



# Parent and Student Handbook

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602 North 4<sup>th</sup> Street | P.O. Box 400 | Stillmore, Ga 30464  
912-562-4405 | 912-685-2456 | Fax 912-562-3465

[www.deaeagles.com](http://www.deaeagles.com)

This handbook sets forth the guidelines and policies that serve as the basis for the educational community at David Emanuel Academy. It is important to set forth the policies and procedures which are most important and necessary. Since the Administration cannot foresee every situation, we reserve the right to add or modify policies contained herein with reasonable allowance for communication to parents.

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## **I. MISSION STATEMENT**

### **DEA's Mission:**

The mission of David Emanuel Academy is to provide K3-12th grade students with an exceptional education under the guidance of Christian principles. Our school will develop ambitious individuals of strong character who are servant leaders and possess a biblical worldview.

### **Guiding Principles:**

1. We honor God in an atmosphere that is rooted in Judeo-Christian beliefs and values, which is enriched by a variety of religious traditions and instructional programs.
2. We believe in a personalized approach to education, facilitated by small class sizes and individual attention to students.
3. We are committed to maintaining open lines of communication among all stakeholders in each student's success.
4. Our enrollment policies and procedures attempt to ensure that the academic and personal characteristics of students admitted to DEA are consistent with the school's mission.
5. We seek a diverse school community based upon principles of fairness, equity, and justice. We do not discriminate on the basis of gender, race, color, creed, or national/ethnic origin in employment, admissions, or any school-administered program.
6. Maintaining affordability and facilitating need-based scholarships and financial aid programs are important responsibilities of the school's leadership and Administration.
7. Developing young men and women of honor and integrity is a fundamental goal of our school; all adults and students are expected to adhere to the spirit and specific provisions of the Honor Code.
8. We are a community of families and individuals who are committed to the shared purposes of improving our school, our society, our environment, and our world.

### **DEA's Vision:**

David Emanuel Academy is committed to partnering with Christian parents to serve our community by providing an affordable and accessible Christ-centered education. By attracting and retaining a credentialed core of spiritually vibrant master educators, DEA will continue to be a recognized leader in Christian education, offering model academic, athletic, and other programs for our students. We desire to steward the resources God has entrusted to our care through fiscal prudence by cultivating a culture of philanthropic support for the school. DEA is passionate to nurture growth in our students, participate in their spiritual transformation, and equip them to reflect and extend God's kingdom. Remaining true to our spiritual heritage, we are committed to cultivating a biblical worldview within our students, enabling them to live effective and productive lives in service to our Lord Jesus Christ.

## **II. ADMISSION PHILOSOPHY AND STATEMENT OF NON-DISCRIMINATION**

Pursuant to the mission and philosophy of our school, DEA welcomes qualified students of either gender and of any race, color, religion, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of gender, race, color, religion, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

As an independent school which does not provide comprehensive educational services such as special education or vocational training, the school reserves the right to deny admission or dismiss any student at any time when it determines that it cannot adequately serve the child.

### III. ADMISSION/ENROLLMENT CRITERIA

DEA has an Admissions Committee, consisting of Head of School, Assistant Head of School/Counselor, and Academic Consultant, that evaluates each applicant, new admission or transfer, on the basis on multiple criteria including (but not limited to) the following:

- The age of the student and vacancies in a particular grade
- Compliance with the Parent Pledge of the Parent and Student Handbook
- Student transcript including grades, standardized tests, and discipline records
- Parent/child interview (if deemed necessary by the Admissions Committee after reviewing transcripts) In the absence of one of these committee members, a faculty member will be appointed.
- References from current and/or previous teachers and administrators
- A review of previous/current relationship with David Emanuel Academy as stated in the Admissions Application

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 authority to accept students on a probationary status (decided on by a case by case basis by school administration) for a specific length of time (nine weeks, semester, and year) and setting stipulations of the probationary status 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. The number of students and other characteristics of a particular class are also considered in making admission decisions. Students (male or female) who are pregnant, have become pregnant, or have children, or who are married or have been married, may not be enrolled in David Emanuel Academy.

### IV. BOARD OF TRUSTEES AND ADMINISTRATION

A volunteer Board of Trustees is the governing body for the school. The Board of Trustees sets basic policies, develops long-range plans, evaluates the effectiveness of the school, and holds ultimate financial and fiduciary responsibilities.

The Administrative Team consists of individuals who have the knowledge and skills to support our students, parents, teachers, and trustees as DEA strives to provide the highest caliber of educational services in our region. The positions in the Administrative Team are:

*Head of School* – employed by the Board of Trustees and is responsible for the operation of the school. The Head of School employs and supervises all other school personnel and is the Chief Executive Officer.

*Assistant Head of School/Guidance Counselor* – handles academic issues such as student records, college advising, exam schedules, standardized testing, grades, eligibility, and report cards. Serves as Head of School in the Head of School's absence.

*Athletic Director* – supervises athletic programs, develops schedules, maintains athletic department budget and inventories, and represents DEA in league meetings.

*Director of Development and Marketing* – responsible for alumni relations, managing local marketing efforts, and coordinating fund-raising.

*School/Financial Secretary* – maintains calendars, keeps attendance records, sends out daily email news messages, assists with admissions and athletic department responsibilities. Helps visitors and supports the other administrators, teachers, and our volunteer organizations. Oversees collection of tuition and fees, pays bills, handles payroll, and conducts financial transactions in the cafeteria.

*Curriculum/Accreditation/Technology Coordinator* - oversees upper and lower school coordinators in curriculum pacing, ordering of materials, testing guidelines, and overall curriculum planning and inventorying. Responsible for organizing all materials, data, documentation for SACS/SAIS accreditation. Responsible for ordering and inventorying technology and planning the best use of technology around campus.

These administrative positions may be added to or reduced at the discretion of Head of School as needs arise.

## **V. COMMUNICATION AND PROBLEM SOLVING**

Parents and students are encouraged to directly contact members of the faculty and/or Administration whenever one of them can be of service. The first point of contact to resolve a problem or address an issue is the teacher or coach who is directly involved in the situation. If, after failing to resolve a problem with the teacher or coach, the appropriate member of the administrative team should be contacted for assistance. Any questions or concerns that remain unresolved after these steps need to be addressed to the Head of School. Finally, if an issue or concern is unresolved after following this chain of command, the chair of the Board of Trustees should be contacted to determine whether the matter should go before the Board of Trustees.

Parent teacher communication is available through the Sycamore, email, telephone, or parent teacher conferences.

Parent teacher conferences (related to academics, discipline, etc.) must be made in advance. Student progress conferences will be conducted each semester. Conferences with teachers or administration must be scheduled in advance in order to best prepare for the meeting.

## **VI. ACADEMIC POLICIES**

### **1. ACADEMIC CALENDAR**

The academic year consists of approximately thirty-six weeks divided into two semesters, with first semester commencing in August and concluding prior to the Christmas holidays. Second semester begins the first week of January and concludes in late May. Each semester is further divided into nine-week grading periods. Yearly calendars are posted on the school's website.

### **2. ACADEMIC PROBATION**

A student experiencing academic difficulties may, at the discretion of the Head of School, be placed on academic probation. Probationary status will result in a closer monitoring of the student's progress and may require after-school help and/or tutoring. Students may be prohibited from participating in athletics (see athletic participation guidelines), class trips, or other activities until deficiencies have been corrected.

A student with this status, after a reasonable period of time to correct deficiencies, is at risk to be retained at grade level. The student may be required to undertake summer study, or may be dismissed from the school. The final decision regarding student probation status rests with the

Head of School. As a member of GAPPS, DEA must always abide by the associations academic/athletic policies.

### 3. ACADEMIC RECORDS AND TRANSCRIPTS

Grades, standardized test scores, and other school records are considered confidential information. They are made available only to the student, the student's family, school personnel, and approved educational or financial aid granting institutions.

Official transcripts will be provided at no cost and must be properly authorized by the student or a parent. In general, colleges and other schools will only accept transcripts sent directly from our school office bearing our school seal and appropriate signatures.

Report cards, transcripts, and other school records will not be released in cases where school property has not been returned or is damaged, when student obligations have not been met, or in cases of unpaid financial obligations.

### 4. ACADEMIC RESPONSIBILITIES

- Students are expected to enroll in a course each class period, unless otherwise scheduled by the Administration. They are expected to attend all scheduled classes, participate fully in classroom activities, and complete homework assignments on time.
- Unless planned lessons call for students to be out of their seats, students are to remain seated.
- The teacher, not the bell, dismisses students from class.
- Students should not be in the classroom, computer lab, or media center without a teacher/teacher assistant present.
- When missing school, it is the responsibility of the student or parent to get all the assignments for the class(es) that will be missed.
- If a student knows in advance of an upcoming absence (out of town trip, college visit, etc.) he/she must present a written note/email, from a parent to administration, for pre-approval. It is the student's/parent's responsibility to check with all teachers prior to the days missed and get all assignments for the period of time of the absence.
- It is the student's responsibility to seek assistance when having difficulty in a subject area. Our teachers are willing to help, but they will not force a student to seek extra help.

### 5. TEXTBOOK POLICY

The student to whom any DEA textbook(s) is/are issued is responsible for the proper care of all textbooks as noted in DEA's Textbook Contract. Students are to carefully handle textbooks and protect them from weather damage. Students are not to write on any page or mark any part of the textbook in any way.

