Ebenezer International
Christian Academy

Hasta aquí nos ha ayudado el Señor - Samuel 7:12

EICA Student and Parent Handbook
2021-22 School Year

900 West 49 Street, Suite 562. Hialeah, Fl 33012

Table of Contents

Welcome Letter from our President

Welcome, Students, Parents, and Guardians,
We are so happy you have chosen to attend Ebenezer International Christian Academy (EICA). EICA prides itself on transforming education worldwide—one student at a time. As you will discover, EICA puts the student at the center of every decision we make. We hope that you feel and experience our student focus through every click of the mouse and every interaction with our instructors and staff during your time with EICA. Whether you are taking just one course or several, we want each and every one of you to have a phenomenal experience at EICA.

This handbook has been created to provide students and their families with the tools and information they need to be successful at EICA. Please peruse the information prior to starting instructors and staff during your time with EICA. Whether you are taking just one course or several, we want each and every one of you to have a phenomenal experience at EICA.

This handbook has been created to provide students and their families with the tools and information they need to be successful at EICA. Please peruse the information prior to starting your course, and feel free to come back and refer to the information at any time! We want this to be a one-stop resource for all of your EICA questions and needs.

Again, we want to personally welcome you to the EICA family. We look forward to serving your educational needs!

Sincerely,

Greisys Cue
President & CEO

About Us

Ebenezer International Christian Academy is located in the city of Hialeah, Florida. Serving a large immigrant population, mostly of Hispanic/Latin origin, EICA has been able to provide many educational opportunities to individuals who have needed a proper high school education in order to move forward in their lives as they make adjustments to settle in a new country. EICA is small institution in scope that caters to roughly 20-30 students a year, with 80% of them being of Hispanic/Latin origin. Our staff is a diversified group of individuals, all of which have extensive experience in their current position. Our faculty is made of well qualified individuals that have an eagerness to help others and impart a proper education to each student. EICA, over the years, has helped bridge the educational gap that comes with being an immigrant to this country, especially those that have been pulled from the classroom experience in their country of origin. Helping those with language barriers has been a challenge that the institution does confront and is slowly mastering the techniques and practices that facilitate this barrier to its student.

Mission and Purpose

The mission of E.I.C.A. is to reach its community to equip students through quality education with the necessary skills to pursue excellence through Christ in every area of life. The greatest level of accountability is our students, and EICA seeks to provide the best education possible for each individual seeking improvement in their education. Through technological development, we seek to provide greater opportunities in learning that allow for an alternative to traditional education. EICA pursues high-value educational development through the digital learning environment that allows us to reach a wide array of individuals in need, while allowing the flexibility to adapt to different capacities of learning.

EICA's purpose is very much engaged in its student's educational progress through every step of their program. From its personal interaction during the admissions process to its student-teacher relationships, EICA accounts for every student in a very personal matter. The structure of its programs ensures that the students reach the necessary academic goals as well as a solid learning of Christian moral teachings that take part of the course curriculum. We expect all of our students to excel in our program and therefore have created its program offerings to adapt to student learning capacities, with the help of our qualified instructors. The size and scope of our institution allows for a great level of dedication to each student.

Values, Motto

Our Values: Working in partnership commitment to excellence success in life.

Motto: The Pursuit of Excellence through Christ.

Student Profile for Success

EICA recognizes that the following commitments/skills facilitate student success in the online educational environment:

- **Communication** – Students are required to communicate with their instructors for a variety of reasons. Students will be required to talk to their teachers via telephone and/or online classroom. Students should respond to their teachers in a timely fashion.
- **Live Lessons** –Students should make efforts to attend and participate in their course Live Lessons. Attendance and participation in Live Lessons leads to student success in courses.
- **Academic Integrity** – EICA requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarized.

- **Self-Motivation** – Students should exhibit self-motivation as they must direct their own learning environment and procedures to fulfill course requirements enabling them to achieve individual academic success.
- **Independent Learning Style** – Students should be able to work independently and be able to contact their instructor for support as needed.
- **Computer Literacy** – Students should possess basic computer skills such as utilizing email, maneuvering through the Internet, as well as basic keyboarding skills.
- **Time Management Skills** – Students must be capable of organizing and planning their time frame for learning. Students can access their coursework whenever it is best for them, but they must set aside an adequate and realistic amount of time to complete course requirements.
- **Pace** – Students should follow the pacing guides for course modules as well as individual assignments.

Contact Information

EICA Main Number:

Phone: 305-792-8242
Fax: 786-391-2158
Email: info@eicaschool.com

Please note that under Florida law e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Social Media:
Facebook:
https://www.facebook.com/eicaschool.com

Twitter: https://twitter.com/EicaSchool

Instagram: https://www.instagram.com/eicaschool/

site after creating an account on this site you will be able to submit a help ticket.

Help Desk Information
If you are having technical problems of any sort, EICA provides a great resource to help solve many IT issues for our students.
Are you having trouble logging in to Ignitia? Call EICA 305-792-8242 to request / reset your username or password.
Our Technical Support Help Center is available to help 24 hours a day, 7 days a week:
ONLINE: Visit https://ebenezericafl.ignitiaschools.com/owsoo/help to access Technical Support

Stakeholder Roles and Responsibilities
Parent or Legal Guardian
Parents/guardians play a key role in their student's success in any learning environment, but even more so at EICA. Ebenezer International Christian Academy has the expectation that parents/guardians will be involved in their child's learning by participating in the welcome call with each course teacher. During this call, the parents/guardians are introduced to the requirements of the course and begin building strong teacher-student-parent relationships. In order to be kept informed of the student's progress, parents/guardians will also need to be available for a monthly contact with each of their student's teachers and will have the ability to choose a preferred method of contact (phone, e-mail, text). Additionally, parents/guardians should contact the student's teachers to keep them informed of vacations or extended absences. Parents/guardians need to ensure that their student is making continuous learning gains weekly.

Student
The student's role at Ebenezer International Christian Academy is to learn to the best of his or her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the EICA Academic Integrity Policy.

Exceptional Student Education (ESE)
If a student has a disability or impairment, this should be indicated when prompted during registration at EICA. Parents/guardians are responsible for providing EICA a copy of the student's most current individual educational plan (IEP) or Section 504 Plan. These documents should be submitted directly to EICA by the parent/guardian. Directions to submit these documents are provided during registration and can be viewed at any time. All students at EICA have access to many accommodations that naturally occur in the virtual setting. EICA may also be able to provide additional accommodations per a student's IEP or 504 Plan if the accommodation(s) is/are applicable to the online educational environment. Please note that some accommodations may not be possible to implement in the online educational setting.

