

Student / Parent Handbook

Revised 08/23/2018



**Emmanuel SDA School & Daycare
702 North Cherry Street
Hammond, Louisiana 70401**

Phone: (985) 345-7713 / Fax: (985) 345-1735

Website: www.emmanuel23.adventistschoolconnect.org

www.emmanuelalumniassociation.com

Email: twilliams@swrgc.org

TABLE OF CONTENTS

INTRODUCTION	5
Non-Discrimination Policy	5
Support and Accreditation	5-6
Disclaimer	6
School History	6
PHILOSOPHY	6
School	6
Spiritual	6
Mission Statement	7
Student Creed	7
EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)	8
EDUCATIONAL GOALS	9
Physical Examination	9
Student Insurance	9
Emergencies	9
Medication	9
ADMISSION & REGISTRATION	10
School Entrance Age	10
SCHOOL REGULATIONS AND GUIDELINES	11-12
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTICE	12
STUDENT CONDUCT POLICY/DISCIPLINE	12-13
Records / Transcripts	13
Student Educational Records Communication Policy	13
Emergency Contact / Authorization for Student Pickup	13
Medical Release	13-14
Internet Policy	14
Media Consent	14
Attendance Policy	14
School & Preschool Hours of Operations	14-15
Tardiness	15
Excused Absence	15
Unexcused Absence	15-16
Dismissal / Early Release	16
Early Dismissal	16
Early Release	16

Leaving School Grounds	16
Messages & Deliveries	16
Inclement Weather	16
Grading Scale	17
Academic Probation	17
Report Cards	17
Mid-term Reports	17
End of Year Grade Requirement	18
Parent/Teacher Communication Conference	18
Homework	18
Student Awards	18-19
GRADUATION REQUIREMENTS	19
Academic Requirement	19
Graduation Fees	19
Class Trip	19
Honor Roll	19
SCHOOL UNIFORM / DRESS CODE	20
Hairstyles	21
Jewelry	21
Uniform Check	21
Hair Accessories	21
Uniform Infractions	21
FINANCIAL MATTERS	21-22
Collection Procedure	22
Transcript Withholding	23
Academic Dismissal	23
Tuition & Fee Schedule	24
Emmanuel Student Fee Policy	25
MEDICAL EMERGENCIES & HEALTH RELATED MATTERS	26
Health & Communicable Diseases	26
Accidents / Incidents	26
Standard of Conduct	26
Respect for God and His WORD	27
Respect for One's Self	27
Respect for Property Belonging to Others	27
Bullying	27-28
Sexual Harassment Policy	28
Weapon Policy	28
Other Definitions of WEAPON	30-31
Lunches	31
Discipline Procedure	31

Detention	31
Suspension	32
Expulsion	32
Cheating	32
Personal Technology and Electronic Policy	32-33
Definitions	33
Fire Alarms	34
Trespassing	34
Child Custody and Confidential Matters	34
Home & School	34
Reading Material	34
BEHAVIOR EXPECTATION MATRIX	35-36
PRESCHOOL BEHAVIORAL POLICY	37
PROCEDURE FOR GRIVANCE	37-38
Parent Checklist	38
MISCELLANEOUS	38
Change of Address	38
Media Center	38
Lost and Found	38
Posters / Advertisement	39
Music	39
EMMANEL ALUMNI ASSOCIATION	39
LOUISIANA SCHOLARSHIP FOR EDUCATIONAL EXCELLENCE GUIDELINES	39
Academic Account Criteria	39
Enrollment Verification	39-40
Payments	40
Student Withdrawals	40
Student Transfer Process	40-41
Student Expulsion	41
HANDBOOK AGREEMENT	42



Emmanuel School & Preschool

"Educating for Eternity"



INTRODUCTION

The Emmanuel Seventh-day Adventist School & Preschool (ESDASP) was established, 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.

The privilege of Emmanuel SDA School & Preschool is not limited to young people of the Seventh-day Adventist faith. Students of all denominations are welcome, provided they show respect for the Word of God and observe all the regulations of the school. We hope and pray that this Handbook will serve as a guide, thus establishing a close relationship among students, teachers, staff, school board members and parents. We are praying for an all-time high in student enrollment each school year. Therefore, it is the intention of the staff to prepare students for a higher calling in Jesus, and to maintain spirituality until His return; which will in turn lead them in becoming lifelong learners and productive citizens in the global society.

ESDASP is a Christian school operated by the Southwest Region Conference of Seventh-day Adventists. The school operates under a code of ethics of open policy to serve all races, creeds and colors.

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.

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.

SUPPORT & ACCREDITATION

ESDASP offers grades pre-kindergarten through eighth grade. Our school is supported by the Emmanuel Seventh-day Adventist Church which is under the direction of the Southwest Region Conference of the Southwestern Union of Seventh-day Adventists Church located in Burleson, Texas. We are also solely supported by tuition, donations and fundraising. Emmanuel Seventh-

day Adventist School is accredited by the National Accrediting Association of Seventh-day Adventist Schools, and the Louisiana Private School Accreditation Commission (LPSAC) accredits all the Southwest Region Conference schools in the State of Louisiana. All LPSAC schools are recognized by the State of Louisiana Education Agency.

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.

SCHOOL HISTORY

Emmanuel SDA School & Preschool had its humble beginnings in the mid 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. Founders like the Allen, Ard, Bates, Chapman, Chisum, Hammond, Pierre, Ricks, Rollins, Tureaud, and others were guided by the grace from God, the school has nurtured and educated students for over 75 years with plans to continue to do so in a larger facility until Jesus comes!

PHILOSOPHY

SCHOOL

Emmanuel Seventh-day Adventist 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, socially, morally and academically, and to enjoy learning in all areas of the curriculum and produce a positive self-image. To achieve this goal, the staff of ESDASP places a high value on the worth of each student individually, and seeks to provide a climate conducive to learning and development; subsequently, preparing them to meet the upcoming challenges in their lives.

