

# *David Emanuel Academy*

Home of the



## 2010-2011 Student Handbook

### **MISSION STATEMENT**

David Emanuel Academy's goal is to provide students with an academic program that prepares them to be successful in the institution of higher learning of their choice. Our school will provide opportunities for students to excel in academics and athletics in a safe, orderly, Christian environment. We are committed to maintaining open lines of communication between all stakeholders in the student's success.

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## ATTENDANCE

School policy dictates that no student may exceed ten (10) absences in a given semester (20 for the year) and receive academic credit. Exceptions may be made in the case of extended illness or at the discretion of the Hardship Committee composed of three board members.

- Grades 5<sup>th</sup> – 12<sup>th</sup> must attend **four periods** of the day to participate in a school function (ex. Sports, Pageant, Prom, etc.)
- To achieve Perfect Attendance, a student must be at school all day everyday with no tardiness or early releases. Perfect means perfect. **NO EXCEPTIONS.**
- Administration will determine disciplinary action for excessive absences, tardiness, and early releases. Discipline may include but not limited to loss of privileges, after school detention, community service.

## ABSENCES

- Any absence from school due to sickness, death in the family, or a family emergency requires a note from the parent stating the reason for the absence. These notes must be submitted to office within **2 school days** following the absence. The student will then be allowed the number of days absent plus one to make up work missed. Students, whose number of absences exceeds 7, are required to bring a doctor's excuse for any additional absences. Written notes from parents and/or doctors provide documentation to justify absences in the event absences exceed attendance policy and to provide justification for a student to be afforded opportunity to do make-up work for any absences, tardiness, or early releases.
- If the absence is unexcused (no note from parents submitted within **2 school days** or if absences exceed 7 and no doctor's excuse is submitted within **2 school days**), the student will not be allowed to make up work missed and will be given a zero for each graded activity missed.
- Students who are absent more than 10 days per semester will not be eligible to receive academic credit unless granted an exception by the Hardship Committee.
- **If a student is absent from school because of school related activities, he/she is not counted absent. It is the student's responsibility to check with teachers before leaving school in order to get assignments for classes missed. It is the student's responsibility to have assignments completed on time.**
- Five days absence will be given at the parent's written request for trips or other things of an educational nature. **Prior** Approval from administration is required. This will affect attendance and all required assignments must be completed within two (2) days of returning to school.
- Please try to schedule doctor appointments for a time after school. If this cannot be arranged a doctor's excuse verifying student's appointment must be presented to the office.
- If a student's absences (excused or unexcused) surpass 10 days in a semester, no academic honors will be given unless homebound arrangements are made.
- Classification of absences and deviations from the policies are at the discretion of administration.

## TARDINESS

- **All students must report to first period by the 8:10 a.m. bell;** otherwise, they will be counted tardy. When students report to school after 8:10 a.m., they must come by the office to sign in and obtain a tardy slip, which will admit them to class.
- If a student has been at the doctor, dentist, orthodontist, etc., **a doctor's excuse is required for an excused absents/tardy/early release.**
- Students will not be admitted to class without a tardy slip.
- If tardy is excused, make-up work will be allowed and an excused tardy will be recorded. If tardy is unexcused, make-up work will NOT be allowed and an unexcused tardy for that class will be recorded.
- All students are to report to class on time, prepared for class, and ready to work.

## EARLY DISMISSAL

A student may not leave before the end of the day unless he/she has **written or verbal** permission from a parent or legal guardian. A sign out record will be maintained in the office. Leaving campus without permission from school authorities will result in disciplinary action (Level 3 offense).

## PROCEDURES FOR EARLY DISMISSAL

- Parent should send a note along with a contact telephone number.
- Parent or representative should sign student out in the office.
- Student who drives to school must have permission from administration to leave campus. Parent contact will be made prior to student's dismissal. Student must sign out in the office.
- Office personnel will get student out of class.
- Students in grades 5<sup>th</sup> –12<sup>th</sup> will get teachers to sign an early dismissal sheet.

**Remember, students must attend four (4) classes in order to participate in any extra-curricular (sports, prom, pageant, literary, etc.) competition or practice for the day.** It is the student's responsibility to take initiative in making up any class assignments or other work missed due to early dismissal. **Early dismissal is discouraged since more than 10 absences per semester (total of absences, tardiness, and early releases) can result in non-credit for courses.**

## VISITORS

DEA welcomes visitors and parents, but for the safety of students and personnel, visitors and parents must check in with the office before going to any area of the campus.

## DRESS CODE

Students at DEA are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, good taste, and safety. All students shall be modestly dressed and groomed so as not to unreasonably distract the attention of others, or to cause disruption or interference with the educational program or the orderly operation of the school. Dealing with dress code violations is time consuming for students, parents, and staff. Therefore, student non-compliance is disruptive and can lead to disciplinary actions. Extremes in dress and grooming will not be permitted. Dress code applies to ALL school days including picture days, exam days, field trips, Honors Day, etc. **Students must arrive at school in compliance of dress code and maintain compliance throughout the day.** The following are general guidelines. Administration reserves the right to exercise administrative judgment. Guidelines are as follows:

### General

- All pants to be fastened to keep them above the hips.
- NO sexually suggestive lettering or pictures, off color phrases, obscene suggestive or vulgar remarks, alcohol and tobacco ads are to be worn.
- NO hats, headbands, or bandanas on school campus at anytime during school hours or at school functions such as field trips. Exception: Head gear as required or allowed by coaches or PE instructors.
- NO excessive or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc) are allowed.
- NO earrings in the nose, lip, tongue, or eyebrows.
- NO hair designs or styles that draw unnecessary attention.
- **Tattoos of any kind (temporary or permanent) may not be exposed at any time.** Exception: Spirit tattoos sold at school.
- NO pajama bottoms
- NO cut-off shorts or rolled-up shorts; clothing with holes is prohibited.
- Students in grades 5<sup>th</sup> - 12<sup>th</sup> participating in PE/weightlifting will need to wear appropriate gym clothes (set forth by PE teacher) to classes along with tennis shoes. PE shorts and shirts must conform to school dress code guidelines unless approved by instructor

### Girls

- NO umbro shorts
- NO lettering or designs on seat of clothing.
- NO bare midriffs, tank tops, see through clothing, visible undergarments, halter tops, spaghetti straps, cut-offs, fishnet, or strapless tops. Shirt straps must be at least 3 inches wide.
- NO skintight clothing (spandex or lycra) or sweaters that may show undergarments.
- NO jewelry or clothing relating to drugs, drug usage, or suggestive language.
- NO bedroom shoes, beach wear, or shower wear.
- NO excessively short dresses, shorts, or skirts. Length or attire should reflect good taste and not attract attention.  
**Dresses, shorts, or skirts should be mid thigh or longer.**

## Boys

### • **NO HATS in school buildings**

- No facial hair.
- Hairstyles and length must be of moderate length and in well-groomed taste. (Moderate-hair that does not exceed eyebrows in the front, earlobes on the sides, and shirt collar length in the back.)
- NO earrings.
- NO more than 1 neck chain.
- NO tank tops, muscle shirts, or fishnet tops.
- Pants and shorts must be worn at the waist and fastened with a belt if pants have belt loops. Length or attire should reflect good taste and not attract attention.
- Collared shirts of reasonable length may be worn outside pants if in good taste and not excessive in length.
- Football jerseys may be worn outside of pants but must not be excessively long.

Any judgment regarding a conflict with the dress code will be made by administration. Any student who violates the dress code in such a way that it cannot be corrected may not be allowed to attend class until proper school attire has been brought to the student. Parents will be called to bring acceptable clothing to their child. Dress code violations can result in disciplinary actions. All dress code regulations will be adhered to at all school-related functions. Exceptions: flip flops and hats are acceptable at after school functions. Those who choose not to comply may be denied admittance or asked to leave the event. Additionally, administration reserves the right to rule on any “fad” during the school year.

## ACADEMIC GUIDELINES

### Admission Criteria

DEA evaluates each applicant on the basis on multiple criteria including (but not limited to) the following:

- The age of the student and vacancies in a particular grade
- A completed application for admission
- Parent/child interview with administration
- Student transcript including grades, standardized tests, and discipline records
- References from current and/or previous teachers and administrators

DEA discourages the transfer of students who have failed a subject(s) that would result in being off-track for graduation or who are not currently on a college-prep track. Administration has the prerogative of accepting students on a probationary status for a specific length of time (9 weeks, semester, and year) due to academic performance or behavior. Continued enrollment for any student is based on acceptable academic and disciplinary standing. The school reserves the right to refuse admittance, or to dismiss any student who has an academic or conduct record which is not in keeping with the standards set forth by DEA.

DEA evaluates the applicant on the basis of multiple criteria including but not limited to academic and assessment records, teacher recommendations, good character, maturity, and motivation. Students who are pregnant, or who have become pregnant, who are married or have been married may not be enrolled at David Emanuel Academy.

DEA admits students of any race, color, national origin, and ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the school. DEA does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### Student Responsibilities

All assignments must be completed and returned on time. Failure to do so will result in academic penalties, including non-credit when appropriate. Maximum effort is expected at all times; it could mean the difference between passing and failing a given course. It is the student’s responsibility to seek assistance when having difficulty in a subject area. Teachers are willing to help, but they will not force a student to seek extra help.

In the event of an excused absence, it is the student’s responsibility to determine what tests, assignments, or other work has been missed and to take the initiative in making up work within the prescribed time limit (see guideline under absences). Failure to do so will result in a zero given on missed tests or assignments.

Students must enroll in six (6) academic courses plus and elective per year and must earn Carnegie units in academic courses in order to graduate. Current seniors must have 26 Carnegie units to graduate; juniors 27; sophomores 28; and freshmen 28.

Cheating is considered a serious offense, and those found guilty will be dealt with accordingly. The teacher on the examination in question will give an automatic zero. Parents will be notified of each offense; repeat offences are subject to suspension.

Plagiarism (copying or taking credit for another's work) is also considered cheating.

Students enrolled in grades 9-12 and seeking the College Preparatory Diploma must take two years of the same foreign language.

## Grades

DEA will assess students on a semester basis. Each semester will have two nine-week grading periods. Students will also receive mid-term progress reports during each nine-week grading period. Grades are calculated according to the evaluations students receive on the assignments, projects, homework, and tests during each grading period. A student's consistent and genuine effort is always taken into account when grades are assigned.

## Kindergarten through 1<sup>st</sup> Grade

Students in K-3, K-4, K-5, and 1<sup>st</sup> grade will be assigned grades according to the following scale:

- G = Good
- S = Satisfactory
- N = Needs to Improve
- U = Unsatisfactory

Student's promotion or retention in K-4 is based on results of readiness tests, teacher evaluation, and consultation with parents and Head of School.

Students in K-5 and 1<sup>st</sup> grade, who make either "N" or "U" for the year in a subject will need to be evaluated, and grade placement will be determined by teacher evaluation and consultation with parents and Head of School.