In the event a textbook is damaged, let the teacher know as soon as possible. Efforts will be made to repair textbook. In the event the book cannot be repaired, families will be held responsible for damage or loss of issued textbooks. If a textbook is lost or damaged beyond repair, payment must be received by the office before a new textbook is issued. The student(s) above is/are responsible for the return of all issued textbooks (upon end of class, year, or withdrawal from DEA).

If textbooks are returned in damaged condition, the family will be fined for the replacement of the textbook. All fines must be paid in order to be eligible for all school programs/activities/academic honors.

6. CHANGE IN STATUS (COLLEGE PLACEMENT)

DEA complies with the procedures outlined in the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice. Those principles include reporting to colleges/universities any “change in status” in academic performance or serious violations of school rules or standards of conduct that result in disciplinary action that may occur during the students’ senior year.

Academic “change in status” may include academic changes such as dropping a course, change in designation of a course, incomplete status, and failure of coursework that may jeopardize graduation. (Example: If a senior withdraws from an AP course or does not take the exam, colleges to which the student has applied will be notified of the change in the student’s schedule via a new transcript reflecting the change in status.)

Disciplinary “change in status” actions are related to academic or behavioral misconduct, which resulted in probation, suspension, or expulsion during a student’s high school years.

7. DUAL CREDIT AND ONLINE COURSES

Dual Credit: Students enrolling and completing semester dual enrollment or concurrent courses (defined as those arranged between DEA and colleges and universities), may be awarded college credit. The student, parent, and school counselor must sign the required participation agreement prior to the student enrolling in dual enrollment courses.

- DEA will calculate the dual credit course grade into the semester and cumulative grade average using the numerical average. Exception: Courses taken for dual credit which are advanced classes (beyond minimum requirements for graduation) will earn final grade x 1.10.
- If a student receives a D (not on our grading scale) or fails a dual enrollment course, the course must be retaken if the credit is needed to complete core requirements for graduation. ALL dual enrollment grades will be utilized in determining final senior averages and rankings.
- Students enrolling in other college or university courses not designated as concurrent and desiring transfer of credit must petition the Administration in advance.
- Parents are responsible for the tuition and fees charged by other educational institutions. Some courses, such as Dual Enrollment, are paid by the Department of Education.
- Students participating in Dual Enrollment courses must arrive 5 minutes before DEA class begins- no earlier! Students must be in full uniform upon arrival and must check in through the office.

Online Courses: In cases when a student must have a particular course that does not fit into his/her schedule, is transferring into the school and needs to continue a particular course of study, needs to make-up credit for a failed course, or wishes to pursue advanced classes that are not offered at DEA, online classes present a potential solution.

The following rules apply:

- Online classes may not be taken in replacement of or in lieu of classes offered at DEA except in extenuating circumstances such as for transfer students or due to scheduling conflicts when the classes are needed for graduation. They may, however, be taken as credit recovery courses to make up for failed courses.
- For a student to receive credit for an online course, it must be approved prior to enrollment. Students should submit a written request for approval that outlines the course and the purpose of taking the course.
- The sponsoring agency must be an accredited institution. The school reserves the right to refuse any online program when it believes the course does not meet our school’s standards for content and rigor.
- DEA must be able to monitor students’ progress in online courses and courses must be completed by May 1st in order to be counted toward graduation credits.

8. ADVANCED PLACEMENT COURSES

Courses taken for Advanced Placement (AP) which are advanced classes will earn a semester grade x 1.10. Semester grades will be averaged to determine final grade. No half or partial credits will be awarded to students who complete only a portion of the course of study. Students wishing to drop AP course(s) must do so by the posting of progress reports.

9. EARNING CREDITS, PROMOTION, AND CLASS PLACEMENT

Middle School students must pass at least four core academic subjects, including both English and Math, to be promoted. Middle School subjects include English, Math, Science, Social Studies/History, Reading/Literature, and Physical Education.

Any student who receives two F's in academic subjects at any grade level may be subject to retention.

Placement in a class (grades 10-12) is determined by the units of credit earned. No student will be classified as an eleventh grader who has not earned a minimum of ten academic credits prior to the beginning of the school year. No student will be classified as a twelfth grader who cannot earn the credits required for graduation during the regular school year. The school reserves the right to refuse enrollment to students who cannot complete graduation requirements within the normal time frames and the usual sequence of courses.

Graduation requirements and class placement rules may be modified when, in the opinion of the Administration, it is in the best interest of an individual student.

10. MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT

Students in grade levels below high school who take courses typically offered to high school students will receive high school credits upon successful completion of the course.

Example: Eighth grade students taking Algebra 1 will receive one (1) credit for the successful completion of the full-year course. High school grade weightings and exam rules apply to such courses. No half or partial credits will be awarded to students who complete only a portion of the course of study.

11. CREDIT-EARNING/NON-CREDIT CLASSES:

In order for a course of study to be considered a credit-earning course the following criteria apply:

- a. The course must meet every day (or as frequently as core courses meet).
- b. There must be numerical grades assigned by the teacher for homework, tests, projects, etc. with the grades being routinely entered into the electronic grade book for progress reports and report cards.
- c. Courses must be at least one semester in duration (no partial credits except half-credits for semester-long courses).
- d. All credit-earning courses are calculated into student GPAs, so all courses which meet these criteria will be calculated in cumulative GPAs for determining academic honors.

Some classes may be offered which meet fewer times per week than core courses or classes for which numerical grades are not routinely assigned may be scheduled, but such classes do not earn credits and are not calculated into student GPAs.

Note: Teachers may assign grades in non-credit classes; however, those grades are not calculated into student GPAs.

12. PE CREDITS

Students receive 1 high school credit for Health/PE, which is typically taken as a full-year course in 9th grade.

Only 1 additional PE credit is allowed during high school for purposes of GPA calculations. Students may take PE classes, but only the grades earned in their first additional PE class will count toward graduation credits and GPA calculations.

13. ESL (ENGLISH AS SECOND LANGUAGE) POLICY

DEA may admit some students who are not proficient in English; however, the school does not offer remedial instruction in the English language and teachers are not responsible for teaching English to non-English speaking students. Families of such students may be required to arrange and to pay the expenses for ESL classes or tutoring.

14. 9 WEEKS TESTS/EXAMS

Semester exams are required of all students in grades 9-12. 9 weeks tests are required of all students in grades 5-8 (8th grade Algebra I students take a semester exam) - with no exemptions allowed. Administration informs families of exam dates when master academic calendar is distributed- prior to the beginning of the school year. Do not schedule vacations or appointments on exam days.

- If a student is to be unavoidably absent for a semester exam, a parent should contact the teacher or Guidance Counselor to make alternative testing arrangements. Failure to make arrangements may result in a zero on any missed exams.
- If a student is sick and unable to be present for an exam, a doctor's excuse must be presented to the school in order to arrange an alternative testing.

15. EXEMPTING EXAMS

- Students may exempt only two (2) exams per semester.
- Students cannot exempt the same course for both semesters.
- Students must have at least a 95 average for the semester in the course and no more than 5 unexcused absences in that course to be eligible to exempt.
- Seniors who are cleared to graduate will be exempt from their 2nd semester exams.
- In order to exempt, students must have school issue textbook inspected prior to exams. If the book is lost or damaged, student must pay replacement cost in order to exempt exam.

16. FAILED COURSES/CREDIT RECOVERY

Failed courses may result in scheduling conflicts which may prevent a student from following the normal sequence of courses and make impossible the earning of graduation credits during regular school terms. The school makes no guarantee of being able to meet the needs of students in such situations. The school may require completion of credit recovery courses in order to be enrolled the following school year.

Students must get prior approval from the Administration for credit recovery courses which are taken for promotion and/or graduation credits and the school reserves the right to refuse credit for courses taken without prior approval. Credit recovery may not be used to earn partial credit and individual tutoring cannot be counted as credits earned.

Credit recovery courses will appear separately on the student's transcript. If such credits are earned to make up a deficiency in a regular academic course, the original deficient grade will remain on the transcript and both grades will be used to compute grade averages; however, only one credit is awarded. Credit recovery courses must be completed by the last day of August.

17. FOREIGN EXCHANGE PROGRAMS/ COURSES FROM INTERNATIONAL SCHOOLS

Students planning to participate in foreign exchange programs should seek advisement from the College Counseling Office prior to, during, and upon completion of their stay in a foreign country. DEA cannot ensure graduation with a particular class for students who participate in foreign exchange programs. Courses successfully completed in foreign/international schools may count toward graduation requirements if they meet accreditation standards; however, these may not



20. HOMEWORK

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

21. MAKE-UP WORK POLICIES

It is each student's responsibility to make arrangements with his/her teachers on dates and times that makeup work can be administered. Students should expect that any make-up test that is given to a student who is absent on the original test date will be different in format than the original test. The following policies apply:

- Make-up tests will be given only before or after school so that students will not miss additional class time. Part time teachers need to coordinate with administration.
- Make-up tests will be given only in cases of excused absences and if the student is absent on the day of the test, or is absent for more than one day prior to the test. Make up tests will be given upon the student's return to school, and an excuse is provided.
- Missing a review for a test is not sufficient reason for expecting a make-up test, if the student knew about the test beforehand.
- No make-up tests 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 three (3) or more consecutive days will be given the number of days absent, plus one, to make up their missed test.

