

Parent Student Handbook

Emmanuel SDA School & Preschool **"Home of the Proud Stallions"**

Revised September 2019

The Emmanuel SDA School & Preschool reserves the right to revise without notice.



702 North Cherry Street
Hammond, Louisiana 70401
School: (985) 345-7713 / Preschool: (985) 520-5406

Table of Contents

SCHOOL HISTORY.....	6
SCHOOL MISSION STATEMENT	6
SCHOOL PHILOSOPHY	6
SUPPORT & ACCREDITATION	6
NON-DISCRIMINATION POLICY	7
SEXUAL MISCONDUCT.....	7
ADMISSIONS AND REGISTRATION.....	7
SCHOOL ENTRANCE AGE.....	7
REGISTRATION REQUIREMENTS.....	7
PHYSICAL EXAMINATION	8
RECORDS/TRANSCRIPTS.....	8
STUDENT EDUCATIONAL RECORDS COMMUNICATION POLICY	8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE	8
CHILD CUSTODY POLICY & CONFIDENTIAL MATTERS	9
PROTECTION OF STUDENT CONFIDENTIAL INFORMATION	9
EMERGENCY CONTACT/ AUTHORIZATION FOR STUDENT PICKUP.....	9
CHANGE OF ADDRESS.....	9
MEDICAL EMERGENCIES & HEALTH RELATED MATTERS.....	9
CONSENT TO TREATMENT FORM	9
EMERGENCY CONTACTS	9
MEDICATION AT SCHOOL.....	9
HEALTH AND COMMUNICABLE DISEASES.....	10
ACCIDENTS/INCIDENTS.....	10
STUDENT INSURANCE.....	10
ATTENDANCE POLICIES.....	11
SCHOOL & PRESCHOOL HOURS OF OPERATION	11
ABSENCES.....	11
TARDINESS.....	11
MAKE- UP WORK	12
DISMISSAL	12
EARLY DISMISSAL.....	12

EARLY RELEASE.....	12
LEAVING CAMPUS.....	12
INCLEMENT WEATHER.....	12
ACADEMICS	13
GRADING SCALE.....	13
STUDENT AWARDS.....	13
HONOR ROLL.....	13
HOMEWORK	14
ACADEMIC PROBATION	14
REPORT CARDS.....	14
MID-TERM/ PROGRESS REPORTS	14
END OF THE YEAR PROMOTION REQUIREMENTS	14
GRADUATION REQUIREMENTS.....	14
ACADEMIC REQUIREMENTS	14
GRADUATION & TUITION FEES	15
CLASS TRIP.....	15
HONOR ROLL.....	15
PARENTAL INVOLVEMENT.....	15
PARENT/TEACHER COMMUNICATION CONFERENCES.....	16
MESSAGES AND DELIVERIES.....	16
HOME AND SCHOOL ASSOCIATION	16
PROCEDURE FOR GRIEVANCES	16
DRESS CODE.....	17
SCHOOL UNIFORM (CLASS A, B & C)	17
JEWELRY.....	18
HAIRSTYLES.....	18
UNIFORMS CHECKS.....	18
UNIFORMS INFRACTIONS.....	18
FINANCIAL MATTERS.....	18
TUTION & FEE SCHEDULE.....	20
REFUNDS.....	20
LATE FEES	20
TUITION PAYMENT OPTIONS/DISCOUNTS.....	20
SCHOLARSHIPS	20

RETURN CHECK FEES.....	20
LOUISIANA SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE.....	21
ACADEMIC ACCOUNTABILITY CRITERIA.....	21
ENROLLMENT VERIFICATION.....	21
ECONOMIC HARDSHIP WAIVERS.....	22
STUDENT WITHDRAWALS.....	22
STUDENT TRANSFER PROCESS.....	22
STUDENT EXPULSIONS.....	22
STUDENT CONDUCT/BEHAVIOR.....	22
STANDARDS OF CONDUCT.....	23
RESPECT FOR GOD AND HIS WORD.....	23
RESPECT FOR ONE’S SELF.....	23
RESPECT FOR OTHERS.....	23
RESPECT FOR PROPERTY BELONGING TO OTHERS.....	23
DISCIPLINE PROCEDURE.....	24
DISCIPLINE INFRACTIONS & CONSEQUENCES.....	24
DETENTION.....	25
SUSPENSION.....	25
EXPULSION.....	25
CHEATING.....	26
BULLYING.....	26
HAZING.....	26
SEXUAL HARASSMENT POLICY.....	26
WEAPONS POLICY.....	27
DRUGS/UNAUTHORIZED SUBSTANCES.....	27
TECHNOLOGY USE POLICIES.....	27
INTERNET USE POLICY.....	27
MEDIA CONSENT.....	27
PERSONAL TECHNOLOGY AND ELECTRONICS POLICY.....	28
DEFINITIONS.....	28
PRESCHOOL SPECIFIC POLICIES.....	29
BEHAVIOR MANAGEMENT POLICY.....	29
ELECTRONIC DEVICE POLICY.....	29
COMPUTER PRACTICE POLICY.....	30

PROGRAMS, MOVIES, AND VIDEO POLICY.....	30
ABUSE & NEGLECT POLICY	30
LICENSING COMPLIANCE	30
PARENTAL VISITATION.....	30
PARENTAL INVOLVEMENT.....	30
MISCELLANEOUS	30
LUNCHES.....	30
FIRE ALARMS.....	31
TRESPASSING	31
LOST AND FOUND	31
POSTERS/ ADVERTISEMENTS.....	31
MUSIC.....	31
DISCLAIMER.....	31
EMMANUEL ALUMNI ASSOCIATION	31

Emmanuel SDA School & Preschool

"Educating for Eternity"



The Emmanuel Seventh-day Adventist School & Preschool was established in 1915 and is maintained for the express purpose of providing a Christian environment for the education of children and young people. It is to assist the home and the church in nurturing and maintaining an environment in which all, through the ministry of the Holy Spirit, may enjoy the "harmonious development of the physical, mental, social, and spiritual powers" (E.G. White, Education, p. 12) and may be "transformed by the renewing of (our) mind(s)" (Romans 12:2). Any student who expresses an earnest desire for a Christian education is welcome here at Emmanuel.

SCHOOL HISTORY

Emmanuel SDA School & Preschool had its humble beginnings in the early 1900's in an old wooden church located at 702 North Cherry Street in Hammond, Louisiana. Pastor Rutledge taught many children in the church until it was condemned. After the church was rebuilt, the educating of the children continued. Several families (Allen, Ard, Bates, Chapman, Chisum, Hammond, Pierre, Ricks, Rollins, Tureaud, and others) were guided by the grace of God to further the vision of Christian Education in the Hammond community. The school has nurtured and educated students for over 75 years with plans to continue to do so until Jesus comes!

SCHOOL MISSION STATEMENT

The Emmanuel SDA School & Preschool exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

SCHOOL PHILOSOPHY

Emmanuel SDA School & Preschool is dedicated to developing young minds in a caring Christian environment where character development and academic excellence are strongly emphasized. It is our goal to help and challenge students to reach their maximum potential spiritually, mentally, physically, and socially. Our desire is for them to enjoy learning in all areas of the curriculum and to nurture a positive self-image. To achieve this goal, the staff places a high value on the worth of each student and seeks to provide a climate conducive to learning and development; subsequently, preparing them to meet life's challenges.

