

Decatur Adventist Junior Academy



STUDENT HANDBOOK

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The Student Handbook provide students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of the Decatur Adventist Junior Academy. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer most frequent questions asked about the policies and procedures of the School. In the Handbook no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to problems.

Commitment to these policies and procedures by students, parents, and staff enables the School to run on a smooth and effective basis. Consistent support of each will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students and teachers to be “of one mind” in the great privilege of training children to honor God with their lives.

TABLE OF CONTENTS

MISSION STATEMENT	5
PHILOSOPHY	5
STATEMENT OF ACCREDITATION	6
NONDISCRIMINATION POLICY	6
GOALS OF CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS	6-7
OBJECTIVES	7-8
A. Spiritual	7
B. Mental	7
C. Physical	8
D. Social	8
ADMISSIONS PROCEDURES	8-10
A. Qualifications	8
B. Admissions and Registration	9
C. Testing	9
D. Chronological Age	9
E. Medical Examinations and Immunizations	9
F. Change Information	10
G. Withdrawing a Student from School	10
ATTENDANCE	10-12
A. School Hours	11
B. Daily Student Supervision Schedule	11
C. Tardiness	11
D. Pre-Arranged Absences	11
E. Early Dismissal	12
F. Extended School Day	12
G. Inclement Weather	12
H. School Closing	12
ACADEMIC PROGRAM	12-15
A. Curriculum	12
B. Grades and Grading	13-15
1. Grading	13
2. Grade Point Average	13
3. Honor Roll	13

4. Principal Award	13
5. Report Cards	14
6. Cheating/Plagiarism.....	14
7. Communication.....	14-15
8. Standardized Test (ITBS)	15
GRADUATION REQUIREMENTS.....	15-16
1. Honor Roll	15
2. The Class Valedictorian/Salutatorian Selection Procedure	16
2. Graduation Fees	16
SCHOOL ACTIVITIES.....	17-18
1. Field Trips.....	17
2. Music Program.....	17
3. International Festival	18
4. Rally Day	18
5. Assemblies	18
6. Spelling Bee	18
7. Science and Math Fairs.....	18
8. Birthday Recognition	18
9. Chapel	18
10. Special Programs,	18
11. Library.....	18
DRESS CODE	19-20
STUDENT ACCOUNTS.....	21-22
1. Smart and Tuition Accounts	20
2. Aftercare Policy	21
3. Pre-Kindergarten Tuition.....	22
VISITORS	22
MEDICATION AT SCHOOL, MEDICAL EMERGENCIES.....	23
EMERGENCY MEDICAL AUTHORIZATION FORM.....	23
STUDENT RELEASE, DOCTORS APPOINTMENTS.....	23
CHILD ABUSE/NEGLECT/HARM.....	24
BULLYING/HARRASSMENT, SEXUAL HARRASSMENT	24
STUDENT GOVERNMENT OFFICERS	25
STUDENT GOVERNMENT ASSOCIATION	25
PARENT CHECKLIST	25-26
CONDUCT	26-31
A. General Discipline Standards	26
B Classroom Standards of Behavior	26
C. Discipline	27
D. Electronic Devices	27
E Hallway Conduct	27
F Lunches.....	27
G. Lunchroom Behavior	27

H.	Student Citizenship	28-29
I	Fighting/Physical Misconduct/Assault/Bullying	29-30
J.	Student Disciplinary Plan	30
K.	Causes for Suspension/ General School Rules	30-31
L.	Causes for Dismissal.....	31
PROPERTY RIGHTS		31
GRIEVANCE PROCEDURE.....		32
HOME AND SCHOOL ASSOCIATION		32
ACKNOWLEDGMENT AND PLEDGE		33
EMERGENCY MEDICAL AUTHORIZATION FORM.....		33

MISSION STATEMENT

The mission of the Decatur Adventist Junior Academy (DAJA) is to cultivate a respect for God and a passion for learning where every student reflects Christ's character, strives for excellence, and becomes a positive force for change in their community.

PHILOSOPHY

We believe that Christian education enables, refines, elevates and gives true meaning to education. God's ideal for each of us is to reach higher than our highest possible thoughts. Open before each teacher and student is the textbook of nature with each lesson designed by the Creator. There is no art or science apart from Him. Furthermore, true education is the harmonious development of the whole being; mental, physical, spiritual, cognitive, emotional, and social. Thus, our goal is to daily nurture young children; to develop their sensitivity to the needs of people and help them realize work and service as a way of life. This is the catalyst that fuels and strengthens their intrinsic values and self-worth to be responsible citizens and active contributors in the communities in which they live.

Christian education has a definite purpose, a specific goal and an eternal meaning. The purpose is character formation, restoring the image of God in man. The characters we form now will decide our destiny. The goal is dedicated service, with integrity and proficiency, to our fellow man as unto our Maker. Christ, our example, served unselfishly with his whole life. Christian education must understand and teach what life means in relation to eternal realities. It is not just to attain our highest potential in this life which we will soon pass through, but to prepare the student for the transition to his/her eternal home.

MOTTO

We're A.B.L.E. because He's able.

Achieving Beyond Limited Expectations

STATEMENT OF ACCREDITATION

The Decatur Adventist Junior Academy (DAJA) is a K-8 institution accredited with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities Inc., and the National Council for Private School Accreditation, approved by the North American Division of Seventh-day Adventists. DAJA has also received the prestigious Adventist Edge School of Excellence Award.

NONDISCRIMINATORY POLICY

The Decatur Adventist Junior Academy admits students of any race, color, ethnicity or religion to all the rights, privileges and activities generally accorded or made available to students at the school. Further, the Decatur Adventist Junior Academy makes no discrimination on the basis of race, color, ethnic origin or religion in admission or educational policies, application for admission, extracurricular programs or any other benefit of the school.

GOALS OF CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS

(Adopted from: Focus on Adventist curriculum for the 21st Century)

- 1. Acceptance of God and His Word**
Surrender one's whole life to God through conversion; using the Bible as the main guide in establishing a relationship with Jesus Christ in all areas of life.
- 2. Commitment to the Church**
Desire to know, live out and share the basic tenets of the Seventh-day Adventist Church.
- 3. Family and Interpersonal Relationships**
Develop a sense of self-worth along with skills in interpersonal relationships needed to meet the responsibilities of family membership and respond with sensitivity to the needs of others.
- 4. Responsible Citizenship**
Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of government processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national and global environment.
- 5. Healthy Balanced Living**

Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.