## 2<sup>nd</sup>-12<sup>th</sup> Grades

Students in grades 2-12 will be graded according to the following scale:

- A = 90-100
- B = 80-89
- C = 70-79
- F = 69 and below

## Examinations

Semester exams are required of all students in grades 9-12. These exams are comprehensive and designed to take the average student all of the time allotted in the exam period. Exam exemption will apply only to students in grades 9-12.

If a student is to be absent from a semester exam, the parent or legal guardian must communicate with the teacher in question and make alternative testing arrangements prior to the regular test time. Failure to make arrangements will result in a zero on any missed exams. If a student is sick, a doctor's excuse must be presented to the school in order to arrange testing.

A nine-weeks, semester, or yearly average yielding a fraction of 0.5 or better will be rounded to the next highest whole number. The yearly average will consist of the average of the first and second semester.

A student who receives two F's in any grade will be subject to retention. No student who fails a course during his or her senior year will be allowed to graduate.

## Exemption from Semester Exams

- Students in grades 9<sup>th</sup> -12<sup>th</sup> are the only students eligible to exempt semester exams.
- Students can only exempt two (2) exams per semester.
- Students cannot exempt the same course for both semesters.
- Students must have at least a 95 average in the course to be eligible to exempt.
- Students with perfect attendance (no tardiness, early releases, or absences in any classes other than for approved school sponsored events) and a 90 average in a subject will be eligible to exempt semester exams based on each semester.
- Students who miss more than 10 days (remember 5 tardiness/early releases equal 1 absence) of school for any reason other than school-sponsored events will not be eligible to exempt exams.
- Students in grades 5-8 will not have semester exams, but will be given nine-weeks tests.
- Seniors who are cleared to graduate will be exempt from their 2<sup>nd</sup> semester exams.

## Summer School

Summer school may be required of students who fail a subject or would benefit from a refresher course. No more than two units may be taken in a summer school program, and no new courses may be taken. The administration must approve all summer work for credit or remediation. No summer work may be done for partial credit. If the course has been failed during the regular school year then the entire course or ½ unit may be taken to complete the full unit required. The course must be repeated during the summer following the school year in which the course was failed.

## Grade Level Classification

In order to be considered a member of the designated class for 2009-2010, a student must have accumulated the following number of Carnegie units:

<u>Class</u>	<u>Number of Units</u>
Sophomore	7.0
Junior	13.0
Senior	19.0

DEA is implementing elective courses; therefore beginning with 2008-2009 an additional unit (7 per year) will be required for each year.

## Semester Grades

Semester grades are averaged in the following manner:

- Double 1<sup>st</sup> nine weeks grade
- Double 2<sup>nd</sup> nine weeks grade
- Add Semester Exam
- Total # 1 – 3
- Divide total by 5
- Result is the semester average

The above averaging of grades apply to both the 1<sup>st</sup> and 2<sup>nd</sup> semester.

The final average is determined by averaging semesters 1 and 2.

## Class Ranking

Class ranking in grades 9-12 are determined according to cumulative grade point averages.

Graduating seniors with a cumulative GPA of 90 or higher, who have taken Pre-Calculus, Physics, and Chemistry are classified as Honor Graduates.

The Valedictorian of any class is the student with the highest GPA, and the Salutatorian is the student with the next highest GPA.

High School Valedictorian and Salutatorian must attend DEA their entire Junior and Senior years of high school.

8<sup>th</sup> grade Valedictorian and Salutatorian must attend DEA their entire 7<sup>th</sup> and 8<sup>th</sup> grade years.

## Honor Roll

Headmaster List – Students with a 95 or above average in every subject for the grading period

Honor Roll – Students with a 90 or above average in every subject for the grading period

## Counseling Program

The DEA counseling program includes the planning of each student's academic program, counseling with students who have personal or academic problems, administering the school's testing program, providing college and career guidance, assisting in the college application process, and assisting parents when possible. Our counselor can be reached through the school office.

## HIGH SCHOOL CURRICULUM

<p><b><u>English</u></b> 4 units required English I English II English III English IV</p>	<p><b><u>Science</u></b> 4 units required Physical Science Biology Chemistry* Physic* or Anatomy and Physiology</p>	<p><b><u>Mathematics</u></b> 4 units required Algebra I Algebra II Geometry Pre-Calculus* or Algebra III</p>
<p><b><u>Social Studies</u></b> 4 units required Geography World History U.S. History U.S. Government</p>	<p><b><u>Foreign Language</u></b> 2 units required Spanish I Spanish II</p>	<p><b><u>Other Required Courses</u></b> Health - ½ unit      PE - ½ unit Economics - I unit      Speech - I unit Tech/SAT - I unit      SAT/Tech-I unit</p> <p><b><u>Electives</u></b> I per year Filmmaking      Lab Techniques Yearbook      Weightlifting</p>

\*must take to be considered for Honor Graduate

**MAKE-UP POLICIES****Homework**

Homework is an effective teaching tool. It provides practice opportunities to ensure that students have the necessary skills and information before moving on to more difficult material. Homework completion will be monitored. Non-completion of homework affects grades. Excessive homework violations will result in the parents being informed and/or other disciplinary action.

**Make-Up Test Policy**

- Any make-up test that is given to a student who is absent on the original test date must be different in format than the original test.
- Make-up tests will be given only before or after school so that students will not miss additional class time.
- Make-up test will be given for excused absences only and if the student is absent on the day of the test, or are absent for more than one day prior to the test.
- Missing a review for a test is not sufficient reason for giving a make-up test.
- No make-up test will be given if the student knows about the test date, but is absent only on the day before the test.
- Students who have excused absences of two (2) or more days will be given the number of days absent plus one to make up their missed test.

