo shirt with two to four buttons. Polo shirts must be a solid color. Small manufacturer logos, such as Nike, Adidas, Under Armour, or similar brands, are permitted. Official Elmwood Christian Academy or Elmwood Baptist Church logos are also permitted.
- As an alternative to a polo shirt, students may wear a solid color button up dress shirt.
- Shirts must remain buttoned at all times, with the exception of the top button.
- Undershirts or undergarments may not be visible at any time. Solid color turtlenecks and long sleeve shirts may be worn underneath a uniform shirt.
- For girls in levels 7 through 12, sleeves must extend to within at least four inches of the shoulder.
- T-shirts, form fitting clothing, sheer or see-through fabrics, and any shirt that reveals or outlines an undergarment are not permitted.
- All shirts must be modest in fit and length and must remain appropriately covered during normal school activities.

- **Outerwear:**

- Sweaters may be worn in the classroom provided they are neat, conservative, and in good condition. Acceptable sweaters include sweaters, quarter zip sweaters and athletic pullovers, sweater vests, and cardigans.
- The required uniform polo shirt must be worn underneath and remain visible at the collar at all times.
- Hooded sweatshirts (hoodies), crewneck sweatshirts, oversized sweatshirts, , fleece or flannel

jackets, and other casual outerwear are not permitted during the school day unless specifically approved by the Administration for a school activity or special event.

- Students who need additional warmth may also wear an approved sweater or jacket indoors. Outdoor coats, hoodies and jackets should be removed upon entering the school.
- **Shoes**
 - Students are to wear conservative, solid color dress shoes or dress boots in a conservative color. Shoes must be made of a material that can be cleaned and polished and must be appropriate for a professional school environment.
 - Athletic shoes, running shoes, canvas shoes, skate shoes, Crocs, slippers, sandals, open toed shoes, slides, or other casual footwear are not permitted during the school day.
 - Athletic shoes may be worn only during physical education class, athletic practices, athletic competitions, or outdoor recess as directed by the teacher.
 - Shoes must be clean, neat, polished, and in good condition. Shoes with excessive wear, holes, tears, or other damage are not permitted.
- **Makeup and Jewelry**
 - Makeup is permitted only for students 14 years of age and older.
 - Makeup must be modest, lightly applied, and complement the student's natural appearance. Bright, excessive, or distracting colors and styles are not permitted.
 - One earring may be worn in each earlobe. Earrings must be conservative in style. Large dangling earrings or earrings worn anywhere other than the earlobes are not permitted.
- **Hair**
 - The purpose of this policy is to promote a neat, conservative, and professional appearance that reflects the standards of Elmwood Christian Academy.
 - Hair must be clean, neatly groomed, combed, and well maintained throughout the entire school day.
 - Hair should be styled in a natural and conservative manner. Extreme, fashionable, or attention drawing hairstyles are not permitted.
 - Hair may not fall over the eyebrows or into the eyes.
 - Hair may not be dyed, tinted, bleached, frosted, highlighted, or colored in an unnatural or distracting manner.
 - The Administration reserves the right to determine whether a hairstyle or hair color is consistent with the spirit and intent of the dress code.

Additional Standards - Kindergarten through 12th Level Girls

- Clothing must be clean, neat, properly fitted, and in good condition. Clothing that is faded, dirty, wrinkled, excessively worn, or unprofessional is not permitted.
- Hooded sweatshirts, crewneck sweatshirts, athletic pullovers, fleece jackets, and other casual outerwear are not permitted during the school day. Students may wear approved sweaters or cardigans in accordance with the Academy's outerwear dress code policy.

- Backpacks must be appropriate for a Christian school environment and may not display or promote movies, television shows, music artists or groups, video games, social media personalities, inappropriate slogans, or other influences that are inconsistent with the standards of Elmwood Christian Academy. Backpacks must fit completely inside the student's locker.
- Lunch boxes and lunch bags must also reflect the standards of Elmwood Christian Academy and may not display or promote movies, television shows, music artists or groups, video games, social media personalities, inappropriate slogans, or other influences that are inconsistent with the Academy's biblical standards.

Girl's P.E. Uniform - 4th-12th Level Girls

- **Students in grades 4 through 12 are required to wear the following P.E. uniform**
 - Solid gray, black or school t-shirt
 - Loose-fitting black or gray athletic pants or sweatpants that are modest, in good condition, and free from excessive logos, graphics, stripes, or decorative designs
 - Athletic socks
 - Non marking athletic shoes
 - P.E. uniforms are to be clean, properly fitted, and worn only during physical education class unless otherwise directed by the P.E. Teacher or Administration.

DRESS CODE VIOLATIONS

Teachers and staff strive to enforce the dress code with consistency, fairness, and a Christ-honoring spirit. While every effort is made to apply the standards uniformly, situations may occasionally require the exercise of judgment by the Administration. We respectfully ask parents to extend grace and understanding as these decisions are made. Our desire is not simply to enforce rules, but to help students develop biblical convictions, personal responsibility, and a desire to honor the Lord in every area of life.

Teachers and staff will address dress code violations with wisdom, consistency, and grace. In most cases, a first offense will result in a warning and appropriate counseling. Continued violations may result in the issuance of a demerit (see the Demerit System for additional information).

For students in the Early Enrichment Program, parents or guardians will be notified of any dress code violation.

If a student's attire is determined to be an obvious violation of the dress code, the student may be required to remain in the school office until a parent or guardian provides appropriate clothing or the student may be sent home to correct the violation. Any absence resulting from a dress code violation will be considered unexcused.

Because every situation cannot be specifically addressed in writing, questions regarding the interpretation or application of the dress code are left to the discretion of the Administration.

The Administration of Elmwood Christian Academy reserves the right to determine whether any article of clothing, hairstyle, accessory, or appearance is consistent with the spirit and intent of the dress code. Students who report to school in violation of the dress code may be required to correct the violation before returning to class.

Summary

The dress code has been established to provide clear, consistent standards for all students and families. These standards are not intended to be burdensome or to promote outward appearances over inward character. Rather, they are designed to encourage modesty, unity, a professional learning environment, and a testimony that honors the Lord. While the Academy establishes standards during school hours and school sponsored activities, we recognize that parents are the primary authority in the home and ask for their partnership in ensuring that students arrive at school each day in compliance with the dress code.

DISCIPLINE

Elmwood Christian Academy is not a reform school or corrective institution. Our purpose is to partner with parents in the academic and spiritual training of their children, not to replace the God-given role of the home. We ask that students be enrolled with the understanding that parents and the Academy will work together to encourage biblical character, personal responsibility, and academic excellence.

All new students are admitted on a six week probationary period.

Students are expected to conduct themselves at all times in a manner becoming a Christian young man or young lady. A respectful attitude toward God, authority, fellow students, and school policies is expected.

If your child comes home with a concern regarding a policy, discipline, or other school matter, we ask that you partner with us by following these guidelines:

- Support the Administration and contact the school before reaching conclusions.
- Recognize that school policies exist for the benefit of all students and are enforced as fairly and consistently as possible.
- Understand that a child's account may not include all of the facts or circumstances.
- Allow the Administration the opportunity to explain the situation before forming a final opinion.

If a student's attitude or conduct is not consistent with the policies, philosophy, or biblical principles of Elmwood Christian Academy, the student may be placed on probation. A conference with the parent or guardian will be scheduled to discuss the concerns and establish a plan for improvement. If sufficient improvement is not demonstrated within a reasonable period of time, the Administration may require the student's withdrawal from the Academy.

Because older students have a significant influence on younger students, those in the upper levels are expected to demonstrate mature Christian conduct and support the Academy's biblical philosophy. Students are expected to abstain from smoking or vaping, the use of alcoholic beverages, illegal drugs or narcotics, secular or inappropriate music, public dancing, profanity, pornography, sexual immorality, and other practices that are contrary to biblical principles.

Early Enrichment Behavior System

The Early Enrichment Program uses a color card system to encourage positive behavior and help students understand classroom expectations. Each student begins the day with a blue card. Cards may be changed throughout the day as needed to address behavior and reinforce appropriate conduct. Parents or guardians will be contacted if a student reaches a red card, which reflects the limit for bad behavior.

Examples of behaviors that may result in a card change include, but are not limited to:

- Complaining, arguing, or showing disrespect
- Writing on or defacing school property. Parents are responsible for the cost of damaged property.
- Throwing rocks or other dangerous objects
- Failure to complete assigned work
- Passing notes during class
- Dress code violations
- Chewing gum or eating candy outside of approved times or locations
- Using inappropriate or foul language
- Lying, cheating, or stealing
- Disrespect toward teachers, staff, or fellow students
- Disobedience
- Rough play, including wrestling, kicking, hitting, or any activity that could cause injury

The examples listed above are not all inclusive. Teachers and staff may issue card changes whenever they determine it is necessary to maintain a safe, orderly, and Christ-honoring learning environment.

