

**2011-2012**

# **ESPRIT de CORPS**



Hope Chapel Ministries, Inc  
9840 Wagner Road  
Jacksonville, Florida 32219  
[www.edccenterforlearning.com](http://www.edccenterforlearning.com)

**CENTER FOR  
LEARNING  
PARENT/STUDENT  
HANDBOOK**

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## **School Introduction and Overview**

**Please see our Parent/Student Handbook Website link for regular updates.  
[www.edccenterforlearning.com](http://www.edccenterforlearning.com)**

**Esprit de Corps Center for Learning  
9840 Wagner Road  
Jacksonville, Florida 32219  
(904) 924-2000 office \* (904) 766-8870 fax  
[www.edccenterforlearning.com](http://www.edccenterforlearning.com)**

### **Non-Discrimination Statement**

Esprit de Corps Center for Learning, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administrated programs.

### **Disclaimer**

Although provisions of this Parent and Student Handbook will ordinarily apply as stated, Esprit de Corps Center for Learning reserves the right to change any content stated, including, but not limited to school policies, disciplinary actions, and graduation requirements without prior notice to individual parents and/or students. While efforts will be made to keep parents and students apprised of changes, it is the responsibility of the parents and students to remain abreast of current policies, procedures and requirements via the school's website.

### **Release of Confidential Information**

In keeping with FS section 1002.22(3) (d) student records at Esprit de Corps Center for Learning are confidential. Release of student records requires written consent from the student's parent or legal guardian.

## **Employee Standards of Ethical Conduct**

As required by the policies and procedures established by Section 1002.01(2) and (3) of Florida Statutes, the faculty, administrator and staff of Esprit de Corps Center for Learning have adopted and communicate the following Standards of Ethical Conduct:

1. Esprit de Corps Center for Learning will conduct background screening for all employees as set forth by Florida Statutes.
2. Esprit de Corps Center for Learning shall deny or terminate employment for any persons having direct contact with students if they have or have ever been convicted of a felony as defined in Florida Statutes 1012.315 or fail the background screening.
3. Esprit de Corps will not employ any persons guilty of committing a misdemeanor that pertains to battery of a minor.
4. Teachers, administrators, nor staff members will use language or actions that belittle, embarrass or show prejudice against students.
5. Teachers, administrators, and staff members shall not deny any student full access to all educational opportunities offered by the school.
6. Teachers, administrators, and staff members shall report any pattern or signs of physical abuse immediately to designated contact.
7. Teachers, administrators, and staff members shall report misconduct of other teachers, administrators and staff members.
8. No teacher, administrator nor staff member shall be terminated or reprimanded in any way for reporting misconduct of students, teachers, administrators or staff members.
9. The administrator will not hold in confidence violation of ethical conduct of a terminated employee.
10. Teachers, administrators, nor staff members will use forceful or unnecessary physical contact with students.
11. Teachers, administrators, nor staff members will accept gifts or favors in exchange for favorable treatment.
12. Teachers, administrators and staff members will be honest in dealings with other teachers, administrators, staff members, students and parents.

**Contact for Reporting Misconduct of Employees**

Dr. Jeannette C. Holmes-Vann @ 904 924-2000

All employees of Esprit de Corps Center for Learning have a duty to report misconduct immediately. Legally sufficient allegations of misconduct by a Florida Certified Educator will be reported to the office of Professional Practices Services.

**Reporting of Child Abuse**

All employees of Esprit de Corps Center for Learning have a duty to report all actual or suspected cases of child abuse, abandonment or neglect by calling: 1-800-96-ABUSE

## **PHILOSOPHY AND FOUNDATIONS**

### **MISSION STATEMENT**

The mission of Esprit de Corps Center for Learning is to provide a safe and nurturing atmosphere of Christian moral excellence where students are trained to lead godly lives in a multicultural and technologically sophisticated society.

### **MOTTO**

ESPRIT de CORPS CENTER FOR LEARNING  
A SCHOOL WHERE LEARNING IS A JOY  
EXCELLENCE IS THE NORM AND  
SUPERIORITY IS OUR GOAL

### **STATEMENT OF FAITH**

(As in agreement with Constitution and Bylaws of Hope Chapel Ministries)

We believe that the Bible is the inspired Word of God and that our belief and adherence to His Word is for the best good of our lives. We believe that Jesus Christ is the Son of God and by believing on Him and accepting His finished work at Calvary, He will guide us in the way of Salvation. We believe that repentance leads to salvation which is the ultimate goal for the security and the regeneration of man's soul.