SPIRITUAL

"They shall be taught of God..." John 6: 4, 5, is the motto of Emmanuel Seventh-day Adventist School. The only way humanity can discover what God teaches is to seek renewal of our relationship with him. Seventh-day Adventist believes that the goals of true education and those of redemption are the same.

True education is more than academic excellence. It is more than preparing for life in society and in the marketplace. It is learning to reflect God's character by serving the community in an unselfish way regardless of the pursued profession. It includes preparation for an eternity of love and service. We understand that if Christ is given first place in every area of our lives "all these things shall be added." Matthews 6:33

MISSION STATEMENT

The Emmanuel Way is to...

Everyone making choices during worship, work, and play that HONOR God.

Making time to set both academic and spiritual goals.

My peers' feelings and property should be respected at all times.

As children of God, we will live the life of a servant-leader.

Nothing will keep us from wearing our school uniforms with pride.

United we will encourage each other to do their best.

Earnestly we will engage in learning.

Lawfully we will follow the school rules and directions the first time they are given.

STUDENT CREED

"Higher than the highest human thought can reach is God's ideal for His children. Godliness and God likeness is the goal to be reached. Before me there is opened a path of continual progress where there is an object to achieve and a standard to attain that includes everything good and pure and noble."

I am created in the image of God and I am endowed with the power akin to that of the Creator; individuality power to think and to do. I will develop my power to think and not be a mere reflector of other men's thoughts. I must face the practical realities of life with its opportunities, its responsibilities, its defeats and its successes. How I meet these experiences, whether I become master or victim of circumstances, depends largely upon my educational preparation to cope.

I will use my time wisely today; I will learn something new today; I will be successful today; I will have no other gods before Thee; I will not make unto thee any graven images nor bow down myself to serve them; I will not take the name of the Lord thy God in vain; I will remember the Sabbath to keep it holy; I will honor my father and mother; I will not kill; I will not commit adultery; I will not steal; I will not bear false witness against my neighbor; and I will not covet anything that is my neighbors.

My church school serves as a barrier against wide spread corruption; it provides for the mental and physical welfare and promotes prosperity of the nation by furnishing it with men and women qualified to act in the fear and admonition of God as leaders.

My happiness for this life and for the future immortal life lies with me, therefore, I will not be content with dull thoughts and an indolent mind or loose memory. Christ will be the center of my life, and I will be a servant of God and a friend to man. This is my time, my place and my opportunity. I accept the challenge to be all I can be.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)

Graduates of Emmanuel SDA School & Preschool will experience the following:

Spiritual

- Basic belief system on the Word of God
- Become familiar with Scriptures
- Establish a personal relationship with Jesus Christ
- Encourage and affirm those around them

Academic

- Achieve success by enabling students to reach their maximum potential
- Understand learning is a lifelong process
- Demonstrate competency in Reading, Writing and Mathematics
- Appreciate the value of Fine Arts, Science and Physical Education

Technology

- Demonstrate proficiency in accessing information from a variety of sources
- Demonstrate competency with various technological devices
- Use technology responsibly as an educational tool

Physical

- Demonstrate physical, mental and emotional wellbeing
- Understand how healthy habits in hygiene, exercise and nutrition will develop a more productive individual
- Understand the consequences of destructive lifestyle decisions

Social

- Demonstrate the ability to work cooperatively with others
- Develop respect for the needs, ideas, opinions and property of others
- Manage conflicts in positive ways
- Interact positively with others of diverse needs, beliefs, values and cultures

Mental

- Develop or instill within each student a quest of knowledge and a desire to arrive at the highest degree of excellence according to his/her personal interests and abilities
- Demonstrate competence in the basic skills of Reading, Math, Language Arts, Communication, Social Studies and Science that are prerequisites for entry into secondary education
- Demonstrate a growing ability to think and reason critically, problem solving and use facts and information discriminately

Aesthetically

- To develop and appreciate the value in Art, Music, Literature and Nature
- To understand and explore the variations in a multicultural society that links all human beings

EDUCATIONAL GOALS

- Find Christ as the center of our lives
- Learn to think and act independently
- Understand the reality of the forces at work in the great controversy between good & evil
- Develop skills to communicate our knowledge of God and our relationship with Him
- Promote active involvement and personal belief in the Seventh-day Adventist Church
- Find happiness and fulfillment in unselfish service for others
- Acquire a view that the family of God includes all people
- Develop habits of courtesy and graciousness
- Recognize the rights of others and respect the dignity and divine purpose of everyone
- Develop skilled interpersonal relationships
- Encourage academic excellence
- Learn practical work skills and develop habits of dependability and discipline
- Encourage the adoption of a healthy lifestyle
- Develop an appreciation for God given talents as expressed through creative arts
- Learn to efficiently use and protect the earth's resources
- Develop a balance lifestyle in our eternal quest to reflect the character of God

PHYSICAL EXAMINATION

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

STUDENT INSURANCE

All students are covered by accident insurance while enrolled. This insurance is in effect only during school hours. 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*. 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.

EMERGENCIES

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 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

The staff and teachers are prohibited from administering any medication to any student. The school does not store *over the counter* medicines such as Advil, Tylenol, Aspirins, Cold & Cough medication, etc...

ADMISSIONS AND REGISTRATION

SCHOOL ENTRANCE AGE

To be eligible for admission, children must be physically, mentally, emotionally, and socially maturing to carry work at the prescribed 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 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.