CORRECTIVE MEASURES FOR UNACCEPTABLE CONDUCT

When a student accumulates numerous demerits or demonstrates a pattern of unacceptable behavior, the parent or guardian will be notified by the teacher or school office. A written disciplinary notice may also be sent home to document the concern.

If the student's behavior does not improve following the initial parent contact, a conference will be scheduled with the parent or guardian, student, teacher, and Administrator. During this meeting, the concerns will be reviewed, expectations will be clarified, and a reasonable plan and time frame for improvement will be established.

If sufficient improvement is not demonstrated within the established time frame, the Administration may implement additional disciplinary measures as deemed appropriate. These measures may include, but are not limited to, detention, probation, suspension, or expulsion.

Three suspensions during a single academic year will normally result in expulsion from Elmwood Christian Academy. The Administration reserves the right to consider the circumstances surrounding each suspension when determining the appropriate course of action.

The Administration's decisions regarding student discipline are final.

CORRECTION, DEMERIT, DETENTION AND SUSPENSION SYSTEM

Elmwood Christian Academy is committed to developing young men and young women of strong biblical character. An important part of that training is learning that every choice has consequences. Positive choices bring positive results, while poor choices require correction. Our goal is not merely to punish inappropriate behavior, but to teach students responsibility, accountability, and biblical character.

For minor rule violations, a student will normally receive a verbal or written warning from the teacher or Learning Center Supervisor. Teachers and supervisors will instruct, correct, and guide students toward the proper behavior before issuing demerits whenever appropriate. After receiving three warnings in one school day for minor infractions, the student will receive a demerit.

A demerit is issued when a student knowingly violates a school rule after receiving instruction regarding the appropriate behavior. A demerit serves as both a disciplinary consequence for the student and a notification to the parent or guardian.

When a demerit is issued, a demerit slip will be sent home with the student. The slip must be signed by a parent or guardian and returned the following school day. Failure to return the signed demerit slip will result in an additional demerit and another demerit slip being issued.

If parents have questions regarding a demerit, they are encouraged to contact the teacher or Administrator to discuss the situation. We ask that parents partner with the Academy in correcting behavior and reinforcing biblical principles in the home. The Bible teaches, *Mark 3:25, "And if a house be divided against itself, that house cannot stand."*

The examples of offenses listed throughout this handbook are representative and are not intended to be all inclusive. Teachers, supervisors, and the Administration reserve the right to issue demerits for violations of school rules or for conduct that is inconsistent with the standards and spirit of Elmwood Christian Academy.

Demerit Consequences

Demerits are accumulated on a weekly basis according to the following schedule (see Incentive Program section for privilege qualifications):

- **3 Demerits:** A 30-minute detention to be served the day the third demerit is earned
- **6 Demerits:** An additional 30-minute detention to be served the day the sixth demerit is earned
- **9 Demerits:** An subsequent 30-minute detention to be served the day the ninth demerit is earned
- **10 Demerits:** One-day suspension from school. The suspension will normally be served the following school day

After a detention has been served, the demerits that resulted in that detention no longer accumulate toward another detention during that same week. For example, if a student earns three demerits on Monday and serves the required detention, a fourth demerit received on Tuesday is counted as the first demerit toward the next detention. This policy applies only to detentions and does not affect suspensions.

Detentions apply only to students in levels 4 through 12. Detentions are served the same day assigned, in the Learning Center or other location designated by the Administration. Students are expected to work on their assigned academic work throughout the detention period.

A \$10.00 detention fee will be charged for each 30 detention and billed to the parent or guardian.

Parents or guardians are expected to pick up their child immediately following detention. Students who are not picked up at the conclusion of detention will be checked into the After School Care program, and all applicable fees will apply.

Students serving a suspension are expected to complete all assigned schoolwork. A suspension is a disciplinary consequence and is not intended to provide a day away from academic responsibilities.

Detentions are mandatory and are to be served on the day they are assigned unless otherwise approved by the Administration. Failure to comply with the detention policy or refusal to serve an assigned detention may result in additional disciplinary action, including possible expulsion.

Offense	Consequence
Turning around in office	1 warning
Lack of participation (in any/all activities)	1 warning
Any unwarranted disturbance (in the building)	1 warning
Chair not pushed in	1 warning
Out of seat without permission	1 warning
Goal not set or unauthorized change	1 warning
Messy office	1 warning
Goal chart not posted	1 warning
Talking without permission	1 warning
Leaning back in chair (i.e. 4 legs of chair not on the ground)	1 warning
Incomplete office supplies	1 warning
Flag left up	1 warning
Eating in off-limit areas	1 warning
Chewing gum	1 warning
1st Tardy	1 warning
2nd Tardy	1 demerit
Minor scoring violation	1 demerit
2nd minor scoring violation	1 demerit
Running inside the building	1 demerit
Not having a notebook or pen for notes in chapel	1 demerit
Doodling in notebook during chapel	1 demerit
Off limits (cars, side of building, sitting on stairs inside or outside)	1 demerit
Writing on FLAGS (*Note: It is against the law.)	1 demerit

Offense	Consequence
Writing or passing notes	1 demerit
PACES left at home (per subject)	1 demerit per subject
6" inch rule violation	1 demerit
Teasing or calling names	1 demerit/first offense
Numerous minor scoring violations after correction	Parent conference 2nd offense
Incomplete uniform	1 demerit
Unsuitable personal property (knife, matches, etc.)	1 demerit; possible suspension
Failure to return or bring homework slip, detention slip or notice of being absent	1 demerit
Incomplete/Inappropriate dress code	1 demerit
More than one day's work left un-scored	1 demerit
Lying	1 demerit
Having a pencil at the scoring table	1 demerit
Disrespect to students or supervisor	1 demerit
Defiance (challenge, answering back)	1 demerit
Incomplete P.E. Outfit	1 demerit
Taking Check-ups or Self-Tests without permission and supervisor's initials	1 demerit
Not having a King James Bible	1 demerit
Talking at the scoring table	1 demerit
Homework slip not signed	1 demerit
Damaging property	1 demerit
Defacing PACES	1 demerit
Talking at testing table	1 demerit
Cheating (not a scoring violation)	2 demerits, Repeat PACE
Asking another staff member permission after refusal already stated	2 demerits
Throwing any object	3 demerits
Incomplete homework	3 demerits
Major scoring violation	3 demerits, Repeat PACE, \$10.00 fee
2nd time Major scoring violation	Parent Conference, Repeat PACE, \$10.00 fee
3rd time Major scoring violation	1 day suspension, Repeat PACE, \$10.00 fee
Fighting	1 day Suspension
Inappropriate language or gestures	1 day Suspension
Any repeated offenses after warning has been given	Parental Conference, 1 demerit
Excessive demerits	Parental Conference

SUSPENSION AND EXPULSION

While the Demerit System is designed to correct most behavioral concerns, there are situations in which a higher level of discipline is necessary. When the Administration determines that demerits, detentions, or other corrective measures have been ineffective, or when a serious violation of school policy has occurred, the Administration may impose disciplinary action that includes suspension or expulsion from Elmwood Christian Academy.

Students who are expelled for academic reasons may apply for readmission the following school year. Expulsions resulting from serious disciplinary or behavioral violations are considered final.

Following each suspension, a student's demerit and detention totals will begin again. However, prior suspensions remain part of the student's disciplinary record and will be considered when determining future disciplinary action.

Whenever possible, a conference will be held with the Administrator, the parent or guardian, and the student to discuss the circumstances, review the facts, and determine the appropriate course of action. Expulsion will be the final action after three (3) suspensions. The Administration's decision regarding suspension or expulsion shall be final.

WITHDRAWALS

All student withdrawals must be processed through the school office. Parents or guardians may withdraw a student at any time by providing seven days' written notice. Elmwood Christian Academy also reserves the right to require the withdrawal of a student when it determines such action is in the best interest of the student or the Academy. This provision is separate from the Academy's disciplinary policies regarding demerits, suspensions, and expulsions.

When a student is withdrawn, either by the parent or guardian or at the request of the Administration, the following policies apply:

REGISTRATION FEES

Registration fees reserve a student's place at Elmwood Christian Academy and are nonrefundable. Registration fees are assessed annually for both new and returning students and cover expenses such as enrollment processing, curriculum ordering, student records, and administrative costs. Registration fees are not applied toward tuition and will not be refunded, in whole or in part, if a student withdraws before or during the school year.

TUITION

Tuition is billed on a monthly basis. Any refund of prepaid tuition will be governed by the Academy's current Financial Policy.

STUDENT RECORDS

Official transcripts, report cards, and other student records will not be released until all school property has

been returned and all financial obligations have been satisfied. The Administration reserves the right to make exceptions to this policy when circumstances warrant.