22. PHYSICAL EDUCATION

- All students are required to participate in Physical Education when scheduled, and one credit of Health/PE must be earned at some time in grades 9-12 as a graduation requirement.
- It is expected that students will have annual routine physical exams performed to ensure their health and readiness to participate in Physical Education classes.
- Permission to be excused from PE for a class period or an extended length of time will be based on a written request which includes explanation of the circumstances from a parent or a physician.
- Students are required to dress in proper Physical Education attire and footwear. (Reference PE Attire section of Parent and Student Handbook).

23. POLICIES ON ADD/ADHD AND SPECIFIC LEARNING DISABILITIES

David Emanuel Academy does not have a specific program serving students with attention deficit and/or hyperactivity disorders, nor is its faculty trained to treat learning disabilities. While we will use some strategies to assist students with a wide range of learning styles and attention difficulties, we cannot do so in ways which fundamentally alter our mission, programs, policies, or staffing. Students with learning differences are expected to meet academic and citizenship standards required of all students. Furthermore, there may be some recommendations from educational psychologists which cannot be implemented.

For a student to be allowed extended time on exams/standardized tests, documentation must be on file which states the nature of the disability and the reason for the extended time. The documentation must be based on a clinical educational evaluation performed by a professional evaluator (MD, PHD), with the test having been done within the past three years.

Educational and other such clinical psychological evaluations are maintained by the school Administration in a confidential file and are not considered part of the student's regular permanent record. Therefore, these evaluations are made available to teachers only upon parental request. Parents who wish their child's teachers to be aware of learning difficulties or other issues are encouraged to contact the Guidance Counselor to set up a teacher conference.

We recognize the value of certain medications as part of an overall strategy in assisting children with attention problems. Medication for ADD/ADHD, as with all medicines taken at school, must be registered, stored, and dispensed by the school office, based upon written instructions from a parent and/or physician.

24. ACCELERATED READING/SUMMER READING

**Elementary School**

- Reading goals are set for each child based on their STAR results/Reading levels (ZPD range). Each child will move up incrementally.
- Students can earn points to be redeemed in the AR store.

**Middle School (5th-8th)**

- Set up required reading assignments with AR quizzes as accountability measure.
- Require AR tests for all novel readings. Take as test grade. Use vocabulary and literacy quizzes also.
- Students can earn points to be redeemed in the AR store.

**High School (9th-12th)**

- Students will be assigned a point goal per semester or nine week period.
- Students will select books to read outside of class.
- Students will complete a book review form after reading the selected book and take an AR quiz on the book.

Grade is determined by averaging these three components:

- Point total- If 30 is a point total, then a grade is assigned as if scoring a test. A student reaching 30 points = 100. A student reaching 25 points of 30 would earn a grade of  $25 / 30 = 83$ .
- Average of AR quizzes (dropping the lowest quiz). Teacher may access this info and simply average the quiz grades.
- Book Reviews - If students have appropriately and completely completed a Book Review Form for each novel, then students would receive a grade of 100. If five books were read, but student only turned in 3 book reviews, the grade would be  $3 \text{ of } 5 = 60$ .
- Average the 3 grades listed above for the AR grade.
- The AR grade may be entered each nine weeks or semester as a test grade.
- Incentives will be offered for point awards

## VII. ACADEMIC HONORS AND AWARDS

1. HONOR ROLL AND HEADMASTER LIST

- Headmaster List – Students with a 95 or above in every subject based on the nine weeks grading periods
- Honor Roll – Students with a 90-94 in every subject based on the nine weeks grading periods
- Headmaster List and /Honor Roll are determined by the nine weeks grading periods. Semester exams are not included in the calculations.
- Middle School Honors are based on core classes (Math, Science, Social Studies, English/Language Arts)

2. CLASS RANKING/VALEDICTORIAN AND SALUTATORIAN

- Class ranking in grades 9-12 is determined by the cumulative numeric averages.
- Seniors graduating with at 90+ average will be classified as *Honor Graduate of Merit*. 90+ average with 1-5 AP/DE credits will be classified as *Honor Graduate of Distinction*. 90+ average with 6+ AP/DE credits will be classified as *Advanced Honor Graduate*.
- Graduating seniors will be awarded one of three diploma types specified below:

- College Prep Diploma- Having taken all required courses within the college preparatory curriculum, and all required electives.
  - College Prep with Distinction Diploma- College preparatory curriculum, required electives, plus 1 to 5 AP or Dual Enrollment courses.
  - College Preparatory Honors Diploma- College preparatory curriculum, required electives, with a minimum of 6 AP or Dual Enrollment courses.
- The Valedictorian of any class is the student with the highest numeric average, and the Salutatorian is the student with the next highest numeric average. To be considered Valedictorian or Salutatorian, students must have an honors diploma.
  - High School Valedictorian and Salutatorian must have attended DEA for their entire Junior and Senior years.
  - 8th grade Valedictorian, Salutatorian, and Historian must have attended DEA for their entire 7th and 8th grade years.

### 3. BETA CLUB

Students who achieve a 90 or above average for two (2) consecutive semesters will be invited to join Beta Club. In order to remain in good standing, students must maintain a minimum average of 88. One semester below an 88 average results in a warning; a second consecutive semester below the minimum average will result in dismissal from Beta Club. Beta Club members are also required to complete 10 hours of community service activities in order to remain in good standing. Any community service time must be documented and an official letter turned in to Guidance Counselor for verification of hours worked.

### 4. SPECIAL AWARDS

The school conducts an Honors Awards Program each spring to recognize outstanding achievements in academics, citizenship, and service. Special awards are sponsored by DEA, by some colleges and universities, and by community, state, and national organizations.

## VIII. STUDENT RULES AND REGULATIONS

### 1. ACADEMIC HONESTY AND THE HONOR PLEDGE

It is a fundamental assumption that any work presented by students will be their own. Cheating on a test, project, homework assignment, or examination includes any case of assistance sought, received, or offered without the prior approval of the teacher. It also includes possession or viewing of notes or other materials which could give the student an unfair advantage.

Other Honor Code violations include the following:

**Plagiarism:** Any use of someone else's ideas or words without proper recognition of the source constitutes intellectual dishonesty. The methods of acknowledgment instructed by the MLA (or APA) style manual will serve as guidelines, unless a teacher provides other specific instructions.

**Self-Plagiarism:** Submitting the same piece of work in more than one course without the explicit permission of the instructors involved is called self-plagiarism and is a violation.

**Cheating:** Academic cheating is defined as giving or receiving assistance from written material, electronic devices, another person, or another person's paper, prior to or during an examination, test, quiz or any other assignment which is to be the product of one individual.

**Honor Code:** "As a member of the DEA community, I believe that a commitment to personal integrity is critical to my own development and to that of our school. I, therefore, pledge to abide by the principles of the honor code which are: not to cheat, lie, or steal, nor to tolerate these activities by others." By signing the agreement of this Student Parent Handbook, each member of the student body in grades 5-12 is expected to adhere to the Honor Code.

Violations of the Honor Code will result in consequences such as a zero on the assignment, suspension from school, etc.

## 2. ACCEPTABLE USE POLICY (AUP) FOR COMPUTERS AND INTERNET ACCESS

The school provides to its students access to computers and other technology, including resources such as the Internet, for educational purposes. AUP rules apply to the use of personal computers or other technology devices on campus or from any location when the activity may influence the social or educational environment at school. (See also “Personal Electronic Devices” below.)

The following acceptable use policies apply:

- a. The use of technology to create, access, or use offensive or illegal material is prohibited.
- b. Students must not interfere with the work of others.
- c. Students must not illegally copy software, text, music, pictures, or graphics from any Internet or software source.
- d. Students must not change or modify system configurations or control panels or knowingly deface, damage, or render inoperable a computer or its components.
- e. Students must not record any personal information, such as name, address, etc., about himself or herself or anyone else on an Internet site.
- f. Students must not attempt to undermine or avoid the security restrictions DEA puts in place to protect its computer and network resources.
- g. Students must not use a teacher’s computer without permission.
- h. The use of a personal technology device (including smart watches) during a test or exam without specific teacher permission constitutes cheating.
- i. Students must not access social media sites while at school.
- j. It is a violation of school policy to create, access, or use materials or communications that are:
  - i. Damaging to another’s reputation/slandering
  - ii. Obscene
  - iii. Threatening
  - iv. Abusive
  - v. Sexually oriented
  - vi. Contrary to the school’s policy on harassment
  - vii. Illegal
- k. All smart watches must be put away upon teacher request and during tests/exams.

## 3. PERSONAL ELECTRONIC DEVICES/CELL PHONES

While assigned to work with students, DEA employees are not permitted to use electronic communications devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with students is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Use of personal electronic communication devices to contact (via voice, text, or pictures/video) DEA employees for personal and/ or inappropriate reasons shall be grounds for discipline up to and including expulsion.