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 and fees for admission to Emmanuel SDA School and Preschool:

- Application, fully completed, signed and dated by a parent or guardian.
- Enrollment fees and a signed Tuition Payment Form
- Immunization verification for each child as required by Louisiana law; must have ALL required vaccinations
- Last Report Card (only original card is accepted)
- Completed transcript and record release form
- A signed "Consent to Treatment" form
- Photocopy of Birth Certificate
- Financial agreement for tuition
- Completed Physical Examination by a physician
- Health History Record
- Signed school uniform list
- Signed school supply list
- Letters of Recommendation (Grades 6-9 only)
- Signed Parent/Student Handbook – Statement of Agreement form.
- Copy of the student's most recent report card/transcript
- Application fee of \$20 for all students

ESDASP Admissions Committee reviews each student's application. For new students, the Admissions Committee reviews records from previous schools, standardized test scores, letters of recommendation, and other pertinent data. All new students are granted admission on a probationary basis. After the first nine weeks, the Academic Committee will then decide whether the student will be officially accepted. This decision will be based on the student's academic and behavioral progress reports. Students are expected to follow the behavior guidelines and regulations of the school. The Academic Committee, upon approval from the School Board, has the right to dismiss the student if their academic progress and behavior reveals that they are not the best fit for this institution.

SCHOOL REGULATIONS AND GUIDELINES

In general, all students are entitled to enjoy their basic rights of citizenship recognized by law for persons of their age and maturity. ESDASP will foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of every student, teacher and staff member. All staff members of ESDASP share in the responsibility for the supervision of student behavior.

Parents/guardians must assume the responsibility for the conduct of their child. Only those who choose to live in harmony with the following standards of ESDASP should apply for admission.

1. Each student is expected to conform to all the regulations of the school, rendering prompt and cheerful obedience to the directions of the teacher, office staff and other staff members
2. All school regulations apply to students attending any school sponsored activity.
3. Electronic devices include, but not limited to, MP3 players, cell phones, radios, tape recorders, cameras, beepers, CD players, iPods, Nintendo Gameboy and the like are prohibited while on campus. Failure to adhere to this rule may result in the item(s) being seized. Unauthorized items will be confiscated and kept in the office and will be returned to the parent/guardian at the end of the school day or year, depending on the number of disciplinary actions.
4. All eating must be confined to the designated area at the appropriate times and neither flesh meat nor fish is allowed. In the event lunch is not offered as an option, the students can bring meat as designated in Leviticus 11 (chicken, turkey, beef, fish with fins and scales, tuna etc...). Pork, Shrimp, lobster, crab, crawfish, and catfish (to name a few) are PROHIBITED.
5. No unauthorized selling of items by students is allowed.
6. Sexual Harassment is defined as any unwanted or unwelcomed behavior of a sexual nature that interferes with one's education or the right to participate in school activities. ESDASP has a zero-tolerance policy for sexual harassment which included the following: Sexual touching/advances, touching one's own clothes or body in a sexual fashion, telling sexual jokes or stories, drawings, gestures, spreading sexual rumors, embarrassing whistles or cat calls insulting remarks about a persons' sexual orientation.
7. 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. A student may be suspended or dismissed for the following violations:
 - a. ESDASP is committed to providing a school environment free from sexual, verbal physical and visual harassment. Incidents of harassment should be employees who violate the policy are subject to corrective action in accordance with the applicable school policy. Reported in writing to the school authorities so appropriate action may be taken.
 - b. The inappropriate use of God's name, use of profane or indecent language, indulging in lewd conduct or suggestions, possessions of obscene literature or pictures.
 - c. Theft: picking or breaking locks, doors or windows to enter locked places or taking the property of someone else.

- d. Possession or use of tobacco in any form, drugs or alcohol.
 - e. Willfully causing damage to or destruction of school property. 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 or damaged textbooks or any other damaged property.
 - f. The possession of guns (toy or otherwise), fireworks, cigarette lighters, matches, knives and other weapons on school property.
 - g. The possession and/or use of gambling devices, dice and/or playing cards.
 - h. Undermining the fundamental principles, antagonism toward staff and the spiritual methods of the school, continuous criticism, and fault finding, fighting or antagonizing others to fight.
 - i. Dishonestly including, but not limited to, cheating on tests, classwork or homework assignments.
8. Students are not to leave school grounds without permission while under school supervision.
 9. Engaging in any other conduct that disrupts the school environment or educational process.
 10. Disrespecting during worship or other spiritual services. This includes, but not limited to, singing in a way that is distracting, sleeping or being slumped over or lying on the desk, making sarcastic remarks, and/or reading or doing other activities during service.
 11. 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.

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 afford 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.

STUDENT CONDUCT POLICY / DISCIPLINE

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 creed 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. "

Directing this development is the continued effort of ESDASP. Students are expected to control themselves in an exemplary manner both on and off the school grounds. When imposing discipline, the staff of ESDASP will adhere to the following guidelines:

1. Discipline will be administered when necessary, to protect students, school and to maintain essential order, safety and compliance.

2. Students will be treated fairly and equitably. Discipline will be based on careful assessment of the circumstances of each case according to the seriousness of the offense
3. Frequency of misconduct
4. Student's attitude
5. Potential effect of misconduct on the school environment

The ESDASP Administration, facility and staff members expect all students to observe the policies, regulations, and standards essential to the achievement of the goals and objectives of Christian education. Being a student at ESDASP is a privilege and not a right; therefore, each student is held personally responsible to uphold the specific standards of conduct, integrity, and morality compatible with the principles and doctrines of the Seventh-day Adventist philosophy.

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 where an aggregate number of violations permit suspension will not be allowed to remain, even though they may not have been judged guilty of a major offense. For the purposes 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 as long as he/she expresses a desire to cooperate with the intuition.

RECORDS/TRANSCRIPTS

The ESDAS only releases records and transcripts directly to another school. Parents must complete a *Student Release Form* in the office for students' records to be requested from other schools.

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 and eligible students (described above). All other friends, immediate family and/or other close relatives will not be allowed this privilege. You have the right to request that ESDASP restrict and/or extend the use with whom you and/or your child's records and other information may be shared. The ESDASP Board will consider the request; however, the Board is not required to agree or grant the request.

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 or provide the authorization form.

MEDICAL RELEASE 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.

INTERNET USE POLICY

USE OF TECHNOLOGY RESOURCES WITHIN THE ESDASP 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 if you wish your child to appear in the media. A signed Media Consent Form is required as a part of the Admissions Process.