SUPPORT & ACCREDITATION

Emmanuel offers daycare through 12th grade. Our school is supported by the Emmanuel Seventh-day Adventist Church which is under the direction of the Southwest Region Conference of Seventh-day Adventists Church. Emmanuel Seventh-day Adventist School is accredited by The North American Division Commission on Accreditation, Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, National Council for Private School Accreditations, The Commission on International and Trans-Regional Accreditation, and the Louisiana Private School Accreditation Commission (LPSAC). All LPSAC schools are recognized by the State of Louisiana Education Agency.

NON-DISCRIMINATION POLICY

It is the official policy of the Seventh-day Adventist Church, in all its church-operated schools, on elementary, secondary, and higher education levels in the United States, to admit students of any race to all the rights, privileges, programs and activities generally accorded, or made available to students at its schools, and to make no discrimination on the basis of race, color, national or ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, as well as athletic and extracurricular programs.

To be a member of a Seventh-day Adventist Church is not a requirement for acceptance into our school, however, it is understood that everyone who is accepted is required to observe the regulations of the school, and all students applying for entrance will pledge themselves to maintain Christian standards, to attend regularly scheduled religious services during the school day and give due respect to spiritual matters.

SEXUAL MISCONDUCT

Emmanuel SDA School & Preschool does not admit individuals who engage in sexual misconduct, which includes nonmarital sexual conduct, homosexual conduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Emmanuel SDA School & Preschool and the Seventh-day Adventist Church.

ADMISSIONS AND REGISTRATION

SCHOOL ENTRANCE AGE

To be eligible for admission, students must be physically, mentally, emotionally, and socially mature to carry work at the prescribed grade level. Prior to accepting any student, the following criteria must be met:

1. Pre-Kindergarten students must be four years old by September 1st of the current school year.
2. Kindergarten students must be five years old by September 1st of the current school year.
3. First grade students must be six years old by September 1st of the current school year.

Students are accepted in accordance with the general policies of the Southwest Region Conference of Seventh-day Adventist requirements for admission and as space allows.

REGISTRATION REQUIREMENTS

New and returning students are required to complete all documents in the application process prior to being fully admitted. Below is a list of the documents for admission to Emmanuel SDA School and Preschool:

Preschool

- Registration Form
- Permissions & Child Release Form
- Financial Statement Form
- Payment of Fees
- Immunization Verification
- Consent to Treatment Form
- Physician's Examination
- Health Record
- Medication Authorization Form
- Copy of Birth Certificate

- Copy of Social Security Card
- Technology Use Agreement
- Preschool Information Sheet
- Statement of Faith Form
- Acknowledgement of Handbook

Kindergarten – 12th Grade

- Registration Form
- Authorized Persons Form
- Records Release Form (New students only)
- Report Card from last school attended (New students only)
- Financial Statement Form
- Payment of Fees
- Immunization Verification
- Consent to Treatment Form
- Physician’s Examination
- Copy of Birth Certificate
- Copy of Social Security Card
- Media Consent Form
- Technology Use Agreement
- Parent/Student Commitment Form
- Statement of Faith Form
- Acknowledgement of Handbook

PHYSICAL EXAMINATION

All new students are required to bring a copy of their most recent immunization records at the time of registration. Immunization Records must be updated within two weeks after registration, or the student will have to be suspended until the records are provided.

RECORDS/TRANSCRIPTS

Emmanuel only releases records and transcripts directly to another school. Parents must complete a *Student Release Form* in the office for students’ records to be released another school.

STUDENT EDUCATIONAL RECORDS COMMUNICATION POLICY

Emmanuel SDA School & Preschool seeks to protect the accuracy and privacy of students’ educational, physical/mental, and disciplinary records. The school will only discuss, duplicate copies and/or allow the right to inspect and review a student’s records (academic, physical/mental and disciplinary consequences) with parents or legal guardians of eligible students. All other friends, immediate family and/or other close relatives will not be allowed this privilege. You have the right to request that the school restrict and/or extend with whom your student’s records and other information may be shared. The School Board will consider the request; however, the Board is not required to agree or grant the request.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of any students’ educational records. The Family Educational Rights and Privacy Act (FERPA), F.S.1002.22, and SB Policy 5100.1 affords parents, guardians, or eligible students (students over eighteen years of age or attending postsecondary institution) certain rights with respect to the student’s education records.

CHILD CUSTODY POLICY & CONFIDENTIAL MATTERS

The school is a neutral party in all child custody disputes. If there is a court order prohibiting contact, a copy must be on file in the front office. The school shall give full rights to both parents (grades and access). In instances of divorce, separation, or custody in which sole custody is given to one parent/guardian, the custodial parent should provide the school with evidence that there is a court order, state statute, or legally binding document. Notification should be provided to the school in writing of any restrictions imposed by the custodial parent on the non-custodial parent. This information should be filed with the school administration upon the registration of the student. Such notification is the responsibility of the custodial parent. Without a court order, the school CANNOT prevent a biological parent from removing a child from the school.

A notarized letter needs to be on file in the office from the legal guardian in cases in which the legal guardian gives the school authorization to discuss disciplinary, academic, or other school-related matters with individuals (i.e., grandparent, aunt, older sibling, etc.) that are not the legal guardian. The teachers will not be able to discuss school-related information with individuals who are not listed on the notarized letter.

PROTECTION OF STUDENT CONFIDENTIAL INFORMATION

Information cannot be verified over the telephone or via email. Requests for student information must be done in written or on a student request form.

EMERGENCY CONTACT/ AUTHORIZATION FOR STUDENT PICKUP

Students are released by the school only to those specified by the parent or guardian on the *Authorized Persons Form* in the application packet. No phone calls will be accepted due to student safety. Written notification can be given via fax or email. The person who is picking the child up must present a driver's license/picture ID to the front office and must be able to provide the correct password provided on the authorization form.

CHANGE OF ADDRESS

It is the parent's responsibility to keep the school office informed of all changes concerning the student's address, telephone number, transportation arrangements, emergency information, and any other pertinent information.

MEDICAL EMERGENCIES & HEALTH RELATED MATTERS

CONSENT TO TREATMENT FORM

The school must have a medical release form signed for each student. This form allows physicians to perform emergency treatment when it is impossible to reach a parent or guardian. This form will be used only by a school official when a parent cannot be reached.

EMERGENCY CONTACTS

Emergency telephone numbers of parents/guardians, family members and the family doctor are obtained during registration. In case of an emergency, if the parents/guardians cannot be reached and the situation is deemed serious, the Emergency Medical System (EMS) will be activated, and the injured child may or may not be transported to the nearest emergency facility via ambulance. If the situation is less serious, the child will be transported by a staff member to the hospital designated by the parent on the *Consent to Treatment Form* located in the student's official records.

MEDICATION AT SCHOOL

The health of each student is important in the learning process. The staff and teachers are prohibited from administering any medication to any student. Medications should be given at home whenever possible.

Non-prescription medications such as aspirin, cough medications, over the counter allergy medication, etc. may NOT be administered to students by school staff. The school does not store *over the counter* medicines such as Advil, Tylenol, Aspirins, Cold & Cough medication, etc. Students may self-administer non-prescription medicines. The medicines must be in the original container/bottle. However, the medication should be submitted to the front office by the parent until the child needs it. The parent should also complete the Medication Authorization Form.

If students must take prescription medications, a written doctor's note must be received by the school. The medication should be submitted to the front office by the parent until the child needs it. Parents must complete a Medication Authorization Form.

HEALTH AND COMMUNICABLE DISEASES

Students are encouraged to live by sound principles regarding their health. Each pupil is required to have an updated health record on file. Failure to comply may result in students not being allowed to attend class until proper documentation is provided.