Our goal is to provide an exemplary educational experience for our students. EICA is a school of choice and should be considered only if the online educational delivery context is the student's Least Restrictive Environment (LRE), and therefore the most appropriate choice based on the unique needs of the student. All students are required to follow the instructional policies enforced at EICA and must agree to such upon registration. This includes requirements such as, but not limited to, the following: course completion, discussion-based assessments, communication, proctored exams, academic integrity policies and procedures, etc. In order to have a successful experience in the online educational environment, all students should meet the Profile for Success set forth by EICA.

Please note that EICA does not provide any Access Points of the Florida State Standards which provide modified curriculum and assessment options for students with intellectual disabilities or significant cognitive disabilities. EICA teachers are unable to make changes to courses or alter the course format to provide such modifications. Placing a student in a lower grade level online course is not a viable option for students in need of modified curriculum and assessment options. Parents are encouraged to discuss Access Point options that are available in the district of record for students with significant cognitive disabilities who need reduced levels of complexity/reduced academic expectations.

Instructional Leader (School Principal)

This individual is responsible for the administration of the school and for ensuring that students are provided with the support and assistance they need, in accordance with EICA standards of excellence.

School Counselor:
Our school counselor focuses on our home education population. The School Counselor can assist students and parents/guardians with course selection, college and career planning, interpersonal counseling, and general academic guidance. Our school Counselor or other qualified staff member is available to assist with high school credit or college/career questions.

Teacher:

The subject-specific teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle the following instructional questions:
- The curriculum or materials
- The course scope and sequence
- Modification of assessments for students with documented special needs
- Testing
- Grading and progress reports

- Help with a particular assessment or concept

Teachers proactively monitor each student's progress using our Learning Management System and through regular contact via phone, texting, email. Teachers score assessments and provide feedback on the student's performance through formal means, such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls and online communication. Depending on a student's needs and grade level, teachers provide instruction in different ways. Generally, students will have a different subject-specific teacher for each course.

Teacher Qualification Information

All EICA teachers are Florida Certified. If you have any questions about a teacher's qualifications, please contact your principal. The principal contact information can be found on any teacher's announcement page.

Letter Recommendation: Students may request letters of recommendation as needed from teachers or staff. However, the decision to write a letter of recommendation is at the teacher's or staff discretion.

Student Support Teams: EICA also has several teams that are responsible for helping your students succeed. If your student needs additional support, please contact EICA at 305-792-8242.

Organization and Roles

This section provides information about how our district is organized and about the various roles and responsibilities of everyone involved in the school. Organization
Ebenezer International Christian Academy (EICA) is a private school in the state of Florida and has several different types of school options to serve 9-12 grade students.

Which Option is Right for Me? At EICA, we know that no two students are exactly like. Ebenezer International Christian Academy provides many options for students to be able to learn in the way that works best for them.
EICA Full Time Being enrolled as a student in Ebenezer International Christian Academy Full Time (EICA Full Time) means that EICA is the school of record. Students take courses with EICA, receive grades through EICA, and graduate with an EICA diploma.

School Holidays
Although we do close our main office and EICA personnel are off on certain holidays during the year, students can access their courses and maintain momentum in their learning, even when other schools are closed. Your EICA course(s) will always be open and available, even on holidays.

Getting Ready for Ebenezer International Christian Academy:

Quick Tips

1. Get to Know the EICA Policies
   Take some time before the school year or class starts to become familiar with the policies in this handbook. You are bound by the policies in this document, so please refer to this document throughout the year to ensure you are in compliance with EICA policies and procedures.
2. Set up Your Learning Space and Computer Equipment: Once the necessary materials have been obtained, go ahead and set up your "learning area."
   - Dedicate a space for school materials and supplies.
   - Place your "learning area" in a quiet area that is free of distractions.
   - Create a filing system for portfolio assessments, work, and important papers.

- Work with your parent/guardian to create a realistic weekly schedule for working on EICA courses, being sure to account for weekly learning expectations.
- Be sure to review the minimum system requirements to ensure you are set up properly.
3. Meet Your Teacher and Explore Your Virtual School Your teacher will contact you by phone, email, or through the learning platform when you are placed in a course to make introductions and discuss course expectations for the school year.

Parent and Guardian Account

EICA values parents and guardians as partners. From approving course requests to monitoring progress, the Parent/Guardian Account allows parents to have a hands-on approach with their student's academic life at EICA. With your Parent/Guardian Account you will have:
- 24/7 online access to submitted and/or graded assignments and your child's grade book
- Monthly phone calls from teachers
- Monthly progress reports emailed to parent emails
- Regular email updates from teachers
- Extensive access to teachers (8 a.m. to 8 p.m. daily, as well as weekend hours)

Academic Honesty Policy

Academic integrity is the hallmark of excellence and the foundation of education which requires honesty in all course work. Students are expected at all times to submit their own work for all assignments, to present their own work and ideas in all discussions, and to properly cite original authors and others when referring to sources used. Students must succeed in their classes and programs without violating the Academic Honesty Policy.

To preserve the integrity of Ebenezer International Christian Academy programs and maintain the high quality of education, the instructional team, and administration must address any charge of a violation of the academic honesty policy. At each penalty level the case is reviewed by the Academic Board. The due process procedures include a formal request for inquiry and research to prove or disprove the charge. A proven violation carries academic penalties. Students who violate the Academic Honesty Policy will receive a warning on a first offense, will be placed on probation for a second offense, and will be dismissed from the institution on a third offense. Students may appeal the dismissal but may not appeal the warning or the probation. If an egregious violation occurs students may be immediately dismissed from their program. The Academic Board reserves the right to issue any penalty subject to the severity of the violation.

Ebenezer International Christian Academy has the right, at its discretion, to review any exams or assignments that have already been graded and to change the grade if plagiarism is found.

A Ebenezer International Christian Academy graduate who is later found after graduation to have plagiarized, including allowing a student to copy his/her paper, may have his/her diploma revoked as per the Revocation of Diploma Policy.