6. Intellectual Development

Adopt a systematic logical approach to decision-making and problem solving based on a scientific mathematical and historical knowledge, within the context of biblical perspective.

7. Communication Skills

Acquire optimum competency in verbal and nonverbal communication, the use of information technology, and an effective communication of one's faith.

8. Life Skills

Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management

9. Aesthetic Appreciation

Develop an appreciation of the beauty in God's creation and in human expression, while nurturing individual ability in the fine arts.

10. Career and Service

Develop a strong work ethic and an appreciation for the dignity of service along with an awareness of career options and opportunities as they relate to one's personal involvement in the mission of the church.

OBJECTIVES

A. Spiritual

1. To assist students in developing a personal relationship with Jesus Christ.
2. To encourage habits of spiritual reading and study and to acquaint students with a knowledge of the Bible.
3. To prepare students for unselfish service to God and mankind.

B. Mental

1. To develop within each student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with his/her ability.
2. To develop minds trained to view the religious, social, scientific, racial and economic forces which shape contemporary life with understanding and with historical perspective.
3. To enable students to develop critical thinking skills and to foster an appreciation of the

best in nature, books, music, and all the fine arts.

4. To provide opportunities for students to develop a high standard of moral and aesthetic values.

C. Physical

1. To help students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation for any achievement in life.
2. To instruct and encourage students to consume only products that will contribute to their well-being and to practice temperance and moderation in all aspects of life.
3. To impress upon the minds of the students the importance of good sportsmanship.

D. Social

1. To develop a Godly character with high principles of everyday living such as dependability, perseverance and integrity.
2. To teach students to regard others as worthy of respect and to accept others regardless of social, economic or racial origin.
3. To train each student in the responsibility of good citizenship.

ADMISSION PROCEDURES

A. Qualifications

Decatur Adventist Junior Academy (DAJA) will admit only those students who are willing to comply with the guidelines of the philosophy and objectives of Decatur Adventist Junior Academy, which upholds the beliefs of the Seventh-day Adventist Church, and who will cheerfully endeavor to live in harmony with the principles of the school.

Decatur Adventist Junior Academy welcomes students of any race, color, ethnic background, country or origin or gender to all the rights, privileges, programs and activities made available to students at the school. Home schooled students must provide proper documentation from state-approved programs. All new students are placed on academic and citizenship probation for the first school year. Admission to DAJA is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations.

Students must be in good academic standing at their previous school and have and a desire for learning. Decatur Adventist Junior Academy is unable to accept students who have serious scholastic, physical, or behavior problems.

B. Admissions and Registration

All prospective students must have an application on file. Applicants will be considered for admission after the following have been completed and received:

1. An entrance exam.
2. Registration and application fee.
3. Citizenship report, school records and transcript.
4. Approval by the Admission Committee

Applications may be obtained from the school office or submitted online at www.dajaschool.org.

C. Testing

As part of the application process, all prospective students are expected to take an entrance exam. Prior student's academic performance, age, emotional, physical and social development will be used for grade placement. The exam will help determine how we can best serve students entering Decatur Adventist Junior Academy.

D. Chronological Age

A student entering kindergarten should be five years old by September 1, of the current year. A student entering the first grade should be at least six years old by September 1, of the current year. This policy is according to the South Atlantic Conference of Seventh-day Adventist and the State of Georgia.

E. Medical Examinations and Immunizations

The State of Georgia requires all students entering kindergarten, first, fourth, and seventh grades and all new students to take a medical examination or provide proof of one taken within the last twelve (12) months. All students entering the Decatur Adventist Junior Academy must have, according to the State of Georgia, documented proof of the following immunizations:

1. Diphtheria, Pertussis, Tetanus - Three injections plus one booster. Three (3) injections of DPT for grades 1-6 if injection started at age six.
2. Oral polio - 3 doses plus one booster.
3. Rubella (ten-day measles) - injection or had the disease up to age 10.
4. Tuberculosis Skin Test - required of all students entering the Decatur Adventist Junior

Academy for the first time at all grade levels. Documentation of tuberculosis skin test results completed within a year prior to admission is permissible.

5. Mumps
6. Hepatitis B
7. Varicella

Students are given thirty (30) days after they enter school to provide written proof of immunization. After the initial 30 days, students will be suspended from school until the required information is provided.

F. Change of Information

DAJA holds the parents/guardians responsible for notifying the office of a change of address, phone number, cell phone, or email address. Parents should notify the office within a seven (7) day period of these changes.

G. Withdrawing a Student from School

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Have a conference with the principal
2. Notify the classroom teacher
3. Return completed Withdrawal Form to the front office. A seven (7) day notice is required if a student is being withdrawn.
4. Tuition and other charges need to be paid in full before records can be sent to the new school. If a student is in school for one (1) day of the month tuition is due for the month.

ATTENDANCE

All students enrolled in Decatur Adventist Junior Academy are expected to be punctual and regular in attendance. Extreme emergencies, e.g., student sickness and/or death in the family are considered legitimate excuses for absences.

A signed note must accompany the student's absence and taken directly to front office. The Principal has the authority to determine whether or not an absence will be excused. A student who is absent more than nine days in any nine-week period, for any reason, is subject to forfeiture of his/her grade.

It will be necessary for missed work, including make-up tests, to be made up. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

It is the student's or parent's responsibility to schedule a time for make-up work. All work missed during excused absences relating to illness, injury, and death in the family must be made up within two times the number of excused absences. Students absent for any other reasons do not have this number of days for make-up. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher.

Regular and prompt attendance is essential to success in school. Georgia school laws place the responsibility on the parent or legal guardian to ensure that children are in school. Absences caused by illness, death in the family, court appearance and temporary family emergencies are reasons for excused absences. Students who return to school after an extended sickness should have a doctor's excuse for being absent. Children will be sent home if they have a fever, injury, or abdominal distress.