ATTENDANCE POLICY

It is the responsibility of the school and parents to encourage each student to establish a good school attendance record for every school day is important. A total of 180 days have been allotted in a school calendar year, and 170 days are required instructional days. All other days in the calendar are built in as inclement weather days.

Good attendance is essential in order to promote the optimal success of each student. 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.

SCHOOL & PRESCHOOL HOURS OF OPERATION

Student Schedule	Monday – Thursday	8:00 AM – 3:00 PM
Student Schedule	Friday	8:00 AM – 2:00 PM
Before Care	Monday – Friday	6:00 AM – 8:00 AM
After Care	Monday – Thursday	3:00 PM – 6:00 PM
After Care	Friday	2:00 PM – 4:00 PM

Students will be expected to arrive before the start of school at 8:00 AM, and no earlier than 7:45 AM. Students will be marked tardy after 8:15 AM. When a student arrives at school after 8:00 AM, he or she must report to the office before being admitted to class. For students' safety, parents must accompany their child(ren) to the office if they arrive after 8:15 A.M.

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 \$10.00 per hour, per child, and the funds are due at the time of pick up. For safety purposes, pick-up and drop-off is to be done in the next-door church parking lot only.

TARDINESS

Any student arriving after 8:15 AM will be marked tardy. If a child is tardy 3 times, that will be counted as one (1) unexcused absence. Arriving at school late disrupts classroom worship and interferes with the learning process.

EXCUSED ABSENCES

The following are considered excused reasons for an absence and will be documented in the teacher's register upon receipt of a written note from the parent/guardian:

- Illness
- Death in the immediate family
- Emergency or medical attention

UNEXCUSED ABSENCES

- Family vacations
- Coordination with other school holidays
- Unannounced absences (other than illness)
- Truancy
- Attending social events
- Suspensions
- Miscellaneous reasons

Learning takes place every day; therefore, academic instruction is severely stifled if a student has excessive absences. The following policies are in place to help promote academic success:

- A student may not be absent from school more than nine times a semester, totaling 18 times during the year. This policy applies to every student except for extreme emergencies or medical conditions.
- If a student exceeds the 18-day maximum, parents are required to submit a written explanation of the absences for review by the Administration. The penalties for these absences may include completing make-up work, loss of promotion to the next grade, withdrawal from school, etc.
- The student is responsible for all work missed. It is the responsibility of the student and parent to obtain all missed class and homework assignments immediately upon return to school within 48 hours of the absence. Students are given the same allotted time of excused absence to make up assignments.
- Following an absence which was not arranged in advance, a note should be written by a parent or guardian explaining the absence. On the day of the pupil's return, this note should be presented to the teacher. If the student does not bring the excused note on the day he/she returns to school, a note will then be required the following school day.
- Failure to supply a written note from the parent or guardian within three days will result in the day(s) of absence being considered unexcused. A student cannot pass the grade with more than 20 percent absences, calculated against the number of regular school days. This includes unexcused absences in any marking period. In this case, the student will forfeit his grade for the marking period. However, the Administration knows that

extenuating circumstances may arise; this will be taken into consideration.

- Students cannot make-up work or tests for unexcused days unless pre-arrangements are made two weeks prior to the absence with the teacher to accommodate the situation. A teacher may be asked to give up to five days of assignments in advance. 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 and a one-letter grade reduction for all work that is submitted late. 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.

DISMISSAL/EARLY RELEASES

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 arrangements 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 SCHOOL GROUNDS

No student is 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 the child leaving campus early, as well as the time the student is to meet them in the office.

MESSAGES & DELIVERIES

Any delivery for students, such as lunches, messages, clothing, etc., should be left at the front office, and not taken to the classroom. Please put the student's name on the items left in the office. The class cannot be interrupted to give a message to a student unless it is an emergency.

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.

GRADING SCALE

Pre-Kindergarten-2nd Grade

I Independent
P Progressing
NT Not Tested

3rd -8th 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-	

A Superior
B Above Average
C Average
D Below Average
F Unsatisfactory

Honor Roll

Principal's Honor - K to 6th Grade
All A's or I's on the report card

Principal's Honor- 7th-8th Grade
3.7 Grade Point Average or higher

Honor Roll - K to 6th Grade
All A's and B's and/or 1 C or I's

Honor Roll - 7th-8th Grade
3.0-3.6 Grade Point Average

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, the student may be placed on Academic Probation. At the end of the first nine weeks, the students' 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 our scheduled Parent /Teacher Conferences.

MID-TERM REPORTS

Interim reports are issued every 4-5 weeks.

END OF THE YEAR GRADE REQUIREMENTS

A passing score of 70% or above must be received in each of the following courses: Bible, English/Language Arts, Mathematics, Reading, Science, Social Studies, and Spelling. Report Cards and sample work will go before the Academic Committee for review if a student who 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.

PARENT/TEACHER COMMUNICATION CONFERENCES

The school encourages dialogue between parents and teacher. If parents would like to discuss their child(ren)'s progress, they may make such arrangements through the school's office (345) 345-7713 or by contacting the teacher via email.

Every moment is precious in the economy of teaching, especially with 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.**

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. Please refer to the Grievance Procedure on steps to resolving a concern or grievance you have.

It is imperative that the home and school communicates and works together for the success of the students enrolled at ESDASP. Effective communication may be achieved through the following means:

1. **Conferences-** 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. Once the school day has begun, the learning environments cannot be disrupted.
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**

HOMEWORK

Students are expected to complete homework and submit it on the due date. Care should be taken to keep homework clean and un-crumpled 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

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
- Outstanding 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

GRADUATION REQUIREMENTS

Students in eighth grade will be allowed to graduate from ESDAS, provided that 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, Reading, Science, Social Studies, and Spelling. 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 FEES

Graduation fees must be paid in full by May 1st. Eighth Grade graduation fees are \$300.00 and Kindergarten fees are \$100.00. 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 the students do not participate in graduation exercises or not.