MEDICAL GUIDELINES

To ensure the safety of all students, prescription medication will be administered only with written authorization from a licensed healthcare provider and the student's parent or guardian. All medication must be in its original, properly labeled container and provided to the school office.

If the required written authorization has not been received, a parent or guardian must come to the school to administer the medication.

All prescription and non-prescription medications, including cough drops, must be stored and administered through the school office unless the Administration has approved a student to carry emergency medication, such as an EpiPen, inhaler, diabetic supplies, or other physician authorized emergency medication. No medications may be kept in backpacks or areas accessible by other students.

All required health forms and immunization records must be submitted to the school office before the student's first day of attendance. As required by state law, students may not attend class until all required medical documentation has been received.

Elmwood Christian Academy does not administer over the counter medications, including pain relievers, cough medicine, allergy medication, or similar medications. If a student requires such medication during the school day, a parent or guardian must come to the school to administer it.

Note: Teachers are not responsible for storing or administering student medications.

SICK POLICY, ILLNESS OR INCAPACITY

Parents or guardians should not send a student to school if the student is ill, exhibits any of the symptoms listed under Symptoms Requiring Removal from School, or is unable to participate in the normal school day. Students who are ill should remain at home until they have recovered and are able to fully participate in school activities.

Sending an ill student to school increases the risk of exposing other students and staff to illness and may disrupt the educational environment for other families. We appreciate your cooperation in helping maintain a healthy school environment.

If a student becomes ill during the school day, the parent or guardian will be contacted and is expected to pick up the student within 60 minutes. If the parent or guardian cannot be reached or is unable to arrive within that time, the student's emergency contact will be notified and asked to pick up the student.

If a student becomes seriously ill or is injured and a parent, guardian, or emergency contact cannot be reached, Elmwood Christian Academy may seek appropriate emergency medical care. When necessary, emergency medical services may be contacted, and the student may be transported by ambulance to receive medical treatment.

If a student is temporarily unable to participate in regular classroom activities, physical education, athletics, or other school activities because of illness or injury, the Academy must receive written documentation from a licensed healthcare provider describing the limitation and the anticipated length of time the restriction will be

in effect.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL

A student should remain at home or will be sent home if any of the following symptoms are present:

- **Fever:** A temperature of 100.4°F (38°C) or higher. Students must be fever free for at least 24 hours without the use of fever reducing medication and be showing overall improvement before returning to school.
- **Fever accompanied by other symptoms:** Such as a sore throat, rash, vomiting, diarrhea, ear pain, unusual irritability, confusion, or other signs of illness
- **Diarrhea:** Frequent loose or watery stools, bloody stools, diarrhea that cannot be contained, or diarrhea accompanied by other symptoms such as fever, vomiting, or abdominal pain. Students should remain home until they have been free of diarrhea for at least 24 hours.
- **Vomiting:** Two or more episodes within a 24 hour period or any vomiting associated with fever or other symptoms of illness. Students should remain home until they have been free from vomiting for at least 24 hours. Students who vomit during the night should not be sent to school the following morning.
- **Respiratory symptoms:** Difficulty breathing, persistent or severe coughing, loss of voice, sore throat accompanied by fever, or swollen glands that interfere with normal participation in school
- **Communicable skin conditions:** Undiagnosed rashes, draining skin sores that cannot be covered, ringworm, or other contagious skin conditions. Students with head lice should be treated before returning to school.
- **General illness:** A student who is unusually lethargic, excessively irritable, continuously crying, or otherwise unable to participate in normal classroom activities without requiring more care than the school can reasonably provide.

Note: The Administration reserves the right to require a physician's release before a student returns to school when deemed necessary for the health and safety of the student or others.

COMMUNICABLE DISEASES

To protect the health and safety of our students and staff, parents or guardians are asked to notify the school office if their child is diagnosed with a communicable disease. Students may be excluded from school until they meet the current return-to-school recommendations established by their healthcare provider, the Colorado Department of Public Health and Environment, or other applicable public health authorities.

The Administration reserves the right to require written clearance from a licensed healthcare provider before a student returns to school whenever it is deemed necessary.

Examples of communicable diseases and conditions include, but are not limited to:

- **COVID-19:** A respiratory illness that may include fever, cough, sore throat, congestion, fatigue, body aches,

headache, or loss of taste or smell

- **Influenza (Flu):** A viral illness causing fever, chills, cough, sore throat, body aches, fatigue, and sometimes vomiting or diarrhea
- **Respiratory Syncytial Virus (RSV):** A respiratory infection that commonly causes cough, congestion, wheezing, fever, or difficulty breathing, especially in young children
- **Common Cold:** A viral infection causing a runny nose, congestion, sneezing, sore throat, and mild cough. Students may attend if they can fully participate and do not otherwise meet exclusion criteria
- **Streptococcal Sore Throat (Strep Throat):** A bacterial infection causing severe sore throat, fever, swollen glands, and painful swallowing
- **Chickenpox (Varicella):** An itchy, blister-like rash often accompanied by fever and fatigue
- **Measles:** A highly contagious viral illness causing high fever, cough, runny nose, red eyes, and a widespread rash
- **Rubella (German Measles):** A viral illness causing a mild fever, swollen lymph nodes, and a fine pink rash
- **Mumps:** A viral illness causing swelling of the salivary glands, fever, headache, muscle aches, and fatigue
- **Pertussis (Whooping Cough):** A highly contagious, bacterial infection causing severe coughing spells that may end with vomiting or a characteristic “whoop”
- **Pneumonia:** An infection of the lungs causing cough, fever, chest pain, shortness of breath, or difficulty breathing
- **Conjunctivitis (Pink Eye):** Redness of the eye accompanied by drainage, irritation, swelling, or crusting of the eyelids
- **Impetigo:** A contagious bacterial skin infection characterized by red sores and honey colored crusts
- **Ringworm:** A contagious fungal infection that appears as a circular, red, itchy rash.
- **Scabies:** A contagious skin infestation caused by microscopic mites that results in an intensely itchy rash
- **Head Lice:** Tiny insects that live on the scalp and cause itching, and the presence of nits attached to the hair
- **Hand, Foot, and Mouth Disease:** A viral illness that causes fever, mouth sores, and a rash or blisters on the hands and feet
- **Norovirus or Other Viral Gastroenteritis:** A contagious illness causing sudden vomiting, diarrhea, nausea, and stomach cramps
- **Salmonellosis:** A bacterial infection causing diarrhea, fever, stomach cramps, and sometimes vomiting.

- **Hepatitis:** A viral infection affecting the liver that may cause fever, fatigue, nausea, abdominal pain, dark urine, or jaundice
- **Tuberculosis (TB):** A bacterial infection that usually affects the lungs and may cause a persistent cough, fever, night sweats, and weight loss
- **Pinworms:** A common intestinal parasite that causes itching around the anal area, especially at night
- **Other Communicable Diseases:** Any contagious illness that may place students or staff at risk, as determined by a healthcare provider, public health authority, or the Administration

Students may be required to provide written clearance from a licensed healthcare provider before returning to school when requested by the Administration.

Teachers are expected to use reasonable judgment when observing signs or symptoms of illness. If a student's condition is such that a reasonable person would conclude the student may be ill or may pose a risk to others, the teacher will notify the school office. The Administration or its designee will contact the parent or guardian and request that the student be picked up from the school office and taken home.

REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

Elmwood Christian Academy is committed to providing a safe and secure environment for every student. In accordance with Colorado law, school employees who, in their professional capacity or within the scope of their employment, have reasonable cause to know or suspect that a child has been abused or neglected, or who observe circumstances that would reasonably result in abuse or neglect, are required to report their concerns.

Reports must be made **as soon as possible, but no later than 24 hours** after receiving the information. Reports are made to the Colorado Child Abuse and Neglect Hotline, the appropriate county department of human services, or local law enforcement, as required by Colorado law. Reporting concerns to a supervisor does not relieve an employee of the legal responsibility to ensure that a report is made.

Reasonable suspicion exists when it is objectively reasonable for a person, based upon the facts known at the time and drawing upon appropriate training and experience, to suspect that a child has been abused or neglected. Proof of abuse is not required before making a report. The responsibility of the mandatory reporter is to report reasonable suspicion, not to investigate or determine whether abuse has occurred.

Elmwood Christian Academy will fully cooperate with child protective services and law enforcement agencies in carrying out their responsibilities under Colorado law.

HEALTH FORMS AND CERTIFICATE OF IMMUNIZATION

Colorado law requires that all students attending school provide one of the following before enrollment:

- A current Certificate of Immunization showing compliance with Colorado's required school immunizations

- A valid Medical Immunization Exemption completed by a licensed healthcare provider
- A valid Nonmedical Immunization Exemption completed in accordance with current Colorado Department of Public Health and Environment requirements*

Current immunization records or exemption documentation must be submitted to the school office before a student may attend classes.