**Make-Up Test Policy**

- Students are expected to attend all scheduled classes. Failure to do so is considered a serious offense.
- Students are expected to participate fully in classroom activities. Students should not put their heads on their desk. If the student is ill, he/she should request permission to go to the office.
- Unless planned lessons call for students to be out of their seats, students are to remain seated and use correct posture.
- The teacher dismisses students from class.
- Under no circumstances is a student to be in the classroom, computer lab, media center without a teacher/teacher assistant.
- It is the student's responsibility to make arrangements with their teachers on dates and times that make-up work can be administered.
- When missing school due to a school-sponsored activity, it is the responsibility of the student to get all assignments for the class to be missed.
- If a student is absent due to illness, doctor's appointment, etc., it is the responsibility of the student/parent to get the student's assignments that will be missed while absent.
- If a student knows in advance that they are going to miss school (out of town, trip, college visit, etc.) he/she must present a written note from parent and must check with all teachers prior to the days missed and get all assignments for the period of time they will be absent.

## LUNCHROOM POLICIES

DEA provides food service for students at reasonable prices. Our goal is to provide appealing nutritious meals.

### School Lunch prices are as follows:

- K-3 through 3<sup>rd</sup> grade - \$3.50 including drink
- 4<sup>th</sup> through 12<sup>th</sup> - \$4.00 including drink
- Extra food items (for additional charge) will be offered daily

### **All checks for meals should be made payable to DEA Lunch. DEA does not cash checks!**

### The following policies will be enforced regarding the lunchroom:

- Food and snacks will be sold from the lunchroom at break. Sodas will be available.
- Lunches must be ordered in homeroom. Students who are tardy must order lunch when signing in tardy in the office.
- When students order lunch, he/she will be charged for that lunch whether they eat or not. If the student leaves school before lunch, he/she will not be charged.
- Students may bring a lunch from home with them to school, but no orders from school to outside businesses will be allowed.
- No students are to go behind the serving counter.
- Students are not to lean, hang around, or eat at serving counter during break or lunch.
- Extras may be available, but must be paid for before being served.
- Lunches may be charged ONLY if necessary. Monthly statements will be provided.
- **Students are not allowed to be in the parking lot or leave campus during their break or lunchtime.**
- Students are expected to demonstrate good manners and respect for all students and teachers while eating in the lunchroom.
- **NO food or drink except water is to leave the lunchroom after break or the lunch period.**
- **Students are to stay in the lunchroom or report to the front lawn during break and lunch unless otherwise approved by supervisors.**
- **High School students will have chair duty after high school lunch. Calendar will be posted in rooms.**

## MISCELLANEOUS

### Telephone Policy

- Students will not be allowed to use any phone without the permission of office staff.
- Students will not be called out of class to answer the phone unless it is an emergency (determined by office staff).
- Our secretaries will take messages and have proper parties return calls at break or lunch.
- Teachers will not allow students out of class to make phone calls, unless there is an apparent emergency.
- **Cell phones must be powered OFF and NOT visible during the school day.** Students must follow direction of school personnel about placement of cell phones during the school day. Cell phone noncompliance will result in cell phone being taken by school staff and placed in office. On the first offense, the cell phone will be returned to the student at the end of the school day.

### Parking

Students must be a legally licensed driver to drive to DEA. Students are to park in designated areas. Cars must be parked in an orderly manner. Do not block anyone. **Students will not be allowed to go to parked cars during school hours without the permission of administration.**

### Inspection of School Property/Search of Persons

School officials reserve the right to inspect school property, including lockers, to insure safety and security of the premises and students. Parking lots used by the school are considered school property. The administration reserves the right to search vehicles on school property.

### Food/Gum

**All food and drink are to be consumed in lunchroom. (Exception: Water Bottles). Chewing gum is not permitted.**

### Care of Property

A student who damages or destroys any property of the school will be required to pay for repair of the damages.

**Textbooks/Materials/Equipment**

The parent/guardian or other person having custody of a child of whom textbooks, materials, and equipment are issued shall be held liable for any loss, abuse, or damage in excess of which would result from the normal use of school textbooks, materials, and equipment.

**Lockers**

Lockers are provided for students. Students are expected to keep their lockers clean and neat. Locks are not allowed on lockers

**Library**

The school library should be a reading center, a place for enjoying books, for investigating and research. The library must have orderly procedures. Books may be checked out and re-checked until the student has completed the book. Students are responsible for each book they check out; therefore, students who lose or damage books must pay for loss and/or damage. Certain books may be placed on reserve. The library is not a place for talking and visiting.

**Report Cards**

Report cards are to be signed and returned to the homeroom teacher with three (3) days after they are sent home. Dates for sending report cards home will be posted on monthly calendars. Students who lose a report card will be charged \$1.00 in order to receive a new report card.

**Field Trips**

Field trips are an important part of the instructional program. Students are expected to fully participate in these planned activities. Failure to come to school on the day of a field trip can result in an unexcused absence and assignment to complete related to content of the field trip. **Upon arrival on the day of a field trip, students must report to their designated teacher and be ready to participate.** Any student making a trip under the sponsorship of the school is required to have written permission from the parent/guardian to participate in the trip. Each student must have on file the school trip permission form in the office before a student will be allowed to go on a field trip. Teachers will send a note home notifying parent/guardian of any pending field trip.

**Student Drivers/School Sponsored Events**

At no time are student drivers allowed to transport students to a school-sponsored event.