The result of the investigation may lead to the following disciplinary action that can include but is not limited to:

Warning
- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternate assignment

Probation
- Documented counseling by staff
- Attend training workshop, write a paper on academic integrity
- Revision and resubmission of work with possible grade penalty
- Submission of alternate assignment
- Fail the assignment
- Dismissed from course, suspended from the institution

Academic Honesty Violations

The following violation types deserve close attention because they summarize various violations of academic honesty. This list below is not exhaustive but captures the predominant violations which occur. Students must strive to honor the regulations to preserve the integrity of their grades and degrees.

Plagiarism and Cheating

Plagiarism and cheating are acts of stealing and are types of fraud.

Plagiarism is an act of taking someone else's words or ideas and using them or representing them as one's own work. This includes not properly citing the source of the words or ideas. When students use direct quotations, they must use quotation marks and cite the relevant sources. When students paraphrase material, quotation marks are not used, but the sources still must be cited. Students must also cite sources for any use of language, ideas, theories, data, figures, graphs, programs, electronic information, or illustrations.

Cheating is an act of breaking rules of honest and original work. Cheating includes purchasing essays, copying another person's assignment, posting assignments online asking for solutions, or paying someone to do one's work. It also includes sharing one's own work, with another person or organization by allowing them to copy all or part of one's paper.

Students are not permitted to share one's student username and/or password with others or an organization. Students are not permitted to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course.

Unauthorized Access to Official Ebenezer International Christian Academy Materials
Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including exams, grade records, answer keys, etc.). Unauthorized access includes sharing one's student username and/or password with another person or organization that is not authorized or enrolled as a student and is grounds for dismissal from the program.

Misrepresentation, Falsification of Ebenezer International Christian Academy Records or Academic Work
Students will not knowingly provide false information when completing Ebenezer International Christian Academy forms or applications (including admissions forms, enrollment agreements, use of false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

Malicious/Intentional Misuse of Computer Facilities and/or Services
Students are strictly prohibited from the malicious or intentional misuse of computer facilities and/or services. Violations of state and federal laws (including copyright violations, unauthorized access of systems, alteration/damage/destruction or attempted alteration/damage/destruction, use for profit, etc.) or Ebenezer International Christian Academy rules regarding computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) will result in immediate disciplinary action including and up to academic dismissal.

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Students are not permitted to share one's student username and/or password with others or an organization. Students are not permitted to receive, knowingly give, or attempt to give any unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course.

Student Identification Numbers

Student numbers are issued to specific people for the purpose of conducting EICA'S business.
Any abuse of these numbers shall be cause for permanent dismissal from the EICA. Abuse includes but is not limited to obtaining student numbers, student usernames and/or passwords for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, sharing student username and/or password with any other person or organization.

Acceptable Use Policy

Internet access is required for all EICA students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following netiquette rules and EICA expectations carefully:

-Students are responsible for good behavior on the EICA network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. (f.s. 847.1 Obscene Literature; Profanity).

-We take **integrity and authenticity of student work** very seriously at EICA. Do not cut, copy, or

plagiarize Internet content or the work of your online classmates. EICA instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.

-Security is a high priority, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.

-It is illegal to create harmful computer viruses. (f.s. 815 Computer-Related Crimes).

-Email is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.

-Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or other Ebenezer International Christian Academy employee of any message you receive that is inappropriate or makes you feel uncomfortable. **Email with your online classmates should be course related.** It is prohibited to send unsolicited non-academic email to your online classmates.

Email addresses that use profanity or may be construed as offensive, shall not be permitted for EICA correspondence. EICA administration reserves the right to determine if student e-mail addresses are inappropriate. When necessary, students will be asked to use an alternative email address or may be refused participation in EICA courses.

Protect your password. Keep it secret from anyone except your parents.

Inappropriate Texting/Messaging: Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity, or any other inappropriate content are prohibited (f.s. 847.001 Sexting) line costs, or usage fees for connectivity to the Internet.

. Dress Code Policy: When attending any meeting or student gathering affiliated with EICA, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is not permitted.

• Ebenezer International Christian Academy assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

Ebenezer International Christian Academy administrators will cooperate fully with local, state, or federal officials in any investigation related o any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations by the student or parent/guardian may result in removal from EICA course(s), as well as other disciplinary or legal action.

Student Code of Conduct Philosophy

Ebenezer International Christian Academy (EICA) anticipates that students should act as fitting for their levels of improvement, development, and showed abilities with a legitimate respect for the rights and government assistance of different understudies and school staff, the instructive reason basic all school exercises, and the consideration of school offices and hardware.

The EICA school region accepts that principles for understudy conduct should be set helpfully through connection among the understudies, guardians/lawful watchmen, staff, and local area individuals delivering an air that urges understudies to fill in self-restraint. The advancement of this climate requires regard for self as well as other people, just as for region and local area property with respect to understudies, staff, and local area individuals. Since understudies learn as a visual cue, school directors, workforce, staff, and volunteers will exhibit suitable conduct, treat others with politeness and regard, and decline to endure tormenting or badgering. For extra data, please visit our Code of Conduct on our website at https://www.eicaschool.com/instruction/policies

Student Code of Conduct Overview

EICA staff individuals try to keep up with deliberate direct among 9-12 understudies in all EICA projects to establish a protected and positive learning climate. Albeit most projects are conveyed on the web, now and again school-supported occasions are arranged, accordingly a complete Code of Conduct was composed to address the social assumptions for understudies. The Code of Conduct works related to the EICA Student Handbook and gives data that the two guardians/watchmen and understudies should understand when entering a EICA program.

Four levels of conduct offenses and conceivable disciplinary reactions are recorded, trailed by extra arrangements in regard to understudy social assumptions. EICA maintains whatever authority is needed to decide fitting results to be forced upon an understudy for any infraction of the Code of Conduct, including offense not explicitly recorded. EICA maintains whatever authority is needed to alter the substance in this handbook whenever all through the school year, without notice. EICA additionally will follow discipline guidelines for understudies with handicaps related to Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act (IDEA). For extra data, if it's not too much trouble, visit our Code of Conduct on our site at https://www.eicaschool.com/instruction/policies.

Computer Requirements, Specifications
Technology

A virtual school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Ebenezer International Christian Academy Student Information System and Learning Management System as well as the Internet to communicate and share information.

Hardware and software requirements for accessing Ignitia and Educator can be met by using your family's personal computer, a computer in a public library, or any other computer as long as the equipment used meets the Ebenezer International Christian Academy minimum specifications (see below).