Parents or guardians are responsible for keeping the Academy informed of any changes to their child's immunization records or exemption status. Elmwood Christian Academy will comply with all applicable Colorado laws regarding student immunizations and communicable disease reporting.

During an outbreak of a vaccine-preventable disease, the Colorado Department of Public Health and Environment or the local public health agency may require students who are not immunized against that disease to remain out of school until it is determined that it is safe for them to return, in accordance with Colorado law and public health guidance.

***Nonmedical Immunization Exemption:** Parents or guardians requesting a nonmedical exemption must comply with the current requirements of the Colorado Department of Public Health and Environment. A Certificate of Nonmedical Exemption may be obtained by either:

- Completing the Colorado Department of Public Health and Environment's Online Immunization Education Module and submitting the Certificate of Nonmedical Exemption issued upon completion of the course; or
- Obtaining a Certificate of Nonmedical Exemption signed by a licensed healthcare provider authorized under Colorado law

A completed Certificate of Nonmedical Exemption must be submitted to the school office before the student may attend classes. Parents or guardians are responsible for complying with all current Colorado exemption requirements and any renewal requirements established by the Colorado Department of Public Health and Environment. Additional information and the Online Immunization Education Module are available through the Colorado Department of Public Health and Environment. This information can be found online at: <https://cdphe.colorado.gov/immunization/nonmedical-exemption>

PHYSICAL EDUCATION

Physical education is a required part of the educational program at Elmwood Christian Academy. Students in grades 1 through 12 are expected to participate unless excused for medical reasons.

Students in levels 1 through 3 participate in physical education activities on campus during appropriate weather conditions. Students in levels 4 through 12 may participate in physical education activities both on campus and at nearby parks or recreational facilities under the supervision of school staff.

Students who are unable to participate in physical education because of a medical condition must provide written documentation. A note from a parent or guardian is sufficient for temporary illnesses or injuries lasting one to two weeks. For extended illnesses, injuries, or physical limitations, written documentation from a licensed healthcare provider is required.

At the discretion of the Learning Center Supervisor or Administration, a student may be required to remain in the classroom or another designated area to complete academic work during physical education when circumstances warrant. This is intended to be an occasional measure and not a regular practice.

PROPERTY SEARCHES

To help maintain a safe, secure, and orderly learning environment, the Administration reserves the right to inspect or search student property when there is reasonable suspicion that a violation of school policy, the law, or the safety of the school community has occurred.

Searches may include, but are not limited to, a student's vehicle parked on school property, a backpack, purse, lunch box, locker, desk, or other personal belongings. Student lockers, desks, and other school property remain the property of Elmwood Christian Academy and may be inspected at any time.

In the rare event that circumstances require a search beyond a student's personal property, the Administration will contact the parent or guardian whenever reasonably possible. Any search of a student's person will be conducted only when deemed necessary by the Administration, will be performed by a staff member of the same sex as the student, and will be conducted privately, respectfully, and in a manner consistent with Christian modesty and the dignity of the student.

STUDENT RELATIONSHIPS

Elmwood Christian Academy encourages students to develop wholesome, Christ-honoring friendships with one another. Students are expected to treat one another with kindness, respect, purity, and Christian courtesy at all times.

The Academy does not encourage exclusive dating relationships between students. Public displays of affection or inappropriate physical contact, including hand-holding, embracing, kissing, or similar conduct, are not permitted while on school property, during church services, or while participating in any school sponsored activity.

Students are also expected to maintain appropriate conversations and conduct that reflect biblical standards of purity and Christian testimony.

Violations of this policy will be addressed by the Administration and may result in disciplinary action, including probation, suspension, or expulsion, depending upon the nature and seriousness of the offense.

FINANCIAL INFORMATION

Tuition

Tuition rates are established annually by the Administration. Tuition, together with the faithful giving of Elmwood Baptist Church, provides the financial support necessary to operate Elmwood Christian Academy.

Contributions made to Elmwood Baptist Church that qualify as charitable donations may be tax deductible as

permitted by law. Tuition and school fees are payments for educational services and are not tax deductible.

Tuition Refund Policy

No tuition refunds will be issued for students who are expelled from the Academy.

No refund will be issued for the month in which a student withdraws. For example, if a student withdraws on March 5, no refund will be issued for the month of March.

If annual tuition has been paid in advance, refunds for future months of enrollment will be issued according to the following schedule:

- Through the first month of school: 80% refund
- Beginning of the second month through the end of the first quarter: 50% refund
- Beginning of the second quarter through the end of the second quarter: 25% refund
- After the end of the second quarter: No refund of prepaid tuition or fees

Additional Fees

After School Care

- After School Care is available from 3:15 p.m. to 5:30 p.m.
- The fee is \$10.00 per day for the first child and \$5.00 per day for each additional child in the same immediate family, with a maximum daily charge of \$25.00 per family.
- Students not picked up by 3:15 p.m. will automatically be checked into the After School Care program.
- Students not picked up by 5:30 p.m. will be assessed a late fee of \$1.00 per minute, per child, until picked up.
- If a student has not been picked up by 6:00 p.m. and a parent or authorized emergency contact cannot be reached, the appropriate authorities may be contacted to ensure the student's safety and well-being.

PACE Reissue Fees

When a student fails a PACE test, the PACE will be reissued for a fee of \$5.00. If the failure is the result of scoring violations, the reissue fee will be \$10.00.

Music Program

Students participating in the music program may be required to purchase designated performance attire. Fees will be announced before the beginning of each school year.

Property Damage

Parents or guardians are financially responsible for any damage to school property, whether accidental or intentional. This includes, but is not limited to, student offices, chairs, desks, classroom furniture, equipment,

athletic equipment, musical equipment, and other Academy or church property.

Detention

Detention fees are \$10.00 for each 30 minute detention assigned.

School Supplies

Students are expected to have all required school supplies by the first day of school. Students enrolling after the school year begins must have all required supplies by their first day of attendance.

Returned Checks

A \$30.00 fee will be assessed for all returned checks.

Athletics

Athletic participation fees are assessed for each sport in which a student participates. Fees vary by sport and will be announced before each season.

Graduation

A \$75.00 Graduation Fee is assessed for each graduating senior. This fee covers the cap, gown, diploma, and diploma cover.

Late Payments

Outstanding balances will be assessed a 5% late fee beginning on the 10th day of each month. Accounts not brought current by the 15th day of the month may result in the student's enrollment being suspended or withdrawn unless prior arrangements have been approved by the Administration.

Collection Costs

Parents or guardians are responsible for all reasonable costs associated with collecting delinquent accounts, including collection agency fees, court costs, and reasonable attorney fees where permitted by law.

RE-ADMISSION/RE-ENROLLMENT

Re-enrollment for the upcoming school year begins each March. Current families are given the opportunity to re-enroll before enrollment is opened to new families. Enrollment is processed on a first come, first served basis and is subject to classroom availability.

Re-enrollment is not automatic. Each returning student's academic performance, conduct, attendance, financial account, and overall support of the Academy's philosophy and policies will be reviewed by the Administration.

The Administration reserves the right to deny re-enrollment for reasons including, but not limited to:

- Consistently poor academic performance
- Lack of academic effort or interest

- Repeated violations of school policies
- Inappropriate behavior or conduct
- Failure to support or comply with the standards and philosophy of Elmwood Christian Academy
- Failure of Bible class
- Outstanding financial obligations
- Any other circumstance that the Administration determines is not in the best interest of the student or the Academy

Families whose students are not approved for re-enrollment will be notified by the Administration

Returning students with a significant medical condition or a change in their health status may be required to submit updated medical documentation from a licensed healthcare provider before returning to school.

STANDARDIZED TESTING

Students in Advanced Kindergarten through level 11 participate in annual standardized testing by taking the Iowa Assessments. Seniors complete the Academy's standardized testing program by taking the ACT during their final year.

Standardized testing provides valuable information regarding each student's academic progress, identifies areas of academic strength and improvement, and assists Elmwood Christian Academy in evaluating the effectiveness of its instructional program. Parents will be notified of the testing schedule and will receive their student's test results after they become available.

DIAGNOSTIC TESTING

Diagnostic testing is used to determine a student's academic achievement level and to assist in placing the student in the appropriate curriculum. Diagnostic tests are administered in mathematics, English, and word building.

All new students entering levels 4 through 12 are required to complete the Academy's diagnostic testing, regardless of previous grades, credits earned, or the school previously attended. Returning students are not required to repeat diagnostic testing unless requested by the Administration. The results of the diagnostic tests are used to determine appropriate academic placement and to identify areas where additional instruction or remediation may be beneficial.

Because all instruction, curriculum, and testing at Elmwood Christian Academy are conducted in English, students must possess sufficient English proficiency to participate successfully in the Academy's academic program. Students who do not speak, read, or write English proficiently may be considered for admission only with prior approval from the Administration and after an evaluation of the Academy's ability to meet the student's educational needs.