The Administration shall have the power to exclude or suspend from the school any student who has a communicable disease. A communicable disease is anything that may be transmitted directly or indirectly from one individual to another.

If an illness or accident befalls your child, you will be notified immediately. If the emergency involves an illness, such as:

- Fever – temperature of 100.5 or higher - A student must be fever free for 24 hours before returning to school.
- Pinkeye -A student may return to school with a doctor's note.
- Vomiting or any other emergency illness that occurs.
- Severe cough, runny nose

Parent(s) will be required to take the child home within an hour of the initial phone call since the school does not have facilities or personnel to accommodate a sick child.

ACCIDENTS/INCIDENTS

Every accident in the school building or grounds, at any school-sponsored event by the school must be reported immediately to the person in charge and to the school's office. Accidents/incidents will be documented and placed in the student's file.

STUDENT INSURANCE

All students are covered by accident insurance while enrolled. This insurance is in effect only during school hours and school-related events. It is the responsibility of the student and their teacher to report all accidents promptly to the school office and to file an *accident form within 24 hours*. This insurance is supplementary to your regular family insurance. Once the school has completed the *claim form*, any transaction beyond this point is between the parent/guardian's insurance company, doctor, and hospital.

ATTENDANCE POLICIES

Learning takes place every day; therefore, academic instruction is severely stifled if a student has excessive absences. Good attendance is essential to promote the optimal success of each student. It is the responsibility of the school and parents to encourage each student to establish a good school attendance record.

SCHOOL & PRESCHOOL HOURS OF OPERATION

Monday – Thursday

8:00 AM – 3:00 PM

Friday

8:00 AM – 2:00 PM

Before Care & After Care Hours are to be determined.

ABSENCES

The school calendar year consists of 180 days, where 170 days are required instructional days. All other days in the calendar are built-in as inclement weather days.

If a child is absent, parents/guardians should notify the office by 9:00 a.m. All students must be present for a total of four hours of the day in order to be counted as present for that day. It is highly recommended by the Administration that all family vacations and doctors' appointments be made around the school calendar and after school is dismissed.

The following are examples of excused and unexcused absences. Excused absences will be documented in the teacher's register upon receipt of a written note from the parent/guardian.

Excused Absences	Unexcused Absences
<ul style="list-style-type: none">• Illness• Death in the immediate family• Emergency or medical attention	<ul style="list-style-type: none">• Family vacations• Coordination with other school holidays• Unannounced absences (other than illness)• Truancy• Attending social events• Suspensions• Miscellaneous reasons

TARDINESS

Arriving at school late disrupts classroom worship and interferes with the learning process. Students will be expected to arrive before the start of school at 8:00 AM, and no earlier than 7:45 AM. When a student arrives at school after 8:00 AM, he or she must report to the office before being admitted to class. Any student

arriving after 8:15 AM will be marked tardy. For students' safety, parents must accompany their child(ren) to the office if they arrive after 8:15 A.M.

MAKE- UP WORK

The student is responsible for all work missed within the following parameters. It is the responsibility of the student and parent to obtain all missed class and homework assignments immediately upon the student's return to school within 48 hours of the absence.

Students cannot make-up work or tests for unexcused days unless pre-arrangements are made two weeks prior to the absence with the teacher being able to accommodate the request. All make-up work/tests must be given the day the student returns to school unless other arrangements are made with teacher. A student will receive a zero (0) for all work that is not submitted.

DISMISSAL

After school is dismissed, there is a 15-minute *grace period* whereby parents are given. After the 15-minute *grace period*, parents are required to pay \$8.00 per hour and the funds are due at the time of pick up. For safety purposes, parents are required to park in the next-door church parking lot for pick-up and drop-off. All students must be escorted by their parents/guardians to the front office.

Any child who takes the bus or walks home must have prior arrangements made with the office by their parent or legal guardian. Students must leave the grounds by 3:15 P.M. or an aftercare fee will be charged.

EARLY DISMISSAL

Early dismissal will occur whenever there is a threat of hurricane, storm, or other emergencies. Parents must pick-up their child(ren) or decide to have their child(ren) picked up. All pick-ups must meet the requirements as stated in the section for Early Release.

EARLY RELEASE

Your child will be released to leave early only to the authorized person(s) listed in the school application form. If the person picking up the child is not listed on the application form, the parent/guardian must authorize the pick-up in writing (email, text message, written note). No phone calls will be accepted. The person making the pick-up will be required to show an official photo I.D.

LEAVING CAMPUS

Students are not permitted to leave the campus during the day unless he/she is signed out through the office by a parent/ authorized individual. Parents should send a note with their child(ren), giving the specific reason for leaving campus early, as well as the time the student is to meet them in the office.

INCLEMENT WEATHER

In cases of severe weather, our school follows Tangipahoa Parish School System's procedures, except when other communication is given. For school closings, one or more of the following may occur; (1) Notices will be sent home with students; (2) Parents/guardians will receive a call from your child's teacher; (3) A voicemail message on the school's phone system will announce the closing.

ACADEMICS

GRADING SCALE

Pre-Kindergarten-2nd Grade

I Independent

P Progressing

NT Not Tested

3rd - 12th Grade

97-100 = A+	84-86 = B	70-73 = C-	59-& Down =F
94- 96 = A	80-83 = B-	67-69 = D+	
90- 93 = A-	77-79 = C+	64-66 = D	
87- 89 = B+	74-76 = C	60-63 = D-	

STUDENT AWARDS

The following awards may be presented at the School's End of the Year Awards Program:

- Principal's/Honor Roll Awards
- Most Improved Student in each classroom
- Outstanding Student Award in each classroom
- Spiritual Growth Award
- Outstanding Citizenship Award
- Out Standing Athlete Award
- Athletic Participation Awards
- Most Valuable Player Award
- Book Club Award
- Citizenship Award
- Gentleman of the Year Award
- Lady of the Year Award
- School Spirit Award
- Outstanding Academic Achievement Award in each classroom

HONOR ROLL

Principal's Honor – Pre-K to 5th Grade

All A's or I's on the report card

Principal's Honor- 6th-8th Grade

3.7 Grade Point Average or higher

Honor Roll – Pre-K to 5th Grade

All A's and B's and/or 1 C or I's

Honor Roll - 6th-8th Grade

3.0-3.6 Grade Point Average

HOMEWORK

Students are expected to complete homework and submit it on the due date. Care should be taken to keep homework clean and un-crumbled and should be completed properly and creatively. Failure to do homework and turn it in on time may result in a lower grade.

Homework serves the following purposes:

- Reinforcement of skills taught
- Enhancement of skills
- Communication between the school and the home for parent involvement

ACADEMIC PROBATION

Students who have any “F’s” or more than two “D’s,” may be placed on General Academic Probation. The purpose of the probation is not to punish the student, but to help in the development of a pattern for success. Once the student is placed on academic probation, a meeting will be held with the student and parents to develop an academic plan.

At the beginning of the school year, a student may be placed on Academic Probation due to their academic performance the previous academic year. At the end of the first nine weeks, the student’s progress will be reviewed by the Academic Committee to determine if the student will remain on academic probation or can be released from that status. Further action may be taken for students who consistently show poor academic achievement.

REPORT CARDS

Report cards are issued at the end of each nine-week school period. The grades are based on a combination of test grades, home assignments, class work, class participation and projects. Quarters 1, 2, and 3 Report Cards will be given out at scheduled Parent /Teacher Conferences. Quarter 4 Report Cards will be mailed.

MID-TERM/ PROGRESS REPORTS

Interim reports are issued every 4-5 weeks each quarter.