Acceptable Use of Cell Phones during Program Hours:

There are occasions in which employees will need to use DEA issued electronic communication devices. In these cases, employees will have explicit direction from administrators governing use. Situations which may require use of DEA issued or personal electronic communication devices include: a. Field Trips b. Off-site Programs c. Emergencies

Students may not bring devices to school which are designed primarily for entertainment or which would cause classroom distractions (radios, CD players, electronic games, laser pointers, etc.).

If a student brings a laptop or tablet to school, they may only use them with specific permission and may not use them during break or lunch and at no time is social media to be accessed during the school day. The signed agreement for this contract must be returned to school (signed by both student and parent) before access to the school's network will be permitted.

Cell Phone Policy for Upper School (Grades 9-12):

Upper School students are allowed to use cell phones ONLY during break and lunch. At all other times, cell phones should be silenced and put in a secure place. During class time, cell phones are to be silenced and placed in a teacher's designated area for safe keeping.

Cell Phone Policy for Elementary and Middle School (Grades K3-8):

Elementary and Middle School students must have cell phones off and in book bags at all times of the day.

Devices discovered in violation of school policies will be taken and returned to the student on the 1st offense and to the parent on the 2nd offense.

Further infractions will lead to additional disciplinary actions.

Students using personal electronic devices must follow the Acceptable Use Policy.

High school students should note the following helpful guidelines:

- If a computer is required for a particular class, a laptop style device with a built-in keyboard may be the best option for efficient use.
- The device must connect wirelessly to the school's network and must efficiently access and have full functionality with all Google Apps.
- Tablet devices are often consumption-driven and often less effective for creating content necessary for classwork and homework.
- The optimal use of a tablet device requires the purchase of an Office Suite App and a keyboarding device.
- E-reader devices are useful for reading and learning, but have strong limitations for creating content. The minimum screen size for a device is seven inches.
- Battery life to last an entire school day without recharging is necessary.
- Please consult with appropriate technology personnel for suggestions regarding best devices for school related work.
- Students found in violation of the AUP will lose the privilege of using technology at school for a designated amount of time. Length of time will be determined by Administration.
- Student workstations are to be used for educational purposes.
- Internet based games are not to be played on the workstations unless authorized by a teacher.
- Students are prohibited from using social media or visiting chat rooms during the school day, unless authorized by the teacher for educational use.
- Upper School students may access personal email only when authorized by a teacher for classroom use.
- The appearance of questionable sites must be reported to the teacher immediately.
- Damaging DEA computer equipment is not tolerated and will result in disciplinary actions and require reimbursement for repairs.
- The student is fully responsible for how the personal account is used and is not to share passwords with anyone.

- The student is to abide by the regulations listed above and the AUP that govern DEA computer use.
- The student may not copy or install software to the school's workstations and is not to use personal storage devices without permission from the teacher.
- The student may not download files from the Internet without permission of the teacher.
- The student may use workstations in computer labs or other locations only with faculty or staff supervision.
- A student who deliberately damages hardware or software and/or initiates a virus or malicious code into the computer or tries to access unauthorized areas will receive consequences as stated in the code of conduct.
- Use of the cut-and-paste function to support plagiarism is not allowed, and a student may be suspended for this activity.

DEA will:

- a. Monitor any information stored on its network.
- b. Maintain proper licensing for all software.
- c. Attempt to block all offensive material and advertising.
- d. Provide each student with a personal account and password for access to the student network.
- e. Provide supervised access to the computer labs after school at specific times.

#### 4. TELEPHONES (LANDLINES)

Students are not allowed to use school phones without the permission of office staff. Students will not be called out of class to answer the phone unless it is an emergency (as determined by the office staff).

The office staff will take messages and allow return calls at break or lunch. Teachers are asked to not allow students out of class to make phone calls unless there is an apparent emergency.

#### 5. ATTENDANCE

School policy dictates that students may not exceed ten (10) absences in a given semester (20 for the year) to receive academic credit. In grades K3-4th, students may not exceed 10 all day absences per semester. In grades 5-12, students attendance is checked per period and may not exceed 10 absences per class per semester. Exceptions may be made in the case of extended illness.

- Grades 5–12 must attend all required periods to participate in a school function that day (ex. Sports, Pageant, Prom, etc.). If early dismissal of school is scheduled, the student must attend all scheduled classes. See excused and unexcused absences below.
- To achieve perfect attendance, a student must be at school all day, every day, with no tardiness or early releases. Perfect means perfect.
- The Administration will determine disciplinary action for excessive absences, tardiness, and early releases. Discipline may include, but not be limited to, loss of privileges, after school detention, and/or community service.

#### 6. EXCUSED AND UNEXCUSED ABSENCES

- Athletes must be present at school for all required classes in order to practice or play in any interscholastic contest unless excused and approved by the Head of School. On early dismissal days, attendance for the scheduled activities is required.
- Doctor or dentist appointments, funerals, or other situations may be considered excused absences, but must be cleared with the Head of School.
- Advance notice is expected for excused absences except in the case of an emergency. In the event student's sickness does not require medical attention, parent/guardian must contact main office for approval to be excused. Contact must be made the morning of the event.

- Students who are absent more than ten (10) days in a semester will not be eligible to receive academic credit unless granted an exception by the Hardship Committee.
- Students who are absent more than ten (10) days in a semester are not eligible for academic awards.
- If a student is away from campus because of school related activities, he/she is not counted absent and is excused for the classes affected by the absence/early dismissal. However, it is the student's responsibility to fulfill his/her academic assignments missed per class period. Leaving before the official event dismissal time is considered unexcused.
- Up to five days absence for the school year may be given, based upon a parent's written request, for trips or other reasons of an educational nature. Prior approval from the Administration is required.
- Medical appointments should be scheduled, when possible, for a time after school. If this cannot be arranged, a doctor's excuse verifying the student's appointment must be presented upon returning to the office for the absence or tardy to be considered excused.
- 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. (Online or private tutors).
- Classification of absences or changes to the policies are at the discretion of the Administration.

#### 7. EARLY DISMISSAL/LEAVING CAMPUS DURING SCHOOL HOURS

Students may not leave campus during school hours or before the end of the day unless they have written or verbal (phone call to main office) permission from a parent or legal guardian. A record is maintained in the office and students must sign out before leaving. Leaving campus without permission from school authorities will result in disciplinary action. Leaving campus for lunch and then returning is not allowed. No student should leave campus for lunch purposes.

Following are the procedures for early dismissals:

- a. A parent should send a note with the specific reason of dismissal, including a contact telephone number.
- b. A parent or representative picking up a student should sign the student out in the office.
- c. Students who drive to school must have permission from the Administration to leave campus. Parent contact will be made prior to the student's dismissal and the student must sign out.
- d. Office personnel will get student out of class. Parents should not go directly to the classroom.
- e. Students in grades 5–12 should get teachers to sign an early dismissal form and give to office staff prior to signing out.

#### 8. TARDINESS

- Students must report to classes on time; otherwise, they will be counted as tardy. When students report late to school, they must come by the office to sign in and obtain a tardy slip, which is required to admit them to class.
- A student may not surpass more than five (5) tardies per class period in the semester.
- More than five (5) will result in disciplinary consequences such as detention or school/community service. (This could directly impact participation in extra-curricular activities as determined by administration)

#### 9. BICYCLES AND OTHER WHEELED DEVICES

For safety reasons, riding bicycles, skateboards, skates, scooters, rollerblades, shoes with wheels, or other such devices on campus is prohibited, unless prior approval is made with Administration for special events.

#### 10. CODE OF CONDUCT

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. Students are

expected to maintain behavior that is consistent with classroom conduct in other areas of the campus, such as the gym, lunchroom, and locker room. Students are required to be respectful during chapel and behave appropriately.

DEA does not wish to monitor students' behavior off-campus; however, the school reserves the right to conduct an investigation and take disciplinary action if, in the opinion of the Administration, students' off-campus behavior reflects negatively on our school or if off campus behavior constitutes a potential threat to the wellbeing of other students. This includes posting on social media.

Students (male or female) who are pregnant, have become pregnant, or have children, or who are married or have been married, may not be enrolled in David Emanuel Academy.

Rules of conduct must be in place to ensure an optimum learning environment. DEA does not want to create a rigid and intimidating set of rules and regulations, but strives to create a warm, friendly atmosphere where learning can take place without unnecessary disruptions and distractions. Any student who displays attitudes and behaviors inconsistent with these expectations, such as severe and/or repeated offense(s), may lose the privilege of attending our school.

In cases of expulsion, student may not attend school events or be on school grounds for a minimum time of one calendar year. Expulsion from David Emanuel Academy is **permanent and final**.

School wide expectations include:

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

David Emanuel Academy Behavior Plan

1) Teachers will use the David Emanuel Academy Behavior Tracking Form to document student infractions.

2) Any major infraction will result in an immediate office referral regardless of a student's number of incidents on a current tracking form.

3) Student behavior will be monitored and documented using the Behavior Tracking Forms housed in grade level notebooks. Communication will increase per behavior write up beginning with written warning and progressing to parent phone calls and/or conferences. In cases of repeated discipline problems, consequences will also increase with examples being detention, work detail, in-school suspension, out of school suspension and ending with expulsion from David Emanuel Academy.