**Parent/Teacher/Administrator Conferences**

DEA encourages Parent/Teacher/administration conferences. Conferences must be held before or after school; during the teachers planning period; or on scheduled conference days. Parents should call the school and schedule conferences. Mutual courtesy and respect should be shown throughout conferences. Only the parents or guardians of the student, the student, the administration, if warranted, should attend a parent-teacher conference. If the parent/guardian desires to have other person(s) attend the conference, he/she should notify administration in advance of the conference giving the name(s) of the additional person(s) who shall be in attendance.

Our goal is to have open lines of communication with parents. Please direct academic questions/concerns to your child's teacher, if problem or concern is unresolved then contact Head of school or Counselor. Athletic questions/concerns should be directed to your child's coach, if problem or concern is unresolved then contact Athletic Director or Head of School. We encourage the resolution of concerns and respect parental input. The final step in unresolved situations is to contact the Chairman of the Board.

**Trash Containers**

Trash containers are placed in suitable areas inside and outside the building, and students are expected to place all trash is placed in these containers. Any area used by any group must be cleaned immediately following use.

**Senior Privileges**

- Priority in student parking.
- Dismissed five (5) minutes early for break and lunch.
- May be revoked at any time due to class irresponsibility.

**Class Dues**

Dues must be paid prior to participation in class functions that are related to the payment of such dues. After graduation all funds are to remain at the school.

**End of Year**

- Records, transcripts and registration will be held by DEA until all fees, fines, and other monies owed DEA are paid.
- Seniors, 8<sup>th</sup> grade, or K5 students will not be allowed to participate in graduation exercise until all tuition, class dues, fees, fines, and other monies owed to DEA are paid.
- Sport uniforms and equipment must be in to the athletic department before graduations and/or end of school year.

**Information for Closing School in Event of Bad Weather**

This decision is made after consulting with the proper agencies, authorities, and weather officials. When the decision is made to close school, local radio stations will immediately be contacted. In the event school will not be in session due to weather conditions, radio stations and television stations will be notified by 7:00 am.

In event of early dismissal due to weather:

- Radio stations are notified.
- Staff will remain until students are safely departed.

There are certain things that you as a parent or guardians are requested to do. These are:

- Instruct your child as to what he/she should do if school closes early.
- Make arrangements to have him/her picked up immediately if school closes early.
- If weather conditions are such that you feel it is necessary to pick up your child early, come directly to the school office before going to your child's room.

**STUDENT BEHAVIOR AND DISCIPLINE POLICY**

Students at DEA are expected to come to school for the purpose of an education. In order to obtain this education each student must conduct himself/herself in an orderly fashion, cooperate with his/her teachers and classmates, and consistently perform in the classroom. For each student to reach these high expectations, rules of conduct must be in place to insure that there is an atmosphere in the school and in the classroom in which optimum learning can take place. DEA does not want to create a rigid and intimidating atmosphere in the school but strives to create a warm, friendly atmosphere where learning can take place without unnecessary disruptions and distractions. In order for DEA to accomplish this task, it is necessary to establish fair and reasonable rules to insure a safe, orderly, and productive atmosphere. **Any student who displays severe and/or repeated offense(s) is subject to dismissal from school.**

**Our discipline plan begins with proactive / preventative responses in the classroom & school:**

1. Using classroom management systems that are linked to school wide expectations.
2. Redirecting/anticipating student behavior.
3. Keeping in touch with parents through notes, conferences, and phone calls about both positive and negative behaviors.
4. Following words with actions/consequences.
5. Engaging students in productive activities at all times.
6. Using verbal and non-verbal cues of praise and approval.
7. Using a calm yet confident voice (stern without yelling or challenging) to confront disruptive situations.
8. Emphasizing positive behavior through classroom discussions/lessons about good character.
9. Providing opportunities for students to express issues regarding their feelings of comfort and safety at school.
10. Reviewing school and class expectations including both positive and negative consequences for student behavior.
11. Referring students as needed for available behavioral/academic support.

Our discipline approach involves reasonable rules and logical consequences and maintains the dignity of students and staff.

Our method of discipline leads students to:

- Identify the problem.
- Solve the problem.
- Assume responsibility for his / her actions.

**School wide expectations include:**

- Respect everyone and all property.
- Obey all adults at school.
- Follow all classroom and school rules and expectations.
- Be prepared for class.
- Complete all assignments on time and actively participate in learning.

**Offenses and Consequences:**

**Level 1 Offenses:** (in accordance with grade level expectations/procedures can lead to teacher consequences)

- A. Excessive talking
- B. Rough playing, hitting
- C. Not following directions and/or completing assignments
- D. Use of electronic devices prohibited by the school (confiscate and send to administrator; parent must recover item)
- E. Disrespect towards peers
- F. Minor misbehavior during transitions (bathroom, hallways, cafeteria)
- G. Dress Code infractions (if dress code infractions are repeated and not corrected by teacher contact with student and parent, moves immediately to Level 2)
- H. Inappropriate gestures
- I. Littering
- J. Chewing gum or eating in class
- K. Not returning signed documents (progress report, report card, test, etc.)
- L. Being dishonest
- M. Disrupting class
- N. Non-compliance with policies regarding cell phone and/or other electronic devices.