As of now, we test and confirm a wide assortment of gadgets and have continuous projects to relocate away from any innovations that are not consistent with more up to date versatile stages. By and large, in any case, lightweight

gadgets, for example, Google Chromebooks or tablets that have exceptionally restricted innovation support for Java or Flash, won't be viable with the greater part of our courses. If it's not too much trouble, guarantee you have a Windows or Mac based PC accessible to finish coursework if your chose cell phone doesn't address the issues of the course. A few courses may have unique or extra necessities to the one recorded on this page.

Hardware Requirements

Internet Access and Speed

If you have Internet access, you can take courses with EICA. (While it is possible to take courses with dial-up connectivity, it will take a little longer for pages to load. You might want to print a few lessons and work offline. You can then save and upload work when you are finished.)

Browser Plug-ins
- Java 1.6 JRE or higher
- Sun Java 3D 1.3 or higher - Required in some courses
- Flash 10.0 or higher
- Shockwave (Operating System Dependent)
- Acrobat Reader 8.0 or higher
- Apple Quick Time
- Microsoft Media Player
- Real Networks RealPlayer

PC Requirements
- Minimum of 10 gigabytes free HDD space
- High Speed such as Cable or DSL *Note using dial-up is possible, but you may experience performance issues with certain course features
- Windows XP, Vista or 7
- Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft Office which will be notated within course registration)
- 512 MB Ram
- 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- Display setting 1024x768 resolution
- Printer required
- Internet Explorer version 8.0 or higher (visit http://www.microsoft.com/windows/ie/ to download) or Firefox version 3.6 or higher (visit http://www.mozilla.com/en-US/firefox/ to download) or Safari 4.0 or higher (visit http://www.apple.com/safari/download to download)
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- Audio: Sound card with speakers and microphone or headset
- **America Online is not recommended**

Macintosh Requirements
- Mac OSX 10.5 or higher
- High Speed such as Cable or DSL *Note using dial-up is possible, but you may experience
- Students need a method to save work to a portable medium (Floppy, Zip, CD, USB)
- 256 MB Ram
- Minimum of 10 gigabytes free HDD space
- 12x CD ROM (CD/DVD Recommended)
- Display setting 1024x768 resolution
- Printer required

- Firefox version 3.6 or higher (visit http://www.mozilla.com/en-US/firefox/ to download) or Safari 4.0 or higher (visit http://www.apple.com/safari/download to download)
- Audio: Speakers and microphone or headset
- **America Online and KOL are not recommended**

Communication Requirements

Correspondence between educators, guardians, and understudies is a vital piece of the EICA learning climate. All through each course, understudies and guardians are relied upon to discuss routinely with their educators. It is the understudy and parent's duty to return correspondence from the educator under any circumstance.

Emergency Plans

In the event of an emergency (such as hazardous weather conditions), EICA will send to all families a "must read" message explaining the details of the emergency, especially if it will result in the closure of our main office. EICA will also record a voicemail message announcing the details of the office closure and the availability, or lack of availability, of teachers and other school services.

Please note that the Ebenezer International Christian Academy Ignitia Program and our teachers may be located in places where conditions are different from those in the student's location. Such services may be occasionally interrupted when school operations are running as usual or vice versa. Even if the school closes due to hazardous weather or other emergencies, students should still continue working in their courses.

Enrollment

Ebenezer International Christian Academy will abide by all federal, state, and local policies and guidelines for student admission and will not impose admission requirements that are inconsistent with these policies and guidelines.
At various times during the school year, to comply with mandated enrollment caps, state regulations and reporting, and/or testing processes and requirements, EICA may temporarily or permanently close courses to new enrollments. Students and families will be notified of these changes when applicable.

Right to Access EICA Courses

EICA Online School as a School Choice Option
The Florida School Code sets up EICA as an instructive decision and a speed increase alternative for guardians and understudies. Around 66% of EICA understudies are state funded school understudies. Verbalization arrangements are set up among EICA and all school locale to foster a consistent organization for understudies.

All Florida guardians and understudies reserve the privilege to pick the best training technique for them. In the event that you feel that anybody has attempted to restrict or obstruct your capacity to finish paperwork for a EICA course and might want additional data on denied decision concerns, please call at 305-792-8242

Digital Learning Act

Important New High School Graduation Requirement
On June 2, 2011, Governor Rick Scott signed the Digital Learning Act into law, as part of House Bill 7197. All incoming 9th grade students in Florida are now required to complete at least one online course as part of the 24 credits required for graduation. An online high school course taken in grades 6–8 also fulfills this requirement. For more information and a summary of the bill, visit:
http://www.fldoe.org/GR/Bill_Summary/2011/HB7197.pdf.

Exemption for IEP – This requirement does not apply to students who have an IEP indicating that an online course is inappropriate. Students with an IEP who less than 1 academic year have remaining in high school are also exempt.

Non-discrimination Policy

Nondiscrimination Statement
Ebenezer International Christian Academy (hereafter, "EICA") is committed to a policy of educational and workplace equality.

Ebenezer International Christian Academy shall admit students to the school and programs without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, genetic information, gender identity or expression, language spoken, homelessness, or any other reason prohibited by law (F.S. 1003.21, sections 760.01, 1000.05, 1001.41, 1001.43, and 1003.21).

(1) All activities, curricular and extracurricular, which are sponsored by EICA shall evidence respect for the individual student. Every reasonable attempt shall be made to ensure that activities do not disparage or offend any student because of race, color, religion, age, sex, national origin, marital status, disability, language spoken, homelessness, or any other reason prohibited by law. It is the responsibility of the school principal to monitor all school activities for compliance with this policy.
(2) It is recognized that opinions differ concerning appropriateness of school activities. Occasionally, an individual or group may find an activity in conflict with the views of such individual or group, as the case may be. The following procedures have been established to provide a means for receiving, considering, and responding to written complaints regarding activities sponsored by the EICA School.
a) All complaints must be immediately presented to the Instructional Leader/Principal and will include the precise nature of the objection. In the event the complaint is against the Instructional Leader/Principal or other employee, the complaint shall be presented to the designated EICA Equal Opportunity Officer, (305) 792-8242. All complaints will be handled promptly, and an efficient and timely investigation will take place, in accordance with applicable Board policies and EICA rules and regulations.

b) When a complaint is received by an Instructional Leader/Principal, the Instructional Leader/Principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The Instructional Leader/Principal will then notify the administrators and/or teachers involved and collect information related to the complaint. After reviewing this information in comparison with all applicable nondiscrimination laws, the Instructional

Leader/Principal will forward all information and recommendation to the Vice President of Instruction for student-on-student related incidents. If the allegation involves an employee, the Instructional Leader/Principal will forward all information to Employee Relations. The complainant may request that an additional review be conducted by the EICA, (305)792-8242.
c) During the investigation, the EICA equal opportunity section shall consider the educational philosophy of the school, the professional opinions of competent authority, and the individual school's stated objectives in using the activity, and the objectives of the complainant and applicable laws and regulations.

