

# ECCLESIA PREP STUDENT/FAMILY GUIDELINES

June, 2017

We gratefully acknowledge the high standards already established in your family. At Ecclesia College, we are also committed to uphold God's standards of excellence and behavior.

Therefore, students attending classes through Ecclesia Prep are expected to honor God at all times by behaving in a respectful and appropriate manner toward their instructors, their fellow students and everyone they encounter on campus.

Though honoring Christ in every area of life is clearly the priority of all Ecclesia Prep families, we come from a variety of backgrounds with a variety of experiences. Therefore, we do not all walk out our convictions in exactly the same detail.

Please be observant and sensitive to the standards of those around you. The convictions of some of our families may be more conservative than your own. **Like the Apostle Paul, let us commit to avoiding offense by considering others first and being willing to lay down our individual rights and freedoms for the sake of our brothers and sisters and for the cause of Christ.**

Our goal is to preserve a Godly, wholesome, and respectful learning environment for all students. We believe that is your goal as well.

## **Policies included:**

- **Communication**
- **Conflict/Offense Resolution**
- **Attendance**
- **Attire on Campus**
- **Drop off/Pick up**
- **Electronic Devices**
- **Entertainment**
- **Inclement Weather**
- **Physical Contact/Relationships**
- **Student Discipline**
- **Student Supervision**
- **Student Transactions**

## **COMMUNICATION**

It is essential that parents carefully read all emails received from Ecclesia Prep teachers and administrative staff. When a response is requested, please reply in a timely manner. Because email is our primary form of communication, unread/unanswered emails cost our administrative staff many hours of unnecessary and repetitive effort. Please be thoughtful of these moms who serve us so generously and diligently.

When possible, please save questions until Prep hours on Thursdays during classes and ask them in person.

## **CONFLICT/OFFENSE RESOLUTION**

Scripture calls us to be careful not to cause offense or be easily offended by our brothers and sisters in Christ. We are exhorted “so far as it depends on you, live at peace with everyone.” (Romans 12:18) This is the Godly character we want to be teaching and modeling for our students.

Should a student/family concern arise, please make every effort to address and resolve the issue directly according to the principles outlined in Matthew 18:15-17. If you cannot reach a peaceable resolution, please submit the issue to the Prep Coordinator and it will be taken before the Conflict Resolution Committee.

We hope this will be needed rarely, or not at all. If necessary, Ecclesia Prep reserves the authority to make specific judgements regarding individual situations and students/families are expected to abide by those decisions.

## ATTENDANCE

Your student's attendance is not mandatory at Prep, but for safety purposes, each teacher takes weekly attendance based upon their class roster.

If your student will be absent due to travel, illness or other circumstances, please text your student's teacher *first* and the Prep Coordinator, *second*.

## ATTIRE ON CAMPUS

It is the parent's responsibility to ensure that they, their children, and their teenagers dress modestly and appropriately when on campus. Ecclesia Prep reserves the authority to make specific judgments concerning attire. If a student's attire does not meet the following Prep guidelines, the student will be dismissed from class to the Prep office until suitable attire can be provided or parents may be requested to bring an appropriate change of clothing for their student.

If there is ever a question we simply ask that you please err on the side of modesty and deference. For most classes and activities casual dress will be acceptable. Here are our Prep guidelines:

### Young Ladies:

- Shirts need to be the type with which a regular bra can be worn. Spaghetti straps, racer tops, and tube tops are **not** acceptable. **No part of the undergarment should be showing across the back, shoulders or through loose sleeves.**
- Please refrain from wearing types of shirts/blouses that show cleavage, are too tight or are made of sheer fabric.
- Shirts/skirts/shorts that seem modest when standing upright in front of a mirror can be very immodest/exposing when leaning over a lab/school project or participating in PE. **Please be certain this is *not* an issue before attending classes.**
- Shorts, skirts and dresses should be close to knee length and cover the majority of the thigh, unless worn with leggings. If unsure, basic policy is: "Closer to the knee than the seat."

- Most athletic/running shorts do not meet the length guidelines stated above. To remedy this issue, leggings or bike shorts should be worn under any shorts or loose fitted pants that do not comply with length guidelines.
- Leggings and form fitting athletic pants should be worn with a long shirt or dress extending well below the hips and covering the seat area.