An important consideration to make in our school setting is the volume of traffic and distance. Parents need to plan their arrival at school between 7:40 – 7:50 A.M. to insure their child has time to be ready for the start of school at 8:00 A.M. Students not in class ready for school by 8:00 A.M. will be considered tardy.

Students who are consistently late/absent may have to withdraw from school and/or be reported as habitually tardy to the Georgia Department of Family and Children Services. Please note: all tardies are considered unexcused except for medical appointments at the beginning of the day.

A. School Hours

Monday – Thursday	8:00 a.m. - 3:15 p.m.
Friday	8:00 a.m. - 2:00 p.m.

B. Daily Student Supervision Schedule

Morning supervision begins Monday – Friday at 7:00 A.M.

Classes begin at 8:00 A.M.

Lunch is scheduled from 12:00 P.M. – 1:00 P.M.

Dismissal is at 3:15 P.M. Monday – Thursday & 2:00 P.M. on Friday

Students remaining after dismissal hours will be placed in the Aftercare Program

C. Tardiness

School begins at 8:00 a.m. Any student arriving after attendance has been taken is considered tardy and must obtain a late pass from the office. When students arrive to class late it disrupts instruction. Consequently, students arriving after 8:30 A.M. will not be admitted into the classroom. Doctor appointments, and family emergencies do not apply.

D. Pre-Arranged Absences

Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized

academically. When absences are pre-arranged, all plans for making up school work must be made with the classroom teacher prior to the absence. Students will be allowed to make up schoolwork according to the individual classroom policy. Requests for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. All requests must be written and submitted in the office.

E. Early Dismissal

Students will be dismissed from the classroom only when the parent arrives in the School office to sign them out. Students are not to wait in the office or by the entrance of the doors but must remain with the parent or authorized adult upon departure of the building.

F. Extended School Day

DAJA provides an After-School Program which operates from 3:30 p.m. - 6:00 p.m., Monday through Thursday, and from 2:30 - 5:00 p.m. on Friday. This allows students to stay on the premises after school hours for a fee. Parents must arrange for their children to vacate the premises as soon as the school day ends if the child is not participating in the After-School Program.

G. Inclement Weather

In the event the school closes due to inclement weather (snow, sleet, ice, etc.) an announcement will be made, prior to 7:00 a.m., on 11 Alive WXIA TV, FOX 5 TV, Channel 2 Action News, STAR94 FM Radio, and WSB Radio, AM 750. Parents are encouraged to check the media first.

H. School Closing

Weather or other circumstances sometimes dictate the school dismissing early or closing for the day. DAJA will notify parents using their school wide parent alert system. This system notifies parents through email, and/or text or calling post. Administration will also contact local news.

ACADEMIC PROGRAM

A. Curriculum

The school follows the curriculum guide outlined by the Southern Union Conference and the General Conference of Seventh-day Adventists, in conjunction with the Georgia Department of Education. We offer the following courses of study:

Art	Mathematics
Bible	Music
Computer Education	Physical Education
Language Arts	Science

Reading
Writing
Grammar

Social Studies
Spelling/Handwriting

B. Grades and Grading

Student report cards will be issued to parents according to the posted schedule of the school calendar. Parents must attend the scheduled conferences at the end of the first and third quarters. Parents will receive weekly progress reports on Sundays. It is expected that parents will take advantage of this time to conference with the teacher.

1. Grading

Kindergarten - Development Progress Report

Grades 1-2: E - Excellent
S - Satisfactory
N - Needs to improve

Grades 3-8 A - Excellent (90-100)
B - Very Good (80-89)
C - Satisfactory (70-79)
D - Needs Improvement (60-69)

Incomplete: At the teacher's discretion, students will receive a grade "I" if they must make up the work because of legitimate, excused absences. Students will have two weeks to complete the work. If they do not make up their assignments, they will receive an unsatisfactory grade.

2. Grade Point Average

To determine the grade point average (GPA), we will use the four-point system as follows:

A-4 B-3 C-2 D-1

3. Honor Roll

To encourage all students to do their best academically, achievement awards will be given. Students who receive a grade average between 3.00 and 3.74 and no grade below a "C" will be listed on the honor roll.

Honor roll classifications for eighth grade graduation are as follows:

Highest Honor 3.90 - 4.00
High Honor 3.75 - 3.89

Honor 3.00 - 3.74

4. Principal's Award

Students who receive a grade average of 3.75 or higher and no grade below a "B" will receive the Principal's award. Students must also have zero behavior referrals, zero unexcused absences and fewer than 10 unexcused tardiness or early dismissals during the entire school year.

5. Report Cards

The school year is divided into four grading periods of approximately nine weeks each. Parent/Teacher conferences will be held at the end of the first and third grading periods. Report cards are issued approximately one week after the close of each nine-week period. All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes and effort. Please discuss each report with your child carefully. Remember, however, that grades should be guides in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indication of present achievement and not indications of one's overall ability to learn

6. Cheating/Plagiarism

Students are encouraged to commit themselves to academic honesty. Students who are found to be dishonest on academic work will **not** receive a grade for the work and will be referred to the school administration. This includes students who give or share their work. Parents will be notified of these occurrences and a second offense will result in significant disciplinary consequences.

7. Communication

RenWeb

Renaissance Web (Renweb) is an internet-based program that allows parents to get more involved in their child's education. It gives parents information about their child's progress in school. Using the internet, parents can access their child's grades, attendance, discipline records as well as classwork and homework. Information on the Renweb Server will be secure in that only registered parents will have access. Passwords are needed for access.

To register for Renweb, parents should provide their e-mail address to the school, and then go online to the Renweb website. It's quick, painless and very informative.

1. Open your browser and type the URL: www.renweb.com.
2. Click on the top right button Parents Web Login.
3. The District code is: SAC-SDA.

4. Type in the email you gave to the school and click New Parent Login.
5. Within 10-15 minutes, your password will be sent to your e-mail address.
6. When you receive your password, go back to www.renweb.com, and then repeat steps 2 and 3.
7. Type in the email you gave to the school, the password given to you by RenWeb and click on Parent Login.
8. Select Continue to proceed to Parents Web.
9. To view the progress report, select Classroom then Grade Book Summary to get more details. This password is temporary; you may change it. If registered last year, those ID's and passwords are still valid if the students still attend DAJA.

