

# EMCA 2011-2012 Parent Student Handbook

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*A Ministry of East Memorial Baptist Church*

## **Preface**

The purpose of this handbook is to provide a standard of behavior for each East Memorial Christian Academy student. Within the framework of this handbook, and according to the guidelines and limitations provided, students may operate freely and express their individuality in a variety of ways. The intent is not to demean, harass, or impose unnecessary restrictions upon the student body, but to avoid the chaos and disorder that would naturally result if there were no basic ground rules.

The rules of conduct are not intended to produce a group of stereotyped individuals and it is fully recognized that spiritual growth is never the result of superimposed rules.

Some of the regulations and practices are necessary simply for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, the building of character, the forming of good habits and the rounding out of a student's education.

We recognize this handbook is silent on some issues that may arise. In case of differences in interpretation, school leadership will render decisions that are fair and in the best interest of both student and school.

Please accept this handbook in the spirit in which it was written. The cooperation of parents, students, faculty and administration will help to ensure your student maximizes their educational opportunity. The administration stands ready to discuss specific problems or help in any way possible.

As adults, student mentors and parents, we must exhibit the character and behavior that we expect in our students and children. To that end, parental behavior at all school functions shall be considered an extension of the student's behavior and disciplinary actions may be extended due to actions deemed detrimental to the overall school environment or that break school rules of conduct. "If possible, so far as it depends on you, be at peace with all men." Rom. 12:18, NASB. We ask that parents please show proper respect for others so as to be the biblical model for our students to follow.

## Vision

Our vision statement ... *Shaping Hearts and Minds for a Lifetime of Christian Service* is a constant reminder of our reason for existing. Our Lord has called us to this ministry and we are conscious that every action we take should glorify God and help to build His Kingdom.

## Mission

Developing godly men and women who apply a Christian worldview to all of life and whose faith produces inseparable works, and who confidently engage their culture and change it for the cause of Christ.

## Purpose

East Memorial Christian Academy has been established to provide an academically challenging education in a Christian culture that is recognized for excellence and emphasizes the importance of faith in God and His revealed Word. It is our desire to see boys and girls live Christ honoring lives as they mature physically, mentally and spiritually.

## Philosophy

All truth is God's truth. God must be recognized as "the creator" of the universe before true mastery of the worldly facts can be achieved.

We embrace the concept where education is not a destination, but a journey. It is essential that men, women, boys and girls continuously study and develop mentally, emotionally, and spiritually in a learning environment where God's Word is the authority. It is our desire this educational process will bring light into the hearts of our students and God's plan for their salvation will become clear and they will make Jesus Christ Lord of their lives.

### **Achieve educational excellence while nurturing Christian character.**

We believe the Bible clearly instructs **Parents**, not the Church or State, to "bring children up in the discipline and instruction of the Lord."

- The family raises and educates children. (Eph. 6:1-4)
- The church's commission is essentially to spread the Gospel and train believers. (Matt: 28:18-20)
- The state is directed to enforce God's laws and protect the innocent (Rom. 13)

Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.

We believe it is our responsibility to nurture the growth of students in the spiritual, academic, social, and physical domains.

Jesus commands us to love Him with all of our heart, soul, and mind and with all our strength (Mark 12:30). Therefore, we seek to challenge children at all levels to learn and grow in all areas of their lives by providing excellent Christian teachers who use time proven educational techniques.

We believe our responsibility is to assist parents in teaching their children and that all things should be done “heartily as unto the Lord” (Col. 3:23). Therefore, we require students to do quality academic work while maintaining Christian standards of conduct.

Our learning process is designed to produce individuals equipped to become productive members of society and fruitful members in the Body of Christ.

## **School Verse**

To help guide the daily lives of faculty, staff and students your board of directors adopted Ephesians 4:32 as our school verse. It is their hope this commandment will help create an environment where Christ is honored in every aspect of our school and individual lives.

*Ephesians 4:32 And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.*

## Statement of Beliefs

We **believe** the Bible is the Word of God, supernaturally inspired, and that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is the divinely authoritative standard for every age and every life.

We **believe** the Godhead exists eternally in three persons: Father, Son, and Holy Spirit and that these three are one God.

We **believe** God is the absolute and sole Creator of the universe, and that creation was by divine fiat, not through evolutionary process.

We **believe** God, by His sovereign choice and out of His love for men, sent Christ into the world to save sinners.

We **believe** Jesus Christ in the flesh was both God and man, that He was born of a virgin and that He lived a sinless life. He taught and wrought mighty works, wonders and signs exactly as revealed in the four Gospels. Jesus was crucified, died as a penalty for our sins, and was raised from the dead bodily on the third day. Jesus ascended to the Father's right hand where He is head of the church and intercedes for believers, and from whence He is coming again personally, bodily, visibly to this earth to set up His millennial kingdom.

We **believe** since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us. Men are saved and justified on the simple and single ground of the shed blood.

We **believe** such salvation, with its forgiveness of sins, its impartation of a new nature and its hope of eternal life is entirely apart from good works, baptism, church membership or man's effort. Salvation is of pure grace.

We **believe** a true believer is eternally secure, that he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.

We **believe** all who receive Christ become joint-heirs with Christ; at death, their spirits depart to be with Christ in conscious blessedness. At the rapture, their bodies will be raised to the likeness of the body of His glory and dwell forever in divine presence.

We **believe** it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Spirit.

We **believe** the Holy Spirit is God and possesses all the divine attributes. He indwells all believers, baptizing and sealing all believers at the moment of their salvation. He fills them in response to confession of sin and repentance.

## **General Objectives**

1. To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
2. To promote in our students a God-centered orientation to life.
3. To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
4. To promote the development of moral character consistent with the principles of the Bible.
5. To promote a high level of literacy and academic achievement per the ability of the student.
6. To promote understanding of man's purpose of being, which is to bring glory to God.
7. To foster a "One Family – One Focus" relationship between home, school, and church.
8. To develop in students the ability to critically analyze the world's interpretation of truth and to discern it from God's truth.

## **Accreditation**

EMCA is a fully accredited school with the Alabama Independent School Association (AISA) and the Southern Association of Colleges and Schools (SACS).

## **School Organization**

The school is governed by a board of directors. Members of this board are appointed by and serve at the pleasure of the senior pastor of East Memorial Baptist Church. The term of office for each director is three years. Consecutive terms of service are permissible when determined by the senior pastor to be in the best interest of East Memorial Christian Academy. The Senior Pastor and the Administrator of East Memorial Christian Academy will serve as permanent board members. The Administrator is responsible for the day to day operations of the school.