### Young Men

- Gentlemen should **not** wear hats/ball caps in classes, as this is a long recognized sign of respect in our culture.
- Shirts should be worn on campus at all times.
- Shirts should be tidy, without exposing holes or gaping armholes.
- Shorts and pants should fit around hips without excessive/exposing “sag”.
- Shorts should be close to knee length and cover the majority of the thigh. If unsure, basic policy is: “Closer to the knee than the seat.”
- Many men’s running shorts do not meet the length guidelines stated above. To remedy this issue, bike shorts should be worn under any shorts or loose fitting athletic pants that do not comply with length guidelines.

### DROP OFF/PICK UP POLICY

We ask that parents be sensitive to our teacher’s schedules. Many of them teach multiple classes which require their speedy preparation and transition, sometimes between classrooms and/or buildings.

- Students should arrive no more than 5 minutes before their first scheduled class.
- Young students should never be left in a classroom unsupervised. We do not have staff in place to supervise students who are dropped off/arrive early on campus.
- Please arrive **before** your student’s class ends for pick up. If you are delayed by an emergency, please text the teacher before class ends.
- Students in grades K-2nd must be dropped off and picked up at their classroom door by a parent or authorized sibling.
- **NOTE:** If someone other than your “usual” pick-up person will be retrieving your student, please notify your student’s teacher in person or by text. *We ask that whoever is picking up your student not be offended or feel inconvenienced if we request ID or verify your instructions. Your student’s safety is our primary concern.*

- Students may **not** remain on campus unsupervised. If they do not have a class and classes are in session, they must have responsible adult supervision. This includes students who drive themselves. We do not have staff in place to supervise students who are on campus, but not in class.

## **ELECTRONIC DEVICES**

Electronic devices such as cell phones, iPods, tablets, games, etc. may not be used in class (unless specifically approved by the teacher for class purposes). We expect students to leave these devices at home or have the device turned off and put away for the entire class period. If the device is used in class, the instructor reserves the right to confiscate it. The device will be returned at the end of the class to either the student or student's parent.

## **ENTERTAINMENT**

Ecclesia Prep families do not always share identical convictions in the area of entertainment. Therefore, in consideration of others, please do not allow your students to bring any media (i.e. music, movies, video games, books, etc.) on campus to share with friends unless you have personally obtained the permission of their parents.

## **INCLEMENT WEATHER**

In the case of severe winter weather and/or dangerous driving conditions, Ecclesia College and Ecclesia Prep will not have classes.

Ecclesia College will report to the local news stations if classes are cancelled. You may also watch your email for details. **Any time Ecclesia College cancels classes, Ecclesia Prep will be cancelled as well.**

## **PHYSICAL CONTACT / RELATIONSHIPS**

Public displays of affection between young men and young ladies are not allowed on campus. This includes, but is not limited to, hand holding, kissing, embracing, massages, and other displays of physical affection. Since it is not possible to list all potential forms of inappropriate physical contact, Ecclesia Prep reserves the

authority to make specific judgments in individual situations, and families (?) are expected to abide by those decisions.

Again, Ecclesia Prep families do not always share identical convictions in the area of dating and courtship. Therefore, in consideration of others we discourage “student-directed” romantic relations. Please ask your students to be mindful and respectful of this in their interactions and conversations with others.

## **STUDENT DISCIPLINE**

We expect Ecclesia Prep behavioral guidelines of honor respect and specific class rules be followed by all students. If these guidelines are disregarded, this process will be followed:

1. Teachers may offer a general verbal correction, private direct verbal correction and/or age-appropriate consequences such as loss of privileges.
2. If verbal correction/consequence is not effective, parents will be contacted, as the student’s primary authority, to address the issue.
3. Persistent inappropriate behavior may result in suspension or permanent expulsion at the discretion of Ecclesia Prep Administration.

Aggressive behavior toward a teacher or other students will not be tolerated. Depending on the nature and level of the infraction, suspension or expulsion may result after the first offense, at the discretion of Ecclesia Prep Administration.

Since it is not possible to list all forms of inappropriate speech and behavior, Ecclesia Prep reserves the authority to make specific judgements regarding individual situations and students/families are expected to abide by those decisions.