4) Biting at David Emanuel Academy is considered a serious offense, as hygiene is compromised. Our procedure is as follows:

- 1st offense – The child who bites will be quickly removed from the situation, while one teacher comforts the child who has been bitten and attends to cleaning the bite. Both sets of parents will be notified of the incident.
- 2nd offense – The child's parents will be asked to keep their child at home for a full week after the incident.

- 3rd offense – The child will be removed from the program for the remainder of the school year.

David Emanuel Academy's List of Minor and Major Infractions

This list may not be all inclusive.

Minor

1. Food/Gum/Drinks in classrooms or hallways
2. Not Prepared for Class
3. Class Disruption
4. Teasing Others
5. Horseplay/Running in buildings or walkways
6. Parking Lot Violations
7. Out of class without pass/permission
8. Dress Code Violation
9. Public Display of Affection
10. Hats in Buildings
11. School PRIDE violations
12. Tardiness
13. Use of cell phones (*Cell phones are to be turned off and placed in student's book bag unless requested for classroom use BY the teacher*).

Major

1. 3 or more minor violations
  2. Profanity, crude or rude language
  3. Fighting
  4. Vandalism/Defacement of school property
  5. Gambling
  6. Possession or distribution of pornography or obscene material
  7. Hazing or Bullying
  8. Sexual Harassment
  9. Possession of drugs, alcohol, tobacco products, or vaping products
  10. Activating a fire alarm
  11. Honor Code Violation (*See Academic Honor Code*)
  12. Disrespect/Slander of a staff member or schoolmate
11. SPECIAL NOTICE REGARDING UNLAWFUL ACTS  
Any student who is found in possession of, selling, or using alcohol or illegal substances, or who has possession of a weapon at school or during a school activity, or who makes threatening statements against another, may lose the privilege of continuing to attend the school and the school may contact law enforcement officials.
12. 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.

13. SEXUAL HARASSMENT/ABUSE OR MOLESTATION

DEA is committed to providing a learning environment which fosters mutual respect and sensitivity among all members of the school community. To that end, the school expressly prohibits any person, male or female, from engaging in any practices or behaviors that constitute sexual harassment. Sexual harassment may be of a physical, verbal, visual, or psychological nature, and is generally defined as behavior that is not welcome, that is personally offensive, that lowers morale, and that interferes with academic effectiveness by creating an intimidating, offensive, or hostile environment for the recipient.

Any person who considers himself/herself to be a victim of harassment is encouraged to report the incident(s) to the Head of School and/or Guidance Counselor. A complaint will be investigated and appropriate action taken.

DEA adheres to child abuse reporting requirements found in O.C.G.A §§ 19-7-5 and 20-2751.7 state mandated reporter process for students, volunteers, and employees to follow when reporting instances of abuse, including alleged inappropriate sexual or abusive behavior.

O.C.G.A. § 19-7-5(a) states that its purpose is to provide for the protection of children. Mandatory reporting of abuse is intended “to cause the protective services of the state to be brought to bear on the situation”. Finally, it states that the law “shall be liberally construed so as to carry out the[se] purposes”.

Child abuse includes, but is not limited to, physical injury; death; neglect; exploitation; sexual abuse and sexual exploitation (including prostitution or sexually explicit conduct); verbal, psychological, or emotional abuse. O.C.G.A. § 19-7-5.

Anyone “employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children” is a mandatory reporter. O.C.G.A. § 19-7-5(b)(5).

An oral report of suspected abuse, “shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services . . . or, in the absence of such agency, to an appropriate police authority or district attorney.” O.C.G.A. § 19-7-5(e).

If a person is required to report child abuse, “that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. An employee or volunteer who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection.” O.C.G.A. § 19-7-5

These cases will be reported to the Guidance Counselor and the proper authorities.

Sexting - Incidence of sexting should be reported to the appropriate school representatives (Guidance Counselor) and the law enforcement authority.

14. SUBSTANCE ABUSE/TOBACCO POLICIES

Any student in possession of, or under the influence of, any illegal substances may be subject to immediate dismissal or suspension as well as prosecution by law enforcement agencies. The dangers of involvement with illegal substances by young people are well documented. As an educational institution, DEA seeks to educate both students and parents; however, the school’s first priority is to provide the proper school environment. To help ensure a safe, healthy, and

productive educational environment for our students, staff, and employees, the school has adopted a strict policy with regard to the possession, use, or distribution of controlled substances and alcohol. Students under the influence of drugs and/or alcohol pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with them. Accordingly, the possession, use, consumption, distribution, or sale of alcohol, controlled substances, and/or drug paraphernalia or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion. Drug related paraphernalia, including vaping and mace/pepper spray, are also prohibited.

Students may not keep prescription medication on their person or in their possession at school. 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. The office staff (or teacher) will administer daily doses of prescription medicines based upon written instructions from a parent or physician.

The school reserves the right to search any student's person on campus or off campus while participating in a school-sponsored event, or while representing the school, and to search property belonging to the student, including without limitation the student's vehicle, equipment, clothing, personal effects, lunch and equipment boxes, lockers, bags, purses, etc. Such searches may be conducted upon such cause as shall be deemed reasonable by the administrator in charge.

The use or possession of tobacco or tobacco products by adults and students is considered a serious disciplinary violation. We request that all adults and students comply with our desire to maintain DEA's campus as a tobacco-free environment.

15. 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. Dues may not be used on class trips, parties, party buses, etc. (7th grade dues pay for 8th grade graduation reception, 8th grade dues pay for dance and graduation, 11th grade dues pay for prom and graduation reception, 12 grade dues pay for graduation). Students in grades 5th and 6th pay \$50 yearly. Students in grades 7th-12th pay \$100 yearly.

16. COMMUNITY SERVICE

Students in grades 9-12 will be required to have a minimum of **10** volunteer hours per year. Each student must verify and log their volunteer hours on the Community Service Log Form obtained in the counselor's office. Volunteer service is classified as any service that benefits those in the community. Examples include:

- A role in your church (teaching, nursery)
- Mission trips
- Work with non-profit agencies
- Hospitals, nursing homes, animal shelters

Each student is responsible for keeping up with their form and documenting their service hours. Service hours must be completed prior to participating in school activities (clubs/athletics/arts) the following year. Log forms must be turned in to Guidance Counselor by May 10th each year.

17. DISCIPLINE RECORDS

The school considers discipline records to be confidential. Reports of minor disciplinary matters are discarded at the conclusion of each year. There are exceptions to this policy, as follows:

- Records of honor violations and other major disciplinary offenses may remain a part of students' permanent record until they graduate or withdraw from the school.
- A record is kept through graduation or withdrawal of infractions which result in out of-school suspension.
- The school will report instances of honor violations and/or major disciplinary infractions to other schools, colleges, and universities when requested or when the Administration believes it appropriate to do so.

#### 18. 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.

### REGULAR SCHOOL DAY ATTIRE FOR FEMALE STUDENTS

#### Shirts/Blouses

- Collared, non-sheer shirts or blouses with sleeves (polo style or oxford) in a red, navy, white, oxford blue, or grey solid color (no words or graphics)
- Undergarment color must not be visible under clothing
- Dry-fit collared shirts are acceptable (no dry-fit tees)
- Corporate logos or monograms must be less than 2" in any dimension (The David Emanuel Academy Eagle logo is encouraged)
- Shirts must be appropriate length if left untucked (if deemed necessary, appropriateness will be at the administrator's discretion)
- Solid white turtlenecks or t-shirts may be worn under the collared shirt if necessary

#### Pants and Shorts

- Solid khaki, red, grey or navy pants or shorts
- All garments should be no more than 3" above the knee
- Material should be cotton, twill, or a blend; no synthetic knit material, no spandex; no denim or denim look alike (jeans may be worn in K3-4th grades, if student has daily recess); no knits whatsoever; pants may not be excessively tight
- No sweatpants, warm-up pants, jogging pants, athletic-type pants, cargo pants, zippers or pockets on the pants/shorts leg
- No elastic top or drawstring pants or shorts with the following exception:
- Elastic top shorts / pants of cotton, twill, or a blended material may be worn by students in K3 – 4th grade
- Holes, frays, rips or tears in pants and shorts are not allowed

#### Skorts, Jumpers and Dresses

- Solid khaki, grey, or navy skorts; French Toast brand navy/red plaid skort/skort
- French Toast navy/red plaid jumper
- French Toast navy/red plaid jumper is available for K3-2nd grade only or red or navy solid color short sleeve or long sleeve knit shirt dress (polo style dress with collar) is allowed for girls K3-2nd grade
- Navy or red biker shorts suggested under jumper or knit shirt dress
- Material should be cotton, twill, or a blend; no synthetic knit material, no spandex; no denim or denim look alike; no knits whatsoever
- All garments should be no more than 3" above the knee

#### Shoes/Socks/Legwear

- Boots may not be worn with shorts
- Leggings may be worn with skorts/dresses/jumpers if necessary; leggings must be solid color (white, grey, beige, navy or red)
- Leggings may not be worn alone

- Socks must be solid in color (white, black, beige, navy or grey) and both socks must be the same color; corporate logos may not be larger than 2"; words and pictures are not permitted