The school is composed of two divisions; elementary, which includes K4-5<sup>th</sup> grades and secondary, which includes 6<sup>th</sup>-12<sup>th</sup> grades. The secondary level is further divided into middle school (6<sup>th</sup> – 8<sup>th</sup> grade) and high school (9<sup>th</sup> – 12<sup>th</sup> grade) categories. Classes in the elementary grades are self-contained, with one teacher being responsible for presenting most academic subjects. Because of

increased complexity of subjects, students in grades 6<sup>th</sup>-12<sup>th</sup> are required to change classes.

## I. Admissions Policy

- A. EMCA does not discriminate on the basis of race, sex, color, handicap, or national/ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school administered programs. EMCA is not equipped to handle physical or learning special needs students or students who have exhibited behavioral problems. Students in these categories are not considered for admission.
- B. The specific procedures for “New” student admission will be outlined in the Application Package, which is available in the administrative office.
- C. Re-enrollment packages are provided to current students during our “priority enrollment” period in the spring. In the event enrollment exceeds our capacity, current students are given priority placement. The second level of enrollment priority goes to siblings of current students. Once this level is complete, the third level of enrollment is offered to EMBC members who are in good standing with the church body. If there are still vacancies in the school, these slots will be offered during the open-enrollment period and are filled on a first come, first served basis. All slots are secured when the non-refundable registration fee is paid.
- D. Students with outstanding tuition balances or other indebtedness to EMCA will not be reenrolled for the next year until full payment is received, unless specific arrangements have been made.
- E. Past behavior and Christian conduct will be considered during the enrollment process.
- F. Placement test may be used to help determine student grade placement.
- G. The following materials must be in the school office prior to final acceptance:
  - a. Current immunization record (Blue Card)
  - b. Copy of birth certificate
  - c. Latest report card
  - d. Most recent SAT scores
  - e. Transcripts from all previous schools attended for which credits are being requested for transfer.
  - f. Computer-Internet Agreement
  - g. Multi-Media Release
  - h. Emergency Medical Form
  - i. Field Trip Permission Form
  - j. Handbook Acknowledgement/Corporal Punishment

#### H. Age Requirements:

- a. K4 students must be four (4) years of age on September 1st
- b. K5 students must be five (5) years of age on September 1st
- c. First (1<sup>st</sup>) grade students must be six (6) on September 1st

- I. Any student who has been expelled from another school is not eligible for enrollment. After a waiting period of two full semesters a student can request special consideration from the Administrator to submit an application. If the student is permitted to enroll, he or she will be on probationary status for a period of nine weeks.
- J. All applicants must submit to and pass a drug/alcohol screen test. The test will be administered by an agent of the school.

## II. Financial Obligations

1. Tuition may be paid annually beginning in June, over a 12 month period (June-May), or over a 10 month period (August-May). For 10 month tuition plans, all registration and application fees must be paid by June 1 and the first month's tuition (August) must be paid by August 1. Tuition may be paid in lump sum by June 1 and will receive a 5% discount.
2. If a student attends part of a school month, the parents are responsible for the **ENTIRE** month's tuition.
3. Accounts not paid by the 7<sup>th</sup> of the month in which they are due will be considered delinquent and shall be assessed a \$30.00 late fee for that month. Returned checks will be assessed the late fee plus a \$50.00 returned check fee.
4. Families with delinquent accounts will not receive report cards, transcripts, or diplomas until all financial obligations to EMCA are paid in full. All financial arrangements must be made with the school administrator.
5. Students whose parents/guardians have an outstanding balance that is thirty-one (31) days delinquent **WILL NOT** be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
6. Students whose parents/guardians have an outstanding obligation to EMCA from a previous school year **WILL NOT** be permitted to register for classes until that obligation is paid in full.
7. Students whose parents/guardians have an outstanding financial obligation to EMCA or another school, public or private, **WILL NOT** be permitted to start school until all obligations are paid in full.

8. EMCA reserves the right to demand one month tuition deposit for students who previously had report cards held or were not admitted to class because of late payments.
9. If you have a verifiable financial **emergency** and are temporarily unable to pay, please contact the school administrator to make arrangements before you become delinquent or withdraw your student.

## I. Attendance

**A Parental Responsibility for Student Attendance and Behavior (Act 94-782 which amended Legislative Act 93-672; Code of Alabama 16-12-12).** It is the parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the board shall be guilty of a misdemeanor.

1. Students are expected to attend school every day school is in session. Absences are detrimental to a student's progress. Parents can help by scheduling vacations or other commitments during the time allotted in the school calendar.
2. Absences will be excused for personal injury, illness, death in the immediate family; emergency medical or dental treatment, medical/dental appointments or other emergency situations. Parents are encouraged to make every effort to schedule medical/dental appointments so as not to interfere with normal school hours. It is the student's responsibility to make up missed work.
3. Up to three special absences per semester will be allowed for reasons determined by parental discretion. In such cases, parents are asked to contact the Assistant Administrator to arrange for a Pre-approved absence form prior to the absence. Special request should be made a minimum of 10 calendar days in advance of the planned absence. It is the student's responsibility to make up missed work.
4. Any unexcused absence(s) will result in disciplinary action and may include detention, suspension or expulsion. Five unexcused absences will result in "Saturday school" in which students will be required to attend a Saturday AM study hall. The cost will be \$15 per student and will be scheduled once five students are required to attend. Failure to attend scheduled Saturday school will result in automatic three day suspension. All work due must be completed regardless of whether grades higher than zero will be assigned.

5. Alabama state law requires school administrators to report to authorities any student who has more than five (5) unexcused absences by semester.
6. Credit will **not** be granted for students in grades 9-12 with 10 or more absences per class, per semester. Exceptions must be approved in advance by the Board of Directors.

## B Late Arrivals and Early Checkouts

1. Late Arrivals- Every effort should be made to arrive at school in ample time that permits 6<sup>th</sup>-12<sup>th</sup> grade students to be seated and ready for class at 7:50 A.M and K-4-5<sup>th</sup> grade at 8:00 A.M. Late arrivals disrupt school operations from the front office to the classroom and should be avoided. Students must be signed in if they arrive after school starts and obtain an admission slip to class. Unexcused late arrivals are treated as tardy (See below).
2. Early Checkouts- Early checkouts should be used only as a last resort to enable students maximum classroom time. Parents are encouraged to schedule all appointments so as not to interfere with school attendance. Except for acute illness or emergency, students are required to provide a note signed by their parent/guardian stating the reason and time for early checkout. Students may not be checked out after 2:15pm. Your student will be called from class upon your arrival and signing them out.

## C Tardiness

A student will be marked tardy for any late arrival to school and/or any class. Late arrivals are disruptive and adversely impact the learning and teaching opportunities in the classroom. Tardiness should be avoided if at all possible.