Student papers that have been graded, notices and other important information can be sent home with the student or accessed via RenWeb. Parents should take this opportunity to look over the work the child has done in school. If he is having difficulty, please confer with the child's teacher and be open to suggestions. If your child is doing well, take the opportunity to praise him. Some work may need your signature, requiring you to check your child's book bag consistently. All parents are required to have a RenWeb account. Information regarding RenWeb can be obtained from the front office.

Parents also receive communication through the Calling Post and Text Messaging.

8. Standardized and Progress Monitoring Assessments

Standardized and Progress monitoring assessments will be administered throughout the academic school year.

GRADUATION REQUIREMENTS

It is important that eighth grade students master all of their subjects so that they will be prepared for high school. In order to be eligible for an eighth-grade diploma, a student must satisfactorily complete the basic prescribed course of study for the eighth grade. The basic course work includes the following:

Bible	English/Language Arts
Mathematics	Reading
Science	Social Studies
Spelling	

A passing score of 72% must be received in each course listed. A student who fails up to two of these subjects may attend summer school, and upon a successful completion of the failed subjects can be promoted to the ninth grade. Students who fail three or more of these subjects must repeat the 8th grade.

1. Honor Roll

To qualify for the Highest Honor List, a student must have a GPA of 3.90 or above in all academic subjects and no grade below B. To qualify for the High Honor Roll List, a student must have a 3.75-3.89 GPA in all academic subjects and no grade below a C. To qualify for the Honor Roll List, a student must have a 3.00-3.74 GPA in all academic subjects and no grade below C. Grades for the yearly Honor Roll will be determined by calculating the entire year's grades.

2. The Class Valedictorian/Salutatorian Selection Procedure

The valedictorian/salutatorian selection procedure is necessary in order to make a fair determination.

In order to be eligible for valedictorian/salutatorian consideration, a student must have been enrolled at Decatur Adventist Junior Academy during their sixth to eighth grade year. (When there are no students that met that qualification the school defaults to the students enrolled both seventh and eighth grade year.) The students up for consideration must have earned credits, enrolled in all classes all three years each semester, have earned only A's, B's, and C's throughout, and must have met all other graduation requirements.

* The student with the highest academic ranking is awarded Valedictorian based upon student's sixth to eighth cumulative grades. (When there are no students that have met the above qualification the school defaults to the student with the highest grades from the seventh and eighth grade year.)

* All weighted courses will be counted as one grade per class per semester.

* Second highest academic rank is awarded Salutatorian.

In case of a tie, the student with the highest IOWA or other school approved assessment score will be awarded Valedictorian.

3. Graduation Fees

All graduates to cover expenses will incur a graduation fee. The fee includes cap, gown, tassel, speaker, flowers and diploma, which have been incorporated into the registration fees.

SCHOOL ACTIVITIES

1. Field Trips

These will be conducted in relation to classroom learning activities. All field trips must be requested in writing with specific objectives listed and approved by the School Board.

2. Music Program

An important part of your child's educational development is the exposure to music education. The school choir will participate in several programs throughout the school year. As these performances are an integral part of the music curriculum, attendance will be required. The times, dates, and places of these events will be announced in advance to enable parents and students to plan accordingly.

3. International Food Festival

This is a day in which parents, children, friends and family can enjoy a relaxing, fun-filled day of games, food and entertainment

4. Rally Day/Festival Expo

This is a Sabbath day in which all of the Seventh-day Adventist Church schools in the South Atlantic Conference participate in the Sabbath/Weekend Program. This event is mandatory.

5. Assemblies

As part of the curriculum of Decatur Adventist Junior Academy, assemblies are scheduled for all grade levels. They vary in nature and may include academic, religious, cultural and entertainment programs. In addition, a Week of Spiritual Emphasis is scheduled twice a year.

6. Spelling Bee

As part of the curriculum of Decatur Adventist Junior Academy, an annual Spelling Bee is scheduled. The objective of the Spelling Bee is to help students spell quickly and accurately, promote correct word usage, and promote students' sportsmanship.

7. Science and Math Fairs

As part of the curriculum of Decatur Adventist Junior Academy, an annual Science and Math Fair is scheduled.

8. Birthday Recognition

This is considered an extracurricular activity and may be scheduled through the student's teacher. **A formal request should be submitted and approved at least one week prior to the event.** Birthday recognitions should not interrupt the student's schedule or other DAJA activities and may not be scheduled during testing week. Birthday recognitions are not intended to be parties and are to be held in the cafeteria during the student's lunch period.

9. Chapel

At the very heart of Christian Education is the constant concern of the entire staff for the

spiritual growth and vitality of the student body. As a part of this concern, weekly chapel programs are planned to challenge students to commit or rededicate their lives to Christ, to encourage them to lead a Christian life, and to provide opportunity to praise God for His great gift of salvation. Parents and guardians are invited to attend.

10. Special Programs

From time to time special programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

11. Library

Students will be provided ample opportunity to make use of the library for both research and reading for pleasure. The library is maintained at great cost. Books are extremely expensive, and the system of inventory control requires much time and effort. Parents and guardians are urged to help the School by seeing that books borrowed from the School library are properly cared for and returned on time.

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, pp. 245 & 248). The purpose of the School's dress code is to ensure that students dress modestly (I Timothy 2:9), that they do not seek to draw undue attention to themselves, and to encourage a dignity appropriate for the School setting and appearance that is consistent with the School's mission and values. It is the prayer of the School Board and the Administration that parents and students will view the Dress Code as creating not only the proper school environment, but also as an occasion to discuss lifelong personal dress standards, with the understanding that one's dress is ultimately a matter to the heart (I Peter 3:3,4).