INCLEMENT WEATHER

The safety of our students, families, and staff is of primary importance. When severe weather or other hazardous conditions make travel unsafe, Elmwood Christian Academy reserves the right to delay the start of school, dismiss school early, or close school for the day.

As a general rule, if the local public school district closes because of inclement weather, Elmwood Christian Academy will also be closed. However, the Administration reserves the right to make an independent decision when circumstances warrant.

Parents and guardians will be notified of school delays, closures, or other emergency schedule changes through the Academy's communication system using the phone numbers and email addresses on file. Announcements may also be posted through the Academy's official communication platforms.

Parents are responsible for ensuring that all telephone numbers, email addresses, and emergency contact information remain current throughout the school year so that important notifications can be received promptly.

COMPUTERS

Technology is an important part of the educational program at Elmwood Christian Academy. We desire to equip students with the knowledge and skills necessary to use computers effectively while developing biblical discernment, wisdom, and personal responsibility in the use of technology. **To maintain and improve the Academy's technology resources, an annual Technology Fee will be assessed.**

Students begin developing computer skills in the elementary grades, with instruction becoming more advanced each year. By graduation, students are expected to demonstrate a practical level of computer proficiency that will prepare them for college, vocational training, and future employment.

Students are provided regular opportunities to use computers and educational technology to support classroom instruction. Instruction may include keyboarding, word processing, research skills, digital literacy, and the appropriate use of educational software and online resources that enhance learning.

Elmwood Christian Academy utilizes a hardware firewall and internet content filtering system to help provide a safe online environment for students and to restrict access to inappropriate material. While every reasonable effort is made to protect students from objectionable content, no filtering system can guarantee that every website or online resource will be blocked.

Parents and students are encouraged to immediately notify a teacher or the Administration if inappropriate material is encountered or if a website appears to bypass the Academy's filtering system. Prompt reporting allows the Administration to investigate the concern and make any necessary changes to better protect all students.

The use of school computers, internet access, and other technology resources is a privilege, not a right. Students are expected to use all technology in a manner that is consistent with the biblical standards, policies, and educational objectives of Elmwood Christian Academy. Any misuse of technology, including attempts to bypass internet filtering or access inappropriate content, may result in the loss of technology privileges and additional disciplinary action.

TRANSCRIPTS

Elmwood Christian Academy maintains student records in a confidential manner and releases records only

as permitted by law and Academy policy.

Official transcripts and other educational records are released only upon receipt of a written request from the student or other individual authorized by law. Requests submitted on behalf of a student who is under 18 years of age must be signed by the student's parent or legal guardian.

Approved third parties that may receive official transcripts include:

- Colleges, universities, trade schools, and other educational institutions
- Employers, including Human Resources departments or hiring managers
- Military recruiters and branches of the United States Armed Forces, the National Guard, and the Reserves
- Government agencies, law firms, or legal counsel when authorized
- Background screening and educational verification companies
- Scholarship organizations and financial aid agencies
- Other organizations specifically authorized in writing by the student or parent or guardian, as permitted by law

Employment verification requests, background investigations, and similar requests must include written authorization signed by the student or other person legally authorized to release the records. Verbal requests for transcripts or educational records will not be honored.

Requests may be submitted in person, by mail, or electronically as approved by the Administration. Official transcripts may be delivered by mail, secure electronic transmission, or another method approved by the Administration.

Elmwood Christian Academy strives to process transcript requests promptly and will normally fulfill complete requests within ten (10) business days. During periods of high request volume or when the school office is closed, additional processing time may be required.

The Academy reserves the right to withhold official transcripts as permitted by law and Academy policy for students with outstanding financial obligations.

LEARNING CENTER/CLASSROOM PROCEDURES

General Procedures

- Students are not permitted to communicate with one another or leave their student office without permission from the supervisor.
- Students are to remain seated properly and may not turn sideways, turn around, or tip back in their chairs.
- Students are expected to keep their hands to themselves at all times. The "Six Inch Rule," "No Back Talk," and "No Monkey Business" policies are always in effect.

Restricted Areas

The following areas are off-limits unless permission has been granted by a supervisor or the Administration:

- Other students' offices
- Learning Center control station and files
- Computers and related equipment
- Learning Centers when staff members are not present
- Parking areas and student vehicles
- Teacher desks and files
- Teacher computers
- Auditorium / Sanctuary
- Pastor's office, Administrator's office, school office, or other staff work areas
- Other classrooms without permission
- Storage areas
- Resource rooms
- Kitchen
- Bookstore
- School telephones, except in emergencies with permission
- Any area of the church facilities not normally used during the school day

Lunch Procedures

- Eat only in assigned areas
- Dispose of all trash in the proper receptacles
- Clean your eating area before leaving
- Proceed to physical education or the designated recreation area only after being dismissed by a staff member

Student Bulletin Boards, Offices, and Lockers

- Only positive and school approved materials may be displayed
- Student offices are assigned by the supervisor and may not be changed without permission
- Students are responsible for keeping their office neat and in good condition
- Items to be displayed or stored in a student office must receive supervisor approval
- Students are not to lean on or sit upon student office dividers

- Electrical outlets are to be used only for approved school equipment
- Goal Cards are to be kept current using blue ink and displayed on the student bulletin board
- Progress Charts are to remain posted and may not be marked on or altered. Replacement Progress Charts will be assessed a \$5.00 fee

Telephone Use

School telephones are reserved for official school business and emergencies. Students must receive permission from their supervisor before using a school telephone.

PACEs

A PACE (Packet of Accelerated Christian Education) is one unit of study in a subject. Students are assigned a PACE in each core subject and are expected to master the material before advancing to the next PACE.

PACEs are the property of Elmwood Christian Academy and are not to be shared among students.

All work in PACEs must be completed in pencil. Pens may not be used except when recording scores in the score boxes using a red pen after work has been properly scored.

Calculators

Calculator use is permitted only at the discretion of the Learning Center Supervisor. Generally, calculators are authorized only for students in the Senior Learning Center, or Math PACE 1078 or above. Calculators may not be used outside of school unless specifically approved by the supervisor.

Goal Cards

Students are responsible for keeping their Goal Cards current and displayed on their bulletin board. Daily goals should be crossed off with a single diagonal line in blue ink after the work has been scored and corrected. Goal Cards are not to be defaced or marked unnecessarily.

Score Station and Laws of Scoring

- Handle Score Keys carefully.
- Score each assignment at every score strip and at the completion of each day's goals.
- If an answer does not exactly match the Score Key, place a red X beside the item and continue scoring.
- Return the Score Key and red pen before correcting errors.
- Correct all missed answers from the text. If you believe your original answer is correct, raise the Christian flag and ask the supervisor for assistance.
- Remember to cross reference.
- After corrections have been made, raise the American flag for permission to rescore.
- If the corrected answer is accurate, place a red circle around the red X.

- Continue through each score strip only after all corrections have been completed.
- Return each Score Key to its proper location.
- All check ups and self-tests must have the final score written in red at the top of the page or in the space provided.

Learning Center Flag Etiquette

- Raise the Christian flag when assistance is needed with academic work or when guidance from the supervisor is required.
- Raise the American flag when monitor assistance is needed for nonacademic matters, such as checking out reference materials, using approved classroom equipment, using the restroom, sharpening a pencil, or other approved requests.

AMERICAN FLAG	CHRISTIAN FLAG
• Short Answer	• Help with subject or lesson
• Scoring Permission	• “Supervisor’s Score” Strips
• Resource Books or Dictionary	• Memorization Assignments
• “Yes” or “No” Questions	• Goal Card Adjustments
	• “Long” or “Detailed” Questions
	• “Read to Supervisor” Assignments
	• Supervisor Initials (Check-Ups and Self-Tests)

Test Table:

After a student has completed a PACE, properly scored and corrected all work, and submitted the PACE for approval, the corresponding test will normally be issued the following school day. All tests are administered at the designated test table.

Before testing begins, the supervisor will invite the student to the test table and pray with the student.

Students are expected to remain quiet at all times while at the test table. Talking or communicating with another student during testing is not permitted and may result in the test being confiscated. A failed test score may be recorded, and the PACE may be reissued in accordance with Academy policy. A \$5.00 reissue fee will apply unless a higher fee is required due to scoring violations as outlined in the Financial Information section.

Upon completing the test, the student will raise his or her hand and wait quietly for the supervisor to collect the test. The supervisor will review the test to ensure it has been completed properly. The student will then return to his or her office and continue working in his or her remaining subjects.

CROSS REFERENCING

Cross referencing is an important part of the learning process in the A.C.E. curriculum. When a question is missed in a PACE, the student is to locate the correct answer in the text and underline the entire statement in pencil. The number of the missed question should be written at the beginning of the underlined statement. Then, the page number where the correct answer was found should be written next to the missed question in the PACE.

Cross referencing helps students identify where the correct information is found and reinforces mastery of the material before progressing to the next section.