Zero Tolerance for School-Related Violent Crime
Ebenezer International Christian Academy, as per state resolution, Section 1006.13 F.S., has fostered a Zero Tolerance Policy, which can be found in the EICA Code of Conduct distributed on our site.
The plan of this arrangement is to limit the exploitation of understudies, staff, or volunteers, including making all strides important to secure the casualty of any vicious wrongdoing from any further exploitation.

Privacy Policy/FERPA
Ebenezer International Christian Academy will abide by the **student privacy guidelines** set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records:
- EICA Board of Trustee members

- President and CEO, administrative team, and professional staff of the school (teachers, school counselors, the General Counsel)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the President and CEO

Ebenezer International Christian Academy **provides an academic transcript to the student's primary school of record upon completion** of the online course(s), or upon any request of the primary school and/or student's legal guardian.

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this please contact your school counselor.

No member of the EICA staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the EICA President and CEO.

FERPA maintains some exceptions that allow the release of Personally Identifying Information (PII) to partner researcher organizations, for the purpose of improving instruction, without express consent. In some instances, EICA will partner with research institutions and enter into agreements under FERPA's Studies Exception [see 20 U.S.C. §1232g(b)(1)(F) and §99.31(a)(6)) and/or http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf for more information]. Any researchers with access to PII via the Studies Exception enter into a written agreement with EICA and are also required to clear Level 2 background screening (fingerprinting/criminal history) in accordance with state legislation [see FS 1012.465, FS 1012.467, FS 1012.468].

Names, images, and/or course work of EICA students will not be published in print, video/film, or on our website without written student and guardian consent.

All EICA students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Statistical Information

EICA utilizes Web measurement programming to follow guests to our website, however this information does exclude any expressly recognizing data, for example, name or email address. Individual recognizing data isn't given to some other gathering without your assent, or as in any case legally necessary. Nonetheless, accumulated and mysterious information about gatherings of individuals might be gathered and imparted to taking part organizations or potentially organizations. An illustration of such data may incorporate, "X percent of guests see our site between the long periods of 7:00am and 9:00 p.m."

Security Information

All the information give to EICA is ensured to guarantee both the protection and security of understudy information. EICA utilizes cutting edge innovation to keep individual data as secure as conceivable to guarantee that nobody will actually want to mess with, catch, or access information. Make sure to keep account data hidden and secure; don't impart passwords to anybody!

Cookies

EICA may, occasionally, use treats when an understudy signs in to his/her record. These treats permit EICA to recollect the visit to its site. Albeit one treat would dwell on the PC with the goal that EICA can perceive the client each time he/she visits the site, any meeting explicit treats will terminate once the program is closed down.

Student Records

All EICA students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Improper Use of School Records:

Student directories, teacher's registers, registration cards, permanent records and similar school records shall not be used to provide information to any person outside the school staff. The Permanent Cumulative Pupil Record, and file JRA, Directory Information, shall not be able to be obtained without the permission of the Vice President of Instruction or designee. Under no conditions shall the names and addresses of students be given or sold to a private or commercial agency by the school or any school related.

Legal Name of Student:
A parent or any individual who tries to enlist an understudy under a name other than the lawful name or looks to change the name of an understudy previously selected will be educated that the name regarding the understudy as recorded on the birth testament or other supporting proof as recommended in Section 1003.21, Florida Statutes, will be utilized until a last court request checks a legitimate name change.

Directory Information:
Students' parent(s) or legal guardian shall be notified annually in the Code of Student Conduct or in a school's handbook that the school board may release directory information to the general public.
1. Directory information includes the following data about a student:
    o   Name
    o   Address
    o   Telephone Number, if listed
    o   Name of the most recent previous school or program attended
    o   Dates of attendance at schools in the school, diplomas, certificates and honors received or Date of graduation
    o   Date of birth

2. Directory information may be released without the consent of the student or the student's parents to persons or organizations defined in Section1002.22 (3) (d), Florida Statutes.
3. Directory information shall not be published when the student's parent(s) or legal guardian submits written notification to the Instructional Leader/Principal within 10 days of student enrollment. Failure to advise the student's Instructional Leader/Principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.
4. In accordance with Section 119.07(3) (k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges are exempt from disclosure. If such a parent makes a written request to the school that information not be released by the school without parental consent, the school shall not release such information.
Person Standing in Loco Parentis to Student:
When students are under 18 years of age and do not reside with their parent(s), the parent(s) shall designate in writing to the Instructional Leader/Principal the individual who stands in loco parentis to the student.

Access to Student Records:
The following persons have access to student records: school board members, Vice President of Instruction and staff, professional staff of the school, Records Management Team, clerical and secretarial staff designated by the Instructional Leader/Principal, the parent or guardian of the student, an eligible student and other persons authorized in writing by the parent/guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.
In cases where a parent does not have custody, the Instructional Leader/Principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

Right to Contest the Contents of Student Records:
Parent/guardian shall have the right to contest the contents of their child's record. This right shall provide for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data. Procedures for challenging the content of student records shall be developed as directed by the superintendent/CEO.

Release of Student Discipline Records:

In accordance with FERPA and the federal regulations issued pursuant to FERPA, an agency, as defined in s. 1002.22, or a public school, center, institution, or other entity that is part of Florida's education system under s. 1000.04(1), (3), or (4) may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.

Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

Student Safety

Ebenezer International Christian Academy takes student safety and well-being very seriously and believes that students should be able to learn in a safe and comfortable environment. Therefore, in addition to the comprehensive set of required courses and trainings for school staff that focus on educational practices, teachers and staff also attend the **Florida Child Abuse Mandatory Reporting Training**. This training provides teachers and staff with the resources they need to recognize the signs of child abuse and how to report suspected cases of child abuse to the Florida Department of Children and Families.