We further believe that the Holy Spirit is the third person of the trinity. His baptism is subsequent of salvation and He leads guides and directs us daily. Therefore, our faith stands in the belief and the truth of the infallible Word of God, which is significant and sufficient for the well-being of the total man.

## **PHILOSOPHY OF EDUCATION**

Our school's highest priority is to teach our children to frame their world by the Word of God. That is, children are taught to think within the boundaries of the Bible. Our goal is to cause the image of Christ to be reflected in their daily lives.

- ❖ We believe the training of children is the joint responsibility of home, church, community and school. These entities must network to provide the best opportunities possible to achieve the desired goals of education for life.
- ❖ We believe that “moral and decency” should be stressed highly as opposed to our students being intimidated to not take a stand for discipline, self-control, respect for others, and for law and order. Patriotism and respect for our country, and other cultures are of importance, as well as a valuable principle worth embracing.
- ❖ We further believe that there is a need to restore faith in the educational system by raising the level of expectation for our children.
- ❖ We must protect the sacredness on which this country was founded, that being upholding the foundation of Biblical principles.
- ❖ Our future is contingent upon the proper foundation being laid in order that the educational experience fostered here will be holistic, flexible, rewarding in all areas of development, and above all, spiritually enriching.

## **EDUCATIONAL OBJECTIVES**

**In accordance with our Mission and Educational Philosophy, we endeavor to:**

1. Provide a school environment that is congruent to our values and Christian principles.
2. Give students a well-rounded education that will challenge them to accept responsibility for their academic success.
3. Provide students with Biblical learning to make healthy decisions for life.
4. Instill Christian character for the development of traits that produce morality in the lives of students that is: honesty, truthfulness, responsibility, fairness, respect, kindness and self-control.
5. Teach the benefits and importance of working cooperatively in order to cultivate positive relationships.
6. Develop in the students an appreciation for the arts, African-American history and knowledge of other cultures.
7. Prepare students to function successfully and morally in a technologically advanced and culturally diverse society.
8. Teach students through a balanced program of academics, fine arts and athletics the benefit and importance of working cooperatively in order to cultivate positive relationships.

## **History**

Esprit de Corps Center for Learning was established in 2001. The vision for the school was birthed from the mind of God in the heart of Dr. Jeannette C. Holmes-Vann, the Pastor and Founder of Hope Chapel Ministries, Inc. The school was built in the interest of training boys and girls for their future as adults who will adhere to the tenants of morality and patriotism for the betterment of home, church, workplace, and society. Dr. Holmes-Vann's vision included a return to a traditional educational model founded on Christian principles and values. In accordance with this vision, each component of the school was purposefully selected and designed.

## **Facility**

Esprit De Corps Center for learning is located in Northwest Jacksonville, Florida, 9840 Wagner Road. The beautiful campus is quietly nestled on a fifty-one acre thoroughfare surrounded by woodlands, streams and lakes. The school is bordered by I-295, New Kings Road and Trout River Boulevard making it convenient for easy access. The newly constructed school completed in 2001 is adjacent to Hope Chapel Christian Assembly's Main Sanctuary, Fellowship Hall, Children's Church, and Day Care.

The school consists of three instructional pods, each housing four classrooms which display a safe, enriching and friendly atmosphere for learning. The school also houses an Administrative Suite, Media Center, multi-purpose auditorium/cafeteria and sports complex; these facilities serve to provide the needed support in order to achieve our educational objectives.

## **Daily Operations**

### **Arrival and Dismissal**

No student should be dropped off without adult supervision. The school day for all students begins promptly at 8:30 a.m. Students arriving prior to 8:15 a.m. or picked up after 3:30 must enroll in the extended day program. Students will be in school from 8:30 a.m. until 3:15 p.m. At 3:30 p.m. teachers escort and remain with students until 3:30 p.m. Students not picked up by 3:30 p.m. will be taken to the extended day program and parents will be assessed the appropriate fee.

### **Hours of Operation**

- Nursery/Daycare 6:30 a.m. – 6:00 p.m.
- School Hours 8:30 a.m. – 3:15 p.m.
- Extended Day Morning 6:30 a.m. – 8:15 a.m.
- Administrative Office 8:00 a.m. – 3:45 p.m.
- Extended Day Evening 3:30 p.m.-6:00 p.m.

### **Cafeteria Services**

A well balanced meal is provided daily for students. Snacks may be purchased at a nominal fee and eaten in the cafeteria during lunch time or after school. It is important that our cafeteria be maintained and kept in excellent condition. Students are therefore expected to conduct themselves according to the following guidelines which include, but are not limited to:

- Blessing and telling God thank you for their food before eating.
- Sitting in the areas assigned by their teacher.
- Using proper table manners to include chewing with their mouths closed and not talking with food in their mouths, covering their mouths when coughing, keeping elbows off the table, using “inside voices” when talking, remaining in their seats unless authorized to be up.
- Emptying trays in the designated area before leaving the table and ensuring that the area around them is clean.
- Leaving the cafeteria to return to class as instructed by their teacher in line without talking.