#### **Outerwear (may be worn in classrooms)**

- Solid color (Red, Navy, White or Grey) pullover sweaters, cardigan sweaters, non-hooded sweatshirts (the only hooded sweatshirt that may be worn on the property is DEA logo hoodie), and vests may be worn if appropriately sized and worn over collared shirts (the collared shirt must be visible)
- Corporate logos may not be larger than 2" in any dimension
- Heavy coats may be students choice and should be worn at appropriate seasonal times
- Hoods on outerwear may not be worn indoors

### **REGULAR SCHOOL DAY ATTIRE FOR MALE STUDENTS**

#### **Shirts**

- Collared, non-sheer shirts with sleeves (polo style or oxford) in a red, navy, white, oxford blue, or grey solid color (no words or graphics)
- Dry-fit collared shirts are acceptable
- Corporate logos or monograms must be less than 2" in any dimension (The David Emanuel Academy Eagle logo is encouraged)
- Shirts must be appropriate length if left untucked (if deemed necessary, appropriateness will be at the administrator's discretion)
- Solid white turtlenecks or t-shirts may be worn under the collared shirt if necessary

#### **Shorts and Pants**

- Solid khaki, red, grey or navy pants or shorts
- All garments should be no more than 3" above the knee
- Material should be cotton, twill, or a blend; no synthetic knit material, no spandex; no denim or denim look alike (jeans may be worn in K3-4th grades, if student has daily recess); no knits whatsoever
- No sweatpants, warm-up pants, jogging pants, athletic-type pants, cargo pants, zippers or pockets on the pants leg
- No elastic top or drawstring pants or shorts with the following exception:
- Elastic top shorts / pants of cotton, twill, or a blended material may be worn by students in K3 – 4th grade
- Holes, frays, rips or tears in pants and shorts are not allowed
- Plain black or brown leather or leather-like belts with plain buckles no larger than 2" in any dimension are required for pants with belt loops if shirt is tucked in

#### **Shoes/Socks/Legwear**

- Boots may not be worn with shorts
- Socks must be solid in color (white, black, beige, navy or grey) and both socks must be the same color corporate logos may not be larger than 2"; words and pictures are not permitted

#### **Outerwear (may be worn in classrooms)**

- Solid color (Red, Navy, White or Grey) pullover sweaters, cardigan sweaters, non-hooded sweatshirts (the only hooded sweatshirt that may be worn on the property is DEA logo hoodie), and vest may be worn if appropriately sized and worn over collared shirts (the collared shirt must be visible)
- Corporate logos may not be larger than 2" in any dimension
- Heavy coats may be students choice and should be worn at appropriate seasonal times
- Hoods on outerwear may not be worn indoors

#### **Other**

- Ties may be worn with shirts
- Ties may not have pictures or words
- Ties are not required to be solid
- Ties must represent school colors

## EXTRA DRESS CODE GUIDELINES

- No caps, hats, or sunglasses may be worn in any campus building during the school day
- No visible body piercings or tattoos. Piercings may be worn in the earlobe only.  
Absolutely no visible tattoos or piercings during the school day or at any school sponsored or affiliated event -this includes athletic events, programs, banquets, dances, etc. All tattoos must be covered at all times.
- Temporary David Emanuel Academy spirit tattoos may be worn on designated days
- All pants to be fastened to keep them above the hips
- No excessive or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc.) are allowed
- No hair designs, styles, or colors that draw unnecessary attention. Boys should be clean shaven and hair must be of modest length. If hair length is considered excessive, student may be asked to get a haircut.
- Clothing with holes is prohibited
- Appropriate footwear is required at all times- bedroom slippers are prohibited.

## PHYSICAL EDUCATION ATTIRE FOR GRADES 5-12

- All students in grades 5-12 are required to wear appropriate footwear for physical education classes. Appropriate shorts for PE class include basketball style athletic shorts or running shorts with compression shorts under shorts. Shirts can be t-shirt ONLY- no tanks (razorback, sleeveless, or spaghetti). If leggings are worn, t-shirt must cover buttocks all the way.
- Failure to comply with proper PE attire will result in a zero (0) for the class.
- Students must wear school dress code attire when they return from P.E. to an academic building.

## ATTIRE FOR ATHLETES ON ATHLETIC DAY EVENTS/DRESS DOWN DAYS

- From time to time, and with keeping with tradition, athletes/cheerleaders may be allowed to wear game jerseys and uniforms to school on pre-determined and approved game days
- Coaches will inform athletes/cheerleaders of appropriate attire and dates. All game day jerseys or shirts must be work with uniform bottoms or clean cut jeans.
- Spirit days and dress down days will be allowed at Administration's discretion. Students may wear jeans (absolutely NO HOLES with skin showing) and exercise pants (yoga style MUST have t-shirt that covers bottom). Absolutely NO running shorts (ex. Nike). Students must remember modesty and appropriateness. Pajamas are not to be worn on dress down days unless pre-determined theme day.
- Please remember modesty and appropriateness during these dress down opportunities. Please consider length of pants/shorts and under no circumstances are holes allowed in jeans. No skin should be visible at any time. Disciplinary actions for dress code violations are detailed below.

## DISCIPLINARY ACTIONS FOR DRESS CODE VIOLATION

Judgments regarding a conflict with the dress code will be made by the Administration. All dress code regulations will be adhered to at all school-related functions that occur within the school day. Additionally, the Administration reserves the right to rule on any "fad" during the school year.

Extremes in dress and grooming will not be permitted. The dress code applies to all school days including picture days, exam days, field trips, Honors Day, Sports Banquets, etc. Students must arrive at school in compliance with the dress code and maintain compliance throughout the day.

If a student is found in violation of the dress code the following will occur: The student will be sent to the office, their parents will be notified and the parent must bring appropriate clothing. The student will receive a **zero (0)** for all missed assignments while awaiting parent arrival with appropriate dress code attire.

**ALL HIGH SCHOOL STUDENTS PARTICIPATING IN COLLEGE COURSES MUST ARRIVE ON  
CAMPUS IN DEA SCHOOL UNIFORM.**

19. STUDENT DRIVERS AND PARKING

- a. Students must be licensed drivers to drive on the DEA campus.
- b. Students are to park in designated area and in assigned parking spot and vehicles must be parked in an orderly manner, not blocking anyone. Parking passes are assigned with copy of ID filed in office.
- c. Students are not allowed to go to parked cars during school hours without the permission of the Administration.
- d. Parking lots used by the school are considered school property. The Administration reserves the right to search vehicles on school property at any time.
- e. The speed limit on campus is 10 MPH. Students who are observed driving unsafely or parking improperly may lose the privilege of driving and/or parking on campus.
- f. Students who drive to and from school are not allowed to transport other students to school-sponsored activities without specific written permission from all parents and the Administration. This does not apply to carpool arrangements made by parents.
- g. Parents are responsible for instructing their children as to
  - i. whether they are allowed to ride in other students' autos and
  - ii. whom they may transport in their own autos. The school makes no attempt to continuously monitor student drivers and accepts no responsibility for students' driving or transporting others.

20. VISITORS

DEA welcomes visitors and parents, but for the safety of students and personnel, all doors/gates will be locked after morning drop off. Visitors and parents must check in with the office, state the purpose of the visit, and obtain a visitors sticker. At the conclusion of the visit, visitors should sign out through the office. Teachers and the school office should be notified and approval provided at least a day in advance of plans to host visiting students. Any parent wishing to visit a classroom, must obtain prior approval from the teacher and sign in at the main office.

**IX. SCHOOL SERVICES**

1. CONFERENCES/RESOLVING PROBLEMS

DEA encourages conferences among parents, teachers, and administrators. Conferences should be held before or after school, during teachers' planning periods, or on scheduled conference days. Teachers will contact parents with available conference times at report card time. Mutual courtesy and respect should be shown throughout conferences. We encourage the prompt resolution of concerns and we respect parental input.

Only the teacher, the student, the parents or guardians of the student, and a member of 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 the 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 or concerns to your child's teacher. If a problem or concern is unresolved, then contact the Guidance Counselor or the Head of School.

Athletic questions or concerns should be directed to your child's coach. If a problem or concern is unresolved, then contact the Head of School.

The final step in unresolved situations is to contact the Chairman of the Board for determination as to whether the matter should come before the full Board of Trustees.

2. COUNSELING AND COLLEGE ADVISING

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. The counselor can be reached by contacting the school office.

3. LOCKERS

Lockers or storage compartments are assigned for middle and high school students. Students are expected to keep their lockers clean and neat. Locks are not allowed.

Food or drinks should never be stored in lockers. Materials left in lockers after the close of the school year will be considered abandoned property.

Lockers are school property and may be examined at any time by school personnel. The school accepts no responsibility for valuables left in lockers. No student should tamper with another student's locker or belongings at any time.

4. LOST AND FOUND

Found items are stored in a designated location. It is the responsibility of the students or parents to check for belongings. At the conclusion of each semester, unclaimed items will be donated to charity or discarded.