END OF THE YEAR PROMOTION REQUIREMENTS

A passing score of 70% or above must be received in each of the following courses: Bible,

English/Language Arts, Mathematics, Science, and Social Studies. Report Cards and sample work will go before the Academic Committee for review if a student fails up to two of these subjects. Summer Plans will be developed, or students may be required to attend summer school to satisfy promotion requirements.

GRADUATION REQUIREMENTS

Students in the eighth grade will be allowed to graduate if they meet the following requirements:

ACADEMIC REQUIREMENTS

A passing score of 70% must be received in each of the following courses: Bible, English/Language Arts, Mathematics, Science, and Social Studies. Report Cards and sample work will go before the Academic Committee for review if a student who fails up to two of these subjects. Work that the student fails must be successfully made up during the summer months, in an effort for the student to receive a passing grade, and a promotion to the next grade for the coming school year. Upon successful completion of the failed subjects, the committee will decide whether that student can be promoted to the ninth grade or not. Students who fail three or more of these subjects must repeat the eighth grade.

GRADUATION & TUITION FEES

Graduation fees must be paid in full by May 1st – see Fee Schedule. These fees include student’s diploma, speaker honorariums, cap & gown, reception, invitations, etc. Tuition must be paid in full by May 1st. These fees are mandatory fees even if students do not participate in graduation exercises.

CLASS TRIP

Class trip is a privilege and not a right; therefore, it is something that is earned. Students who are not promoted to the ninth grade will not be allowed to participate in a class trip nor graduation activities. Class trip funds are non-refundable. Students who have posed severe behavior problems will not be allowed to attend the class trip as well. The Administration and the School Board will determine any exceptions to this policy.

HONOR ROLL

Valedictorian (highest G.P.A. in the 8th Grade Class-3.7 or above)

Salutatorian (second highest G.P.A. in the 8th Grade, 3.5 or above)

PARENTAL INVOLVEMENT

We encourage you to actively participate in the educational process of your child. Methods by which you can do this include:

1. Pray and have devotion with your child each morning.
2. See that your child gets enough sleep, so they can do their best in school.
3. Set aside a special place in the home to do homework. Stock that places with needed school supplies.
4. See that your child eats balanced meals, especially breakfast each morning.
5. Get to know your child’s teacher. Regularly attend parent teacher conferences and schedule brief conferences throughout the year, so you can stay abreast of your child’s progress.
6. Go over schoolwork with your child. Show an interest in what is transpiring in school. Give praise for work that is well done and positive encouragement when your child needs to make improvements.
7. Actively participate in school events. This will communicate to your child, that you are interested in their learning process.
8. Make sure your child arrives to school on time and is picked up on time.
9. Maintain an emotional climate at home that frees your child from unnecessary worries and confusion that will interfere with concentration and staying on task at school.

PARENT/TEACHER COMMUNICATION CONFERENCES

The school encourages dialogue between parents and teachers. It is imperative that the home and school communicates and works together for the success of the students enrolled at Emmanuel. Effective communication may be achieved through the following means:

1. **Conferences**-Parents are required to attend conferences at the end of each marking period. Report Cards will not be issued without a parent/teacher conference. This policy is in place to foster parent-school involvement and to ensure that parents remain informed of their child(ren)'s progress. You may request an appointment or time to speak with the teacher by signing in the Parent Conference Request Book located in the front office or emailing your child's teacher. Conferences cannot be scheduled during the school day unless special arrangements have been made.
2. **Phone**- Parents may leave a message in the front office. School Personnel/Teachers will return the call within a 48-hour period. When leaving a message, please indicate if there is an emergency.
3. **Email**- Teachers may also be contacted via email. Please look to receive a response within a 48-hour period.
4. **Agendas/Notes**- Parents and Teachers may communicate via student agendas and written notes.
5. **Voice Messaging System**
6. **Newsletter**

MESSAGES AND DELIVERIES

Every moment is precious in the economy of teaching, especially within the multi-grade program. In the interest of giving your student the necessary time and attention, we must ask you to avoid interruptions to the classroom environment. **After school has started, please leave non-emergency messages, homework or lunches in the office for distribution at the appropriate time. We ask you to avoid visiting with teachers during school hours.**

HOME AND SCHOOL ASSOCIATION

All parents and guardians are members of the Home and School Association. The goal of the Home and School Association is to promote Christian education, raise funds for the school, be a liaison between the home and the school, and to aid as needed with school programs. Home and School meetings are TBA. Parents will be notified of any other Home & School events via the school's website, newsletters, or voice messaging system.

PROCEDURE FOR GRIEVANCES

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship between teachers, parents, and students exist. When a problem arises between parents and teachers, the following procedures should be followed.

- Step One** The parent should first talk privately and confidently with the teacher and attempt to resolve the problem.
- Step Two** If the problem is not resolved, the parent should ask the School Administration to become involved. If a parent attempts to meet with the principal before speaking with the teacher, the principal will ask the parent to follow protocol.
- Step Three** If the problem is still not resolved, the parent may request that the School Board chairperson work with Administration to bring about a resolution.

Step Four If the problem still is not resolved, the parent may request a hearing by the School Board.

Step Five If the problem still is not resolved, the parent may request the Southwest Region Conference Superintendent of Education to assist in bringing about a resolution.

Step Six If the problem is still not resolved, the matter may be taken to Southwest Region Conference K-12 Board. The decision at this level shall be considered final.

DRESS CODE

“No education can be complete that does not teach right principles in regard to dress.” “In dress, as in all other things, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming” (Education, p. 245 & 248). The ESDASP takes a strong stand on the matter of appropriate dress and grooming for students. Uniforms bring unity to the school and a sense of pride. Uniforms allow us to have a closed campus whereby we can immediately identify any student who may be on our campus. Uniforms also eliminate competition in dress, which can become a problem.

SCHOOL UNIFORM (CLASS A, B & C)

Class A Uniform SPECIAL SCHOOL /CHURCH EVENTS		Class B Uniform MONDAY – THURSDAY		Class C Uniform PHYSICAL EDUCATION
Preschool Girls <ul style="list-style-type: none"> Red/blue Plaid Jumper White Peter Pan Shirt Black Dress Shoes Navy Blue Socks 	Preschool Boys <ul style="list-style-type: none"> Navy Blue Pants White Oxford Shirt Blue Sweater Vest Red Long Tie Black Dress Shoes Navy Blue Socks 	Preschool Girls <ul style="list-style-type: none"> Navy Blue Pants/Skirts/Jumpers Red Polo Shirt with logo Black Shoes Navy Blue Socks 	Preschool Boys <ul style="list-style-type: none"> Navy Blue Pants or Shorts Red Polo Shirt with logo Black Shoes Navy Blue Socks 	Girls / Boys <ul style="list-style-type: none"> Navy Blue Shorts PE shirt Tennis Shoes White Socks
K – 4th Grade Girls <ul style="list-style-type: none"> Red/blue Plaid Jumper White Peter Pan Shirt Black Dress Shoes Navy Blue Socks 	K – 4th Grade Boys <ul style="list-style-type: none"> Navy Blue Pants White Oxford Shirt Blue Sweater Vest Red Long Tie Black Dress Shoes Navy Blue Socks 	K – 4th Grade Girls <ul style="list-style-type: none"> Navy Blue Pants/Skirts/Jumpers Red Polo Shirt/logo Black Shoes Navy Blue Socks 	K – 4th Grade Boys <ul style="list-style-type: none"> Navy Blue Pants or Shorts Red Polo Shirt /logo Black Shoes Navy Blue Socks 	Girls / Boys <ul style="list-style-type: none"> Navy Blue Shorts PE shirt Tennis Shoes White Socks
5th – 8th Grade Girls <ul style="list-style-type: none"> Red/blue Plaid Jumper White Peter Pan Shirt Black Dress Shoes Navy Blue Socks 	5 – 8th Grade Boys <ul style="list-style-type: none"> Navy Blue Pants White Oxford Shirt Blue Sweater Vest Red Long Tie Black Dress Shoes Navy Blue Socks 	5th – 8th Grade Girls <ul style="list-style-type: none"> Khaki Skirts or Pants Red Polo Shirt / logo Solid Black Shoes White Socks 	5 – 8th Grade Boys <ul style="list-style-type: none"> Khaki Pants or Shorts Red Polo Shirt/logo Black Shoes White Socks 	Girls / Boys <ul style="list-style-type: none"> Navy Blue Shorts PE Shirt Tennis Shoes White Socks