All members of school staff are expected to complete the training at least once every school year. The school leadership tracks and ensures all staff completion of these trainings, and staff that does not complete the course in the required time frame may be subject to disciplinary action in accordance with EICA employment policies.

Student Grievance Policy

Definition:

1) Discrimination is conduct which deprives the victim of the opportunity to participate in employment, educational programs, activities, EICA sponsored activities, or in any other activities offered or provided by Ebenezer International Christian Academy on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law.

2) Harassment is conduct directed by a person or persons against another person on the basis of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion or any other basis prohibited by law which is severe, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in his/her employment, educational programs, school sponsored activities, or any other activities offered or provided by EICA.

Any student who believes that he or she has been the victim of discrimination/harassment based upon any factor identified above, may and is encouraged to file a Grievance/Complaint with the EICA Director or Principal. All such complaints must be immediately forwarded to the Director or other person who has been specifically designated to handle complaints of discrimination/harassment. In such instances, individuals may call (305) 792-8242 for assistance.

Internet Safety

At EICA, we believe that learning occurs through active participation and application of knowledge to relevant situations and issues. In addition, we believe that successful learning organizations find opportunities to foster connections between instructors, students, parents, peers, and community members. It is our desire to provide learning opportunities that prepare students for the future while also maintaining a safe environment
Cyber Safety Webinar

Introduction: It is the policy of EICA Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online

disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions: Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the charter school's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring: It shall be the responsibility of all members of the EICA. staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying

Listen to Katie McDaniel, Victim Advocate with the Child Predator Cyber Crime Unit in the Office of the Attorney General for some tips for students to play and stay safe online. View it at:
https://sas.elluminate.com/site/external/jwsdetect/playback.jnlp?psid=2009-10-27.1405.M.4EECC3EF233B3158624EB2B446E253.vcr

Civility Code

In order to maintain an orderly, respectful, and secure virtual educational environment, it is essential that all students, parents/guardians, teachers/staff, and other stakeholders maintain respectful interactions and adhere to the expected civil conduct. EICA is dedicated to providing personalized learning solutions for all students, and the presence of a positive partnership between all students, parents/guardians, faculty, and staff is vital in this process. In an effort to ensure that we are all focused on student learning and helping students to reach their full potential, we ask that all parties conduct themselves in a respectful and orderly manner at all times.
No person shall:

- Use profanity or make threats toward school staff in any verbal or written communication.
- Intentionally cause any physical / emotional harm toward another person or threaten to do so.
- Intentionally damage or destroy any school property (both physical and electronic) or the property of any student, faculty, or staff member.
- Disrupt the orderly conduct of classes, school programs, or other activities.
- Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or disability.
- Refuse to comply with any reasonable request of identifiable school officials performing their duties.
- Willfully incite others to commit any acts prohibited by law.
- Violate any federal or state statute.
- Any violation of the Civility Code shall be reported to Professional Standards for review and action.
- The school and Board of Directors reserve the right to pursue a civil or criminal legal action against any person violating the Civility Code.

Due Process

Conduct, Due Process, and Communication

EICA strictly prohibits any form of bullying/cyber bullying, harassment, hazing, or any other similarly destructive behaviors in any school environment or at any school activity. Parents/guardians who believe their student(s) may have been subjected to inappropriate behavior by anyone affiliated with EICA should immediately contact the school leadership or EICA Employee Relations at 407.413.3692 to report any concerns.

Discipline and Due Process for Students

Appropriate conduct is expected of all students at the school. Students are guaranteed due process of law as required by the 14th Amendment of the United States Constitution.

School Discipline

1. The Administration shall be responsible for maintaining proper discipline throughout the school and to cooperate with teachers in attaining this objective. In addition to and consistent with Board of Directors Rules and the Codes of Student Conduct, the Instructional Leader/Principal and faculty shall develop such additional rules as may be deemed necessary in the operation of the school.
2. Each instructional staff member shall assist the Administration in maintaining proper student control in conduct throughout the school and at school-sponsored activities.

Corporal Punishment:

The EICA Board of Directors prohibits the administration of corporal punishment in the EICA system. The Codes of Student Conduct shall provide an alternative control of discipline as required by Section1006.07, Florida Statutes.

Grading System

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

All exams can be resubmitted once if student is not satisfied with his/her score. Failed exams/assignments do not have to be retaken if final course average is above 69.

Caution: Ebenezer International Christian Academy will record student's most recent attempt as student's final score for the exam/assignment even if it is lower than student's first attempt.

POINTS	GRADE
100-90	A
89-80	B
79-70	C
Below 69	F

Grading Criteria

A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiate thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B =

Good The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C =

Satisfactory The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

F =Below average the student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

Transfer grades and coursework

EICA does not accept transferred grades or transferred course work. Students who withdraw from a traditional school before earning credit will be required to repeat the entire semester / segment. EICA works only on credits per semester / segment. To receive EICA credit, students must complete the entire segment / semester of a course. Also, credits must be with A, B or C. Classes with D, are not accepted.

Set Up Your Learning Space and Computer Equipment

Once the necessary materials have been obtained, go ahead and set up your "learning area"

Dedicate a Space for School Materials and Supplies

- Place your "learning area" in a quiet area that is free of distractions.
- Create a filing system for portfolio assessments, work, and important papers.
- Work with your parent/guardian to create a realistic weekly schedule for working on EICA courses, being sure to account for weekly learning expectations.
- Be sure to review the minimum system requirements to ensure you are set up properly.

Meet Your Teacher and Explore Your Platform

Your instructor will reach you by e-mail when you are set in a course to make presentations and examine course assumptions for the school year. On the off chance that you need to become more acquainted with your instructor before that e-mail, feel free to contact to the main office 305-792-8242, just as certain assets to assist you with succeeding the course. This moment is likewise a decent opportunity to look at the Student Resource Center which incorporates numerous accommodating connections and assets for EICA understudies and guardians/watchmen. These are incredible assets to audit as you are preparing to begin your course at EICA.

Final Exam

Student Authenticity and Proctored Exams and Assignments
Ebenezer International Christian Academy has a multi-tiered security system to help ensure student authenticity for all exams and assignments. Selected exams require a signed affidavit and/or academic honesty statement to be submitted prior to exam submission and before a grade can be received.
EICA reserves the right to implement proctored exams at any time with reasonable notification. The Final Grade Report is sent electronically to the student's school of record for inclusion on the student's official transcript according to the school of record's transcript practices.