It is imperative that all students adhere to the dress code:

1. Blouses and shirts are to be tucked in at all times or of an appropriate length to overlap the skirt/slacks at all times. Open back, low neck, tank, or thin-strapped tops may not be worn. Any top that leaves any part of the midriff bare is not allowed
2. Girls' skirts should be long enough to touch the floor when kneeling.
3. Boys' pants should be neat not sagging in appearance and secured in place with a belt.
4. Socks or tights are required at all times for boys and girls.
5. Only conservative hair styles should be worn – cornrows, plaits, twists, locks, and afros should be will groomed on boys; excessive use of beads, unnatural color, 'big

- hair' or distracting styles are unacceptable.
6. **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. No nail polish, colored or artificial decorated nails, eye make-up, blush and bright lip coloration are not allowed at school or any school-sponsored activity. Only lip balm is permitted. Purses should remain in the students' book bag and used on an as needed basis.
 7. On Physical Education days students are to come appropriately attired in loose shorts or sweatpants. Only black will be permitted, no colored sneakers.
 8. K – 8 females will be permitted to wear grey uniform pants only during the winter months (December – February). Slacks must be relaxed in fit but not sagging or untidy in appearance.
 9. Banquet Attire - During the school year, banquets are given for the students. At these events, clothing should be modest. This includes style, neckline, sleeve length, and skirt length. Sleeveless, backless, strapless off- the- shoulder or low-cut neckline tops are not acceptable. Clothes should fit properly. Extremely tight clothing is out of place. Those attending must comply with our regulations, including jewelry and make-up.
 10. **Special Dress Days** – The last Friday of every month or as determined by the administration will be designated as out of uniform day. Students have the option to wear casual clothes at a \$1.00 cost. The following types of clothes are **NOT** acceptable for these days: Shorts, including sweats, stretch pants, or other skin tight pants, undershirts or tank tops or other clothing designed as undergarments, clothing with inappropriate and /or suggestive words, insignias, inappropriate advertisements or pictures, miniskirts, sleeveless, backless, low cut neckline, or bare midriff tops, see through clothing, extremely tight or loose fitting clothing, any clothing the school deems provocative or that promotes intemperance and/or non-conservative Christian values. **SHORTS ARE ONLY ALLOWED FOR ATHLETIC EVENTS. THEY SHOULD NOT BE TIGHT AND SHOULD COME TO THE TOP OF THE KNEE.** These guidelines are to be used for attire when students attend any school related activities. **Out-of-uniform funds are due the day prior to participation. Funds are to be given to your child's teacher and not to the front office.**

SCHOOL UNIFORM

Girl's Uniform

Navy Blue Blazer (logo sold at school)
 Burgundy (plaid 54) jumper (K – 4th)
 Solid grey (4) pleated skirt (Grades 5th – 8th)
 Long/Short white Peter Pan collar blouse

Boy's Uniform

Navy Blue Blazer (logo sold at school)
 Dark gray slacks with black belt
 Long/Short sleeves with buttoned down collar shirt

(Plaid 54) cross-tie
Burgundy knee length socks/tights
Burgundy sweater
Black shoes (scuff free sole)
Heels not to exceed 1 ½ inches
Polo Shirt Burgundy (K – 4) Blue (5-8)
Khaki Pants

(Plaid 54) tie
Black socks
Burgundy sweater
Black shoes (scuff free sole)
Polo Shirt Burgundy (K – 4) Blue (5-8)
Khaki Pants

PHYSICAL EDUCATION ATTIRE

Summer: Burgundy or grey gym shorts, DAJA T-shirt, white socks and black tennis shoes **ONLY**

Winter: Burgundy or grey sweat pants, DAJA sweatshirt, and black tennis shoes **ONLY**

When a student is observed by a teacher or the principal to be in violation of the Dress Code, the parents or legal guardian will be called, and the student may be sent home to make needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress. If a student is judged in non-compliance, complaints or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his/her parent or guardian who is responsible for proper dress consistent with the spirit and the word of the dress code. Continued noncompliance may result in student suspension or referral to the school board for expulsion. The principal is charged with enforcing the standards established by the school board.

STUDENT ACCOUNTS

A. K – 8 GRADE TUITION POLICIES

- The registration fee plus the first month's tuition are due prior to enrollment.
- All tuition payments should be paid to the office personnel.
- The School Board has agreed to allow parents to pay their tuition in 10 monthly installments from August to May. A 10% discount (or one month's tuition) is allowed if a year's tuition is paid in advance. *The deadline for this discount is August 31.
- Billing statements are sent via email on a monthly basis. You are encouraged to view your statement carefully and report any discrepancies within ten days. If you do not receive a monthly statement, please notify the office.

- Tuition is due on the 1st business day of each month. Tuition paid after the 10th is considered late and a late fee of \$25.00 will be charged to the account.
- If a student account is more than 30 days old, the student is not allowed to return to school until the account is brought current. All account more than 30 days old will be referred to the School Board. Students that are not attending due to non-payment must withdraw after two weeks.
- A \$30.00 fee is imposed on all returned checks and an additional bank fee. The bank fee is determined by the account holder's bank. After two returned checks, future payment must be made via cash, money order or cashier's check only. No postdated checks will be accepted.
- A student may not re-enroll until any outstanding balance is paid in full.
- In addition to the aforementioned points, if the tuition account is past due, students will not be able to participate in any extracurricular school events or school activities. School events or activities include but are not limited to the education tour, robotics trip, banquet dinners, sports program, eight grade end of year activities, field day, etc.

It is not our intent to embarrass or place any student in an awkward position. Parents are solely responsible for honoring their financial commitments to the School thereby preventing any possible misunderstanding or discomfort.

B. AFTERCARE POLICY

Decatur Adventist Junior Academy operates an after-school care from 3:30 – 6:00 P.M. Monday – Thursday and 2:30 – 5:00 P.M. on Friday. All students remaining 15 minutes after school dismissal will be taken to aftercare and the daily drop in fee will be charged upon pickup. To participate in the Aftercare Program an application is required to complete the registration process. The fees for the aftercare program are as follows:

Monthly fee	\$175
Weekly fee	\$ 50
Daily drop in rate	\$ 15
Late pick up hours	\$ 1.00/per minute that you arrive after hours

Aftercare fees should be paid in advance for those who pay weekly or monthly. Payments are due the Monday of the week of service or the first day of the month of service if paying monthly. Payments are considered late if paid after the close of the business day on Monday. If a student is a drop-in, payment is due at the time of service. No postdated checks will be accepted.