Class A Uniform SPECIAL SCHOOL /CHURCH EVENTS		Class B Uniform MONDAY – THURSDAY		Class C Uniform PHYSICAL EDUCATION
<i>9th-12th Grade Girls</i>	<i>9-12th Grade Boys</i>	<i>9th-12th Grade Girls</i>	<i>9-12th Grade Boys</i>	<i>Girls / Boys</i>
<ul style="list-style-type: none"> • White Oxford Shirt • Khaki Pleat Skirt • Blue Blazer / logo • Red Long Tie • Black Dress Shoes • White Socks 	<ul style="list-style-type: none"> • White Oxford Shirt • Khaki Pants • Blue Blazer / logo • Red Long Tie • Black Dress Shoes • White Socks 	<ul style="list-style-type: none"> • White Polo Shirts • Khaki Pants/ Skirts • Blue Vest / logo • White Socks • Solid Black Shoes 	<ul style="list-style-type: none"> • White Polo Shirts • Khaki Pants • Blue Vest / logo • White Socks • Solid Black Shoes 	<ul style="list-style-type: none"> • Navy Blue Shorts • PE Shirt • Tennis Shoes • White Socks

JEWELRY

Jewelry is not a part of our school uniform. It is not to be worn on school grounds or at school-sponsored functions. These include rings, earrings, necklaces, chains, bracelets, or any type of jewelry. Colored or artificial decorated nails, eye make-up, blush, and lipstick are not a part of the uniform and should not be worn.

HAIRSTYLES

Only conservative hairstyles should be worn. If braids, cornrows, or locks are worn, they must be neat. Afros must be kept trimmed and edged. No loud or gaudy colors are to be worn in the hair. All hair accessories must be blue, red, or white only. Distracting hairstyles are unacceptable.

UNIFORMS CHECKS

Uniform checks will be conducted periodically; parents whose children are not in complete uniform will be notified. A notice will be sent home to the parents. After three uniform infractions, students will not be allowed to go to class until the proper uniform is worn. Constant violation of this policy may result in a suspension.

UNIFORMS INFRACTIONS

It is imperative that all students adhere to the dress code: (1) Blouses and shirts must always be tucked; (2) Boys' pants should not be sagging. The pants should fit neatly, and a belt must always be worn; (3) Socks or tights (girls) are always required; and (4) Uniforms must be worn with dignity and respect.

Non-compliance with the uniform policy will result in the following:

1. **First Offense:** Student will be given a verbal warning by the teacher or principal.
2. **Second Offense:** A phone call will be placed to the parent/guardian, and an infraction letter will be issued.
3. **Third Offense:** A phone conference with principal will be conducted.
4. **Fourth Offense:** Suspension

FINANCIAL MATTERS

Emmanuel SDA School & Preschool engages in an open and transparent process when assessing and adopting policies relative to student fees. The School Board reserves the right to revise the Tuition and Fee Schedule to meet the fiscal responsibilities of the school each year. Parents will be given notification of any such voted changes in writing.

The school is on a 10-month plan regardless of the time or month the student enrolls (some exceptions apply for the midterm). Parents are responsible for tuition and all other fees that may be assessed during the school year, such as aftercare charges, graduation fees, student activity fees, lunch, outdoor school, etc. No fees can be assessed that are not authorized by the Principal or School Board. See the below Fee Schedule.

GRADES	TUITION & FEES		ANNUAL
Pre-Kindergarten	Tuition Returning Student Application Fee New Student Application Fee Registration Fee Class A Uniforms & PE Shirts Graduation	375.00 50.00 75.00 200.00 100.00 100.00	3750.00 50.00 75.00 200.00 100.00 100.00
Kindergarten – 8th	Tuition Returning Student Application Fee New Student Application Fee Registration Fee Technology Fee Music/Drama /Clubs Field Trips (x4) Class A Uniforms & PE Shirts Graduation (Kindergarten) Graduation (8th grade)	375.00 50.00 125.00 325.00 50.00 200.00 25.00 300.00 200.00 300.00	3750.00 50.00 125.00 325.00 50.00 200.00 100.00 300.00 200.00 300.00
9-12 Grade	Tuition Returning Student Application Fee New Student Application Fee Registration Fee Technology Fee Activity Fee Class A Uniforms & PE Shirts Graduation (12 th grade)	500.00 50.00 125.00 500.00 200.00 100.00 300.00 500.00	5000.00 50.00 125.00 500.00 200.00 100.00 300.00 500.00
Before & After School Program (TBD)	Weekly Rate	TBD	TBD

20-21 TUITION SCHEDULE

Thank you!

All tuition and fees must be paid in full by May 15TH, except for graduates. Students can fundraise to help with their fees; the affiliated Churches can donate funds; and the Alumni Association or other groups can donate to help pay student fees. All accounts must be current for a returning student to enroll in school for the next school year.

The inability to pay fees will not prevent economically disadvantaged students on the Louisiana Scholarships for Educational Excellence Program from having access to a quality education at Emmanuel SDA School. These students will be given the same opportunities as private pay students.

REFUNDS

There is no refund on registration, tuition, and other fees.

LATE FEES

Tuition is due the first of every month. Payments made after the 15th of the month will be assessed a \$20.00 late fee.

TUITION PAYMENT OPTIONS/DISCOUNTS

Families are eligible for the following tuition discounts and financial assistance.

- A 10% tuition discount is given to parents who pay the 10-month tuition in full at Emmanuel SDA School & Preschool.
- A 30% tuition & fee discount is given to parents who are fulltime employees employed by the SWRGC of Seventh-day Adventist.
- Financial assistance is accepted from Emmanuel SDA Church to specific students enrolled in Emmanuel SDA School & Preschool.
- Financial assistance is accepted from the Emmanuel Alumni Association to specific students enrolled in Emmanuel SDA School & Preschool.
- Students who participate in fundraising projects for Emmanuel SDA School & Preschool may receive a percentage of the funds raised to go towards their tuition and fees.
- Financial assistance is accepted from any reputable organization who wishes to assist the students at Emmanuel SDA School & Preschool to receive a Christian education.

SCHOLARSHIPS

The school accepts the following scholarships:

- Louisiana Believes Scholarship
- Arete Scholars Louisiana
- ACE Scholarship Louisiana

RETURN CHECK FEES

The school will accept personal checks for tuition from August 1st to March 1st. Beginning April 1st, the school will only accept cash, cashier's checks, money orders, credit cards/debit cards for payment of school fees and tuition. A \$39 return check fee will be charged on all returned checks. **No personal checks will be accepted after the second returned check.**

COLLECTION PROCEDURES

1. *At Time of Registration*

All parents must have registration fees in hand and accounts from the previous school year paid to register.