Possible consequences imposed by teachers (but not limited to):

- 1. Teacher counseling
- 2. Reflective writing/drawing that reflects understanding of the specific misbehavior and the related character trait(s) that would lead to appropriate behavior(s)
- 3. Time out in the classroom
- 4. Time out in another teacher's room
- 5. Parent contact
- 6. Loss of free choice time or participation in special classroom activities
- 7. Close proximity seating
- 8. Loss of break/recess
- 9. Isolated lunch
- 10. Development of an action plan/behavior contract
- 11. Parent/teacher/student conference
- 12. Counselor referral
- 13. Behavioral referral to administration

**Level 2 Offenses:** (in accordance with teacher judgment can lead to immediate office referral)

- A. Fighting, bullying
- B. Destroying, damaging (this includes writing on desks, walls, or other property of the school or on property of students and staff), or stealing property; forgery
- C. Throwing any objects with intent to hurt or damage
- D. Defying authority (refusing to obey an adult in a position of authority)  
Extent of disrespect will be considered
- E. Using abusive language, cursing, gestures, or making racial slur
- F. Disrespect directed at teachers (or other school personnel or persons attending school functions)
- G. Verbal assault and/or threats (includes display of force that would give the victim reason to fear or expect immediate bodily harm)
- H. Dress code infractions that are extreme, disruptive, and/or repeated
- I. Buying or selling personal items at school
- J. Being out of assigned area/class
- K. Parking or on-campus driving violation
- L. Chronic "Level 1" misbehavior with documented classroom /grade level consequences
- M. Inappropriate display of affection
- N. Tardiness to class
- O. Non-compliance with policies regarding cell phone and/or other electronic devices
- P. Cheating
- Q. Other offenses as determined by administration

Possible consequences imposed by administrators (not limited to)\*:

1. Administrator counseling
2. Counselor referral
3. Time out in the office
4. Parent contact
5. Out of School Suspension (O.S.S.) & "0's" in classes missed in grades 5-12
6. Cleaning/repair/or restitution of any damage caused to school property and property of others.
7. Parent / teacher / student / administrator conference
8. Suspension until parent conference
9. Restriction from special activities and/or assemblies
10. Conference with law enforcement
11. Corporal punishment
12. Confiscation of electronic devices and/or cell phone

\* Based on administrative judgment, consequences may be more severe based on severity of infraction and age of child.

A copy of discipline notes/ referrals will be mailed home.. This referral needs to be signed and returned to the school.

**Level 3 Offenses:** (in accordance with administrative judgment can lead to immediate out of school suspension)

- A. Possession, handling, transmission, carrying, or having under his/her control any firearm or other weapon
- B. Use/possession or sale of devices or substances which are harmful to self and / or others\*
- C. Fighting which results in physical damage to one or more of the participants
- D. Physical harm, assault and battery
- E. Excessive and/or repeated displays of affection
- F. Sexual misbehavior (harassment, exposing, language, etc.)
- G. Repeated offenses from Level 2 (above)
- H. Leaving campus without permission
- I. Other major offenses as determined by an administrator

\*In order to maintain a drug-free and weapon-free campus, classrooms, book bags, etc shall be subject to a drug/weapon search at any time or under any circumstances deemed by school officials to be appropriate.

Possible consequences imposed by administrators (not limited to)\*:

1. Administrator counseling
2. Counselor referral
3. Parent contact
4. Mandatory parent/student/teacher/administrator conference (even if previously occurred)
5. Suspension until parent conference
6. Out of School Suspension (O.S.S.) & "0's" in classes in grades 5-12
7. Administrative behavior contract
8. Cleaning/repair/or restitution of any damage caused to school property and property of others.
9. Restriction from special activities and/or assemblies.
10. Conference with law enforcement
11. Corporal punishment
12. Juvenile complaint filed with local authorities
13. Referral to outside agencies and/or law enforcement
14. Expulsion

\* Based on administrative judgment, consequences may be more severe based on severity of infraction and age of child.

A copy of discipline notes/referrals will be mailed home. This referral must be signed and returned to the school the next school day.

Each teacher will organize his or her classroom and teach students the rules, regulations, and procedures of the classroom and school. The teacher is expected to enforce rules and procedures with fairness, consistency, and with consequences that fit offenses. Consequences for students may include warnings, telephone calls to parents, time-outs, or denial of certain privileges. When a teacher exhausts his or her means of discipline or a discipline offense is of a serious nature, the teacher will refer the student to the administration.

When a student is referred to the office for discipline the administration will:

- Review and investigate the written referral from the teacher.
- Have a conference with the student or students involved.
- Decide and take appropriate disciplinary action.
- Inform parents of any disciplinary actions.
- Follow up on student(s) to determine improvement.

The following disciplinary options are available to administration:

- Warning issued to the student.
- Written reprimand sent to the student and parents of the student
- Corporal punishment administered by the Headmaster or designee only with permission from parents.
- Parent conferences with the Headmaster, designee, and referring teacher.
- Out-of school suspensions for serious offenses or repeated offenses where other discipline options have not helped remedy the problem. OSS will be counted as unexcused absences.
- Possible arrest, prosecution, and/or expulsion for serious offenses that involve drugs, weapons, or other illegal activities.
- Restitution when possible and/or necessary.

It is the hope that these policies will not have to be used very much, but with any institution it is necessary to have rules, regulations, and policies clearly defined and fairly administered. If you have any questions, feel free to call the school.

### **Violence**

The following actions will not be tolerated and will necessitate disciplinary action:

- Fighting
- Threatening or intimidating another student or students
- Bullying-physical or verbal or written
- Verbal abuse of another student or causing another student to be verbally abused
- Pushing or shoving another student
- Threatening physical contact or making unwanted physical contact or causing harm to another student
- Physical assault and/or battery to a student or staff member
- Harassment of another student.