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)

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 purpose of our school’s dress code is to ensure that students dress modestly, and that they do not seek to draw unnecessary attention to themselves.

The ESDASP takes a strong stand on the matter of appropriate dress and grooming for students. We urge all students to always follow the guidelines for school dress.

- 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.
- Uniforms bring unity to the school and a sense of pride.

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.
4. Uniforms must be worn with dignity and respect.

PREKINDERGARTEN – 8TH GRADE UNIFORMS

Class A Uniform MONDAY – THURSDAY		Class B Uniform FIELD TRIPS	Class C Uniform PHYSICAL EDUCATION
<p>Preschool Girls</p> <ul style="list-style-type: none"> • Navy Blue Pants/Skirts/Jumpers • Red Polo Shirt with logo • Solid Black Shoes • Navy Blue Socks 	<p>Preschool Boys</p> <ul style="list-style-type: none"> • Navy Blue Pants or Shorts • Red Polo Shirt with logo • Solid Black Shoes • Navy Blue Socks 	<p>All students are to wear their regular school uniform on all Field Trips unless specified by Administration</p>	<p>Girls / Boys</p> <ul style="list-style-type: none"> • Navy Blue Shorts • Red Tee Shirt with logo • Tennis Shoes • White Socks
<p>K – 4th Grade Girls</p> <ul style="list-style-type: none"> • Navy Blue Pants/Skirts/Jumpers • Red Polo Shirt with logo • Solid Black Shoes • Navy Blue Socks 	<p>K – 4th Grade Boys</p> <ul style="list-style-type: none"> • Navy Blue Pants or Shorts • Red Polo Shirt with logo • Solid Black Shoes • Navy Blue Socks 	<p>All students are to wear their regular school uniform on all Field Trips unless specified by Administration</p>	<p>Girls / Boys</p> <ul style="list-style-type: none"> • Navy Blue Shorts • Red Tee Shirt with Logo • Tennis Shoes • White Socks
<p>5th – 8th Grade Girls</p> <ul style="list-style-type: none"> • Khaki Skirts or Pants • Red Polo Shirt with logo • Solid Black Shoes • White Socks 	<p>5 – 8th Grade Boys</p> <ul style="list-style-type: none"> • Khaki Pants or Shorts • Red Polo Shirt with logo • Solid Black Shoes • White Socks 	<p>All students are to wear their regular school uniform on all Field Trips unless specified by Administration</p>	<p>Girls / Boys</p> <ul style="list-style-type: none"> • Khaki Shorts • Red Tee-Shirt with Logo • Tennis Shoes • White Socks

Uniforms are to only be purchased from His & Hers Fashion in Hammond, Louisiana
 ESDASP will let the parents know where to have the logo put sewn on before school begins in August
 Tennis shoes are to be worn only on Fridays. Hoods, hats, caps are NOT to be worn inside the building.

HAIRSTYLES

Only conservative hairstyles should be worn. If braids, cornrows or locks are worn, they must be neat. Afros must be kept trimmed, edged, and no longer than 1-inch. No loud or gaudy colors are to be worn in the hair. Hair accessories should be in school colors. Distracting hairstyles are unacceptable.

JEWELRY

Jewelry 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.

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.

HAIR ACCESSORIES

All Hair accessories must be blue, red, or white only.

UNIFORMS INFRACTIONS

First Offense:

A phone call will be placed to the parent/guardian, and an infraction letter will be issued

Second Offense:

A phone conference with principal will be conducted

Third Offense:

Suspension

FINANCIAL MATTERS

Tuition is due the first of every month.

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

Tuition Payment Discounts:

- Payment in full for the entire year – 10% discount
- The legal children of the full-time Conference workers will receive 30% discount
- Emmanuel SDA Church members often donate funds to specific children via the Church
- The Emmanuel Alumni Association donates to students from time to time
- Students who participate in fundraising project will receive a percentage of funds raised.

Pay the following fees at registration.

- **Application Fee-** \$20.00 per student and is due at time of registration.
- A billing statement will be issued each month.
- By May 10, 2017, except for graduates, the yearly tuition should be paid in full.
- 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.**
- A student cannot sit for exams nor will records be released if the student's account is not current at the time of exams or request for records.
- All accounts must be current for a returning student to enroll in school for the next school year.

* Disclaimer: Tuition, Fees, and Payment Plans-including Before & Aftercare and extracurricular activities may change pending School Board Approval. Parents will be notified in writing.

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. Parents whose student accounts have not been taken care of at a previous school will not be accepted in our school before the previous account is paid or satisfactory arrangements made with the former school. Any exceptions to this rule

must be presented in writing to the school board or finance committee for their approval prior to registration.

2. ***During the School Year***

- Statements will be sent out each month showing the amount due on a student account. Account statements will be sent home for bills not being paid in full by the 20th of the following month. This will also result in the account being forwarded to the attention of the finance committee for an action. If an account cannot be paid in full, an explanation and plan should be submitted to the finance committee 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.

TRANSCRIPTS WITHHOLDING

ESDAS may withhold transcripts until student accounts are paid or satisfactory financial arrangements have been made and agreed upon by the Finance Committee and School Board.

ACADEMIC DISMISSAL

ESDASP 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 Emmanuel SDA School & Preschool Board.