2. *During the School Year*

- Statements will be sent out each month showing the amount due on a student account. If an account cannot be paid in full, an explanation and plan should be submitted to the School Board in writing prior to the bill due date.
- If there have been no satisfactory arrangements for payment of an account, the School Board may ask the parents to withdraw the student until a satisfactory financial plan is presented and agreed upon by the School Board.
- Parents will be responsible for all fees incurred for the collection of a delinquent bill, including fines incurred during the year (extracurricular activities, after care fees, etc.) If parents withdraw their child, they are financially responsible for the current billed amount. No refunds will be issued.

ACADEMIC DISMISSAL

The school reserves the right to dismiss a student from class for unpaid tuition and fees by parent or guardian. Parents or guardians will not be allowed to bring their child(ren) back to class until the past due amount is collected, or arrangements are made to satisfy the amount due. These arrangements must be made in writing to the School Board.

LOUISIANA SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Emmanuel SDA School and parents of scholarship students must follow the below guidelines from the Louisiana Scholarship Participation Guide. Failure to do so will cause both participants to be dropped from the program.

Parents are required to fill out and sign the below three forms during the registration period.

1. Parent Waiver for Special Education Services (beginning school year 20-21, private parents must also sign a special education waiver from the school)
2. Parent Acknowledgments Regarding Scholarship Funds
3. Receipt of Rules and Regulations Form

ACADEMIC ACCOUNTABILITY CRITERIA

“All enrolled Louisiana Scholarship Program students must take the same state assessments under the State and District Accountability System as students in public schools. Student achievement on these assessments is used to determine the status of a school’s continued participation in the program.”

ENROLLMENT VERIFICATION

1. Schools report scholarship enrollment in four quarterly enrollment count dates throughout the year (September, December, February, and May). During each quarterly count, the school is required to mark whether a student is enrolled at the school as of the count date.

2. Students with excessive absences (>10) WILL NOT be included as enrolled for that quarter. Students may be marked as enrolled in subsequent quarters if they meet the attendance requirement for that quarter.
3. The school must maintain up-to-date enrollment records to substantiate which students were enrolled on each of the four count dates.
4. The school is responsible for notifying the Department if a currently enrolled student's grade, address, or another enrollment information has changed.

ECONOMIC HARDSHIP WAIVERS

All Louisiana Scholarship for Excellence students qualifies for the Economic Hardship Waivers, and therefore will not be penalized for failure to pay. Students will not be denied or delayed admission nor denied access to any instructional activity. Report cards and other academic records will not be withheld for failure to pay a fee. Parents may request an Economic Hardship Waiver at any time during the school year from the Administration. Forms must be filled out and submitted to the principal within a timely manner for approval.

STUDENT WITHDRAWALS

If a student withdraws from a school, the school will indicate that on the quarterly enrollment report. For example, if a student withdraws in October, the school will notify the Department on the December enrollment report.

Students who withdraw from a Scholarship school who do not transfer to another Scholarship school will lose their Scholarship award for the remainder of the year. If the student would like to apply for a Scholarship seat the following year, the family will need to re-verify income and residential eligibility.

STUDENT TRANSFER PROCESS

Current Scholarship students who wish to transfer from one participating Scholarship school to another during the school year are required to submit a formal *Hardship Transfer Request* to the Department signed by both the parent/guardian and a representative of the receiving school.

A student is not permitted to enroll at a different participating Scholarship school until the Department has notified the family and participating schools that the transfer has been approved. If a student transfers without a completed transfer form and e-mail approval from the Department, they may lose their Scholarship. It is the school's responsibility to inform the family when the transfer has been approved.

Transfers will be approved on a case-by-case basis for hardships including but not limited to: Sibling unification/Family relocation/Student expulsion/To accommodate a student's special needs. Transfers are only allowed to a school that is not sanctioned and has not exceeded their new student caps.

STUDENT EXPULSIONS

If a student is expelled from a participating school, the school must notify the Department of the expulsion within two days. Students who are expelled from a participating school can transfer to another participating school and should follow the Hardship Transfer Process. Please note that transfer placements for expelled students are not guaranteed.

STUDENT CONDUCT/BEHAVIOR

Ellen G. White, (1903-1952), states that "one of the first lessons a child is to learn is the lesson of obedience. Before he/she is old enough to reason, he/she may be taught to obey. By gentle, persistent effort, the habit

should be established. This to a great degree may prevent those later conflicts between will and authority that do so much to breed alienation and bitterness toward parents and teachers, and too often resistance of all authority; human and divine. The objective of discipline is the training of the child for self-government. He/she should be taught self-reliance and self-control”.

STANDARDS OF CONDUCT

Students are expected to maintain lofty standards of conduct. Conduct or habits unbecoming to the standards of the school, even while off campus, may be subject to review by the school administration. All students enrolled at Emmanuel are expected to do the following.

- Attend school punctually and regularly
- Go to and from School in an orderly manner
- Respect the Holy Bible as the Inspired Word of God
- Practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships, abstaining from rough and uncouth behavior
- Keep language above reproach, refraining from the use of profanity and smutty conversation
- Maintain a constructive and cooperative attitude.

RESPECT FOR GOD AND HIS WORD

Chapel programs are conducted on a weekly basis for all students, faculty, and staff. The purpose of chapel is to promote spirituality in our School and to lead all to the cultivation of meaningful relationships with Jesus. Teachers and students will have Worship and Bible classes daily. This is another opportunity provided for all students to develop a relationship with Christ.

RESPECT FOR ONESELF

One cannot genuinely love another if they do not feel comfortable with him or herself. Self-respect is the foundation of good relationships with others. A true sense of Godly self-respect will be evident in positive relationships, thus showing truthfulness, honesty, forthrightness, proper grooming, good health habits and wholesome conversation.

RESPECT FOR OTHERS

Acceptable social behavior is built upon a mutual respect for the individual person and his/her property. The basis of this standard is stated by our Lord Jesus Christ: “...and as ye that men should do to you, do ye also to them likewise” (Luke 6:31); and by the Holy Spirit to Paul, “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God” (1 Cor. 10:31).

RESPECT FOR PROPERTY BELONGING TO OTHERS

Defacing the school’s property, opening another student’s belongings, taking what belongs to another student, taking something from a teacher or staff’s desk is unacceptable. Any of the matters may result in disciplinary action.

Any person willfully marring, misusing or carelessly damaging or destroying school property must also pay for restoration or replacement of said property. This includes writing in textbooks. Parents will be required to pay for damaged textbooks or any other damaged property.

DISCIPLINE PROCEDURE

True discipline is not punitive, and it should result in mutual trust between the student and teacher. Discipline is designed to be redemptive, remedial, and corrective.

The following proposed sequence is intended to clarify the use of discipline in the school. Problems are more easily resolved as early as possible, and so this plan is designed to bring a quick solution to the problem. Some disciplinary problems may be referred to the School Board for further action.

1. The teacher seeks to resolve the case by counseling a student one-on-one.
2. The teacher completes the behavior infraction form and selects a punishment. Punishment will depend on the level of the infraction and the number of times the offense occurs. The parent, teacher, and principal will receive a copy of the form.
3. Parents are contacted and principal counsels the student.
4. Principal reports case to the School Board.
5. School Board votes action to be enforced by the School's Administration.