CROSS REFERENCING SHEET

If you get an answer wrong you MUST cross reference.

How?

After you score your PACE you will have a red “x” for incorrect answers.

- Return to your office
- Look at your first incorrect answer
- Go back to the page where you learned the answer or rule for this problem and locate your answer
- Underline the rule or answer using your pencil and write the page number and problem number of the incorrect answer next to it (*see example below*)
- Keep your place and return to the wrong answer
- Correct your answer and write the page number and paragraph number of where you found your answer next to the problem number (*see example below*)
- Repeat as needed for each incorrect answer
- Put an “x” in pencil in box marked correct mistakes, if applicable
- Rescore your page(s). Circle corrected answers by circling the red “x”
- If all answers are now correct on the page, circle the page number with a red pen and mark rescored boxes with a red “x”. Repeat as needed for each page
- If all answers are not correct, repeat above steps removing all incorrect page, paragraph and problem numbers and replacing with the correct references

Use quotation marks at the beginning and the end of a person’s exact words in a sentence. p.17 # 4 Always use a comma after Yes or No when found at the beginning of a sentence. p.17 # 1 Use a comma to separate the name of a city and state in a sentence. Also use a comma after the name of a state or country in a middle of a sentence. Use a question mark (?) at the end of sentences that ask a question. 16	Add the correct punctuation to the following sentences: p.16 ¶ 2 X You were born in Denver, Colorado, during a snow storm. 2. No, I am not going today. p.16 ¶ 3 X I said, “Hello.” 3. Yes, I would love some. 5. Where is Brighton, Colorado? 6. “Thank you,” said the teacher, “I love surprises.” X Score X Correct Mistakes X Re-Score 17
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UNDERSTAND: By circling a page number with a red pen, you are saying that you have read and completed this page, scored this page, and all answers are now correct and cross referenced on this page.

LOCKERS

Student lockers are provided for the convenience of students and remain the property of Elmwood Christian Academy. Students are expected to keep the inside of their lockers neat, clean, and orderly at all times.

Students may use only the locker assigned to them. Lockers may not be shared, exchanged, or reassigned without approval from the Administration. Students are not to give their locker combination to another student.

Students must use the lock provided by the Academy. Personal locks are not permitted unless specifically approved by the Administration.

Lockers are intended for school-related materials and personal belongings necessary for the school day. They should not be used to store money, valuables, or other items of significant value. Elmwood Christian Academy is not responsible for lost, stolen, or damaged personal property.

Because lockers remain the property of the Academy, they are subject to inspection or search at any time by the Administration when deemed necessary to maintain a safe, secure, and orderly school environment.

EXTRA-CURRICULAR ACTIVITIES AND CHURCH-RELATED ACTIVITIES

Students participating in extracurricular activities, athletic practices, games, music rehearsals, or other school sponsored events are expected to be picked up within 15 minutes of the conclusion of the activity unless other arrangements have been approved by the supervising staff member or the Administration.

Students are not permitted to remain on campus unsupervised between the conclusion of an extracurricular activity and an evening church service or another scheduled event. Even if a student plans to attend an evening church service, he or she must be picked up promptly after the activity has ended unless specific arrangements have been made and approved in advance by the Administration.

Parents and guardians are expected to ensure that students are picked up on time out of consideration for the staff members who volunteer their time to supervise these activities.

ATHLETICS, REGIONAL AND INTERNATIONAL STUDENT CONVENTION, CACS FINE ARTS COMPETITION, CHOIR AND OTHER FINE ARTS ACTIVITIES

Participation in athletics, Regional and International Student Convention, Colorado Association of Christian Schools (CACS) Fine Arts Competition, choir, and other extracurricular activities is a privilege, not a right. Students represent Elmwood Christian Academy both on and off campus and are expected to maintain the highest standards of Christian character, conduct, and academic performance.

To be eligible to participate, a student must:

- Be currently enrolled at Elmwood Christian Academy
- Maintain a passing grade in Bible
- Faithfully memorize the assigned monthly Scripture memory passages
- Remain on academic balance
- Demonstrate conduct consistent with the standards and philosophy of Elmwood Christian Academy
- Support the Academy by maintaining a respectful attitude toward the Administration, faculty, staff, and the policies and standards of the school

Students participating in athletics must complete all required athletic participation forms and any required physical examination before participating in practices or competitions. Students with known medical conditions may also be required to provide written clearance or additional recommendations from their licensed healthcare provider before participating.

The Administration reserves the right to suspend or revoke a student's participation in extracurricular activities if the student fails to meet the Academy's academic, behavioral, or spiritual expectations.

Fine Arts

Elmwood Christian Academy believes that Fine Arts play an important role in the development of the whole student. Participation in Fine Arts provides opportunities for students to develop their God-given talents, cultivate creativity, build confidence, and glorify the Lord through excellence in music, speech, art, and other creative disciplines.

Recognizing that students possess different interests and abilities, Elmwood Christian Academy offers a variety of Fine Arts opportunities and, when appropriate and available, partners with qualified organizations and instructors to enhance the educational experience. These partnerships help provide students with quality instruction and opportunities that complement the Academy's educational program.

For information regarding available Fine Arts programs, activities, and participation opportunities, please contact the Academy office.

Choir

Choir is open to students who meet the following qualifications:

- Students in the Junior and Senior Learning Centers
- Successful audition
- Academic balance

Regional and International Student Convention

Elmwood Christian Academy participates annually in the A.C.E. Regional Student Convention (RSC), providing students with the opportunity to compete alongside students from Christian schools throughout the region. The Convention encourages students to develop and use their God-given talents through academic, athletic, music, speech, drama, art, and other Fine Arts competitions.

Students are encouraged to begin preparing for Convention events as early as possible. While some events are incorporated into the Academy's instructional program, many require preparation outside of regular school hours. Projects such as art, woodworking, web design, digital media, writing, music, and other individual events often require significant planning and should be started well in advance.

Registration

Students wishing to participate must submit a completed Convention application along with the required \$50.00 nonrefundable deposit. The remaining balance will be billed through the family's school account as a separate line item. Convention fees do not include the cost of required uniforms or other event specific expenses.

Once the application has been approved, students will receive the official A.C.E. event guidelines for each event entered. Throughout the school year, faculty and staff will assist students in meeting event requirements, deadlines, and preparation expectations.

Eligibility Requirements

To participate in the Regional Student Convention, students must:

- Be 13 years of age or older by December 31 of the current school year
- Maintain academic balance during each grading period preceding the Convention
- If academically behind, demonstrate satisfactory progress toward catching up
- Maintain a passing grade in Bible
- Successfully complete all assigned weekly Scripture memory
- Have no school suspensions during the current school year
- Attend all required Convention meetings, practices, rehearsals, and training sessions

Event Participation

- Students may enter multiple nonperformance events, subject to parental approval and Administration approval.
- Students may enter up to eight performance events, subject to current A.C.E. Convention guidelines.
- Music selections must receive prior approval from the Administration or designated music instructors.

The Administration reserves the right to limit or modify student event participation to ensure adequate preparation and compliance with Convention rules.

Fees and Uniforms

Students participating in platform events, team events, or athletic competitions are required to purchase and wear the approved Convention uniform. Uniform costs are separate from Convention registration fees.

Additional Guidelines

Current A.C.E. Convention rules regarding elimination events, athletic event limitations, duplicate event participation, attendance requirements, and other competition regulations will be followed. Students are expected to remain for the entire Convention and attend all required rallies, meetings, competitions, and scheduled activities.

Parents are welcome to attend the Convention; however, they are responsible for arranging and paying for their own transportation, lodging, meals, and other personal expenses.

Questions regarding eligibility, registration, fees, or event participation should be directed to the Academy Administration.

INCENTIVE PROGRAMS

Early Enrichment Classrooms

Elmwood Christian Academy uses a variety of age appropriate incentive programs in the Early Enrichment classrooms to encourage positive behavior, diligence, obedience, and academic growth. These incentives are designed to reinforce Christ-honoring character and recognize students who consistently do their best.

Examples of classroom incentives may include:

- **Reward Coins:** Students may earn coins throughout the week for accomplishments such as Scripture memorization, demonstrating Christ-like character, completing assigned work, showing kindness, or going above and beyond what is expected.
- **Treasure Box:** At the end of the week, students may exchange their earned coins for a prize from the classroom treasure box. The more coins a student earns, the greater the selection of available prizes.
- **Daily Incentive Chart:** Students are recognized throughout the day for making wise choices, following directions, and displaying positive behavior. As students progress through the incentive chart, they may earn special classroom rewards.

These incentive programs are intended to encourage students to develop good habits, strong character, and a positive attitude toward learning.

Remember: Privileges are earned and are designed to encourage responsibility, character development, and academic achievement.