Emmanuel SDA School & Preschool

Tuition and Fee Schedule



GRADE	FEES	ANNUAL
Pre-Kindergarten	Registration 100.00 Tuition 320.00	100.00 3200.00
Kindergarten	Application Fee 20.00 Technology Fee 20.00 Registration Fee 300.00 Music/Drama 25.00 Tuition 350.00	20.00 20.00 20.00 300.00 250.00 3500.00
Grades 1-8	Application Fee 20.00 Technology Fee 20.00 Registration Fee 300.00 Tuition 350.00 Music/Drama 25.00 Field Trip (x4) 20.00	20.00 20.00 20.00 300.00 3500.00 300.00 80.00
Eight Grade	Graduation Fee 300.00	300.00
Kindergarten	Graduation Fee 100.00	100.00
After School Program Before Care Program	Weekly Rate 65.00	To be calculated

EMMANUEL SDA SCHOOL

STUDENT FEE POLICY

Adopted November 20, 2017

1. The school is on a 10-month plan regardless of the time or month the student enrolls into the school (some exceptions apply for the midterm). **TUITION IS DUE THE FIRST OF EVERY MONTH:** Payments made after the 10th of the month will be assessed a \$20.00 late fee. A \$39 return check fee will be charged on all returned checks. **No personal checks will be accepted after the second returned check.**
2. Parents are also responsible for other fees that may be assessed during the school year, such as but not limited to, aftercare charges, graduation fees, student activity fees, lunch, etc. All tuition for the year must be paid in full by May 10th. All accounts must be current for a returning student to enroll in school for the next school year. Prekindergarten, Kindergarten, and 8th grade accounts must be paid in full by May 1st.
3. 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.
4. All parents of school students are provided information regarding the charged fees. This information can be found in the Parent/Student Handbook, the school's application form and on the school's website. www.emmanuel23.adventistschoolconnect.org
5. Emmanuel SDA School engages in an open and transparent process when assessing student fees and adopting policies relative to student fees. The Parents will be consulted; however, the School Board will make the final approval.
6. Administration is prohibited against withholding education records of a student because of lack of payment of any fine, debt, or other outstanding obligation. However, fundraisers will be held throughout the year to assist with any hardship.
7. No fee can be assessed that are not authorized by the Principal or School Board. See below Fee Schedule.
8. Emmanuel SDA School Student Fee Policy is published on our website and in our Student Handbook.

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.

MEDICAL EMERGENCIES & HEALTH RELATED MATTERS

- MEDICATION AT SCHOOL

The health of each student is important in the learning process. The administration of medication to students at ESDASP is to be avoided. Medications should be given at home whenever possible.

- A written doctor's note must be received by the School in an effort for the staff to administer prescription medications to students. The medication should be submitted to the front office.
- Non-prescription medications such as aspirin, cough medications, over the counter allergy medication etc. may NOT be administered to students by school staff. Students may self-administer non-prescription medicines provided they bring one or two days' dosages rather than a whole bottle. However, the medication should be submitted to the front office by the parent until the child needs it. The parent should also complete an over the counter medication permission form.

HEALTH AND COMMUNICABLE DISEASES

Students are encouraged to live by sound principles regarding their health. Each pupil is required to have an updated medical certificate 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 pupil 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 asked 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 students' file.

STANDARD OF CONDUCT

All students enrolled at ESDASP 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. Parents are welcomed to attend.

There is to be no unnecessary talking in the chapel room. This is a time of blessing, and a time for us to get to know Christ, the key to knowledge and wisdom. Students are required to bring their Bibles. The school chapel service is not intended to be a substitute for students' active participation in the services and activities of his/her own church.

Teachers and students will have Worship and Bible classes on a daily basis. This is another opportunity provided for all students to develop a relationship with Christ.

RESPECT FOR ONE'S SELF

One cannot truly 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.

The health and well-being of each student is important to us; therefore, we are requesting that each student maintains the following:

- Daily personal hygiene, such as bathing, brushing teeth, and having combed hair.
- Resting every night for eight hours or more
- Wearing clean clothing
- Minimizing the intake of sugar, junk food, and soft drinks in their school lunch

RESPECT FOR OTHERS

Acceptable social behavior at ESDASP 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 would 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 aforementioned matters may result in disciplinary action.

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 cyber-bullying and disciplinary actions will be the same as if bullying occurred on campus. Such conduct is disruptive of the educational process and harmful to the self-concept/identity of students and therefore bullying is not acceptable behavior at ESDASP and is prohibited.

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).

Below are the consequences for bullying:

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

Second offense: Up to (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. **Instances of bullying will be handled seriously.**

SEXUAL HARASSMENT POLICY

ESDASP is committed to providing a school environment free from sexual harassment for all students. The goal of ESDASP is to provide an environment that is safe and nurturing and that fosters spiritual growth. 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 so school authorities might 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.

Definition: 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. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

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 onto the school campus or at a school-sponsored activity. Federal and state laws require local school districts to notify parents, through the Student Handbook's Code of Student Conduct, that 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.

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 also 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.

Definition of Weapons: Weapons are defined in two categories, Class "A" or Class "B." An object which can be defined as a Class "A" weapon pursuant to this policy shall be conclusively determined to be a Class "A" weapon and further classifications shall not be considered.

Class A weapons include:

- Firearms, (whether operable or inoperable, loaded or unloaded) including, but not limited to, hand, zip, pistol, rifle, shotgun, and starter gun
- Projectile devices including, but not limited to, BB guns, pellet (hard and soft) guns, and paintball guns, and slingshots
- Explosive propellants or destructive devices
- Dirks
- Brass knuckles and/or metallic knuckles
- Billy clubs
- Tear gas
- Electronic weapon or device including, but not limited to, stun guns and Taser guns
- Slingshot
- Chemical weapon or devices (any weapon of such a nature, except a device known as a "self-defense chemical spray," that is carried solely for the purposes of lawful self-defense, is compact in size, is designed to be carried on or about the person, and contains not more than two ounces of chemical)
- Flare guns

Class B weapons include:

- Possession of toy guns
- Toys which resemble weapons, when used in a threatening manner

- Knives-any kind of knife, including but not limited to, pen, switchblade or hunting knife
- Chains, including any chain not being used for the purpose for which it was normally intended, that can harm an individual
- Pipe – any length of metal or other hard substance not being used for the purpose for which it was normally intended
- Razorblades of any kind similar instruments with a sharp cutting edge
- Ice picks and other instruments
- Pepper spray, a mace device with the capacity to hold two (2) ounces or less of the chemical
- Any tool or instrument when used in a threatening manner, including but not limited to, scissors, compass, or related items
- Ammunition and any component thereof, including but not limited to bullets, shotgun, shells, bullet casings, magazines, or clips

OTHER DEFINITIONS FOR THIS POLICY

Assault is defined as an intentional threat by words or action to do harm to another person, coupled with an apparent ability to carry out the threat, and/or committing an act that creates a well-founded fear in such person that such violence is imminent.