### **Extended Day**

This program is offered for the convenience of working parents who wish to have their children arrive at school before 8:15 a.m. or remain after 3:30 p.m. This supervised program of extended education is offered for an additional fee to the parents. Additional information is available through the front office.

### **Lost and Found**

A lost and found area is designated where students are given permission to check for lost items. Parents should mark all of their child's clothing and other materials with their first and last name as all uniform items look alike. The school bears no responsibility for lost items.

### **Telephone Usage**

Students are permitted to use the school office phone in cases deemed appropriate by the school's administration.

## **ADMISSIONS**

The faculty and staff of Esprit de Corps are committed to meeting the educational needs as well as the developmental needs of all students admitted to the school based on biblical principles, professional ethics and high standards. In keeping with our commitment, we admit students who we deem able to learn successfully in a traditional classroom with an accelerated curriculum. The decision to admit a student is at the sole discretion of the EDC administration.

Esprit de Corps Center for Learning has an academic year consisting of 180 days. Parents may enroll students at any time up to the first week of the third quarter during the academic school year. A non-refundable registration fee must be paid at the time of registration. Students are admitted on the basis of his/her former academic and behavioral records, available space and character recommendation. ***At least one parent/guardian is required to attend the new and returning student Orientation Session along with his/her child.***

As a private institution, Esprit de Corps Center for Learning reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. It also maintains the right to suspend or expel any student who violates the standards herein.

**The following documents are required for admission:**

- Signed Enrollment Forms and Contract
- School Records from previous school including report cards
- Birth Certificate
- Social Security Card
- Updated Immunization Record\*
- Physical Examination Record
- Parent Character Reference Letter

\*Students entering seventh grade must have the proper immunization and proof of Hepatitis shot series.

Admission and grade placement will not be finalized until all records are received, reviewed and verified.

Students who are five (5) years old on or before October 31<sup>st</sup> will be eligible for enrollment in Kindergarten.

**Esprit de Corps is approved to accept students who are recipients of the Step Up for Students Scholarship.**

**Transfer Students**

Students transferring to Esprit de Corps Center for Learning must provide the following documents:

1. Student's Report Card
2. Progress Reports
3. Birth Certificate
4. Social Security Card
5. Health Records (updated shot record)

Admission and grade placement will not be finalized until all records are received, reviewed and verified by the EDC administration.

While the Esprit de Corps administration will work with each transferring student to facilitate timely progression towards graduation, incoming students will be placed in accordance with the EDC curriculum scope and sequence. In addition, acceptance of transfer credits is the sole decision of the EDC administration. Transfer credits will be subject to meeting the standards of the school's graduation requirements.

## **FINANCES**

**Tuition:** Tuition rates are determined yearly and may be paid at Esprit de Corps Center for Learning using one of the payment plans listed below:

**Annual Payment:** Tuition may be paid in full at registration before the beginning of the school year. A 6% discount will be given for full payment.

**Bi-Annual Payments:** One half is due on June 1 and the other half is due on December 1<sup>st</sup>. A 3% discount will be given for bi-annual payments.

**Quarterly Payments:** Payments will be paid in four (4) installments. Payments will be due on or before the 1<sup>st</sup> months of June, September, December, and March.

**Monthly Payments:** Payments will be paid in ten (10) or twelve (12) installments with the first beginning payment in June. Payments are due on or before the 1<sup>st</sup> of the month and are considered late after the 5<sup>th</sup> of each month. A late fee of \$20.00 will be charged for any payment more than five (5) days late.

**If tuition is more than 60 days late, students will not be allowed to attend class until payment is current.**

**Tuition Adjustments:** All tuition adjustments will be determined by administration for students entering after the initial enrollment.

**Refunds:** All registration fees and tuition fees are non-refundable/non-transferable.

**Post-dated Checks:** Post –dated checks will not be accepted.

**Payments:** Payments will be accepted in cash, cashier's check, Money Order, Check, Master Card, Visa, American Express, or Discover. Payments may be made in person, by mail or phone with a Credit or Debit card.

**Note:** All financial obligations to the school must be met and all school textbooks and materials must be accounted for prior to the release of any records including Report Cards and Transcripts.