1. An elementary student is late/tardy when not in his/her seat when the bell rings. After five unexcused tardies during a semester, the teacher or front office will contact the student's parent for a teacher/parent conference.
2. High School students who are not in their seats when the bell rings for class to begin are late. These students should report to the office and receive a tardy slip if this occurs during 1<sup>st</sup> period. A tardy slip will be issued in the office with the original being issued to the student to give to his/her first period teacher.
3. For periods 2-7, the office or the teacher will fill out a LATE SLIP and turn it in to the office. Late Slips will be treated as tardies and will count as a tardy. Late Slips are issued for every unexcused lateness. NOTE: Late slips may be issued as written documents or noted electronically in the school attendance system. High school students are expected to keep track of their own attendance issues and parental contact will not

necessarily be attempted unless there are “serious issues” which become detrimental to the student’s academic standing.

4. Three unexcused tardies will count as one unexcused absence. For every five unexcused absence, the student will make up attendance in Saturday-school from 8:00 AM to 12:00 PM on assigned days (see previous section I. A. 4.).

## IV. Grading System

### A. Grades K4 & K5:

Letter Grade	Communicates
O	Outstanding
G	Good
S	Satisfactory
U	Unsatisfactory
P	Poor

### B. Grades 1-12:

All grading will be based on percentages in a given report period, as percentages offer the fairest and most accurate system of averaging and calculation of grades. Report card grading is based on percentages, but converted and reported with the letter grade equivalence shown below:

Percent Grade	Letter Grade	Communicates
90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69*	D	Below Average
0-59	F	Failing
	I	Incomplete
	X	Exempt

In the event a student transfers AP credits from another high school, ten points will be added to the numerical average, not to exceed 100. The resulting average and letter grade will be recorded on the student’s transcript.

### C. Conduct Grades:

Conduct grades will be shown as outstanding, satisfactory or unsatisfactory. Individual teachers may include comments in this area. Any student receiving an “unsatisfactory” conduct grade will require a teacher/parent conference and will be placed on probationary status for the next grading period. Students placed on probationary status are subject to immediate suspension for future incidents of failure to meet personal conduct standards.

#### D. Report to Parents:

- a. All daily/weekly, quiz and test grades, as well as, teacher comments will be communicated electronically using the school educational software suite. Parents may receive copies of any graded work by request. Students with a below C average during any grading period will receive teacher communication to be reviewed, signed and returned. Parents or guardians should sign these papers and return them the next school day.
- b. Report Cards- Students will receive a report card at the end of the school year. Nine week grades can be accessed by using your Edline account. If you require a print out of a report card before the end of the year, please contact the school office.
- c. Parent/Teacher Conferences- Conferences will be scheduled when parent or teacher deems necessary; with the goal of maintaining proper communication between the home and school.
- d. Communication between parents/guardians and teachers is extremely important and highly encouraged. Please do not hesitate to initiate conferences as needed throughout the year.

#### V. Home Work - Make-up Work

##### A. Homework is given for several reasons:

1. For Reinforcement - We believe that most students require adequate review to master materials essential to their education process.
2. For Practice – Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. For Remedial Activity – As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For Special Projects – Book reports, compositions, special research assignments and projects are activities that are frequently the subject of homework attention.

##### B. Delinquent Homework:

Teachers will develop and distribute rules for late work.

C. No homework or studying for tests will be required on Wednesday nights. This policy allows our students to attend church on Wednesday evenings without having to worry about homework or tests the next day.

D. Make-up Work

1. Excused Absences:

It is the responsibility of the student/parent to ask for any make-up work incurred during an excused absence. Upon returning to school from an excused absence the student/parent must take the initiative to collect any/all missed assignments and schedule any/all make-up tests that were missed. A grade of zero (0) will be given for a test or assignment not completed within the date determined by the teacher(s). Students will have at a minimum one school day per day missed to complete the assignment.

2. Unexcused Absences:

The student may make up all missed work at the rate of 60% of the grade earned. A grade of zero (0) will be given for any test or assignment not completed within the date determined by the teacher(s).

## VI. Standardized Testing

A East Memorial Christian Academy will administer standardized testing in the spring. The Alabama Independent School Association has directed testing be administered to students in grades 2,4,6,8. EMCA will administer to all students in grades 1-8. Results of these tests are made available to parents or guardian and filed in the student's cumulative record.

B The EXPLORE Test is administered to Freshmen and the PLAN Test is administered to Sophomores. Juniors and seniors are encouraged to take the ACT during the spring testing cycle. Contact the School Counselor for testing dates and locations.

## VII. Academic Policy

A. Secondary Exam Exemptions

1. Students in grades 10-12 may be exempt from the end of the year exams if they have an "A" average in each grade term.
2. Exception: Only Seniors may be exempt from mid-year exams in courses that are only one semester in length. For example: Government, Economics, Literature, and Grammar.

B. Promotion

1. In Grades 1-6 students who fail three or more of his/her academic courses must repeat the entire grade. Summer School is not offered for students in these grades. In addition,

students who do not achieve minimum standards in core subjects (Math and Reading) are subject to being retained.

2. Without regard to the above; students may be retained in the current grade level when the faculty and parent(s)/guardian(s) determine it is in the best interest of the student. The EMCA Administrator will have the final decision based upon all information available to him.
3. Any student who promotes to the next highest grade and has an “F” or more than two “D’s” in the last semester’s reporting period, will be placed on academic probation at the beginning of the next school year. However, students in grades 7 thru 12 who enroll in an EMCA approved summer school program and earn a final grade of “C” or higher in the deficient subject(s) will be enrolled in “good standing”. Students with an overall grade of “D” in any subject are encouraged to attend summer school. Students will be notified of any academic performance requiring summer school to complete graduation requirements. Students will be expected to complete such requirements in order to be considered for the following school year.
4. Only two (2) subjects can be repeated during summer school. Students failing three (3) or more subjects will not be promoted.

C. Plagiarism Policy-

1. Plagiarism is the “unauthorized use or close imitation of the language and thoughts of another author and representation of them as one’s own original work.  
(<http://dictionary.reference.com/browse/plagiarism>) One must site sources when copying another person’s words; when using another person’s ideas, even putting them in your own words; when using specific information that is not common knowledge; or when you use charts, maps, graphs, or pictures from other sources. (Scholastic, Inc.)
2. Plagiarsim is akin to intellectual theft, i.e. stealing; Exodus 20:15 “You shall not steal;” NASB.
3. On occasion, mistakes will happen, citations will be omitted and students who are learning will make a mistake. In the event of a mistaken representation of other’s work as their own, the following guidelines will be utilized to allow and encourage the student to correct the work:
  - If a few sentences (i.e., three or less) are plagiarized, the student has the opportunity to re-write the composition for 80% of the actual grade due the following day; minus ten points for additional day late.
  - If a paragraph (five to seven sentences) is plagiarized, the student has the opportunity to re-write the composition for 65% of the actual grade, due the following day; minus ten points for each additional day late.