Serious Assault is defined as an assault in which a Class A or Class B weapon is used to commit the assault.

Battery is defined as the intentional touching or striking another person without their consent or against their will or causing bodily injury to another person. In the case of “battery on a School Board employee” or “Law Enforcement Officer” there must be evidence of an unprovoked, deliberate act with intent to cause physical harm to the person.

Serious Battery is defined as committing battery (1) using a Class A or Class B weapon or (2) causing serious injury.

Minor Injury is defined as an injury which solely requires treatment by professional medical personnel.

Severe Injury is defined as an injury which requires treatment by professional medical personnel.

Petty Theft is defined as taking property of another that is less than \$300.

Grand Theft is defined as taking property of another worth \$300 or more.

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 (less than 20 grams), hallucinogens, inhalants, narcotics (such as hydrocodone and oxycodone), stimulants (such as Ritalin, Adderall, and Ecstasy), depressants (such as Xanax and benzoates), and steroids.

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.

Disruptive Behavior is that which causes confusion or disorder or interrupts, interferes, or impedes normal classroom or school activity.

Violent Behavior is that using physical force that causes damage or injury or violates or abuses another person or property.

Substantial Disruption is defined as an incident which results in the temporary suspension of the educational process due to a school evacuation, interference with learning activities/educational process, and/or requires the intervention of outside agencies such as the police or fire department.

Possession is the knowing, intentional, deliberate or inadvertent control of any article, object, asset, or property.

Transmittal is the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.

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.***

DISCIPLINE PROCEDURE

The basic purpose of discipline is the training of the student self-government. True discipline is not punitive, and it should result in mutual trust between student and teacher. Discipline is designed to be redemptive, remedial, and corrective.

This 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 School Board.
5. School Board votes action to be enforced by the School’s Administration.

DETENTION

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

SUSPENSION

The student will be removed from the classroom for in-house suspension or dismissed from the School's premises for a designated period of time to reflect on what was done and how to correct his/her behavior.

While each is serious, the following offenses will result in a suspension, even on the first offense, at discretion of the Principal.

1. Fighting
2. Bullying
3. Assault on School Personnel
4. Immoral Behavior
5. Possession of a weapon
6. Bomb threat
7. Destruction of school property
8. Tampering with emergency equipment
9. Forgery
10. Sexual violations
11. Any criminal violation on or off campus
12. Constant violation of school policies
13. Leaving school grounds without proper permissions
14. Blatant Disrespect

EXPULSION

Students will be dismissed from ESDASP and will not be 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 is not limited to, 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.

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 a wireless communication device or other electronics (camera telephone, cellular telephone, or pager) is allowed on campus with limitations. Personal technology, should be turned off and kept out-of-sight and not within arm's reach (i.e. in student's desk) from the hours of 8:00 A.M. to 3:00 P.M. or until a school-sponsored trip has ended. Personal wireless communication devices or other electronics that are seen or heard during school hours will be considered a disruption to the educational process. 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.

ESDASP Administration will notify the parents of students who use wireless communication devices in the commission of a criminal act. They may face school disciplinary action and/or criminal penalties.

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. No student shall access ESDASP's WiFi Internet service on his or her personal technology at any time. Violations of this policy will also result in confiscation, and the device will only be released to the legal guardian after a fee of \$25.00 is paid in full.

Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera telephone or other technology during the hours in which the cellular use is permitted (7:30 A.M. to 8:00 A.M. and 3:00 P.M. to 3:30 P.M.) is prohibited. 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.

There may also 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. [Note: Per F.S. 810.145, voyeurism, which may be utilized in cyber bullying and sexting, in and of itself, is a criminal offense].

DEFINITIONS:

“Sexting” is using any electronic device, including cell phones, to send or receive sexually suggestive or explicit texts, pictures, videos, or other materials. This includes video voyeurism as specified in F.S. 810.145.

“Cyber stalking” as defined in F.S. 784.048(d) 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.

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.

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 head 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.) who 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.

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 provide assistance 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.

READING MATERIAL

Since the printed page is one of the mightiest forces for good or evil in the life of the reader, students are admonished to read only that which ennobles and uplifts their minds and to refrain from bringing into the school that promotes spiritualism, pornography, etc.

Students who are expelled from a participating school can be allowed to transfer to another participating school and should follow the Hardship Transfer Process. Please note that transfer placements for expelled students are not guaranteed.