**TUITION FEES ARE NON-REFUNDABLE.**

**Obtaining School Records for Withdrawn and Expelled Students**

The records of students who have been withdrawn or expelled from Esprit de Corps will be released to the student's new school upon request given all financial obligations to the school have been met which includes tuition balances. In addition, all books and materials of Esprit de Corps Center for Learning shall remain at the school and must be accounted for prior to the release of any student records.

## **ACADEMICS**

Esprit de Corps Center for Learning uses the A Beka K-12 curriculum for all of our core courses as this curriculum was designed to support a traditional Christian model for education. Curriculum resources consist of God-honoring educational materials which are written from a foundation of scriptural truth with a focus on character building and patriotism. Our core curriculum program includes Bible, Language Arts, Science & Health, Arithmetic/Mathematics, History and Geography. High school students are required to complete credits for Physical Education, Humanities, and Foreign Language providing them with the academic requirements needed for post-secondary educational training. Our curriculum is also enriched by integrating the arts, African American and multi-cultural history, in addition to other information and activities that enhance the overall development of our students.

### **Achievements and Awards**

The personal success of every child at Esprit de Corps Center for Learning is important and the scholastic achievement of its students is paramount. It has been proven that students strive in an environment where they receive positive reinforcement.

Therefore, considerable effort is put forth to recognize and acknowledge students' scholastic success as well as their personal achievement. All other honors received will likewise be highlighted through honors programs, scholastic achievement, most improved student, artistic achievement and other special recognition. Programs include quarterly honor student recognition during the Sunday morning Church service at Hope Chapel and the annual school awards program and athletic banquets.

### **Chapel and Assembly Programs**

The Biblical aspects of our school enhance the spiritual development, enlightenment, and inspiration of our students. Therefore mandatory chapel programs are held weekly on Tuesdays. Chapel is a time students learn about God through Bible study, music, guest speakers, and other activities planned by our staff. On Fridays students attend assembly programs focusing on character building, patriotic and other holiday and specialty themes. Students wear official uniforms and must enter the auditorium with their class in line without talking.

The spiritual experiences gained in these programs enhance our students' spiritual growth and personal development and are a vital part of the school's curriculum.

### **Computer Usage**

- Students are not permitted to use computers without the supervision of a faculty or staff member.
- Software may not be removed from or brought to the school at any time. This includes freeware and shareware.
- Students are not permitted to use school computers to "blog" or go onto such sites (my space, facebook, etc.) or visit websites that contain immoral content. Students violating the Computer Usage policy may lose his or her computer privileges.

### **Writing Assignments and Projects**

Major examinations, research papers, and projects are assigned on a regular basis. These assignments constitute a portion of the quarter grade. It is important that students adhere to deadlines and complete assignments in a timely manner. Most projects are required to be typewritten. It is strongly encouraged that middle and high school students have a computer with internet access for research and writing papers.

### **Field Trips**

Field trips are an important part of our program and we encourage parental participation as chaperones. These off-site activities serve to provide cultural, academic and/or spiritual enrichment. Although written permission for field trips was obtained as part of the registration process, parents/guardians are notified regarding the scheduled field trips. Some trips may require a small fee and/or a lunch or lunch money. Students are expected to wear uniforms. Anyone accompanying the school during a field trip is required to dress in a manner consistent with the school's moral standards.

## **Graduation Requirements**

The EDC high school curriculum is based on a traditional 4 year-24 credit program designed to meet state requirements for graduation and those of the post-secondary educational system. In accordance with the State of Florida law and Esprit de Corps requirements, every student must achieve a 2.0 GPA on a 4.0 scale and complete a minimum of 24 credit hours in order to graduate. Typically students graduating from Esprit de Corps complete 28 credit hours that include the state required courses.

### **Esprit de Corps Senior High School Division Requirements (Grades 9-10)**

- **American History (1credit)**
- **American Government (.5 credit)**
- **World History (1 credit)**
- **Bible (Number depends on year student entered EDC)**
- **Economics (.5 credit)**
- **English (4 credits)**
- **Life Management (.5 credit)**
- **Mathematics (4 credits)**
- **Physical Education (Number depends on year student entered EDC, 1 credit required by the state)**
- **Foreign Language (2 credits of the same language)**
- **Fine or Performing Arts (1 credit)**
- **Science (3 credits)**
- **Technology (1/2 to 1 credit)**
- **Electives**

*Payment of tuition and senior fees must be satisfied in order to participate in Senior Class activities (e.g. Evening of Elegance, Senior Trip, Baccalaureate, and Commencement Ceremonies). Final transcripts, diplomas nor report cards will be released until tuition is paid in full.*

### **Satisfactory Academic Progress Grades K-8<sup>th</sup>**

It is our goal that all students achieve academic success. We recognize that there maybe instances where students do not perform the minimal requirement for grade level advancements. Each student will be promoted according to his/her mastery of skills set forth by the school's curriculum and grading scale. Students who do

not satisfactorily achieve performance standards as set forth by the school for promotion will be assigned to the same grade for the next school year. Parents are notified by progress reports, report cards, personal letters and/or parent-teacher conferences when students are having difficulty mastering skills and are in need of remediation or in danger of being retained.