4th-12th Level Classrooms and Learning Centers

Incentive Programs

Dot Treats

Each day a student completes his or her daily goals, a dot sticker will be placed on the student's Goal Card. Students who complete their daily goals during school hours and have no homework on at least three (3) of the four (4) school days each week will receive a special treat the following Monday. Sample treats may include candy bars, ice cream, small toys, trinkets, or other approved rewards.

100's, 1,000's, 2,500's, and 5,000's Clubs

Students earning a perfect score (100) on a PACE test become members of the 100's Club. After earning ten (10) perfect scores, students advance to the 1,000's Club. As students continue earning perfect scores throughout the school year, they may qualify for the 2,500's Club and 5,000's Club.

Membership privileges and rewards are established by each classroom teacher or Learning Center Supervisor.

Weekly Level Privileges

Students have the opportunity to earn weekly privileges by demonstrating diligence, responsibility, and Christ-honoring conduct. Privileges are designed to encourage students to do their best and are earned, not given.

The following privileges may be earned weekly and, in some cases, quarterly.

Level “A” Responsibilities

- Daily goals completed for the week
- Memorize the previous week’s Scripture memory
- Receive no more than two (2) demerit during the week

Privileges

- Student may score without raising flag or asking permission
- Student may use restroom by raising flag and stating what they are doing
- Student gets five (5) minutes extra at 10am break
- Student gets fifteen (15) minutes free-time when goals are completed
- Participate in approved extracurricular activities within the Learning Center (such as crafts, puzzles, educational games, or other approved activities)

Level “C” Responsibilities

- Daily goals completed for the week
- Memorize the previous week’s Scripture memory
- Receive no more than one (1) demerit during the week

Privileges

- Student may score without raising flag or asking permission
- Student may use restroom by raising flag and stating what they are doing
- Student gets ten (10) minutes extra at 10am break
- Student gets thirty (30) minutes free-time when goals are completed
- Participate in approved extracurricular activities within the Learning Center (such as crafts, puzzles, educational games, or other approved activities)

Level “E” Responsibilities

- Daily goals completed for the week
- Memorize the previous week’s Scripture memory
- Receive no demerits during the week
- Write an application report

Privileges

- Student may score without raising flag or asking permission
- Student may use restroom by raising flag and stating what they are doing
- Student gets fifteen (15) minutes extra at 10am break
- Student gets sixty (60) minutes free-time when goals are completed
- Participate in approved extracurricular activities within the Learning Center (such as crafts, puzzles, educational games, or other approved activities)

1st-12th Level Honor Roll

The Honor Roll program is based on the principle found in Romans 13:7, “Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour.” Students who demonstrate consistent academic achievement and faithfulness in their Bible studies are recognized each quarter.

“B” Honor Roll Requirements

- Maintain academic balance throughout the quarter
- Earn an overall “B” average in all classroom subjects
- Successfully memorize and recite all assigned weekly and monthly Scripture memory passages

“A” Honor Roll Requirements

- Maintain academic balance throughout the quarter
- Earn an overall “A” average in all classroom subjects
- Successfully memorize and recite all assigned weekly and monthly Scripture memory passages

“Principal’s” Honor Roll Requirements

- Maintain academic balance throughout the quarter
- Earn an “A” average in every classroom subject
- Successfully memorize and recite all assigned weekly and monthly Scripture memory passages

1st-12th Level Congratulations Slips

Each time a student in the 1st through 3rd Grade Learning Center successfully passes a test, the test will be sent home with a recognition sticker. This serves to celebrate the student's achievement while keeping parents informed of their child's academic progress.

Students in the 4th through 12th Level Learning Centers will also receive a "PACE Star" for each PACE that is satisfactorily completed and passed. These recognitions provide parents and guardians with an opportunity to encourage, congratulate, and celebrate their student's diligence and academic accomplishments.

PROGRESS REPORTS

The grading system at Elmwood Christian Academy is designed to provide parents and guardians with an accurate reflection of each student's academic progress and overall performance.

Progress reports are issued at the conclusion of each nine week grading period. Parents or guardians are asked to review the report, sign it, and return it promptly to the school.

GRADING

Elmwood Christian Academy strives to maintain the highest standard of academic excellence. We believe that pursuing excellence in all we do brings honor and glory to our Lord and Saviour, Jesus Christ. Students are encouraged to give their very best in every subject, developing diligence, integrity, and a spirit of excellence in both their academic work and their Christian character.

The following grading system will be used throughout the Academy:

A = 94%-100%

B = 88%-93%

C = 80%-87%

F = 0%-79%

HOMEWORK

The responsibility for academic achievement rests primarily with the student. Because students set daily goals that are reviewed and approved by their Learning Center Supervisor, most students should be able to complete their assigned work during the regular school day.

If a student does not complete the assigned daily goals, the supervisor will require the remaining work to be completed at home or after school in the Learning Center.

Every effort is made to minimize homework by encouraging students to complete their work during school hours. When homework is assigned, a "Homework Slip" indicating the required pages or assignments will be attached to the PACE or worksheet. The "Homework Slip" must be signed by a parent or guardian and returned the following school day. Resource books may be taken home only with the approval of the Learning Center Supervisor.

If assigned homework is not completed, 3 demerits will be earned. If the "Homework Slip" is not signed and returned, the student will receive a demerit. Three demerits will be issued for the first subject and one demerit will be issued for each subsequent subject in which the homework is incomplete. Students who intentionally submit nonsense or careless answers simply to appear finished may be required to receive a demerit or a new PACE at the applicable reissue fee and begin the PACE again.

While completing homework is the student's responsibility, parental encouragement and oversight are invaluable. Parents are encouraged to provide a quiet, well-lit, distraction-free place for study and to establish consistent homework habits. Parents may assist by explaining concepts or providing guidance but should allow students to complete their own work in order to promote genuine learning and personal responsibility.

Check-ups, self-tests, quizzes, and PACE tests may not be completed outside of the classroom, unless approved by the supervisor. All such work must be approved and initialed by the Learning Center Supervisor before being completed by the student.

GRADUATION REQUIREMENTS

The graduation requirements listed on the following pages represent the minimum requirements for graduation from Elmwood Christian Academy. Graduation requirements may vary from state to state; therefore, students transferring into the Academy will have their transcripts evaluated to determine any additional requirements necessary for graduation.

A minimum of twenty-four (24) credits is required to earn a diploma from Elmwood Christian Academy. Each student's course of study will be determined through consultation with the student, parents or guardians, and the Administration.

Transfer students must complete a minimum of seventy-two (72) PACEs at Elmwood Christian Academy to be eligible to receive an Academy diploma. To be eligible for the honors of Valedictorian or Salutatorian, transfer students must also complete a minimum of nineteen (19) credits at Elmwood Christian Academy.

Students who complete all academic requirements before the end of the school year are expected to continue attending school through the graduation ceremony and to maintain conduct and standards consistent with the policies of the Academy.

Elmwood Christian Academy offers three diploma tracks:

- General Studies (24 Credits)
- College Preparatory (27.5 Credits)
- Honors (30 Credits)

Each course of study is designed to meet different academic goals and should be selected carefully and prayerfully with guidance from parents and the Administration.

If a twelfth level student is deficient by no more than two (2) required credits, the student may, at the discretion of the Administration, participate in the graduation ceremony. However, a diploma will not be awarded until all graduation requirements have been successfully completed. All deficiencies must be completed within six (6) months following the close of the student's senior year in order to receive a diploma from Elmwood Christian Academy.

A \$75.00 graduation fee is required of each graduating senior. This fee covers the diploma, diploma cover, cap, and gown.

Certificate of Completion

Students enrolled in a vocational course of study will be encouraged to complete as many academic requirements as practical, based upon their abilities and educational goals. Students who do not complete the Academy's diploma requirements but successfully complete their individualized course of study may be awarded a "Certificate of Completion and Attendance" rather than a high school diploma.

Electives

Elmwood Christian Academy offers a variety of elective courses designed to strengthen each student's academic, practical, and biblical education. Students are encouraged to select electives that complement their abilities, interests, and future educational or vocational goals. The elective courses currently offered by the Academy are listed on the following pages:

Electives	
Bible	Foreign Languages
New Testament Survey	Spanish I
Old Testament Survey	Spanish II
Life of Christ	Sign Language I
New Testament Church History	Many, many more upon request
Christian Growth	Music
Introduction to Missions	Music
Soul winning	Science
Social Studies	Intro to Physical Science
Socialism/Collectivism	Math
Constitution	Trigonometry
Speech	Algebra II
Speech	Pre-Calculus
Health	Accounting (General & Cert of Comp Only)
Health	Consumer Math (General & Cert of Comp Only)
Art	Business Math (General & Cert of Comp Only)
Beginning Art	
Advanced Art	
Others available after consultation with the supervisor and principal	

CALCULATE YOUR G.P.A.