Behavior Expectation Matrix				
	Classroom/Chapel	Playground Lunchtime	Hallway	Bathroom
Making choices during Worship work and play that honor God	<ul style="list-style-type: none"> -Actively participate -Stay in personal space -Hands and feet to self. -Respond appropriately with good manners -Show reverence during worship 	<ul style="list-style-type: none"> -Avoid littering -Keeping all areas clean -Touch only your food -Eating Biblically clean food -Demonstrating good manners -Remain in designated area during your lunch period 	<ul style="list-style-type: none"> -Walk with eyes forward -Straight line hands and feet to self -Walk silently -Walk directly to destination -Have hall passes available (after 8:00) 	<ul style="list-style-type: none"> -Respect other's privacy -Flush toilets -Place all trash in appropriate receptacle -Wash and dry hands/good hygiene -Return to class promptly -Report problems to an adult
Taking time to set both academic and spiritual goals	<ul style="list-style-type: none"> -Have a vision of the future and work daily to achieve it -Active Participation -Be prepared for worship 	<ul style="list-style-type: none"> -Eat Biblically clean foods -Make a plan to improve your spiritual health 	<ul style="list-style-type: none"> -Maintain safe and orderly behavior -Walk only on the right 	<ul style="list-style-type: none"> -Be safe -Maintain proper hygiene -Report inappropriate activities, spills, and other defects to an adult
Others' feelings and property should be respected	<ul style="list-style-type: none"> -No bullying -No horse playing -Use all equipment and supplies as intended -Maintain personal space 	<ul style="list-style-type: none"> -No bullying -Take turns using playground equipment -Use manners -Eating your own food and keeping hands and objects off others' property -Report inappropriate activity 	<ul style="list-style-type: none"> -No bullying -Walk quietly in the hallway whether walking alone or in a line as to not disturb other classes. 	<ul style="list-style-type: none"> -No bullying -Wait patiently to use the restroom -Respect the privacy of others. -Place all trash in the appropriate receptacle. -Keeping hands, feet, and objects to yourself. -Report inappropriate behavior
Living the life of a servant leader	Never Give Up; Use good judgment; Lead by the example of Christ; Strengthen others; Model Positive Behavior			
In school, we wear our uniform with pride	Wear your uniform with pride by making sure it is clean, pressed, and properly fitting. (Refer to Dress Code Policy)			
Validating and encouraging our peers to do their best	Look for ways to have a positive impact on others. Bless, inspire and encourage others.			
Earnestly engaging in learning	<ul style="list-style-type: none"> -Raise your hand to speak -Cooperate with the teacher -Give and receive Feedback kindly -Complete assignments as given -Be prepared -Apply your best effort 	-(Refer to playground and lunch rules)	-Voice control	-Return to class promptly
Together we will follow the school's	Follow school and classroom rules and live by "The Emmanuel Way"			

Behavior Expectation Matrix

	Classroom/Chapel	Playground Lunchtime	Hallway	Bathroom
rules and directions the first time they are given.				

Level One Infraction:

<ul style="list-style-type: none"> • Talking in Class • No school books or supplies • Chewing Gum • Not completing homework assignments • Jewelry • Unexcused tardy 4 or more • Dress Code • Loitering (rest room, hallway) • 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. • Cell phones, iPods, PSP's • Hitting other students • Forgery and Cheating • Not reporting to detention • 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 • 1 hour 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 • Blatant Disrespect of School Personnel • Immoral Behavior • Assault/battery on staff • Tampering with emergency equipment • Forgery • Leaving school grounds without authorization • Sexual Harassment • 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 5-7 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

PRESCHOOL BEHAVIOR MANAGEMENT POLICY

This 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 plating in an uncomfortable position.
2. Verbal abuse, which includes, but is not limited to, using offensive or profound 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 with devices such as high chairs or feeding tables of disciplinary purposes.
8. Having active play time withheld for disciplinary purposes, except timeout may be used during active play for an infraction incurred during the playtime.
9. Time out shall not be used for children under age two.
10. A time out should always be used insight of staff.
11. The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age. For children over age six, a time out may be extended beyond one minute per year of age, if a signed and dated statement, including a maximum time limit, for the parent granting such permission, is on file in the center.

Emmanuel SDA Preschool uses

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

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.

PARENT CHECKLIST

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 place 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 school work 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.

MISCELLANEOUS

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.

MEDIA CENTER

The Media Center is a quiet place for study and research. There should be no loud talking, nor

eating and drinking. Students, who do not abide by the Media Center rules, will lose media center privileges.

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. Electronic equipment, including tape recorders, CD players, or other electronic devices are not permitted on school grounds, except by the permission of the teacher in consultation with the principal.

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

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. These forms are subject to audit; they must remain in each student's folder file the duration of the student's enrollment plus three years.

1. Parent Waiver for Special Education Services
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." Please visit the Louisiana Believes website for more details and to print out the Scholarship Program Participation Guide. www.louisianabelieves.com

ENROLLMENT VERIFICATION

Quarterly Counts

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

Students with excessive absences (>10) should not be included as enrolled for that quarter. Students may be marked as enrolled in subsequent quarters if they meet attendance requirement for that quarter.

Schools must maintain up-to-date enrollment records to substantiate which students were actually enrolled on each of the four count dates. If schools do not properly mark enrollment for a student, they may not receive payment for that student.

Schools are responsible for notifying the Department if a currently enrolled student's grade, address or another enrollment information has changed.

PAYMENTS

Schools receive payment in four equal installments. In certain circumstances, schools may receive payment adjustments if the Department identifies any discrepancies in student enrollment. Schools will only receive payment for the students enrolled on the date of the quarterly count.

Schools that incorrectly report student enrollment will have 30 days after the count date in each quarter to notify the Department using the *Payment Update Form*.

Payments are made based on the student enrollment counts that schools submit each quarter. Payments are typically processed within ten days of the count date and should be direct deposited or mailed to schools within two weeks of the count date. Please note that the Quarter 4 payment may be delayed due to the annual audit.

STUDENT WITHDRAWALS

If a student withdraws from a school, the school will indicate that on the next quarterly enrollment report. For example, if a student withdraws in October, schools will notify the Department on the December enrollment report. Schools should make their best effort to determine where the student intends to enroll next.

To indicate that a student is no longer in attendance, schools will enter the student's last date of attendance and select an exit code from a pre-populated *menu of exit codes*. An accurate exit code must be entered for every student that is dropped from a school's roster.

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.

The Scholarship Team will update school rosters if a transfer is approved. If a student transfers to another Scholarship school during the school year, the school in which the Scholarship recipient is enrolled on the next *count* date will receive the next payment. Schools should enter the student's last date of attendance and select exit code *42: Transfer Under SSE to NonPub* or *43: Transfer out of District Remain Under SEE* from the pre-populated menu of available *exit codes*.

Scholarship students that transfer schools are considered new placement students for enrollment purposes and count towards a school's new student cap.

STUDENT EXPULSIONS

All schools must adhere to policies outlined in the school's handbook when implementing expulsions. If a student is expelled from a participating school, the school must notify the Department of the expulsion within two days, as per Bulletin 133.

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.

Schools should enter the student's last date of attendance and select exit code *01: Expelled* from the pre-populated menu of available *exit codes*.