### **Satisfactory Academic Progress Grades 9-12<sup>th</sup>**

Students must achieve a 2.0 GPA on a 4.0 scale to graduate. The 2.0 GPA is in accordance with Florida state law and EDC graduation requirements. It is the policy of EDC to pass a student to the next grade, regardless of GPA, if that student has earned the necessary credits as stated below. In order for a student to obtain a high school diploma, he/she must successfully earn 24 academic credits in grades 9-12 and must have a 2.0 grade point average (GPA).

### **10<sup>th</sup> – 12<sup>th</sup> Grade Classification Credits Requirement**

<b>Grade</b>	<b>Credit Accumulation</b>
10 <sup>th</sup>	Six (6)
11 <sup>th</sup>	Twelve (12)
12 <sup>th</sup>	Eighteen (18)
Graduate	Twenty-four (24)

If a high school student's grade point average falls below 1.5 the parent will be notified regarding their child's failure to meet the 2.0 GPA requirement. Any course with a passing grade (D or above) will be counted towards graduation and will not have to be taken again. If the course is taken again, to improve the GPA, the higher grade will be included on the record but no additional credit can be given.

### **Grading System**

The grading system at Esprit de Corps Center for Learning is designed so that the grades received have a numerical value that describes the letter grade and the actual progress of each child. Grades range from A+, A and A- through D+, D and D-. The grading system is as follows:

## GRADING SCALE

<b>100</b>	<b>A+</b>	<b>84-83</b>	<b>C+</b>
<b>99-96</b>	<b>A</b>	<b>82-77</b>	<b>C</b>
<b>95-94</b>	<b>A-</b>	<b>76-75</b>	<b>C-</b>
<b>93-92</b>	<b>B+</b>	<b>74-73</b>	<b>D+</b>
<b>91-87</b>	<b>B</b>	<b>72-68</b>	<b>D</b>
<b>86-85</b>	<b>B-</b>	<b>67-65</b>	<b>D-</b>
<b>F= 64 &amp; Below= Failing</b>			

### **GPA**

The grade point averages (GPA's) will be tabulated as follows:

A=4      B=3      C=2      D=1      F=0

### **Dual Enrollment**

Students classified as Juniors or Seniors may be eligible for the dual enrollment program with FSCJ upon approval of the EDC administration.

### **Homework**

We believe that homework provides students with opportunities to practice and apply skills introduced and taught in the classroom. It helps to develop effective study habits, study skills, and foster independent learning. It also, serves as method of communicating to the parent what is being taught in the classroom.

The time needed to complete homework assignments will vary according to grade level. However, the actual time needed to complete homework assignments will depend on the student's working speed.

Parents should:

- Inquire about homework daily.
- Provide a quiet place and time for study.
- Provide tools such as paper, pencils, dictionaries, Bibles, reference books, and other materials needed to complete assignments.
- Provide assistance when needed and check to see that assignments are completed.

Students should spend the following amount of time on their homework:

1 <sup>st</sup> Grade – 30 minutes	7 <sup>th</sup> Grade – 60 minutes
2 <sup>nd</sup> Grade – 40 minutes	8 <sup>th</sup> Grade – 60 minutes
3 <sup>rd</sup> Grade – 45 minutes	9 <sup>th</sup> Grade – 90 minutes
4 <sup>th</sup> Grade – 50 minutes	10 <sup>th</sup> Grade – 90 minutes
5 <sup>th</sup> Grade – 55 minutes	11 <sup>th</sup> Grade – 90 minutes
6 <sup>th</sup> Grade – 60 minutes	12 <sup>th</sup> Grade – 90 minutes

Assignments must be complete, on time and written properly. The only acceptable excuses for incomplete homework are the student's illness or an emergency, explained in writing, which prevented the homework from being finished.

Students who do not complete their homework and submit on time will receive a "zero" that day for homework which will be averaged into the student's quarterly grade.

### **Testing**

All students K-12 are assessed at the end of each year using a referenced-normed standardized achievement test designed for children in a Christian educational environment. Tests are professionally scored, and parents will receive a copy of the results. It is important that students are present and on time during the week of testing.