5. FOOD SERVICES POLICIES

DEA provides food service for students at reasonable prices. Our goal is to provide appealing, nutritious meals. School lunch and break prices are as follows:

- K-3 through 2nd grade - \$3.75 including drink
- 3rd through 12th - \$4.00 including drink
- Sack Lunch - \$3.75 including drink
- Extra food items (for an additional charge) will be offered daily.
- Break - \$2.50

The following policies are enforced regarding the cafeteria:

- Lunches must be ordered in homeroom. Students who are tardy must order lunch when signing in with the office.
- When students order lunch, they will be charged for that lunch whether they eat or not. If students leave school before lunch, they will need to notify the office in order to not be charged.
- Students may bring a lunch from home with them, but no food orders from outside businesses will be allowed (except for special occasions approved by the Administration).
- Delivery of lunch should be made prior to the assigned lunchtime of the student, to the main office.
- Students are never to go behind the serving counter.
- Students are not to lean, hang around, or eat at the serving counter during break or lunch.
- Extras may be available, but must be paid for before being served.
- Lunch accounts must be pre-paid. Families are encouraged to check Sycamore accounts daily in order to keep a positive balance on cafeteria account. Charges to cafeteria accounts are not permitted. Purchases are recorded on the parents' financial statements. Student break/lunch accounts and billing will be handled through Sycamore. Purchases will not be allowed on accounts with negative balances.

- Unpaid cafeteria balances, more than 40 days past due, will result in cafeteria suspension until full balance is paid.
- Students are expected to demonstrate good manners and respect for all students, adults, and property.
- Food and drink may be consumed only in the cafeteria or designated outdoor areas.
- Water may be allowed in classrooms with the teacher's permission.
- Students may have clean-up duty after their lunch period. A duty calendar will be assigned to teachers.

#### 6. 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 assignments related to the 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 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.

School dress code is required on field trips unless specified otherwise by the Administration.

Parents who wish to be a designated chaperone on overnight field trips must submit to a background check and/or produce approved documents. A designated chaperone is a volunteer who may have unsupervised access to children in the event that the teacher has an unforeseen emergency. Other parents wishing to attend with their own child are not considered a designated chaperone and are not required to complete a background check.

#### 7. PROGRESS REPORTS/REPORT CARDS

Parents are responsible for keeping abreast of students' academic progress by reviewing academic progress reports and report cards through our Sycamore system. Dates for sending paper progress reports and report cards home will be posted on the school calendar.

#### 8. STANDARDIZED/COLLEGE ENTRY/AP TESTING

The school arranges or assists in the administration of any standardized testing or college entrance exams for all students in grades 1-12. The expense of testing programs (including AP exams) is the responsibility of parents and is recorded on parents' financial statements.

Grades 1-7: David Emanuel Academy commits to either providing a standardized test or periodic assessments at given intervals during the school year. Score reports of either testing method will be provided after the assessment(s) take place. Parents/Guardians will be notified ahead of time of which method will be used for the school year.

Grades 8, 9, 10, and 11: Take the Preliminary SAT (PSAT), which is administered at DEA. Parents receive a score report which provides information to assist students and teachers in preparing for the SAT college entrance exam.

Grade 11: We recommend taking the SAT and/or ACT twice. The intervals between the first and second testing should be used to identify areas for additional study.

Grade 12: In September or October, seniors should take the SAT and/or ACT if they can benefit from improving their scores for selective college placement or scholarship opportunities.

9. COLLEGE ENTRANCE TESTING INFORMATION

It is important to check each college's testing requirements. Most colleges require either the SAT or the ACT and will take the highest score from either test.

Most schools will take the highest Reading and highest Math scores from multiple SAT exams and combine them for the best score or 'superscore'. There is no combination of scores for the ACT. ACT scores from the test date with the highest composite score are used.

- The ACT is a product of The American College Testing Program, [www.act.org](http://www.act.org) or [www.actstudent.org](http://www.actstudent.org)
- The SAT is administered by The College Board, [www.collegeboard.com](http://www.collegeboard.com)
- David Emanuel Academy's CEEB Code 112828 is used to register for the ACT and SAT.
- It is the student's and parent's responsibility to be aware of ACT/SAT test dates and registration deadlines. The guidance counselor is available to assist your child in registering for the ACT and SAT by online or paper methods. Registration materials are located in the guidance office. Payment is made at the time of registration.

10. STUDENTS ON CAMPUS AFTER SCHOOL HOURS

Parents are expected to arrange to transport students off the school campus at the end of scheduled classes, sports practices, etc. The school accepts no responsibility for students on campus after school hours or scheduled practices. No child should be left on campus after school hours without parental supervision.

Parents are discouraged from dropping off or leaving young students after school to attend school events, such as athletic contests, without adult supervision. The school does not provide supervision for children at after-school events unless it is an event at which such supervision is clearly stipulated.

The school accepts no responsibility for students who are dropped off or left after regular school hours without parental supervision.

11. SCHOOL-OWNED PROPERTY

DEA issues textbooks, athletic uniforms, and other property to students to enhance their educational and extra-curricular success. The parent/guardian or student to whom textbooks, uniforms, and equipment are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use.

School property must be returned and any loss or excessive damages will result in charges to Sycamore account. For full Textbook Policy, refer to Academic Policies #5 of Parent and Student Handbook. Records, transcripts and registration will be held by DEA until all fees, fines, and other monies owed DEA are paid.

12. TRANSPORTATION

The school provides transportation for out-of-town field trips and athletic events (for further travel details, refer to Extra-Curricular Activities #6 in next section of the Parent and Student Handbook). Students are held responsible for the cleaning up the vehicles upon returning from trips. Students must ride in school vehicles when provided, rather than driving themselves or riding with others. Requests for exceptions to this rule must be approved in advance by the Administration.

DEA also provides transportation to and from school to our local pick up/drop off locations. Parents should contact the school office if interested in purchasing this service. There is a

separate yearly fee for this service. Bus Transportation form is included in the enrollment contract packet or available in the office upon request.

Parents must be punctual regarding dropping off and picking up students at the central locations where the bus stops. If parents are late in the mornings, the driver must leave in time to get the other children to school on time. If parents are late in the afternoons, a \$20 fee every 10 minutes will accrue when the driver must stay beyond the scheduled meeting time.

While the school will attempt to deliver messages to students regarding daily transportation arrangements, we cannot guarantee that messages received after 2:30 PM can be delivered.

## **X. POLICIES AND GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES**

DEA encourages all students to participate in athletics and other extra-curricular activities. Research shows that students who engage in a variety of school activities have higher grades than those who do not. Also, many colleges and universities carefully evaluate student participation in such activities in their admission decisions. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills.

### **1. ACADEMIC ELIGIBILITY- GAPPS POLICY**

A student who has passed in 5 unit subjects for the first semester 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. Of the 5 unit subjects, 3 units must be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, and/or Bible Studies. (At David Emanuel Academy, the Middle School will follow this same policy, except students must pass 3 of the 4 core subjects per semester.)

A student has eight consecutive semesters from the first date of entry into the 9th grade to be eligible for interscholastic competition. Eligibility in the 8th grade will be for one year only for varsity. In other words, an 8th grader who participates on the varsity level cannot repeat the 8th grade and play on the varsity level again in the same grade.

A student who turns 19 prior to May 1st preceding the school year of participation will not be eligible to play varsity sports the following school year. A student cannot participate in any athletic contest as a professional under contract.

### **2. ATHLETIC ATTIRE**

Generally, the school provides uniforms for student-athletes. Uniforms purchased by the school remain school property. Accessories which will be kept by the student-athlete after the conclusion of the season, must be paid for by the family of the athlete and remains their property.

### **3. ATHLETICS PARTICIPATION GUIDELINES**

Athletics is an important part of DEA and the educational experiences of our athletes. DEA offers a well-rounded program to encourage as many students as possible to participate.

The following guidelines apply:

- a. Athletes must be present at school for all required classes in order to practice or play in any interscholastic contest unless excused and approved by the Head of School. On early dismissal days, attendance for the scheduled activities is required.
- b. Doctor or dentist appointments, funerals, or other situations may be considered excused absences, but must be cleared with the Head of School. Advance notice is expected for excused absences except in the case of an emergency.

- c. All athletes must have a physical examination by a physician each year.
- d. Student-athletes are expected to wear school-issued or school-approved practice apparel and equipment at all practices. Standards of modesty must be maintained, such as shorts being of appropriate length.
- e. Should a team desire to have a team shirt or other apparel, the design and slogan must be approved by the Athletic Director.
- f. 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.
- g. 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 he/she quit has finished its season. An athlete who quits a team during the season will not letter or be eligible for any awards in that sport.
- h. Any athlete or spectator who incurs a fine at an athletic event is responsible for paying the fine.

#### 4. ATHLETICS PHILOSOPHY

DEA strives to prepare students for athletic competition in a Christian environment where integrity is the highest of priorities. We expect our athletic teams to relentlessly pursue victory while displaying character, integrity, good sportsmanship, and honor at all times.

The coaches pass on 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 to be a better person for having been a part of the athletic program. Our goal is to be competitive and exciting, year after year.

The winning tradition that we develop is a byproduct 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.

#### 5. UNIFORMS AND EQUIPMENT RESPONSIBILITIES

Student-athletes are 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 by the parent or guardian at cost.

Athletes will not be allowed to participate in another sport until the previous coach has cleared the athlete of his/her uniform and equipment responsibilities. Seniors and 8th graders will not graduate until all athletic uniforms or equipment responsibilities are cleared and approved by the Athletic Director.