- If more than seven sentences are plagiarized, the student has the opportunity to re-write the composition for 50% of the actual grade, due the following day and minus ten points for each additional day late.
- 4 In the event that a student attempts to pass another's work as his/her own and the result cannot be described as "accidental" as described above, the student will receive a zero for the assignment as the final grade. School appropriate discipline will also apply in accordance with the student handbook.

D. East Memorial Christian Academy offers two diploma options for graduation.

1. Alabama High School Diploma (Standard Diploma)
2. AISA Advanced Diploma

The following chart outlines requirements for these programs:

Requirements for Graduation  
(In compliance with AISA)

<b>Departments</b>	<b>Alabama Standard Diploma</b>	<b>AISA Advanced Diploma</b>
Bible *	<b>4 Units</b>	<b>4 Units</b>
English *	<b>4 Units</b>	<b>4 Units</b>
Mathematics * Algebra I Geometry Algebra 2 Advanced Math Pre-Cal w/Trig/Alg 3 Consumer Math Algebra Connects	<b>4 Units</b> To include Algebra I Geometry	<b>4 Units</b> Algebra I Geometry Algebra II Advanced Math
Science * Physical Science Biology Chemistry Physics Anatomy & Physiology Earth Science	<b>4 Units</b> To include Physical Science Biology	<b>4 Units</b> Physical Science Biology Chemistry Physics
Social Studies * World History-1 U.S. History-2 U.S. Government- ½ Economics- ½	<b>4 Units</b>	<b>4 Units</b>
Physical Education-½ and Lifetime Sports-½	<b>1 Unit</b>	<b>1 Unit</b>
Health	<b>½ Unit</b>	<b>½ Unit</b>
Fine Arts (Speech Drama, Band, or Art)	<b>½ Unit</b>	<b>½ Unit</b>
Foreign Language		<b>2 Units</b> of same language
Computer Application	<b>½ Unit</b>	<b>½ Unit</b>
Research & Writing		<b>½ Unit</b>
Service (School, Church or Community)	<b>½ Unit</b>	<b>½ Unit</b>
Electives	<b>5 Units</b>	<b>2 ½ Units</b>
<b>Total Units of Credit</b>	<b>28</b>	<b>28</b>

\* Indicates Core Subjects

Note: Only Units earned in grades 9-12 will count for graduation except if Algebra I is taken in 8<sup>th</sup> Grade.

## VIII. Permanent Records (K-12)

A. Student Transcripts reflect semester grades only and use a letter grade based on the grade computation as explained below:

1. Grades are based on homework, test and projects as assigned by the teacher within a nine-week period.
2. Semester grades are based on the two nine (9) week period grades and a final exam.
3. Percentile average is the system used to compute a student's average grade. Academic probation, athletic and extra curricular eligibility and honors will be expressed in a percentage using the values found in the table located in grading system, paragraph IV B.
4. Attendance deficiencies can result in loss of credit for the semester and/or year. (See III A.6)

B. Incomplete, late assignments and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a major, prolonged illness.

1. Each teacher is allowed flexibility in establishing incomplete/late work policy.
2. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade.
3. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading *period* because of an emergency situation; the student may receive an "incomplete" on his/her report card. In such cases, the student will confer with his or her teacher and be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be recomputed and marked upon the student's report card. Unless prior approval is granted, all grades of "incomplete" (I) must be made-up within two weeks or the student will receive a zero.

C. Academic Probation

Students are required to maintain satisfactory performance in academics. If a student has an "F" or more than two "D's" in any given term and/or semester, they are considered below the minimum standard. These students will be placed on academic probation for the following 9-week reporting period. The student then has that

reporting period to raise all of his/her averages up to the stated minimum. Students failing to do so will not be allowed to re-enroll for the following reporting period at EMCA. Athletes on academic probation will also be on athletic probation. They will have 4 weeks to bring all grades up to the minimum standard. If any grades are still below minimum standard after the 4-week period, they will immediately become ineligible to participate in extra-curricular activities. Also, if grades meet the minimum standards, in all subjects, at the end of the 4-week period and then any averages drop below the minimum standard during the remainder of the reporting period, they will immediately become ineligible to participate in extra-curricular activities. Students coming from another school system are held to these same academic and athletic standards. Final decisions in this matter rest with the School Administrator.

## IX. Honors, Recognition and Services

East Memorial Christian Academy desires to recognize those students who have consistently excelled in academics and citizenship. The following is our current list of honors to recognize those who excel:

1. High School (9<sup>th</sup> – 12<sup>th</sup>)
  - a. Bible Scholar Award- Awarded to students who achieve an average letter grade of “A” for the year in Bible Class.
  - b. Christian Life and Leadership Award (Annual)-Awarded to two students, one male and one female, in grades 9-12 who exhibit the most consistent Christ-like lifestyle in academics, attitude and behavior while demonstrating exceptional leadership ability among his or her fellow students. Nominated from faculty and staff.
  - c. Valedictorian and Salutatorian- Awarded to advanced diploma seniors who have graduated with the highest and second-highest G.P.A. in core classes (see Requirements for Graduation table) taken at EMCA during grades 11 and 12 and must be recommended by the Administration. In the event that there are multiple students with either the highest or second highest G.P.A., multiple awards will be given.

### Beginning with the Class of 2014:

#### Qualifications of Valedictorian:

- Highest cumulative G.P.A. in all classes in 9-12 grades and
- Must be on Advanced Diploma track and
- Must have attended EMCA during grades 11 and 12 and

- Must be recommended by the Administration. Final decisions rest with the School Administrator.

Qualifications for Salutatorian:

- Second-highest cumulative G.P.A. in all classes in 9<sup>th</sup>-12<sup>th</sup> grades and
- Must be on Advanced Diploma track and
- Must have attended ECMA during 11<sup>th</sup> and 12<sup>th</sup> grades and
- Must be recommended by the Administration. Final decisions rest with the School Administrator.

d. Honor Cords- Awarded to advanced diploma seniors who meet all academic criteria of a cumulative average of 85% or higher in core classes.

e. Honor Roll- This recognition will be made at the end of each 9-week reporting period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.

- Administrator's Honor Roll- "A" in all subjects
- Faculty Honor Roll- "A's" and "B's" in all.
- Honor Roll- Minimum of "B's" in all subject areas

f. End-of-Year Honor Roll- This recognition will be made at the end-of-year awards ceremony for those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.

- Administrator's Honor Roll- "A" yearly average in all subjects
- Faculty Honor Roll- Yearly average of "A's" and "B's" in all subjects.
- Honor Roll- Yearly average of "B's" in all subject areas

g. Perfect Attendance Certificate- Awarded to any student who is present everyday of the school year. NOTE: Student must complete a minimum of four hours to count as a full day. Early departure must be an excused absence. All class work and homework for the day of early departure must be completed in the timeframe established by the respective teacher. Students participating in school sanctioned events will be considered present.