A \$30.00 fee is imposed on all returned checks and an additional bank fee. The bank fee is determined by the account holder's bank. After two returned checks, future payment must be made via cash, money order or cashier's check only. No postdated checks will be accepted.

C. AFTERCARE PROCEDURE

An attendance roster is provided to maintain a record of attendance and for billing purposes. It is mandatory that the Aftercare Director & the parent ensure that a student is signed in/out each time he/she attends Aftercare. The number of days shown on the roster will determine if you will be billed daily or weekly.

It is important that parents pay close attention to their Aftercare account. As a parent, if you fail to sign the roster or pay for your aftercare services, the Aftercare Director will notate the attendance in the roster. Aftercare is an additional expense and is expected to be paid in a timely manner. If an account is delinquent the student will not be able to participate in the Aftercare Program until the account is current. If the matter is not resolved within 30 days your account will be presented to the School board for payment.

VISITORS

All visitors must sign-in & out in the front office upon arrival. Parents or guardians are welcome to visit a classroom if arrangements have been made with the teacher in advance. All visitors other than a parent must make arrangements with the principal and the teacher at least three days in advance of the proposed visit. Open door policy is in place for all parents.

MEDICATION AT SCHOOL

In accordance with the policy of the South Atlantic Conference (SAC) of Seventh-day Adventist school personnel may not administer medication. SAC schools do not permit self-administration of drugs whether prescription or not.

All prescription medications brought to school are to be given to the office manager for safe keeping for the student to administer as needed. They must be in the original container with the student's name, name of medicine, dosage and time for each dose.

MEDICAL EMERGENCIES

If a child becomes ill while in school, the parents will be called to pick up the child. In the case of medical emergencies, a paramedic will be called and if necessary the child will be transported to the nearest emergency facility. Charges will be billed to the parent.

In the event of a medical emergency the school will make every reasonable effort to contact the student's parents or guardians as specified on file. If contact cannot be made the school will exercise the authority given to seek proper care for the student.

EMERGENCY MEDICAL AUTHORIZATION FORM

The School must have an Emergency Medical Authorization Form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. This form will be used only by a School official when a parent or guardian cannot be contacted and is located in the front office.

STUDENT RELEASE

We request that at least one emergency phone number be on file in the School office for each student. Students are released by the school only to those specified by the parent or guardian. Written or verbal communication from the parent or guardian is required before a student is released. A driver's license is required from the party in whose care the student is to be released.

DOCTOR AND DENTAL APPOINTMENTS

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify, in advance, teachers to be affected by the student's absence, and a note should then be presented at the office for verification and sign-out before a student may leave school.

CHILD ABUSE/NEGLECT/HARM

Decatur Adventist Junior Academy is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or the proper authorities/professionals.

BULLYING AND/OR HARASSMENT

Decatur Adventist Junior Academy administrators, staff, and students strive to make our school a safe place for all. A student or group of students must not participate in or allow any act of

direct or indirect bullying and/or harassment, which degrades, injures, threatens, or disgraces a student, staff member, and/or visitor to the campus. Bullying and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, or any physical, verbal, or cyber-attack directed at a person's race, religion, national origin, age, gender, possessions, or physical features. Every student must sign an Anti-Bullying Contract the first day of school.

SEXUAL HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

Incidents of bullying, and/or harassment, and/or sexual harassment occurring on-campus or on off-campus sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. These incidents will result in suspension or expulsion.

“Texting” / “Sexting” & “Virtual Bullying”

The use of devices that use any digital technology, or digital platforms including, but not limited to, Face book and Twitter to send, disseminate, or forward any image or language containing sexually explicit or threatening photos, videos, or other imagery of a person (including oneself), whether or not the person is enrolled at the school, or the distribution by such means of any indecent language or material, is strictly forbidden, and once brought to the attention of the administration (regardless of whether or not the incident took place on or off campus) shall be punishable by suspension or expulsion.

STUDENT GOVERNMENT OFFICERS

Any elected officer is required to maintain a GPA of 2.50. Any major officer (president, vice president) need to maintain a 2.75 GPA during any grading period. If the officer's GPA falls below minimum, the officer may be asked to step down. No student may hold more than one major office. If the faculty feels that the student's office or extracurricular activities jeopardize his scholastic standing, he/she may be asked to drop that office or curtail his extracurricular activities. This process enables students to experience more fully the total experience of government. Elected officers that receives behavioral referrals may not continue in office.

STUDENT GOVERNMENT ASSOCIATION

Your Student Government Association (SGA) is charged with the responsibility to be the voice of the students, foster school spirit and help plan projects that will engage students in positive social/community activities. We encourage you to get involved – you will enjoy school more and benefit from extra-curricular activities.

PARENT CHECKLIST

We encourage you to actively participate in your child's education process. Methods by which you can do this include:

- ❖ Pray with your child often.
- ❖ See that your child gets enough sleep to do his/her best at school.
- ❖ Ensure that your child arrives at school on time.
- ❖ See that your child has breakfast so that he/she has the necessary nourishment to perform well at school.
- ❖ See that your child has the materials needed for doing his/her assigned work.
- ❖ 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.
- ❖ Know your child's teacher. Schedule brief conferences early in the year for this purpose. Parent and teacher must work together for the best interest of the child.
- ❖ Go over schoolwork with your child daily. Show an interest in what he or she has done at school. Give praise for work that is well-done and positive encouragement when your child needs to improve.
- ❖ Show interest in your child's school by actively participating in the Home and School Association, Home and School activities, and by attending other school functions.
- ❖ Schedule doctors and dental appointment after school hours as not to disrupt the learning process.

- ❖ Make sure your child is picked up at the designated time and leave with an individual listed/scheduled for pick-up.

CONDUCT

Students must obey all school rules and regulations. Students who violate the rules and regulations, even on the first offense, may be liable to suspension or dismissal from school. Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living. However, the school board cannot assume responsibility for students who are not in harmony with its announced purposes or whose behavior is inconsistent with the school's rules and regulations. **Decatur Adventist Junior Academy reserves the right to suspend or expel a student for misconduct on or off the campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.**

A. General Discipline Standards

1. Be respectful and obedient to **all** adults.
2. Be courteous and respectful to other students.
3. Go directly home after school unless involved in assigned after-school activity.
4. Be released by the school only to those specified by the parent or guardian.
5. *The following items should be left at home: toys, magazines, gum, and candy, personal items of value, radios, skates/skateboards, electronic games, including game watches and cellular telephones
6. Wear apparel that is appropriate for elementary school age and activities.
7. Respect for school property and the property of others.
8. Observe all campus safety rules.
9. Do not use foul language.
10. Keep the school grounds clean and building free from markings.