#### 6. TRAVEL FOR EXTRA-CURRICULAR ACTIVITIES

- Students remain responsible for all their school work even when trips require early departure from school or late returns.
- If teams go on trips which require staying overnight, the cost of meals and accommodations for participants is the responsibility of the parents.
- When student-athletes are selected to participate in all-star games, the school will pay any entry fee; however, parents are responsible for travel to the contests and for lodging expenses.
- All school rules remain in force during trips. In addition, students may be held to higher standards of appearance for certain events. Participants will be notified by their coach in advance if the regular dress code is modified for certain trips.

- Students are expected to be punctual, arriving at school on the day after a trip at the normal time for classes.
- Generally, students are required to travel to out-of-town events with the teams in school-provided transportation and to sit with team members in an area designated by the coaches or sponsors.
- It is acceptable for parents in attendance at off-campus events to take their own children home with them, but not other students without specific written permission from the other students' parents. Such permission documents should be provided to the school office on the morning of the trip. Arrangements are also permitted whereby pick up and/or drop off of student takes place near their homes when such arrangements are requested in advance and the location is on the way to the event.

#### 7. ATHLETICS PRACTICE REQUIREMENTS

Planned and polished practice is imperative for improvement at any skill level. Attendance at practice is considered mandatory unless excused for good reason. 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 (but must attend the game)
- Fifth – Dismissal from team

#### 8. CHEERLEADING

Cheerleading is considered a sport and athletic eligibility and other rules apply. As a sport, cheerleading involves skills and activities that require good physical health and conditioning. It is expected that anyone who participates in cheerleading is willing and physically able to participate in these activities.

Cheerleaders must be present at all games which they are scheduled to attend and cheer, unless there is a written explanation for an illness, family emergency, or school related absence. Practice attendance requirements are the same as for other sports. Violation of this policy will result in the loss of a letter and/or dismissal from the squad.

Cheerleaders are allowed to participate in another sport, but must coordinate with the Athletic Director and cheerleading sponsor if they are going to miss practices or games.

#### 9. CONDUCT

Students must be in good standing at DEA in matters of discipline and citizenship. Students may be held out of competitions or not allowed to travel as a result of academic non-performance/probation, excessive absence or tardiness, accumulation of discipline referrals, failure to return uniforms or equipment, or other rules violations.

Parent or student behavior which brings about technical fouls or expulsion from games is unacceptable and may result in further sanctions from the Administration (including fines issued by the association). Conduct on or off the field which brings dishonor to the team or the school will not be tolerated and may result in suspensions. In extreme cases, dismissal from the team or the school may result.

DEA students who attend games, either home or away, are under the authority of the designated school official for that contest. Currently enrolled students, even if not members of the team at an athletic event, must conform to school rules and behavior expectations.

Eligibility requirements apply to all interscholastic competitions, including middle school and junior varsity levels.

Parents are responsible for the actions of their children at athletic events.

DEA is not responsible for any injuries. Parents, not DEA, are responsible for children at any after school event.

10. PARENTS AS COACHES

Current parents should not be the head coach of an interscholastic team (middle school or high school) whenever an alternative to such a situation is available. This does not apply to parent-coaches who are employees of the school. Parents may serve as paid or volunteer assistant coaches with the approval of the head coach and the Administration.

All Interscholastic Coaches must comply with state association requirements, as well as, the rules and regulations of national governing agencies such as the National Federation of State High School Associations (NFHS).

## XI. OTHER POLICIES AND PROCEDURES

1. REGISTRATION / TUITION

All parents are required each year to update registration information at the time of registration. Forms are available in the main office. Registration is not officially complete, nor a place reserved for any child, unless the registration fee accompanies the application and the families account balance is current (zero balance). Registration is open to current families first, and for a designated amount of time, before registration opens to the public.

2. EMERGENCY NOTIFICATION FOR CLOSING SCHOOL

When the decision is made to close school, parents will be notified via DEA email and social media. Typically, in cases of extreme weather, when the local public schools are closed, DEA will also close. In the event of early dismissal due to weather, parents are notified and staff members will remain until students have departed campus.

Parent or guardians are requested to instruct their child as to what to do if school closes early and to make arrangements for immediate pick-up when school closes early. Note: If weather conditions are such that parents feel it is necessary to pick up a child early on their own initiative, they should come directly to the school office before going to the child's classroom.

3. FUNDRAISING ACTIVITIES

All fundraisers involving the school must be approved and coordinated by the Administration well in advance of the planned event. Fundraising Permission Forms are available in the office. Ad hoc fundraisers are not allowed because they may interfere with other scheduled and necessary fundraising activities. All funds must be turned in to an administrator immediately following an event.

4. MEDICAL FORMS

All students must have a current medical form on file in the office- this includes GAPPS Concussion Policy form.

5. MEDICAL CONDITIONS

DEA's goal is to maintain a healthy environment for your child/children. Please let the office know if your child has been sick and is unable to come to school. If your child has had a fever above 100°F, do not send them to school until the fever has been controlled without medication for 24 hours. If your child has experienced vomiting or diarrhea (loose stool) in the last 24 hours, please do not send them to school. If your child has a skin rash, pink eye or other eye infection, or green nasal discharge, please do not send them to school until cleared by physician.

A student whose emotional or medical condition, in the opinion of Administration, could be disruptive of the normal educational process may be asked to leave school until the condition is no longer deemed potentially disruptive.

Safeguards are in place for students with allergies. Parents should alert teachers of any and all allergies, and also include this information on the student medical form and update as changes occur.

In the event that a student is found to have a serious communicable disease or condition (such as head lice), the Head of School must be promptly notified of the diagnosis and kept informed about the progress of treatment. In this event, the school reserves the right to evaluate its response on a case-by-case basis with professional advice. The school will make every effort to protect the identity and the right of privacy of all individuals when it receives information from any source; however, the school must exercise prudence for the health and well-being of the school community. In cases of head lice, student must be free and clear of head lice and provide a letter from physician stating approval to return to school.

#### 6. MEDICATIONS

All prescription medications should be brought to school by a parent and presented at the school office. Over-the-counter (OTC) medications may be distributed by the teacher with parental permission.

Prescription medications must be in the original container, listing the name of the student, the physician's name, the dosage, the time interval for administration, and the name of the drug. All prescription medications must be stored by school office staff, except in cases where the parent specifies in writing that the medication must be kept with the teacher and permission to do so is granted by the school office staff or administration.

#### 7. INSURANCE

Each DEA student must provide proof of medical insurance upon enrollment, or sign a disclaimer. All students are provided, at no additional cost to the parents, secondary accident insurance for all school activities. All school related accidents with an insurance claim, must be reported immediately to the administration and all claims must be submitted within six weeks of the accident date.

#### 8. SOLICITATION

All outside production or distribution of the DEA logo must be approved by administration. Selling any item with the DEA logo must be approved by administration.

#### 9. CHALLENGED MATERIALS POLICY

In conjunction with the Library Bill of Rights and as stated in the SAIS-SACS standards, David Emanuel Academy provides the following policy for dealing with challenged materials:

An individual who objects to material in the media center, website, or other location and desires to have it removed must follow this procedure:

- a. Any challenge to material must be put in writing.
- b. Objection to the material must be specified.
- c. The challenge will be submitted to the Administration.

Upon receiving a challenge, a designated member of the Administration will follow these steps:

- a. Meet with the individual placing the challenge.
- b. If a satisfactory agreement cannot be reached between the school representative and the individual, a meeting will be held with the Head of School or designated administrator, and the individual

- c. If the matter still remains unresolved, a meeting of a Review Board will be held consisting of the following individuals:
  - i. Head of School
  - ii. Designated member of the Administration
  - iii. Representative from the Board of Trustees
- d. The vote of the Review Board will decide the matter.

10. PARENT DROP OFF / PICK UP PROCEDURES

- Drop Off – Students who arrive to school between 7:30 and 7:50 AM should be dropped off at the cafeteria, where faculty will supervise. At 7:50 AM, the buildings will be unlocked for student drop off and all entrances will lock at 8:05 AM. Any late arrivals should report to the main office.
- Pick Up – The school day ends at 3:00 PM.

DEA is not responsible for the supervision of students once the school day has concluded, except for students on a bus being transported, or in a school sponsored activity.

11. BOOKBAGS

All bookbags for students in grades 5-12 are to remain in the hall during school hours. At no time is it necessary or allowed for students to move around the campus with bookbags. Bags are to remain under lockers after arrival and may be picked up upon the end of the day.

12. FINANCIAL POLICIES

- The office will not make change for bills greater than \$5.00.
- After 3 returned checks, families must pay with cashiers check, cash, or credit card only.
- All returned checks result in a \$35 returned check fee.
- DEA will not accept post dated checks for any transaction.

13. PROM/8TH GRADE DANCE

In order to attend Prom, all students attending must fill out and return DEA's Student Prom Contract by designated time. For the 8th Grade Dance, it is mandatory for all 8th grade families to be present for clean-up day.

14. PARENT PLEDGE

By enrolling children in DEA, parents/guardians agree to fully support the policies and procedures set forth in this Student Parent Handbook. Parents/guardians should cooperate with teachers, administrators, and board members in a spirit of partnership in the education and spiritual growth of their child/children. Negative and damaging comments are not aligned to DEA's mission and therefore should be avoided. If a parent/guardian is not fulfilling this pledge, DEA reserves the right to request the withdrawal of the student.