Exam/Assignment Retake Policy

All exams can be resubmitted once if student is not satisfied with his/her score. Failed exams/assignments do not have to be retaken if final course average is above 69.
Please be aware that retaking an exam does not guarantee a higher score. Students who wish to retake an exam are strongly encouraged to work with their teachers and academic advisors.

Academic Integrity

Information on EICA policy regarding Academic Integrity can be found in our School Catalog.

Assessments

It is essential that student performance is regularly assessed. Ebenezer International Christian Academy uses the following types of assessments to determine students' skill levels, to evaluate performance, develop educational plans, and to develop a permanent school record.

Assessments within the Curriculum
As they progress through their courses, students will engage in several possible types of formal and informal evaluations.

Formal Evaluations (Evaluated by Teachers)

- Quick Checks—Brief online assessments that provide automatic feedback for students and teachers.
- Quizzes—Short online assessments that provide automatic feedback for students and teachers.
- Course Assessments—Written compositions, lab reports, short answer paragraphs, essays, book responses, and other assessments that require teacher evaluation of the student's work.
- Graded Discussions—Teacher-monitored "class discussions" in which students post thoughts, ideas, and reactions on a designated discussion board. The postings are required by specific assessment guidelines outlined in the curriculum and are evaluated by the teacher.
- Collaboration Projects— To foster 21st Century Skills and build real-world competencies, EICA courses contain opportunities for collaboration in learning with peers. All students are encouraged to complete the Collaboration Assessments in their course(s).
- Tests – Module tests cover material from all lessons within a specific module. They are online assessments that contain a variety of question types and are weighted more heavily than quizzes towards the student's final grade.

Unofficial EICA Transcript

- Log in to your account
- Click on the Student grade Book and "Print Unofficial Transcript"

Or contact our office for more information 305-792-8242

The transcript includes:
- Courses taken with EICA
- Number of credits earned
- Grade received
- GPA

Official Cumulative EICAT Transcript

Students may request an Official Cumulative EICA Transcript at any time. For information on how, visit

https://eica.edutino.com/index.php?login/transcripts_request

Or call to the main office Monday- Friday 10:00am to 6:00pm at 305-792-8242

The transcript includes:
- Courses taken with EICA

- Number of credits earned
- Grade received
- GPA

Requests for Official Transcripts Procedure Fees

- $25.00 cost for transcripts requests, for currently enrolled student, to home address
- $25.00 cost for each transcript request for currently enrolled student to another institution such as college, or agency, Vo-Tech, etc.
- $25.00 cost for each transcript requested other than those covered above.

Bullying and Harassment Policy

**Please note: Any reference to "bullying" includes cyberbullying, whether or not specifically stated.

It is the policy of the Ebenezer International Christian Academy that all of its students and school employees have an educational setting that is safe, secure, and free from hazing, harassment and bullying of any kind.
The school will not tolerate hazing, bullying and harassment of any type. Conduct that constitutes bullying, hazing and harassment, as defined herein, is prohibited.

Definitions

The following definitions are intended to provide guidance in assessing whether a particular behavior is a prohibited behavior.
They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.
 Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

Cyber Safety Webinar
Listen to Katie McDaniel, Victim Advocate with the Child Predator Cyber Crime Unit in the Office of the Attorney General for some tips for students to play and stay safe online.
View it at https://sas.elluminate.com/site/external/jwsdetect/playback.jnlp?psid=2009-10-27.1405.M.4EECC3EF233B3158624EB2B446E253.vcr

Cyberbullying
Means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or

in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
a. Incitement or coercion
b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the School system
 c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Netiquette Guidelines for EICA High School Students

Learner Description: This guide was created for EICA high school students to encourage meaningful and productive online communications between students and their teachers.

Netiquette means behaving appropriately and responsibly in online communications, which includes email, discussion boards, chat rooms and other informal means of communication. The words "appropriate" and "responsible" have very general meanings, thus varying interpretations of these words may exist. Unlike the boundaries we live in, the internet brings people together from many cultures, backgrounds and ethnicities. Furthermore, inappropriate behavior creates distractions and thus hinders learning, which is our ultimate objective. For these reasons, it is very important to establish a set of rules for communicating online to avoid confusion, frustration and conflict. Below are the guidelines you must follow in all online communications in this course.

Exercise Proper Manners

We all know the golden rule for how to treat others and that is how you want to be treated. It is normal to disagree as we all perceive things based on our experiences, influences and reasoning skills. You may be wrong about your ideas sometimes and right about them at other times. In fact, there may be no right or wrong answer in some contexts. Also, choose your words carefully as online communications are easily misinterpreted. Please be objective and understanding of other's input at all times. If you don't have anything nice to communicate then don't communicate at all.

Control Your Emotions

We all have bad days - it's a part of life. Everyone is dealing with unique circumstances in their life, both good and bad. Sometimes it is difficult to control your emotions. However, online communications is not the appropriate arena to display negative feelings and ideas. Often, the emotions that consume us are temporary - our good will and

better judgment prevails, and our feelings change once again. Don't make the mistake of communicating your feelings online, only to later regret it. Once you communicate something in writing it becomes permanent and easily distributed to many. Control your emotions in online communications and avoid the embarrassing consequences.

Be Professional

When communicating online, it is important to write in a way that can be easily understood. Be careful not to write in the manner in which you speak. Verbal communication offers simultaneous, two-way interaction that enables misunderstandings to be resolved in real-time. Online communications does not afford us the opportunity to clarify our thoughts instantly. A lot of productivity can be lost in online communications as we wait on responses for clarity. For this reason, it is important to form sentences properly and avoid misspelled words. Also, avoid the use of slang and short-cut acronyms as others may not be familiar with such words or phrases. Cursing is absolutely prohibited. Take pride in your writing and how you represent yourself. Choosing not to be professional may create a negative reflection of your work and character.

Do Not Spam

Online communications offer the ability to broadcast a message instantly to many people, thus it is a popular way of communicating upcoming events, news and promotions. Although it may be convenient for some people, spamming in general is considered a bad practice. Spamming is unsolicited communication and is neither appropriate nor fair to those who did not express an interest in receiving such messages. It is opportunistic behavior that offers nothing to the academic foundation in which these online communications services are intended for. Please do not waste your time and other's time communicating anything that is not relevant to the content in which you are required to learn.