B. Classroom Standards of Behavior

Individual classroom teachers will have their classroom rules posted in the classroom. A copy will also be available at Parent/Student orientation/open house before school each year. Teachers will send home a list of class rules each student is expected to follow in the classroom. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

C. Discipline

Teachers and parents should counsel with each other regarding the expected conduct of the student. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, will be referred to the school board for appropriate action.

Inappropriate activity or behavior on campus by students, staff, parents or visitors should be brought to the attention of the administration. Parents are not to take it upon themselves to confront other parents, discipline students or anyone else on campus.

D. Electronic Devices

Students are not permitted to bring cell phones, headsets, CD's, or any type of audio/hand-touched devices (iPod, iPad) on campus or on school events without teacher or administration permission. Bringing them will result in confiscation. The use of such equipment will only be permitted as required by instructor for class work. Electronic devices are permitted at school social events with parental supervision.

E. Hallway Conduct

Students are expected to:

- Remove hats, unapproved jackets, and outer wear when you first enter the building.
- Always walk quietly to the right side of the hallway.
- Use restrooms, water fountains, etc., without running, playing, or making loud noises.

F. Lunches - Microwave ovens will not be used to heat students' lunches.

A school lunch is available to all students for a \$5.00 fee. We encourage parents to adhere to the biblical health principles as outlined in the Bible. We offer vegetarian meals to ensure students receive the best nutrition. In conjunction with the health principles of the Seventh-day Adventist Church, we ask that no animal product be brought on campus. **Since it has been determined that an excess of sugar products can impede the learning process, sugar products should not be included in the students' lunches. Substitute cookies and cake with fruit, nuts, and raisins. Instead of soda, please provide 100 % juice as a drink. Candy and gum should not be on campus. Any such product found in the possession of a student will be confiscated and disposed of.**

G. Lunchroom Behavior – Students are expected to:

- Quietly enter the lunchroom in a straight, single line.
- Use quiet, polite conversation while eating.

- Use good table manners at all times.
- Dispose of all garbage in the proper receptacles.

CONDUCT

(Continued)

H. Student Citizenship Policy and Grade

In an effort to maintain clarity of standards and a commitment to the eternal principles in Christian values, this citizenship policy is hereby established. The goal of this policy is to reward the positive choices of Decatur Adventist Junior Academy students who make a commitment to maintain high standards of conduct in their personal and academic lives. This policy is also intended to guide students to make intelligent choices and to correct behavior that is not in harmony with the standards of the Decatur Adventist Junior Academy community.

Policy

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Decatur Adventist Junior Academy has established these standards:

At the end of each marking period every student's citizenship will be reviewed:

- | | |
|---|-----------------|
| 1. Attentiveness | 9. Honesty |
| 2. Attitude | 10. Language |
| 3. Conduct in cafeteria during lunch | 11. Neatness |
| 4. Conduct in classrooms, halls, and playground | 12. Obedience |
| 5. Cooperation | 13. Punctuality |
| 6. Courtesy | 14. Reverence |
| 7. Dependability | 15. Respect |
| 8. Dress Code | |

Demerits will include but not limited to the following:

- Dress Code violation = 1-2 demerits (per occurrence)
- Electronic Device violation = 1-4 demerits (based on reoccurrence of violation)
- Willful accidental defacing or damaging of school property = 1- 4 demerits (based on occurrence)
- Inappropriate Public Display of Affection = 1-2 demerits
- Talking back to a teacher or refusing a reasonable direct request = 2- 4 demerits
- Use of profanity or vulgarity = 2-4 demerits
- Verbal disrespect or ill-treatment of a teacher or another student = 2-4 demerits
- Cheating or plagiarism = 6+ demerits and consequences from School Handbook

- Destruction of property/vandalism = 4-8 demerits and pay for damage.
- Fighting = 12 demerits and suspension
- Rough play, play fighting, etc. = 6-12 demerits
- Threatening, bullying, or harassing a student or teacher = 12 demerits

In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

A citizenship grade will be recorded each grading period, at the end of each quarter based on the following scale:

- A = 0-2 Demerits
- B = 3-7 Demerits
- C = 8-11 Demerits
- D = 12-15 Demerits
- F = 16 + Demerits

The Citizenship grade will not be factored into the GPA of the students. The Citizenship Grade will not be recorded on transcripts. The Citizenship grade reflects the good conduct and positive contribution of student/citizens at Decatur Adventist Junior Academy.

Students who display poor citizenship will be placed on social probation until their citizenship improves. The Discipline Committee will decide which students will be placed on or taken off of social probation.

SOCIAL PROBATION

A student on social probation will be denied the following privileges:

- a. Representing the school in public engagements.
- b. Participating in school sponsored trips, or social activities.
- c. Will not be allowed to hold any school office.

DISCIPLINE COMMITTEE

The members of the discipline committee are:

1. Principal
2. School Board Chair
3. Teacher(s)
4. Pastor

DAJA's discipline plan is based on the belief that student conduct should lead to student self-

government, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct will be documented, and parents notified on the Student Referral Form. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion.

I. Student Disciplinary Plan

1. Fighting (instigating, participating or encouraging), intentionally hurting another student, stealing, bullying in any form (verbal or physical).