Students who fail to respond to appeals made to their sense of honor based on infractions of the Disciplinary Code, and whose influence is found to be decidedly harmful based on violations will not be allowed to remain, even though they may not have been judged guilty of a major offense. For the purpose of this section, major offenses are defined as offenses that subject the student to suspension or expulsion. The parent may be assured that students will be given every opportunity to develop a Christian character if he/she expresses a desire to cooperate with the institution.

DISCIPLINE INFRACTIONS & CONSEQUENCES

Level One Infraction		
<ul style="list-style-type: none"> • Talking in Class • No schoolbooks or supplies • Chewing Gum • Not completing homework assignments 	<ul style="list-style-type: none"> • Jewelry • Unexcused tardy 4 or more • Dress Code • Loitering (rest room, hallway) 	<ul style="list-style-type: none"> • Disruptive Behavior • Out of class without a pass
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Verbal warning • ½ hour after school detention • Loss of privileges in class • Parent teacher conference • In class or at home assignment(s) 	<ul style="list-style-type: none"> • Verbal warning • One hour after school detention • In class or at home assignment(s) • Withdrawal of school activities • Suspension in house or at home 	<ul style="list-style-type: none"> • Parent/Teacher/ Principal Conference • Two hours after school detention Loss of school activities • In class or at home assignment(s) • Possible expulsion from school
Level Two Infraction		

<ul style="list-style-type: none"> • Truancy • Use of Profanity • Lying to a Teacher/Admin. • Failure to abide by the Technology Use Policy 	<ul style="list-style-type: none"> • Hitting other students • Not reporting to detention • Possessing gambling devices, playing cards, etc. 	<ul style="list-style-type: none"> • Blatant disrespect • Theft of any item(s) • Misuse of School Computers
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Verbal warning • 1hour after school detention • Suspension in house or at home • Possible expulsion from school • In class or at home assignment(s) • Parent/Teacher/Principal Conference 	<ul style="list-style-type: none"> • Verbal warning • 1½ hour after school detention • Parent, Teacher, Principal Conference • Loss of school activities • Suspension from school • Possible expulsion from school 	<ul style="list-style-type: none"> • Two hours after school detention • Parent/Principal Conference • Suspension from school • Possible expulsion from school • Loss of school activities
Level Three Infractions		
<ul style="list-style-type: none"> • Fighting • Assault on School Personnel • Bomb Threat • Destruction of school property • Possession of drugs or tobacco • Insubordination 	<ul style="list-style-type: none"> • Immoral Behavior Assault/battery on staff • Tampering with emergency equipment • Forgery and Cheating • Leaving school grounds without authorization • Sexual Harassment 	<ul style="list-style-type: none"> • Possession of a weapon(s) • Sexual Violations • Any criminal violation on or off campus • Constant violation of school policies • Bullying
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Parent/Teacher/Principal Conference • Suspension from school 1-5 days with possible expulsion from school 	<ul style="list-style-type: none"> • Parent/Teacher/Principal Conference • Suspension from school 5-10 days with possible expulsion from school 	<ul style="list-style-type: none"> • Parent/Teacher/Principal Conference • Suspension from school 10 days with possible expulsion from school

DETENTION

Students

may be required to stay after school for 30 minutes to one hour, depending on the offense.

SUSPENSION

Students may be removed from the classroom for in-house suspension or dismissed from the school's premises for a designated period. See the Discipline Infractions & Consequences Chart for specific behaviors that may result in a suspension.

EXPULSION

Students, whose behaviors are in violation of the student code of conduct, whether it IS a one-time offense or repeated offences, may be dismissed from the school and not eligible for return up to one year and only upon the recommendation of the School Board. All decisions at this point will rest with the Emmanuel SDA School & Preschool Board.

Below are reasons, but not limited to, for expulsion:

1. Student has three or more suspensions per quarter

2. Student consistently does not follow the School's Handbook

CHEATING

Students who have been determined to plagiarize or cheat on their daily work, homework or test will be given a zero for the work involved. Classroom teachers responsible for the students in such situations will notify the parent/guardian of the student as soon as possible. Teachers will also report the situation to the principal. Further disciplinary action may be taken.

BULLYING

Bullying is a form of harassment. For purposes of this policy "bullying" is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, or written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs including ethically based or gender-based put-downs, extortion of money or possessions and exclusion from groups within the school. This definition also applies to cyberbullying and disciplinary actions will be the same as if bullying occurred on campus. Such conduct is disruptive to the educational process and harmful to the self-concept/identity of students.

Students who engage in any act of bullying while at school, at any school function, in connection with any school-sponsored activity or while in route to or from school are subject to disciplinary action. Law enforcement officials may be notified regarding incidents of bullying. Bullying, in all its forms, will result in immediate action (i.e., suspension, expulsion).

Instances of bullying will be handled seriously. Below are the consequences for bullying:

First offense: Up to five (5) days out-of-school suspension

Second offense: Up to ten (10) days out-of-school suspension

Third Offense: Up to suspension for the remainder of the school year.

During suspensions, students will not be allowed to complete missed assignments/tests. They will receive a zero (0) for all missed assignments

HAZING

Planning or participating in hazing or intimidation or committing any acts that degrade, injure, or disgrace (or tends to degrade, injure, or disgrace) other students is prohibited and will result in disciplinary actions.

SEXUAL HARASSMENT POLICY

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment.

Sexual harassment interferes with students' development. It will not be tolerated. We expect our students to abide by our "hands-off policy", whether on campus or at school-sponsored field trips/events. Incidents of harassment should be reported to school authorities so they may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

WEAPONS POLICY

AT NO TIME is it appropriate for any student, adult, or visitor to possess, utilize, or distribute a weapon of any kind on the school campus or at a school-sponsored activity. A *WEAPON* is defined as any instrument, whether designed to be a weapon or not, that can cause bodily harm, including, but not limited to any firearm, whether loaded or unloaded; all knives; blades; clubs; metal knuckles; explosives; fireworks; and mace. Students, adults, and visitors shall not possess any instrument or object that has the appearance of a weapon such as water guns, etc. Belts, combs, pencils, scissors, etc. should not be used as weapons. They should be used for their designated purpose. Possession of a firearm, projectile device, electronic weapon or device, or flare gun shall be defined as knowingly, intentionally, deliberately, or inadvertently (*without meaning to do it*) bringing a firearm on school property, school-sponsored transportation, or to a school-sponsored activity.

Any student who is determined to have brought a firearm, projectile device, electric weapon or device, or flare gun to school, to any school function, or on any school-sponsored transportation will be recommended for expulsion, with or without continuing education services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The final decision lies with the school board.

DRUGS/UNAUTHORIZED SUBSTANCES

Unauthorized Substances include any substances deemed to be illegal, any prescription drugs not prescribed for the student who is in possession of the medication, and any medication that is not authorized as part of the "*Medical Emergencies & Health Related Matters*" policy.

A mood-altering substance is any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, cocaine, marijuana, hallucinogens, inhalants, narcotics, stimulants, depressants, and steroids.

Any student who is determined to have brought drugs or unauthorized substances on school grounds or who have disseminated, ingested, or is under the influence of drugs will be recommended for expulsion, with or without continuing education services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The final decision lies with the School Board.

TECHNOLOGY USE POLICIES

INTERNET USE POLICY

USE OF TECHNOLOGY RESOURCES IS A PRIVILEGE, NOT A RIGHT. Each student must read, understand, and accept all rules and guidelines stated in the Internet Use Policy Agreement before they can use any of the technology resources. Failure to abide by the statements therein may result in permanent revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies.