### **Disturbance**

Disturbances in class, school, or at any school function will not be tolerated. A student's failure to comply with staff requests (insubordination) is not acceptable. The following are examples of infractions that will result in disciplinary actions:

- Refusal to carry out instructions of faculty or staff members
- Repeated violations of school or class rules
- Classroom disturbances: any actions that disturb the normal flow of teaching
- Assembly disturbances
- Any unforeseen action and/or actions that disrupt or disturb the normal flow of the school or the classroom.

### **Vulgar Language**

The use of profane, vulgar, obscene words, gestures, or actions at school, school events, or school functions will not be tolerated.

### **Drug and Alcohol Abuse**

The illegal use of any drug or alcohol product will not be tolerated.

- Students shall not possess, sell, use, transmit, or be under the influence of any illegal drug, illegal prescription, or alcohol product on school grounds, off school grounds at any school function or event, or enroute to and from school.
- Student athletes must agree to and abide the school's athletic drug and alcohol policy.
- Any prescription drugs must be in a prescription bottle with the student's name on the bottle along with proper dosage needed for each day.
- Office staff or teacher will administer daily medication of prescription medicines.

## Weapons

A student shall not supply, possess, handle, use, or transmit any dangerous instruments or weapons on school property, on his/her way to or from school, or at any school function or activity. This means **NO** weapons should be on campus (including in vehicles).

**Georgia Law:** Any possession of a weapon on school property or at any school function can be a felony crime punishable by a fine up to \$5000.00 by imprisonment for no more than 5 years or not less than one year or both.

## Fire Alarms

Activating a fire alarm under false pretenses will result in severe disciplinary action.

## Vandalism

Willful and malicious destruction or property, theft and/or threat to destroy any personal or school property will be met with disciplinary actions along with reporting incidents to local police authorities. Vandalism includes action such as:

- \* Bomb threats
- \* Fire crackers
- \* Smoke bombs
- \* Window breakage by rocks, BB guns, etc..
- \* Any deliberate and serious destruction

## Tobacco

Students are not to use or have in their possession any tobacco product on school property during the day or at any school function. These include:

- \* Cigarettes
- \* Cigars
- \* Chewing tobacco
- \* Smokeless tobacco
- \* Pipes
- \* Lighters or matches

## Gambling

Students are not allowed to gamble on school property or while participating or attending any school function or activity. The following are not allowed at school:

- \* Playing cards
- \* Dice
- \* This includes pitching pennies or matching coins

## Bus Conduct

Students are expected to behave on the bus as if they were in the classroom. Students are under the supervision of the bus driver and must be obedient when requests are made. Discipline matters on the bus reported to administration will be handled according to the severity of the incident. Denial of bus privileges can result from inappropriate behavior on the bus.

## Public Display of Affection

Students will not be allowed to make any displays of affection toward each other during school or at any school function or activity.

**This includes:**

- \* Kissing
- \* Hugging or snuggling
- \* Holding hands or having your arms around each other
- \* Any other acts which show affection

## Internet Safety/Policy

DEA is pleased to make available to students access to the internet. With this privilege comes the responsibility of proper usage. Students must only utilize the internet for proper educational purposes. Improper use will result in loss of use of equipment, and can lead to disciplinary actions.

**Acceptable Use:** Access to the school's Internet is provided for educational purposes and research consistent with the school's educational mission and goals. Privileges: The use of the school's Internet is a privilege, not a right.

Inappropriate use may result in the cancellation of those privileges. The Head of School or designee(s) shall make all decisions regarding whether or not a user has violated these policies and procedures and may deny, revoke, or suspend access at any time.

**Unacceptable Use:** The user is responsible for all his/her actions and activates involving the network. Examples of prohibited conduct include but are not limited to the following:

**A.** Chat rooms, MySpace, Facebook, etc. are not to be utilized while at school.

**B.** Changing or altering any setting on the school's computers without the expressed permission of the teacher. This includes adding backgrounds or changing background colors, downloading software, setting screen savers, etc.

**C. Accessing materials or communications that are:**

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school's policy on harassment.
7. Harassing
8. Unauthorized access including so-called "hacking" and
9. Other unlawful activities.

**D. Sending or posting materials or communications which are:**

1. Damaging to another's reputation
2. Abusive
3. Obscene
4. Sexually oriented
5. Threatening
6. Contrary to the school system's policy on harassment
7. Harassing
8. Other unlawful activities

**E.** Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations.

**F.** Invading the privacy of individuals.

**G.** Forgoing of electronic mail messages.

**H.** Establishing, accessing, or utilizing email accounts without teacher permission

**I.** Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail.

**J.** Using the network while access privileges are suspended or revoked.

**K.** Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

**Electronic Devices**

Students may not bring any electronic devices to school such as:

- |                                |                |              |             |
|--------------------------------|----------------|--------------|-------------|
| * Radios                       | * Tape players | * CD players | * Recorders |
| * Electronic games (game boys) | * Beepers      | * Pagers     |             |

Visible items will be taken up and returned to the student on the 1<sup>st</sup> offense and to the parent on the 2<sup>nd</sup> offense. Further infractions will lead to disciplinary actions.

## GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES

### Student Eligibility

Students are encouraged to participate in extra-curricular activities. At DEA extra-curricular activities include, athletics, cheerleading, literary, one-act play, debate, and mock trial. GISA rules state that a student is eligible to represent his or her school when he/she:

- Is a regular student carrying six units of work counting toward graduation.
- Has passed five of six subjects counting toward graduation the previous semester.
- Will not be 19 prior to May 1 preceding the year of participation.
- Is not a migrant pupil of less than a year's standing.
- Has had a physical examination.
- Has not participated in any athletic contract as a professional under contract.
- Is listed on a properly certified eligibility list filed with the GISA Executive Director.