Don't Over Do It

Online communication is not intended to replace traditional forms of communication. There will always be situations that warrant verbal dialogue. If there is something you don't understand that is complex in nature, it may be appropriate to go to your teacher or seek the support of other students. Do not spend a lot of time typing a message that is long and detailed - it wastes your time and the recipient's time. Also, it is not appropriate to copy and paste large amounts of text inside the body of a message. Please place large text, including graphics, in another document and attach it to your message. Following this simple rule allows messages, particularly messages with many replies, to be navigated and read more easily.

Student Conduct

The Ebenezer International Christian Academy expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The school believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for School and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect and refuse to tolerate bullying or harassment.

The school upholds that bullying, hazing or harassment of any student or school employee is prohibited:

i. During any education program or activity conducted by a 9-12 educational institution.

ii. During any school-related or school-sponsored program or activity.

iii. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a 9-12 education institution within the scope of the school, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or

iv. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.

v. The above section (d) does not require a school to staff or monitor any non-school-related activity, function, or program.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

Consequences

School Employees --Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with School policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B- 1.006, FAC., the Principles of Professional Conduct of the Education Profession in Florida.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Students -- Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

A student who commits an act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083, if the person knew or should have known the act would result in serious bodily injury or death of such other person and the hazing results in serious bodily injury or death of such other person.

(b)(4) As a condition of any sentence imposed pursuant to paragraph (a) subsection (2) or subsection (3), the court:
1. Shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.
2. May require the defendant to make a public apology to the students and victims at the school.
3. May require the defendant to participate in a school-sponsored antihazing campaign to raise awareness of what constitutes hazing and the penalties for hazing.

Visitors/Volunteers

Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, hazing, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation shall be considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Complaints

At the school, the principal/instructional leader or the principal/instructional leader's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal/instructional leader or the principal/instructional leader's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal/instructional leader or principal/instructional leader's designee.

The principal/instructional leader of each school in the school shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying, hazing or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying, hazing or harassment, anyone who witnessed the bullying, hazing or harassment, and anyone who has credible information that an act of

bullying, hazing or harassment has taken place may file a report of bullying, hazing or harassment. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Procedures

At EICA, the Procedures for Investigating Bullying, Hazing and/or Harassment include:

- The principal/instructional leader or designee selects a designee(s), employed by the school, trained in investigative procedures to initiate the investigation. The designee(s) may not be the accused perpetrator (harasser, hazer or bully) or victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- The investigator shall collect and evaluate the facts including, but not limited to:
  o Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.
  o How often the conduct occurred.
  o Whether there were past incidents or past continuing patterns of behavior.
  o The relationship between the parties involved.
  o The characteristics of parties involved (i.e., grade, age, etc.).
  o The identity and number of individuals who participated in bullying or harassing behavior.
  o Where the alleged incident(s) occurred.
  o Whether the conduct adversely affected the student's education or educational environment.
  o Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  o The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
  o Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  o Recommended remedial steps necessary to stop the bullying, hazing and/or harassing behavior; and
  o A written final report to the principal/instructional leader.

The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying, hazing and/or harassment, and the investigative procedures that follow.

A principal/instructional leader or designee will assign a designee(s) that is trained in investigative procedures to initiate an investigation of whether an act of bullying, hazing or harassment is within the scope of the school. The trained designee(s) will provide a report on results of investigation with recommendations for the principal/instructional leader to decide if an act of bullying, hazing or harassment falls within the scope of the school.

- If it is within scope of school, move to Procedures for Investigating Bullying, Hazing and/or Harassment.
- If it is outside scope of School, and determined a criminal act, refer to appropriate law enforcement. All acts of hazing in grades 9-12 as defined in the definitions section must be referred to local law enforcement.
- All victims and perpetrators of hazing, as defined in the definitions section above, must be referred to a certified school counselor.

- Each incidence of hazing will be reported to the FDOE via the school's Safety and Discipline Report.
- If it is outside scope of School, and determined not a criminal act, inform parents/legal guardians of all students involved.

The principal/instructional leader, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying, hazing or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal/instructional leader, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing. Intervention Protocol a school referral procedure will establish a protocol for intervening when bullying or harassment is suspected or when a bullying or harassment incident is reported. The procedure shall include:

- A process by which the teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).

A referral process to provide professional assistance or services that includes:

- A process by which school personnel or parent/legal guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)
- If a formal discipline report or formal complaint is made, the principal/instructional leader or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)
- A school-based component to address intervention and assistance as determined appropriate by the intervention team that includes:
- Counseling and support to address the needs of the victims of bullying or harassment.
- Research-based counseling/interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management); and/or
- Research-based counseling/interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

If a bullying or harassment incident occurs, then it will be reported with either the bullying or harassment code. If the bullying or harassment results in any of the following incidents the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying related.

Those incidents are:
- Alcohol
- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Drug Sale/Distribution Excluding Alcohol
- Drug Use/Possession Excluding Alcohol

- Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Trespassing
- Tobacco
- Vandalism
- Weapons Possession
- Other Major (Other major incidents that do not fit within the other definitions)

Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

The school will provide bullying, hazing or harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, hazing, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

The School ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying or harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, other non-teaching staff, parents/legal guardians, and students.

Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the School's Policy and Regulations against bullying, hazing and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying or harassment in schools.

The principal/instructional leader or designee shall by telephone and/or in writing report the occurrence of any incident of bullying, hazing or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the School's student safety and violence prevention policy.

The school shall provide notice to students and staff of this policy through appropriate references in the code of student conduct and employee handbooks, and/or through other reasonable means. The Superintendent shall also make all contractors contracting with the School aware of this policy.

The school principal/instructional leader shall develop an annual process for discussing the school policy on bullying, hazing and harassment with students in a student assembly or other reasonable format.

Reminders of the policy and bullying, hazing or harassment prevention messages such as posters and signs will be displayed.

Accreditation

EICA is accredited as a system by Advance Education, Inc. (AdvancED), and the various EICA schools are accredited by Southern Association of College and Schools Council on Accreditation and School Improvement

(SACS CASI). Our courses meet curriculum standards developed by the State of Florida, and all public institutions within Florida must provide Florida families the option to choose EICA for courses.