#### h. Beta Club

- i. Mission Statement: The purpose of the EMCA Beta Club is to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Currently, the EMCA Beta Club is limited to those students in 9<sup>th</sup> grade and above.
- ii. Membership: The following criteria must be met in order to be invited to become a member of the EMCA Beta Club:
  1. Achieve a "B" or better in all classes at the end of the school year.
  2. Have conduct grades of "S" or better.
  3. Eligibility is determined at the end of each school year
  4. Students who require a suspension or have frequent demerits may be ineligible based upon the discretion of the administrator and sponsors.
- iii. Constitution and By-laws: The Beta Club constitution and by-laws contain detailed information on club organization and operations. Please refer to them for specific guidance and information.

#### 2. Middle School (6<sup>th</sup> – 8<sup>th</sup>)

- a. Bible Scholar Award- Awarded to students who achieve an average letter grade of "A" for the year in Bible Class.
- b. Honor Roll- This recognition will be made at the end of each 9-week reporting period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.
  - i. Administrator's Honor Roll- "A" in all subjects
  - ii. Faculty Honor Roll- "A's" and "B's" in all subjects
  - iii. Honor Roll- Minimum of "B's" in all subject areas
- c. End-of-Year Honor Roll- This recognition will be made at the end-of-year awards ceremony for those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.
  - i. Administrator's Honor Roll- "A" yearly average in all subjects

- ii. Faculty Honor Roll- Yearly average of "A's" and "B's" in all subjects
    - iii. Honor Roll- Yearly average of "B's" in all subject areas
  
  - d. Perfect Attendance Certificate- Awarded to any student who is present everyday of the school year. NOTE: Student must complete a minimum of four hours to count as a full day. Early departure must be an excused absence. All class work and homework for the day of early departure must be completed in the timeframe established by the respective teacher. Students participating in school sanctioned events will be considered present.
3. Elementary- (1<sup>st</sup> - 5<sup>th</sup>)
- a. Bible Scholar Award- Awarded to students who achieve an average letter grade of "A" or higher for the year in Bible Class.
  
  - b. Honor Roll- This recognition will be made at the end of each 9-week grading period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.
    - i. Administrator's Honor Roll- "A" in all subjects
    - ii. Faculty Honor Roll- "A's" and "B's" in all subjects
    - iii. Honor Roll- Minimum of "B's" in all subject areas
  
  - c. End-of-Year Honor Roll- This recognition will be made at the end-of-year awards ceremony for those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.
    - i. Administrator's Honor Roll- "A" yearly average in all subjects
    - ii. Faculty Honor Roll- Yearly average of "A's" and "B's" in all subjects
    - iii. Honor Roll- Yearly average of "B's" in all subject areas.
  
  - d. Perfect Attendance Certificate- Awarded to any student who is present everyday of the school year. NOTE: Student must complete a minimum of four hours to count as a full day. Early departure must be an excused absence. All class work and homework for the day of early departure must be completed in the timeframe established by the respective

teacher. Students participating in school sanctioned events will be considered present.

4. Elementary- (K4 - K5)

- a. Bible Scholar Award- Awarded to students who achieve a yearly average grade of "Outstanding" for the year in Bible Class.
- b. Perfect Attendance Certificate- Awarded to any student who is present everyday of the school year. NOTE: Student must complete a minimum of four hours to count as a full day. Early departure must be an excused absence.
- c. Honor Roll- This recognition will be made at the end of each 9-week grading period for those students who achieve the minimum letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required.
  - i. Administrator's Honor Roll- "O" in all subjects
  - ii. Faculty Honor Roll- "O's" and "G's" in all subjects
  - iii. Honor Roll- Minimum of "G's" in all subject areas
- d. End-of-Year Honor Roll- This recognition will be made at the end-of-year awards ceremony for those students who achieve the minimum yearly average letter grades listed below in all subjects. In addition, a conduct grade of satisfactory or above is required for the entire year.
  - i. Administrator's Honor Roll- "O" yearly average in all subjects
  - ii. Faculty Honor Roll- Yearly average of "O's" and "G's" in all subjects
  - iii. Honor Roll- Yearly average of "G's" in all subject areas.

**Exceptional Circumstances:** Any student whose conduct in school or community brings discredit to themselves, EMCA, and/or East Memorial Baptist Church (EMBC) will be ineligible for any special recognition. Final decisions in these matters rest with the school Administrator. Students who have been suspended from EMCA for behavioral problems will not receive recognition on any honor roll for that reporting period.

## **X. Discipline**

A. Attendance at East Memorial Christian Academy is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline. This may be best described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore the following policy and procedures will be supported in order to maintain such discipline.

### **1. Policy**

- a. It is the policy of East Memorial Christian Academy that each student enrolled in the school has a basic right to the best education and training afforded by the school. However, when a student interferes in any way with a teacher's right to teach, or a fellow student's right to learn, that student forfeits his/her basic educational right and will be subject to those penalties imposed by the school administration. The first line of discipline lies with the classroom teacher. Students are to be subordinate to teachers at all times during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or enroute to or from the event.
- b. All students are expected to maintain the highest standards of conduct at all times. Whether at school or participating in or attending school events at off-campus locations students are reminded faculty, staff and parent chaperons are authority figures and should be treated as such. Simply stated; students must display proper respect to these adults by complying with their directions at all times and under all circumstances. Insubordination in any form will not be tolerated.
- c. Discipline will reflect the severity and frequency of the infraction(s). Discipline will range from verbal counseling to permanent expulsion. Other forms of discipline can include, but are not limited to:
  - i. Detention Hall – 1-5 hours served in one hour increments between 7:00 A.M. and 8:00 A.M. and/or 3:15 p.m. and 4:15 p.m. on school days. Faculty supervision will ensure strict compliance to Detention Hall rules. In addition, students may be assigned litter patrol or other housekeeping duties.
  - ii. Suspension – Student will be removed from school for a specified number of days. Students must keep up with class work and notes but zeroes will be recorded for any work missed during the time the student was suspended.

- iii. Expulsion – Students are disenrolled and will not be permitted to return to EMCA for a minimum of two semesters (current, plus one).
- iv. Corporal Punishment, when required, will be administered by faculty or staff member. When a student’s conduct/behavior warrants corporal punishment, parents/guardians will be involved and assume responsibility for any decisions relating to corporal punishment.