### **Textbooks and Supplies**

Textbooks are included in the student's tuition and are assigned to students at the beginning of the school year. Textbooks are mandatory and will be the sole responsibility of the student to keep up with during the year. If students lose or deface books provided, parents are expected to purchase replacement books.

Students are responsible for furnishing their own supplies including paper, writing utensils and other supplies required by the teacher. Teachers distribute grade level supply lists during the new and returning student orientation sessions.

*All students at Esprit de Corps are required to bring a King James Version of the Bible to use daily for scripture memorization, classroom assignments, chapels and assembly programs. Please ensure that the text font is large enough for the children to read easily.*

### **Library**

The school's Library is available to students throughout the school day under supervision. Library programs are designed to educate students in the effective use of information and to promote life-long learning. Students have access to informational materials in various formats and media which support the school's curriculum and reading activities.

## **ATTENDANCE**

The Esprit de Corps Center for Learning school year consists of 180 school days. Regular attendance is essential to the success of students as effective learning can only take place when a child is in attendance on a regular basis. The school schedule should be considered when planning visits, vacations, shopping, doctor appointments, and other engagements. Attendance is taken daily and students who are not present will be marked absent.

Parents or legal guardians have the responsibility for ensuring that students attend and remain in school throughout the day. Make-up work for credit and grading will only be granted for excused absences. **Student** illness, death in the family, extreme inclement weather or other emergencies deemed acceptable by the EDC administration are considered excused. If a student's absence is considered unexcused, missed assignments (including tests and quizzes) may not be accepted.

### **Excessive Absences (excused or unexcused)**

Any student who is absent eight (8) or more days during a nine (9)-week grading period will receive a failing grade for each subject missed. If a parent wishes to appeal the failing (F) grade, an Attendance Appeal Form must be completed which will result in a conference with all teachers concerned and a school administrator. The form is available in the front office of the school. If the appeal is denied, no credit will be given for the subject(s). If the appeal is approved, the final grade point average will be adjusted as follows:

<b>Current GPA</b>	<b>Final Grade Result</b>
A	B
B	C
C	D
D	F

Any student missing one (1) to three (3) period classes will be considered as ½ day absent. Students missing four (4) or more class periods will be considered absent for a full day. If absences are unexcused no make-up work will be given. Excused and unexcused absence determination is at the sole discretion of the EDC administration.

Following any absence students are to bring an excuse, written and signed by the parent or legal guardian. The note must state the reason for and date of the absence. If a note of explanation is not brought within two school days after the absence, the absence will be considered unexcused. Reasons that are vague or not clearly in compliance with the school's excused absence policy will be considered unexcused.

### **Pre-Arranged Absences**

For special situations, a pre-arranged absence clearance from the office must be obtained for the absence to be excused.

1. Parents submit a written note indicating the date of and explanation for the proposed absence. The note must be signed by the parent/guardian and submitted at least two days prior to the absence.
2. All work must be completed no later than the day when the student returns to school after the absence.
3. All tests missed will be made up on the day the student returns to school.
4. All assignments must be completed by the day of return to school.

### **Returning to school after an absence (other than a pre-arranged absence)**

Students who are absent are to report directly to the front office to get a re-admit.

If a student is tardy on the day following an absence, the student will enter the school at the tardy door, receive a tardy slip and report to the main office to receive a re-admit slip for his or her absence.

### **Tardiness**

Students are expected to be on time daily. Students arriving to school after 8:35 a.m. are considered tardy. Excessive tardies will result in after school detention. The tardy is automatically unexcused without a written and signed note, however a written note does not automatically excuse the tardy.

### **Early Dismissal**

Students are allowed early dismissal from school for emergency purposes only. To leave school, the student must be checked out through the office. If a student has to leave for a doctor's appointment, he or she must provide proof of appointment upon returning to school. Three early dismissals (excused or unexcused) in a nine (9)-week period will equate to one (1) absence.

Esprit de Corps Center for Learning realizes that for various reasons, parents or guardians may on occasion request that a student be dismissed early. In the event of early dismissal, the parent or guardian is asked to send a note by the student indicating the reason, the time of pick-up and the name and phone number of the individual picking up the student. In the interest of student safety, it is required that the adult who picks up the student for early dismissal have proper picture identification. The adult will be required to sign the student out and wait in the designated area until office personnel sends for the student.

If an emergency arises during the day, and it becomes necessary for the student to leave, the parent/guardian or emergency person must sign the student out and have proper picture identification.