MEDIA CONSENT

There will be occasions when we may take photographs of the children at our school or be requested by the media to submit photographs. We may use these images in our school's documentation, as well as on our

website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the Data Protection Act 1998 and the current Privacy Act. There is also a journalistic exemption about the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programs. Please indicate on the Media Consent Form your decision as it relates to this policy.

PERSONAL TECHNOLOGY AND ELECTRONICS POLICY

Neither the Southwest Region Conference of SDA or the Emmanuel SDA School and Preschool, nor its employees, will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, IPODS, pagers, etc.) or other personal technology/electronics that are lost, stolen, or confiscated.

Sole possession of personal technologies or other electronics (camera telephone, cellular telephone, or pager) is allowed on campus with limitations.

1. Personal technologies should be turned off and kept out-of-sight and not within arm's reach (i.e. in student's desk) between the hours of 8:00 am to 3:00 pm or until a school-sponsored trip has ended.
2. Personal wireless communication devices or other electronics that are seen or heard during school hours will be considered a disruption to the educational process.
3. During the times in which wireless communication devices or electronics are allowed, secular music and media – i.e., eBooks, videos, movies, radio, media clips, etc. - are not to be played and/or accessed.
4. No student shall access the school's Wi-Fi Internet service on his or her personal technology at any time.
5. Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take pictures that are pornographic or obscene or to break rules or laws.
6. Violations of this policy will result in confiscation of the device, and the device will only be released to the legal guardian after a fee of \$25 is paid in full.

There may be other disciplinary actions or criminal penalties for the dissemination of pictures, information, etc. even during the hours when the technology is allowed. Students shall be suspended and may be recommended for expulsion when they:

- Make an internet/electronic transmission of a threat – cyber stalking and cyber bullying - to do harm to person(s) on school grounds, or to school property that results in a substantial disruption to the school climate.
- Transmit or distribute any video voyeurism or sexting information or images.

DEFINITIONS

“Sexting” is using any electronic device, including cell phones, to send or receive sexually suggestive or explicit texts, pictures, videos, or other materials.

“Cyber stalking” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

“Cyber bullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, YouTube, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

PRESCHOOL SPECIFIC POLICIES

In section, policies that are specific to our Preschool program are outlined.

BEHAVIOR MANAGEMENT POLICY

The behavior management policy shall prohibit children from being subject to any of the following:

1. Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, pinching, exposure to extreme temperatures or other measures producing pain, putting anything in the mouth of a child, requiring a child to exercise, or placing in an uncomfortable position.
2. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up” or making derogatory remarks about children or family members of children in the presence of children.
3. The threat of a prohibited action even if there is no intent to follow through with the threat.
4. Being disciplined by another child.
5. Being bullied by another child.
6. Being deprived of food or beverages.
7. Being restrained by devices such as highchairs or feeding tables for disciplinary purposes.
8. Having active play time withheld for disciplinary purposes, except for the use of timeout during active play for an infraction incurred during playtime.
9. Time out shall not be used for children under age 2.
10. A time out should always be used in the sight of staff.
11. The length of each timeout shall be based on the age of the child and shall not exceed beyond 1 minute per year of age. For children over age 6, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

This preschool uses the following behavior procedure:

1. Redirect
2. Time Out
 - a. 2 years old.....2 minutes
 - b. 3 years old.....3 minutes
 - c. 4 years old.....4 minutes
 - d. 5 years old.....5 minutes

ELECTRONIC DEVICE POLICY

At Emmanuel SDA Preschool all activities involving electronic devices, including but not limited to television, movies, games, videos, computers, and handheld electronic devices, shall adhere to the following limitations:

1. Electronic device activities for children **under** age two are prohibited.
2. Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

COMPUTER PRACTICE POLICY

At Emmanuel SDA Preschool the safety of our students is paramount; therefore, all computers with internet access for children will be equipped with monitoring or filtering software that limits children's access to inappropriate websites, email, and instant messaging.

PROGRAMS, MOVIES, AND VIDEO POLICY

Programs, movies, and video games with violent or adult content, including but not limited to, soap operas, television news, sports, and programs aimed at audiences other than children, will not be permitted. All television, video, DVD, and other programming will be suited for the youngest child present. Rated "PG" programming or its television equivalent will not be shown to students under 5 years of age. Students who are 5 years of age or older will be allowed to view "PG" with the written consent of parents only. No other programming with more restrictive ratings will be allowed at the preschool.

There may be times when children can play video games. All video games will be suitable for the youngest child with access to the game. "E10+" rated games shall be permitted for ages 10 years and older. "I" and "M" rated games are prohibited.

ABUSE & NEGLECT POLICY

Any suspected abuse and/or neglect of a child in a Child Care Center must be reported in accordance with Louisiana Revised Statute 14:402.

LICENSING COMPLIANCE

To be in compliance with Louisiana Statute 1509-A.5, we are providing you with information on how to contact the Licensing Authority if you have any questions or concerns regarding the licensing of our preschool.

Department of Education
Division of Education
Post Office Box 4249
Baton Rouge, LA 70821
Fax: (225) 342-2498

You can also visit the Department of Education's website at www.louisianabelieves.com for a Statement of Deficiencies or (225) 342-9905.

PARENTAL VISITATION

In accordance with Louisiana Statute 1509-A.6, parents of students in our preschool are allowed to visit the center during regular hours of operation and when children are present.

PARENTAL INVOLVEMENT

The relationship between the home, school, church, and community is integral to the success of each child. As a result, parents will be encouraged to be involved throughout the school year in various ways, such as open house, parent education sessions, parent and staff conferences, family potluck dinners, holiday parties, and/or grandparents' day. This policy is in accordance with Louisiana Statute 1509.A-7.

MISCELLANEOUS

LUNCHES

Hot nutritious lunches are NOT provided. **Based on Biblical principles on diet, students may bring biblically clean meats such as fish, chicken and turkey in their school lunches. Students should NOT bring any foods that are UNCLEAN, such as pork, shellfish, etc. in their lunches.**

FIRE ALARMS

It is against the law to pull a fire alarm for any reason other than a fire. Persons caught setting off alarms will be punished by the school and are also subject to legal prosecution in accordance with city ordinances. Any financial penalty incurred because of this violation will be passed on to the parents.

TRESPASSING

The school has a *no trespassing* policy. Those who are in violation of this policy will be prosecuted.

LOST AND FOUND

The school cannot be held responsible for clothing or other personal items left on the premises. Personal items for children should be marked or labeled to identify to whom the item(s) belong. Items found will be held for the next day in the office. It is the student's responsibility to check with the lost and found department to recover any item, which may be missing. Items left unclaimed for thirty (30) days will be donated to the Home & School's fundraiser.

POSTERS/ ADVERTISEMENTS

Posters or bulletins prepared or made by students or other interested parties must receive Administration approval prior to posting or distribution.

MUSIC

Only music, instrumental or vocal, which is uplifting in influence, will be permitted on campus.

DISCLAIMER

Realizing that this handbook does not answer all questions that may arise from time to time, it should be kept in mind that this Handbook is a dynamic and changing instrument. At the discretion of the principal and upon approval of the School Board, this Handbook can be amended or deleted in part or in its entirety, as conditions or situations warrant. Please feel free to contact the principal if a question arises that is not answered in this Handbook.

EMMANUEL ALUMNI ASSOCIATION

Emmanuel SDA School & Preschool DBA Emmanuel Alumni Association's Bylaws were voted by the Emmanuel SDA School Board on April 18, 2016. Members of the Association shall include all alumni, teachers, staff and supporters of Emmanuel SDA School and Preschool. The annual membership fee is \$50.00. Please visit the website for more details and to donate.
www.EmmanuelAlumniAssociation.com