**SPECIAL DISCIPLINE**

The School Administrator may expel students for any reason including but not limited to:

Immoral conduct	Disrespect by word	Lying	Illegal use or possession of drugs on or away from campus
Rebellious attitude	Disrespect by deed	Profanity	Vandalism
Drinking alcohol during or beyond school activity hours	Fighting	Cheating	Smoking on or away from campus

**2. Rules of Conduct and Prohibitions**

- a. Students are not allowed to consume or have food and/or drink in their possession in the classroom, computer lab, library, chapel, restrooms or administrative office space. (EXCEPTION: Teachers may allow snacks and beverages in their respective classroom as an incentive or reward). Food and drink may be consumed in designated vending areas, cafeteria or any areas that might be periodically approved for specific events. When in doubt please ask. This will help keep our facilities clean and present a professional image.
- b. Students are to be mannerly, courteous, and respectful.
- c. Reasonable quiet conducive to study and good order is expected.
- d. Students should respect school/church property and property of others.
- e. Students should WALK at all times when inside any buildings except when involved in physical education or approved activities.
- f. Students should use an “inside” voice at all times unless involved in approved activities (e.g. P.E., sporting events, cheerleading, etc.)

- g. Using cell phones, pagers/beepers or any other type of portable communications device is not permitted in the class room during school hours (7:50am-3:10pm). School phones are available for emergencies. Students must obtain permission from their respective teacher before coming to the office to place calls. Cell phones must be kept in silent mode or in the off position and out of sight of others during class. Any cellular device/PDA observed during class time without the permission of the class instructor is subject to be confiscated and returned only to a parent or guardian.
- h. Personal electronic devices and accessories such as radios, CD players, i-Pods, DVD players, and computers must be approved by faculty/staff. This also applies to students traveling to, from and during extra-curricular events, unless permission is received from the faculty supervising the travel. Only forms of media meeting the character expectations of EMCA will be allowed.
- i. Only messages from parents or guardians will be delivered to students.
- j. Students are not permitted to exit the school building at anytime without the express permission of a faculty or staff member.  
(Note: Students must have a hall pass anytime they leave class during scheduled periods)
- k. Defiance of school authority (faculty or staff member) will not be tolerated.
- l. Consistent lack of cooperation within and outside the classroom is unacceptable behavior.
- m. Willful destruction of school/ church property or other's personal property is prohibited.
- n. The use and/or possession of tobacco or tobacco products is prohibited. Any student who intentionally sells, gives, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol could be expelled from school and reported to the appropriate law enforcement agencies for possible legal action. All students will be subject to random drug testing to be administered by an agent of the school. All students will be tested twice annually, unless other specific testing is required. See Drug Policy, appendix 1.

If a student is on a prescribed medication, he/she should come by the nurse's office where the medicine will be dispensed by the nurse or office personnel. No medication should be kept

with the student. **Medication release forms must be filled out by the parent in order for office to dispense any medication to the student.**

- o. Bringing or possessing a knife, firearm, explosive device or weapon of any type on school/church property is prohibited.
- p. Lying, cheating and stealing are prohibited.  
*Lev 19:11 Ye shall not steal, neither deal falsely, neither lie one to another*
- q. Profanity, obscenity or vulgar and crass language, conduct or materials are prohibited.  
*Eph 4:29a. Let no corrupt communication proceed out of your mouth*
- r. Playing games of any kind on school property must be approved by a faculty or staff member.
- s. Public displays of affection to include, hand holding, hugging, etc, are prohibited.
- t. Coarse joking is prohibited.
- u. Each student is expected to respect all persons without regard to race, creed, or national origin.
- v. Parents, Guardians and immediate family are welcome to visit for lunch. All family members must register in the school office prior to entering the school building and receive the appropriate identification tag. This tag must be worn at all times during your visit.
- w. Individual users of the East Memorial Christian Academy computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with East Memorial Christian Academy standards and will honor the agreement specified in our acceptable use policy.

### **3. Assertive Discipline Plan**

#### **Our Rules for Grades 4 – 6 are as follows:**

1. Come prepared for class
2. Raise your hand before speaking
3. Respect others
4. Keep your hands, feet, and other personal objects to yourself
5. Remain in your seat unless given permission to do otherwise

#### **If a student chooses to break a rule:**

1<sup>st</sup> offense: Student's name on board = Warning

- 2<sup>nd</sup> offense: One check after name = 15 minute detention after school  
 3<sup>rd</sup> offense: Two checks after name = 30 minute detention after school and parent called  
 4<sup>th</sup> offense: Three checks after name = Isolation with "0" on work in class and parent called  
 5<sup>th</sup> offense: Student sent to office and more severe methods discussed  
**SEVERE DISRESPECT:** Student sent to office and parent called.  
 Suspension or expulsion is possible

**Our Rules for Grades 7 - 12 are as follows:**

1. Be in your seat with all necessary materials before the tardy bell rings.
2. Raise your hand before speaking.
3. No drinking, eating, chewing gum or personal grooming in the classroom.
4. Keep your hands, feet, and other personal objects to yourself.
5. Remain in your seat unless given permission to do otherwise.

**If a student chooses to break a rule:**

- 1<sup>st</sup> offense: Student's name on board = Warning  
 2<sup>nd</sup> offense: One check after name = 15 minute detention after school  
 3<sup>rd</sup> offense: Two checks after name = 30 minute detention after school  
 4<sup>th</sup> offense: Three checks after name = 30 minute detention after school and parent called  
 5<sup>th</sup> offense: Student sent to office and more severe methods discussed  
**SEVERE DISRESPECT:** Student sent to office and parent called.  
 Suspension or expulsion is possible

**XI. Drug Policy (see appendix 1 on website under forms/manuals)**

**XII. Dress and Appearance**

Note: Personal appearance guidelines apply to any student or faculty wearing a school uniform for classes, sporting events, or other extra-curricular activities. Appearance guidelines apply to all, no matter when or where the uniform is being displayed. If you are wearing the uniform, you are representing EMCA. Please represent your school proudly.

- A. All faculty, staff and students are required to purchase, wear and maintain EMCA approved uniform combinations. Students must always present a well dressed and well groomed image that will bring credit to themselves and EMCA. Uniform items are described in a table located in the back of this handbook. The appearance code is intended to provide a conservative appearance for students and faculty. ANY apparel, hair style, accessories, etc. deemed not conservative by the administration will be asked to be removed or

not worn to school again. Full cooperation from a student family is expected.