## **DRESS CODE**

The overall spirit of excellence is to be portrayed in all areas of our school discipline. Proper attire for our school has been designed to promote modesty and neatness. Therefore, policies defining appropriate school attire have been set forth to:

- Set the tone for academics
- Eliminate misinterpretation of dress code
- Easily identify our students
- Eliminate the distraction of extreme or competitive dress
- Ensure the safety and well-being of our students

We believe the appearance we portray reflects the philosophy and belief of our school. To this end, Esprit de Corps Center for Learning requires students to wear school uniforms. Uniforms are to be worn in a modest manner. Modest is defined as pleasing to the eye, in good taste, not in extremes, reserved, not boastful or vain.

The standard dress code established by Esprit de Corps Center for Learning is the only acceptable attire and must be adhered to by all students. Students will not be permitted to class without the authorized uniform. This includes appropriate haircuts and hairstyles. Uniforms must be clean and in good condition (e.g. not faded, dingy, stained or torn). Uniforms are worn on all field trips and events sponsored during the school day unless indicated otherwise by the EDC administration.

Students must be neat and properly dressed along with using good dental and personal hygiene. Belts must be worn around the waist and be visible at all times.

### **Daily Attire**

All students on a weekly basis will wear the following shirt colors:

**Monday-Red                      Tuesday-White      Wednesday-Yellow      Thursday-Green**

**When Holidays fall on a Monday students should wear the respective day shirt color.**

**\*Friday** is official uniform day and includes Sweater/Fleece with EDC emblem & Beret for all students.

**Girls**-(Grades K-3<sup>rd</sup>) White blouse with Peter Pan (round) collar, jumper and crosstie. (No Shorts)

**Girls**-(Grades 4<sup>th</sup>-12<sup>th</sup>) White uniform dress blouse with button down collar, skirt and crosstie. (No Shorts)

**Boys**-(All Grades) White uniform dress shirt with button down collar, long navy blue pants and tie

**Authorized school attire should be purchased from:**

**RC School Uniforms**

**11645 Beach Blvd. Ste. 103**

**Jacksonville, FL 32246**

**Telephone: (904) 646-0493 Fax (904) 641-5570**

**Shirts and blouses must be tucked in pants or skirts at all times.**

**NO tight, baggy, oversized or sagging pants or shorts are allowed.**

**Skirts, Jumpers and Shorts should be worn at or below the knee.**

**Students reporting to school in uniforms out of compliance with the school's skirt, jumper and shorts length requirement and boys reporting with inappropriately fitting pants will be sent home until the uniform is in compliance with dress code policy.**

**SHOES:** Black leather shoes with black soles are to be worn each day. No boots, shoes cut above the ankle or tennis shoes. No backless, open-toed or ballerina shoes are allowed. Heels of shoes must be no more than 1 inch high. Loafer styles, buckles or other leather shoes with laces are acceptable.

**JEWELRY: NO** jewelry worn around the neck. A wristwatch is acceptable. **NO** bangles, bracelets, anklets, or elastic bands. **Small** (no larger than a dime) hoop or stud earrings (not to exceed one per ear) are acceptable for girls, however they cannot be worn during P.E. Earrings are not acceptable at all for boys. Costume jewelry rings are not permitted.

**BELTS:** All boys must wear a navy blue or black belt, visible at the waist at all times.

**PURSES:** Girls may bring small purses (no larger than an 8 ½ X 11 sheet of paper). The only acceptable colors are **SOLID navy, black or brown**. Purses that are not in compliance with the EDC dress code will be confiscated and become the property of the school. The administration reserves the right to search purses at anytime.

**SOCKS:** All students must wear socks at the knees or above the ankles (half socks, anklets and scrunches are unacceptable). Girls' socks or tights must be navy blue; boys may wear navy or black socks. (No Leggings)

**T-SHIRTS/UNDERSHIRTS:** T-shirts or undershirts worn under uniforms must be a plain, **SOLID** white.

**OUTER APPAREL:** **NO** competitive or name brand outer apparel is allowed. Jackets and coats must be **SOLID** black or navy blue. The official sweater is the navy cardigan or fleece purchased from RC School Uniforms with the EDC emblem. Non-compliant outerwear will be confiscated.

**BOOK BAGS:** Book bags for 7<sup>th</sup> -12<sup>th</sup> grade students must be clear or mesh. Book bags for K-6<sup>th</sup> grades may be decorative, however decals associated with monsters, witchcraft, violence, etc. are not allowed. Book Bags that are not in compliance with the school's dress code will be confiscated and become the property of the school. The administration reserves the right to search book bags at any time.

**HAIRCUTS:** Boys must maintain a low and neat haircut (afros, braids, locs, twists, etc. are not allowed). **NO** "fashion" haircuts are allowed (e.g. Mohawks, parts, etc.).