The student is eligible to participate in athletics for four consecutive years from their original date of entry into the ninth grade.

### Grade Standard

DEA will use the Georgia Independent School Association Standard. "A student who has passed in 5 unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year. If a school is on the quarter system, a student must pass 5 unit subjects, or their equivalent, for the first quarter (approximately one-third of the regular academic year) in order to be eligible for the second quarter. A student must pass 5 unit subjects, or their equivalent, for the second quarter to be eligible for the third quarter. A student must pass 5 unit subjects or their equivalent, for the third quarter or for the year in order to be eligible for the first quarter of the following year. Of the 5 unit subjects, 3 units MUST be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion and Business Education, Excluded from any credit is teacher's aide, office aide, or their equivalent." If a student's grade at progress report or nine weeks report card falls below 80 in any class, that student will attend study hall organized and run by the coach of the sport in which the student is currently participating. The student will maintain playing/participation status during this time.

## ATHLETICS

### Mission Statement

At David Emanuel Academy, athletics are a significant part of the educational process. We strive to prepare our students for athletic competition in a Christian environment where integrity is the highest of priorities. Our athletic teams will relentlessly pursue victory while displaying character, strength, and honor at all times.

The coaches of David Emanuel Academy will pass technical skills and knowledge to their players so that they will have the opportunity to experience success. This is not, however, the cornerstone of our program. It is our desire for each student-athlete in our program to be a better person for having been a part of the athletic program. Our commitment to our players is for life.

The student-athletes at David Emanuel Academy will be expected to compete at the highest level possible while displaying good sportsmanship at all times. Our goal is to be competitive and exciting, year after year. The winning tradition that we develop will be a by-product of the Christian principles of our program, the loyalty of our players, coaches, and supporters, and will be evident at all times in our athletic teams.

### Guidelines

Athletics is certainly an important part of DEA and the educational experience of our athletes. DEA offers a well-rounded program to encourage as many students as possible to participate in football, softball, cheerleading, cross country, basketball, wrestling, golf, track, and tennis.

- Athletes must be present at school for four (4) classes in order to practice or play in any interscholastic contest.
- Doctor or dentist appointments, funerals, or other excused emergencies will be cleared with the Administration, Athletic Director, and/or Coach.
- All athletes must have a physical examination by a competent physician each year.
- In order to receive a varsity letter in any sport, an athlete must be an active member of the team, demonstrate teamwork, team spirit, and finish the season in good standing with the coach and the team.
- If a student quits a team during the season without being released by the coach, that athlete cannot participate in any other athletic activity until the sport in he/she quit has finished its season.
- Any athlete who quits a team during the season will not letter or be eligible for any awards in that sport.
- Any athlete or spectator who incurs a fine at an athletic event must pay the fine to the school before returning to any athletic event.

### Athletic Uniforms

The athlete is responsible for the upkeep on any athletic uniform and equipment issued to him/her. This includes proper washing of uniforms and repairs if necessary. Uniforms that are lost or not returned to the coach must be replaced at the parent/guardians cost. Athletes will not be allowed to participate in any other sport until the previous coach has cleared athlete of his/her uniform and equipment responsibilities. Seniors and 8<sup>th</sup> graders will not graduate until all athletic uniforms or equipment responsibilities are cleared and approved by the coach or athletic director.

### Transportation

All athletes will be transported on a school bus or van. Exceptions due to bus/van availability will require parents to be notified before the date of the competition. All students are to ride bus/van back to school unless signed out by their parent, not family friend or distant relative. A phone call or email from the parent to the coach will suffice as contact. We understand that many of our students live quite a distance from the school and that sometimes we actually pass the student's home before returning to school. For this reason, we will allow students to drive to hometown and get on the bus/van there and be returned to that point when the team returns to the school.

### Attendance at Practice and Games

Planned and polished practice is imperative for improvement at any skill. Attendance at practice is mandatory. The physical part of practice will be made up whether the absence is excused or unexcused. Excused absences carry no further penalty. However, unexcused (practice or game) absence penalties are as follows:

- First – Sit out  $\frac{1}{4}$  of next competition
- Second – Sit out  $\frac{1}{2}$  of next competition
- Third – Sit out  $\frac{3}{4}$  of next competition
- Fourth – Sit out next competition (must attend game)
- Fifth – Dismissal from team

*David Emanuel Academy*

P O Box 400  
Stillmore, GA 30464  
(912) 562-4405 \* (912) 685-2456 \* Fax (912) 562-3465  
www.deaeagles.net

**COOPERATIVE STATEMENT**

I have read the Student Handbook, and I understand and agree to abide by all of the rules and policies described therein. I am indicating below my expectation concerning corporal discipline for my child(ren). I further understand that grade reports may be held until this signed statement has been received in the school office.

Corporal Discipline (paddling) Permission:

- Yes, you may use corporal discipline with my child(ren).
- No, you may not use corporal discipline with my child(ren).

\_\_\_\_\_  
Child's Name Grade

\_\_\_\_\_  
Child's Name Grade

\_\_\_\_\_  
Child's Name Grade

\_\_\_\_\_  
Child's Name Grade

\_\_\_\_\_  
Child's Name Grade

\_\_\_\_\_  
Parent/Guardian's Signature Date

This Cooperative Statement is to be signed and returned to the school office by the **FIRST DAY OF SCHOOL.**

(For Students entering after the first day of school, this signed Cooperative Statement is to be returned to the school office upon registration at David Emanuel Academy.)

**“Academic Quality, Athletic Opportunity, and a Family Setting”**