## B. Dress and appearance policy

1. Shirts must be fully tucked into lower garment, sleeves rolled down, collar turned down and all buttons secured except for the top shirt button.
2. Earrings- (Girls) Stud earrings, any combination with no more than two earrings in each ear, will be allowed to be worn during non-AISA sanctioned activities. The concern for modest student appearance and the safety of the student athlete is the emphasis for this rule. For all AISA sanctioned activities, scholastic competitions and others, ONE stud earring shall be allowed in each ear.
3. Earrings- (Boys) None
4. Body Piercing and/or tattoos are not permitted
5. Hair- (Boys & Girls) must be neat and clean at all times and must be of a style and color that will not draw attention to oneself. No faddish hairstyles are permitted. If in doubt ask your homeroom teacher before styling or coloring.
6. Hair (Boys) [Note: Any student (boy or girl) requiring a haircut will be given a specific day that the violation must be corrected by. When the student is notified, the teacher will fill out two haircut violation forms and have the student sign both. The teacher will give one copy to the student who will give it to his parents for signature and file the other copy with the front office. The parent signed copy will be returned to the front office the next school day. Students who have not corrected the violation by the required date will not be allowed to return to school until it is corrected.]
  - a. Must not exceed over the top of the ears, eyebrows, or collar
  - b. Sideburns must not extend beyond the earlobe
  - c. Other facial hair is not permitted and boys must be clean shaven
7. Girls hair must not hang below the eyebrows.
8. While you do not have to buy an outer garment, please note that any outer garment worn at the school must be an authorized uniform item. The Letterman Jacket is an authorized item.
9. Wearing of sunglasses indoors is prohibited unless prescribed by a doctor.
10. Shorts - (Boys and Girls) Length of shorts may not extend beyond the top of the knee cap or be shorter than 2" above the top of the knee cap when worn.
11. Skirts/Skort - (Girls) Length of skirt/skort may not extend below the ankles or be shorter than 2" above the top of the knee cap.
12. Shoes - (Boys and Girls) Shoes shall be either mostly white athletic shoes or brown leather loafers or oxfords. Girls shall be

allowed to wear dress sandals in lieu of brown shoes. All shoes, not sandals, shall be closed toe and heel.

13. Our uniform supplier remains the standard uniform for EMCA. It is our strong recommendation that all school uniforms be purchased from our uniform supplier. Any items not purchased from our uniform supplier should meet the uniform standard of clothing in type, color, and style. Please contact the school office with questions or exceptions. Uniforms that we consider out of compliance with the "spirit of the rule" will be handled on an individual basis. Our concern is for the good and modest appearance and behavior of our students. A uniform appearance for our student body relieves the stress of keeping up with the latest styles and trends, at least at school, and allows us to concentrate on the mission, to *SHAPE Hearts and Minds for a Lifetime of Christian Service*.

### XIII. Scholastic Requirements for Extracurricular Activities

East Memorial Christian Academy recognizes academic achievement and spiritual growth as the top priority of all students. To help maintain these priorities the following standards are established:

1. If an athlete has an "F" or more than two "D's" in any given term and/or semester, they will be placed on academic and athletic probation. They then have four (4) weeks to bring all grades up to the minimum standard. If at the end of the 4-week period they still have not met the minimum standard, they will immediately become ineligible to participate in any extracurricular activity. Also, if grades meet the minimum standards in all subjects at the end of the 4-week period and then any averages drop below the minimum standard during the remainder of the reporting period, they will immediately become ineligible to participate in extracurricular activities. The most recent nine week performance will be used to determine initial eligibility.
2. Students coming from another school system are held to the same academic standards.

### XIV. Physical Education Policies

All students 9<sup>th</sup> grade and below are required to participate in physical education (PE) class at the scheduled times unless they have a doctor's excuse. If a student does not come to school ready for participation in PE, he/she will have points taken off their participation grade. NOTE: Students in grade 6<sup>th</sup>-9<sup>th</sup> are required to wear the EMCA approved PE uniforms for PE Class.

## XV. General Rules

### A. Lunchroom Rules

1. Each student is responsible for picking up their own trash and depositing it in the proper containers.
2. Food or drink that has spilled must be cleaned up immediately. Buckets and sponges are available.
3. Talk at a normal conversational level. Use your inside voice.
4. Students are to comply with directions given by lunchroom staff.
5. Students may not sit on tables nor rearrange tables and/or chairs.

### B. Visitors

Parents and Guardians are welcome to visit the school. To help enhance security for our students, faculty and staff please use the following procedures:

1. All visitors must register in the school office prior to entering the school building and receive the appropriate identification tag. This tag must be worn at all times during your visit. All exterior doors are locked to the outside during the school day for the safety of our students and faculty. All visits shall be conducted through the front office. Parking is provided across the main drive. Your cooperation is necessary and appreciated.
2. Please be prepared to show proper picture identification.
3. All EMCA faculty, staff, and students parking on school property must display the EMCA decal in the rear window of their vehicle.

### C. Library Rules

A student is allowed to check out a book in the presence of a teacher or designated person only. Books will be checked out for a period of 2 weeks. Students in K4-5<sup>th</sup> will be allowed to check out two items, one of which may be a video. Students in 6<sup>th</sup>-12<sup>th</sup> will be allowed to check out three items, one of which may be a video. A student will be charged the cost of any item lost or damaged.

#### Potentially Unacceptable Library Material

If a parent feels an EMCA library item is inappropriate for their child, the parent should bring this to the teacher's attention. The teacher will then discuss the matter with the librarian and determine if the item is, in fact inappropriate. If unsure, Administration will be consulted. If it is determined the item should no longer be available in the EMCA library, it will be deleted from the catalog and discarded. If the inappropriate material can be edited, it will be edited accordingly.

## XVI. Miscellaneous

### A. School Closing

In the event of bad weather, school closing will follow the Autauga County Schools and will be announced between 6:00-6:45 A.M. on local radio and television stations or as weather emergencies occur. Please do not call school officials prior to 6:45 A.M. as they will be working to assess the conditions and notifying the media as necessary. Our student's safety will always be the primary consideration when deciding to open or close school.

### B. Fire Drills and Emergency Evacuations

When the fire alarm sounds, students will leave the building in a quiet, orderly manner, according to instructions posted throughout the building. Additionally, students must comply with instructions given by faculty, staff or emergency response personnel.

1. As soon as the alarm sounds, all personnel will exit the building in an orderly manner.
2. The teacher will quickly lead the students out of the room.
3. Students should not take the time to gather personal items, but should exit the room as quickly as possible.
4. Students and all personnel are to proceed to the reassembly point.
5. Students are to remain in the designated reassembly area until the all clear sound is given. At that time students are to return to their classrooms in a quiet and orderly manner.

### C. Tornado Drills and Emergency Response

1. For a tornado drill or actual "warning" all personnel are to exit their classroom or office and proceed in a prompt and orderly manner to their designated safety zone.
2. Every exercise and/or actual warning should be considered SERIOUS business. Injury or death could result if you fail to act responsibly and immediately comply with directions.
3. Students will NOT be released from the designated safety zone during severe weather warnings. Parents, please do not call the school during these times. Calls will only interfere with our efforts to protect your students.

D. Lost and Found

Lost and found items may be dropped off or reclaimed in the administration reception area. Unclaimed items left in the office for more than one week become the property of the school and may be discarded or donated to a charitable organization.