ECA uses a 4-point GPA scale. Grade point average (GPA) is determined by dividing the total points for a term by the total attempted credit hours during that time frame. Follow the directions below to calculate your grade point average (GPA):

Calculating your GPA is simple and important. Knowing your GPA is important in measuring your progress. It is the average grade points you earned over a period of time (for instance, a semester, year, or total high school credits). In every course you will earn a grade. Each grade is given the following point values:

Grade	A	A-	B+	B	B-	C+	C	C-	F
Grade Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0
% Equivalent	97%+	94-97%	93%	90-92%	88-91%	87%	84-86%	80-83%	-79%

Every course is worth a specific number of units. Most courses at ECA are one unit courses, although some are one-half unit courses.

To calculate your GPA: First take the grade you received in a course and multiply it by the number of units/credits assigned to that course. This gives you the number of grade points earned for that class. In a one unit/credit class, you can earn from zero grade points ("F" or $0.0 \times 1 \text{ units/credits} = 0$ grade points earned) to a maximum of 4 grade points ("A" or $4.0 \times 1 \text{ unit/credit} = 4$ grade points).

Add up all the grade points you have earned for a certain period (for instance, for a semester, year, or total high school career) and divide that by the number of units you attempted, not the number of units earned. This will give you the average grade point you earned for units attempted.

Here's an example: For spring semester, Student X took 6 units and received the following grades:

Class	Grade	Grade Points Per Unit	Units	Total Grade Points Per Class
Algebra 1	B-	2.7	1	2.7
English 1	A-	3.7	1	3.7
Etymology	A	4.0	1	4.0
Biology	B+	3.3	1	3.3
World Geography	A	4.0	1	4.0
Music	A	4.0	.5	2.0
Phys. Ed.	A	4.0	.5	2.0
Total			6.0	21.7
21.7 grade points divided by 6 units = 3.62 Grade Point Average for this year.				

ADVANCEMENT/MASTERY BASED EDUCATION

Elmwood Christian Academy believes that students learn best when they demonstrate mastery of academic concepts before advancing to the next level. Rather than promoting students solely on the basis of age or time spent in a specific level, the Academy emphasizes mastery, understanding, and individual academic growth.

Advancement is based upon a student's demonstrated mastery of the required material, academic progress, readiness, and overall development. No student is automatically promoted to the next level.

All student advancements are reviewed and approved by the Administration based upon the recommendation of the teacher or Learning Center Supervisor and a careful evaluation of the student's academic achievement, work habits, character, and social and emotional readiness.

Parents and guardians will be informed of their child's academic progress and advancement during parent teacher conferences and through regular communication throughout the school year. Final decisions regarding student advancement are the responsibility of the Administration.

Junior High and Senior High Course of Study	
7th Level	
Bible/Humanities	Math Pre-Algebra; Pre-Geometry; Statistics; and Financial Math (1073-1084)
English Grammar (1073-1084)	Physical education
Introduction to Civics (1073-1078)	Literature and Composition (1073-1084)
Colorado State History (1079-1084)	Music PACE
Life Science (1073-1084)	Word Building (1073-1084)
8th Level	
Bible/Humanities	Physical education
English Grammar (1085-1096)	Literature and Creative Writing (1085-1096)
American History (1085-1096)	Music PACE
Earth Science (1085-1096)	Word Building (1085-1096)
Math - Pre-Algebra and Pre-Geometry (1085-1096)	Typing
9th Level	
Bible/Humanities	Physical education
English I - Grammar Analytics (1097-1108)	Music PACE
World History (1097-1108)	Etymology (1097-1108)
Biology (1097-1108)	Typing (Online Course)
Algebra I (1097-1108)	
10th Level	
Bible/Humanities	Geometry (1109-1120)
English II - Adv. Grammar and Writing Analytics (1109-1120)	Physical education
World Geography (1109-1120)	Music PACE
Physical Science (1109-1120)	Elective

Junior High and Senior High Course of Study

11th Level

Bible/Humanities	Physical education
English III - American Literature and College Prep. Composition	Music PACE
National History	Speech
Chemistry (CP, H)	Computer Literacy
Algebra (1109-1120) Algebra II (1121-1132) (CP, H)	Foreign Language (CP, H)
Personal Finance	

12th Level

Bible/Humanities	Physical education/Health
English IV - British Literature and Critical Writing	Music PACE
Civics (1132-1138)	Economics (1139-1144)
Speech (1133-1144)	Foreign Language (CP, H)
Physics (H)	Algebra II (1121-1132) or Trigonometry (CP, H)

Elmwood Christian Academy requires every student to successfully complete the required Bible course for each grade level. Bible is considered a core academic subject and is an essential part of the Academy's educational program.

Because no academic credit is awarded for a failing grade, any student who receives a "Failing Grade" in a Bible course at the end of the school year must successfully complete an independent study Bible course (chosen by the Administration). Credit will be awarded upon the satisfactory completion of all course requirements.

SAMPLE GENERAL COURSE OF STUDY

This program is the minimum course of study for a standard high school diploma. Be careful when choosing this option. This option is not suggested if you plan on going to college. Parents and students must both agree that college is not going to be attended.

Required = (R), Optional = (O), Elective = (E)

Subject		Minimum Credits Required
Bible/Humanities		2
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O)	New Testament Church History (O) (1)	
Math		3
Algebra (R) (1)	Geometry (O) (1)	
Algebra II (O) (1)	Trigonometry (O) (1)	
Consumer Math (O) (1)	Accounting (O) (1)	
English		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
Social Studies		3
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (O) (1/2)	
Economics (O) (1/2)		
Science		2
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (O) (1)	Physics (O) (1)	
Fine Arts		1
Music PACE (R) (1/2)		
Practical Arts		2
Speech (O) (1/2)	Typing (O) (1/2)	
Computer Literacy (O) (1)		
Electives		4 1/2
Etymology (R) (1)	Foreign Language (O) (1)	
Personal Finance (R) (1/2)		
Physical education and Health		2 1/2
Minimum Total Credits Required		23.5

SAMPLE COLLEGE PREPARATORY COURSE OF STUDY

Students choosing this category should have the ability to prepare for college. Careful consideration should be given to the entrance requirements of the type of colleges they plan to attend. Courses will vary among students. College catalogs should be referenced by candidates and parents to select specific courses that need to be completed in high school in order to meet specific college entrance requirements. An average grade of 88% must be achieved in order to receive a college preparatory diploma. The following course of study is adequate to prepare most students for college studies.

Required = (R), Optional = (O), Elective = (E)

Subject		Minimum Credits Required
Bible/ Humanities		4
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O) (1)	New Testament Church History (O) (1)	
Math		3
Algebra (R) (1)	Geometry (R) (1)	
Algebra II (R) (1)	Trigonometry (O) (1)	
Consumer Math (O) (1)	Accounting (O) (1)	
English		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
Social Studies		4
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (R) (1/2)	
Economics (R) (1/2)		
Science		3
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (O) (1) - 11th Level	Physics (O) (1) - 12th Level	
Fine Arts		1
Music PACE (R) (1/2)		
Practical Arts		2
Speech (R) (1/2)	Typing (R) (1/2)	
Computer Literacy (R) (1/2)	See Electives	
Electives		4
Etymology (R) (1)	Foreign Language (R) (1)	
Personal Finance (R) (1/2)		
Physical education and Health		2 1/2
Minimum Total Credits Required		27

SAMPLE HONORS PREPARATORY COURSE OF STUDY

The Honors Program includes the standard college preparatory courses plus additional attainment of the very highest quality of education in preparation for a college education. The following courses are recommended. An average grade of 94% must be achieved to receive the Honors Diploma, and an ACT score of 22 or above or a 1000 for the Critical Reading and Math scores combined on the SAT.

Required = (R), Optional = (O), Elective = (E)

Subject		Minimum Credits Required
Bible/Humanities		4
New Testament Survey (O) (1)	Old Testament Survey (O) (1)	
Life of Christ (O)	New Testament Church History (O) (1)	
Math		3 1/2
Algebra (R) (1)	Geometry (R) (1)	
Algebra II (R) (1)	Trigonometry (R) (1)	
Consumer Math (O) (1)		
English		4
English I (R)	English II (R)	
English III (R)	English IV (R)	
Social Studies		4
World Geography (R) (1)	World History (R) (1)	
National History (R) (1)	Civics (R) (1/2)	
Economics (R) (1/2)		
Science		4
Biology (R) (1)	Physical Science (R) (1)	
Chemistry (R) (1)	Physics (R) (1)	
Fine Arts		1
Music PACE (R) (1/2)		
Practical Arts		2
Speech (1/2)	Typing (1/2)	
Computer Literacy (1/2)	See Electives	
Electives		5
Etymology (R) (1)	Foreign Language (R) (2)	
Personal Finance (1/2)		
Physical education and Health		2 1/2
Minimum Total Credits Required		29.5

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EXCELLENCE IN CHRISTIAN EDUCATION
since 1973

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