1st offense – 1-day OSS (Counseling with student)

2nd offense – 3 days OSS (Conference with student and parent)

3rd offense - Recommendation for expulsion (within a nine-week grading period)

2. Insubordination – Defiance/Insolence/Disruptive with Staff Member

1st offense - 1-day OSS (Counseling with student)

2nd offense- 3 days OSS (Conference with student and parent)

3rd offense - Recommendation for expulsion

4th offense - Dismissal from school (within a nine-week grading period)

3. Vandalism

Vandalism is the willful or accidental defacing or damaging of school property (bus, computers, bathrooms, etc.), other student's or staff member's property. Acts of vandalism will always require restitution (cost of repair or replacement) to the school or person whom the act was committed against. Included in restitution are the following:

1st offense – 1-day OSS

2nd offense – 3 days OSS

3rd offense is dismissal from school

J. General School Rules

General school rules address student behavior that creates an unsafe school environment. All students have the right to be safe and have the responsibility to keep their hands, feet, objects that may harm, and inappropriate language to themselves. These actions are vulgar and dangerous in nature and will not be tolerated at Decatur Adventist Junior Academy.

1. 1st offense is parent conference and 1-day OSS
2. 2nd offense is 1 – 3 days OSS
3. 3rd offense is 1 – 3 OSS
4. 4th offense may result in dismissal from DAJA

OSS – Out of School Suspension

K. Causes for Suspension include but are not limited to:

- Conspiracy or participating in hazing, initiations, or committing an act that injures, degrades or disgraces a fellow student or teacher.
- Instigating or participating in fights and other forms of boisterousness
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating during examinations, class work, or any phase of school business.
- Bringing cell phones, or any such devices to school without the teacher's permission.
- Non-compliance with dress code
- Using profane, indecent language, including lewd suggestive conduct, possessing or displaying obscene literature or pictures.
- Gambling in any form or possessing playing cards or other gambling devices.
- Refusing to obey any school rule.

Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school.

L. Causes for Dismissal include but are not limited to:

- Using, handling or possessing, drugs, narcotics, or tobacco in any form.
- Drinking, handling or possessing alcoholic beverages, or furnishing them to others
- Striking or attempting to strike a teacher
- Using or possessing knives, razors, guns, toy guns, weapons, or any item of physical force
- Unauthorized use and/or entry of computer equipment is strictly prohibited.
- Inappropriate contact or conversation of a sexual nature
- Failure of parents to cooperate with the School in discipline of their children

- Use of computers in a manner that is inconsistent with the School's purpose, philosophy or policies
- Harassment, threats related to the School environment and/or to people, assault or batter of a teacher.
- Moral misconduct.

The conduct policy is written to serve and help. Please refer to the Referral Form for assistance. Discipline is intended to benefit and assist in developing life skills that result in an understanding of consequences for wrong actions or choices.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. A parent or guardian is required to pay for damages caused by their child to the school or the property of others'. The student should exercise the same care when using school property of supplies as he or she would if the article were his or her own.

A fine will be charged to any student tampering with electrical equipment, fire or safety equipment or any of the locks on school property. A fine will also be charged for the unauthorized entry into any area of the building.

School property is to be protected. Defacing or damaging School property, which is malicious or careless in nature and which results in destruction or damage, will result in appropriate disciplinary action.

GRIEVANCE PROCEDURE

Occasionally there is a breakdown in communication that leads to misunderstandings. The student is our primary concern and the following steps are offered with this in mind. The following grievance procedure has been established in harmony with the council of Jesus in Matthew 18. We recommend that the steps are followed in sequence:

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Notes should be taken and both parties are responsible for signing the documentation. Parents should not approach teachers during the school day unless cleared through the office.
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at first meeting.

3. Before further action a second parent/teacher/principal conference will be called with the problem stated in written form. Only information pertinent to the immediate situation and individuals should be considered.
4. Any unresolved problems should be brought before the principal and the school board chair.
5. If any of the parties involved still feel that the problem is unresolved, they may request that the matter be placed on the agenda of the school board.

HOME AND SCHOOL ASSOCIATION

The parents, teachers, and school board members comprise our Home and School Association. The Association provides a forum for communication, between school administration, parents and students.

The Home and School Association serves as a fund-raising agency for special projects in the school. The Home and School Association may sponsor programs, social and cultural functions. Profits from these efforts are transferred to the school for designated projects.

Meetings will be held throughout the school year. Time of meeting will be announced later.

Decatur Adventist Junior Academy

ACKNOWLEDGMENT AND PLEDGE

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic Policies, procedures, and philosophy of the Decatur Adventist Junior Academy. Although the Handbook is not intended as a comprehensive statement on these subjects, it is written to answer the most frequent questions asked about the Policies and procedures of the School. In the handbook no attempt has been made to explain the rationale for each Policy or procedure, but it is important to realize that our Policies and procedures are formulated as one way to implement our goals in Christian education and to provide for a safe, effective, efficient, and consistent approach to problems.

Commitment to these Policies and procedures by students, parents, and staff enables the School to run on a smooth and effective basis. Consistent support of them will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These Policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students and teachers to be “of one mind” in the great privilege of training children to honor God with their whole lives.

I hereby acknowledge that I have read the entire student handbook and have explained it to my child/children. I hereby pledge and acknowledge that I will abide by the rules and regulations set forth by Decatur Adventist Junior Academy. I further pledge, as a student/parent of the Decatur Adventist Junior Academy, to support the administration's efforts to provide a positive, safe and orderly environment by choosing to:

- Respect and protect the rights of all people.
- Practice Christian principles of honesty, integrity and morality.
- Refuse to use or support the use of tobacco, alcohol or drugs.
- Seek to develop my physical, mental and spiritual energies to serve and honor God.
- Endeavor to influence and assist other students to support these ideals.

Name of student (Please print)

Name of parent (Please print)

Signature of parent

Date

Students and parents are expected to comply with the all the regulations in the Student Handbook. Please return Acknowledgment and Pledge Form to the front office

EMERGENCY MEDICAL AUTHORIZATION

Should _____, _____ suffer an injury or
(Child's Name) (Date of Birth)

illness while in the care of the **Decatur Adventist Junior Academy** and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the Child as may be necessary. I (We) agree to keep the facility informed of changes in the telephone numbers, etc., where I (we) can be reached.

Decatur Adventist Junior Academy agrees to keep me (us) informed of any incidents requiring professional medical attention involving my child.

Child's primary source of healthcare is:

(Physician/Clinic Name) (Telephone Number)

Known medical conditions, i.e. diabetic, asthmatic, allergies:

Signed: _____ Date: _____
(Parent/Legal Guardian)

Telephone: _____