E. Messages to Students

Only emergency telephone messages for students should be made to the school office. The office will make every effort to relay these messages promptly without interrupting class time. Personal matters should be handled at home before the student leaves for school.

F. Student Exclusion Due to Illness

Should your child develop vomiting, diarrhea and/or fever (100 or higher) while at school, school personnel will contact you and ask you to take your child home.

In the absence of a medical or physician-signed clearance to return to school, students who are ill should be excluded according to the following guidelines:

Symptom	Exclusion Period
Fever (100 degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Diarrhea	Until 24 hours after the last episode of diarrhea
Vomiting	Until 24 hours after the last episode of vomiting
Wound(s)	Any wound(s) which may spread infection must be covered at all times while at school.

**Parents must complete the Emergency Medical Form included in the Registration Packet.**

G. Head Lice

Students who are found to have lice or nits at school will be removed from class and the Parent/Guardian will be contacted to pick up the student. Students must be picked up within the hour. Parent/Guardian must treat the condition right away with a lice killing product such as **Nix** or **Rid**. Carefully follow the product instructions for treatment of head lice. You may also pick up a Parent Information Sheet from the school office which will provide additional information. All nits must be removed before the student will be allowed to return to school. The school nurse will need to check the student to make sure they are “nit free” before they return to class.

#### H. Traffic

During school drop off and pick up periods, 7:30 am- 8:15am and 2:45pm-3:30pm, all traffic will be ONE WAY entering from the first school entrance from highway 14 and exiting from the second school entrance from highway 14. In the AM all students should be dropped off at the gym entrance. For PM pick-up parents should form 2 lines of traffic. Elementary parents should line up between the first and second covered canopies. Elementary parents should pull as far forward as possible. Secondary parents should line up in two lines following the cones to pick up at the gym entrance (it is one way). After pick-up Secondary parents will proceed back to the main road turn left and use the outside far right lane to exit. Students driving and leaving during these times will be required to exit the school property in the same manner. For the safety of our students and faculty **you must watch your speed-the posted speed limit is 15 MPH at all times in all areas.**

#### I. Field Trip

A field trip is an educational experience that has a direct relation to the goals and objectives of the school grade or subject. Parents should fill out the Field Trip Permission Form included in the Registration Packet each year.

# East Memorial Christian Academy

## Assertive Discipline Plan

### Grades 7-12

Dear Parents:

The entire staff of East Memorial Christian Academy has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have established an Assertive Discipline plan for grades 7 - 12. The plan specifies rules that cover the behaviors that we expect from our students. The plan also states that students who break rules will receive negative consequences and students who follow the rules will receive positive reinforcement.

#### Our Rules for Grades 7 - 12 are as follows:

1. Be in your seat with all necessary materials before the tardy bell rings.
2. Raise your hand before speaking.
3. No drinking, eating, chewing gum or personal grooming in the classroom.
4. Keep your hands, feet, and other personal objects to yourself.
5. Remain in your seat unless given permission to do otherwise.

#### If a student chooses to break a rule:

1 <sup>st</sup> offense:	Student's name on board	=	Warning
2 <sup>nd</sup> offense:	One check after name	=	15 minute detention after school
3 <sup>rd</sup> offense:	Two checks after name	=	30 minute detention after school
4 <sup>th</sup> offense:	Three checks after name	=	30 minute detention after school and parent called
5 <sup>th</sup> offense:	Student sent to office and more severe methods discussed		
SEVERE DISRESPECT:	Student sent to office and parent called.		
	Suspension or expulsion is possible		

We are confident that such clearly stated and thorough classroom Assertive Discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

Any student who intentionally sells, gives, possesses uses or is under the influence of illegal drugs, narcotics, or alcohol could be expelled from school and reported to the appropriate law enforcement agencies for possible legal action. This applies to all school sponsored activities, on or away from campus, prior to, during or after school. The use and/or possession of tobacco or tobacco products is prohibited. No weapons of any kind, including knives, are allowed on campus at any time. Parents needing to contact students should call the main office.

If a student is on a prescribed medication, he/she should come by the nurse's office where the medicine will be dispensed by the nurse or office personnel. We are committed to a drug-free campus that is safe for you and your child. In order to remain this way, we **will not allow students to be in possession of any prescription or over the counter drugs.** Medication release forms must be filled out by the parent in order for us to dispense a medication to the student.

Individual users of the East Memorial Christian Academy computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with East Memorial Christian Academy standards and will honor the agreement specified in our acceptable use policy.

We ask for your complete support in our efforts. Please discuss this letter with your child, sign and return the bottom portion to the school.

Sincerely,  
Bryan Easley, Administrator

Glenn Graham, Pastor

# East Memorial Christian Academy

## Assertive Discipline Plan

Grades 4 - 6

Dear Parents:

The entire staff of East Memorial Christian Academy has the goal of establishing an atmosphere through out the school in which children will feel safe, secure, happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have established an Assertive Discipline plan for grades 4 – 6. The plan specifies rules that cover the behaviors that we expect from our students. The plan also states that students who break rules will receive negative consequences and students who follow the rules will receive positive reinforcement.

Our Rules for Grades 4 – 6 are as follows:

1. Come prepared for class
2. Raise your hand before speaking
3. Respect others
4. Keep your hands, feet, and other personal objects to yourself
5. Remain in your seat unless given permission to do otherwise

If a student chooses to break a rule:

- 1<sup>st</sup> offense: Student's name on board = Warning  
2<sup>nd</sup> offense: One check after name = 15 minute detention after school  
3<sup>rd</sup> offense: Two checks after name = 30 minute detention after school and parent called  
4<sup>th</sup> offense: Three checks after name = Isolation with "0" on work in class and parent called  
5<sup>th</sup> offense: Student sent to office and more severe methods discussed  
SEVERE DISRESPECT: Student sent to office and parent called.  
Suspension or expulsion is possible

We are confident that such clearly stated and thorough classroom Assertive Discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

Any student who intentionally sells, gives, possesses, uses or is under the influence of illegal drugs, narcotics, or alcohol could be expelled form school and reported to the appropriate law enforcement agencies for possible legal action. The use and/or possession of tobacco or tobacco products is prohibited. No weapons of any kind, including knives, are allowed on campus at any time. Parents needing to contact students should call the main office.

If a student is on a prescribed medication, he/she should come by the nurse's office where the medicine will be dispensed by the nurse or office personnel. No medication should be kept with the student. Medication release forms must be filled out by the parent in order for us to dispense any medication to the student.

Individual users of the East Memorial Christian Academy computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with East Memorial Christian Academy standards and will honor the agreement specified in our acceptable use policy.

We ask for your complete support in our efforts. Please discuss this letter with your child, sign and return the bottom portion to the school.

Sincerely,  
Bryan Easley, Administrator

Glenn Graham, Pastor