## **STUDENT SUPERVISION**

We desire to maintain a safe and engaging environment for our families.

- No students are to remain on campus unsupervised.
- Teachers are only responsible during their assigned class time for their assigned students. (Please be sensitive about early drop off and late pick up addressed above.)
- Prep Administration is in place to oversee teacher, classroom and administrative needs – not to provide “student-sitting” services.

- Younger students should be supervised by their parent or an authorized adult if not registered for a class during Prep class hours.
- Older students (even driving students) should be supervised by their parent or an authorized adult if not registered for a class during Prep class hours.
- Parents may not sit in the classroom with their student as this may create unnecessary distraction for both students and teachers.
- Because this is a college campus, faculty and staff are working during Ecclesia Prep class hours. If you choose to stay with your children between classes, please be considerate of the noise levels.
- You are welcome to sit/play outside if you wish.
- **Rough housing is not allowed; this includes wrestling and tackling. If you play football it must be touch or flag football.**
- Bikes, skateboards, skates, or similar items should not be brought to campus. In the interest of safety, please be mindful and keep roadways/sidewalks clear.
- **When driving, please watch for students or young children crossing the road or the parking lot. Parents, please take responsibility for your young children and students in these areas.**

## **STUDENT TRANSACTIONS**

(BUYING, SELLING, TRADING)

Parents, please take responsibility to approve any personal business your students conduct while on campus. Please directly supervise any transactions involving younger students.

# Ecclesia Prep Policy Quick Guide

*(Details for each policy may be found in Ecclesia Prep Student/Family Guidelines.)*

- **Communication**
  - Please read and respond in timely manner to all Prep communication.
  - When possible, hold questions/issues to be addressed on-campus, in person, during Prep class hours.
- **Conflict/Offense Resolution**
  - Should a concern arise between student/family, please address directly according to Matthew 18:15-17 principle.
  - If peaceable resolution is unattainable, issue may be submitted for Conflict Resolution Committee review.
- **Attendance**
  - Notify teacher of expected and unexpected absences.
- **Attire on Campus**
  - Parents are ultimately responsible for student's dress.
  - No undergarments should be visible at any time.
  - Legs should be covered "closer to the knee than the seat".
  - Gentlemen: No hats/ball caps in classroom.
- **Drop off/Pick up**
  - Do not drop off early or pick up late.
  - Notify teacher ASAP if an emergency prevents you from picking up on-time.
  - No students are to be left unsupervised.
- **Electronic Devices**
  - Should not be brought to campus or turned on unless specifically approved by teacher for academic use in class.
- **Entertainment**
  - Do not share music, movies, video games, books, etc. unless permission obtained from other student's parent.
- **Inclement Weather**
  - If Ecclesia College is closed, Prep is dismissed.
  - Watch local news or your Prep email for updates/details.
- **Physical Contact/Relationships**
  - Public displays of affection are not appropriate on Prep campus.
- **Student Discipline**
  - Three step discipline process will be administered for disruptive/inappropriate behavior: 1) verbal correction, 2) parent involvement, 3) suspension or expulsion
- **Student Supervision**
  - No student should be left unsupervised on campus before, during, or after Prep classes.
- **Student Transactions**
  - Parents are responsible for supervising any buying, selling, trading between students.



# ECCLESIA PREP STUDENT/FAMILY PLEDGE

## 2017/2018

As a student of Ecclesia Prep, I am grateful for the opportunity to attend classes in a Christian environment. By God's grace, I pledge to contribute to that environment by honoring the guidelines of Ecclesia Prep in my attitudes, speech and actions and by walking in a spirit of humility and cooperation before God, my parents, my teachers and my fellow students.

As a parent, I have reviewed all policies outlined in the Ecclesia Prep Student/Family guidelines and have discussed all applicable issues with my students. By God's grace, I also desire to contribute to the Christian environment of Ecclesia Prep by leading my students, as their primary authority, to respect and uphold the guidelines provided.

*We ask **all** family members to indicate their agreement below.*

*If, however, all members are unavailable to sign, we expect that the parent signing/submitting this form will assume responsibility for communicating to their family the importance of upholding these guidelines.*

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

We ask each family to **please submit a signed hard copy of this completed signature page to the Prep office.**