**HAIRSTYLES:** Girl's hairstyles must be modest and not distracting. Extremely long, "big hair" or up-do hairstyles are not allowed. Only the student's natural hair color is acceptable. Hair bows should not be any larger than a quarter and color coordinated with uniform. Unacceptable hair bows will be confiscated.

**Any student (girl or boy) reporting to school with an inappropriate hairstyle or haircut will be sent home until the hairstyle or haircut is in compliance with the school's dress code policy.**

**MAKEUP:** Girls in grades K-6<sup>th</sup> are not permitted to wear make-up beyond clear lip-gloss. Girls 7<sup>th</sup> – 12<sup>th</sup> may wear make-up foundation, powder and neutral color lip-gloss. **No** eye shadow, false eyelashes, eyeliner, lipstick, mascara or blush.

**NO** artificial nails

**NO** colored nail polish (clear nail polish without decoration is acceptable on the girl's natural nails)

**NO** parts in eyebrows

**NO** face nor body piercing

**NO** tattoos

**NOTE:** The administration reserves the right to make judgment calls on all issues of dress code or grooming, including any issues not listed. Continued violation of the dress code policy may result in dismissal from school.

### **Physical Education Attire**

White tennis shoes, white ankle length socks (no anklets or “footies”) and the EDC authorized P.E. uniform (shorts and shirt) are required during Physical Education for 7<sup>th</sup>-12<sup>th</sup> grade students. The EDC authorized P.E. uniform (shorts and shirt) must be purchased from the school. Shorts must be pulled up to the waist with shirts tucked in at all time. The length of shorts for boys and girls must be at or just below the knee. No oversized or extra long shorts allowed. No earrings or rings may be worn during P.E.

Tennis shoes during recess only are acceptable for grades K-6<sup>th</sup>.

### **Attire for School Sponsored Activities**

Students are expected to dress in a modest and decent manner when participating in or attending school activities. Short “Daisy Duke” shorts or miniskirts, tight pants or skirts, revealing, violent, drug related and sexually suggestive clothing are not permitted. School and Church personnel have the authority to prohibit entrance to students not in compliance with the dress code.

## **EXTRACURRICULAR ACTIVITIES**

Eligibility for participation in athletic or other extracurricular activities includes maintaining a minimum grade point average of 2.0. This must reflect a cumulative average of all academic subjects including Bible. The following athletic and extracurricular activities are offered as staffing allows

- Cheerleading (6<sup>th</sup> – 12<sup>th</sup> )
- Band (6<sup>th</sup> – 12<sup>th</sup> grades)
- Basketball – Boys and Girls (6<sup>th</sup> – 12<sup>th</sup> grades)
- Drama Club (3<sup>rd</sup> – 12<sup>th</sup> grades)
- Journalism (3<sup>rd</sup>-12<sup>th</sup> grades)
- Student Government (All Grades)
- Step Team (6<sup>th</sup> – 12<sup>th</sup> grades)
- Track/Field – Boys and Girls (8<sup>th</sup> – 12<sup>th</sup> grades)
- Volleyball (6<sup>th</sup> – 12<sup>th</sup> Girls)
- Yearbook (6<sup>th</sup> – 12<sup>th</sup> grades)

## **Health and Safety**

### **Communicable Diseases and Conditions**

The overall health of our students is very important to us. One of our highest priorities is to maintain a healthy school atmosphere. It is therefore necessary to have established guidelines that will prevent the spread of communicable diseases or conditions. In keeping with our guidelines, school officials must be immediately notified of any student or employee having a communicable disease or condition. Anyone with a communicable disease or condition shall be excluded from school while ill or until the condition subsides. Upon returning to school, a doctor's permit is required.

**NOTE: Esprit de Corps Center for Learning reserves the right to take steps deemed necessary to control the spread of a communicable disease or condition.**

### **Unscheduled School Closings**

To ensure the safety of our students, faculty, and staff there maybe unscheduled school closings due to the following reasons:

- Hurricane
- Floods
- Tornadoes
- Damage to structure
- Other threats that may be deemed as a safety hazard by the school administrator.

The administration will attempt to inform parents as soon as possible or via local radio when advance notice is not possible.

### **Insurance**

Esprit de Corps Center for Learning does not provide accident insurance for students. All injuries requiring medical attention suffered at the school (i.e. playground, gym, cafeteria, classroom, etc.) will be the responsibility of the parent. All parents must sign a waiver releasing Esprit de Corp Center for Learning from this responsibility. Students participating in any sports activities must show proof of medical insurance and likewise sign a waiver releasing Esprit de Corps Center for Learning of all responsibilities before students can participate.

### **Emergency/Fire Drills**

In compliance with county policies and state regulations, emergency drills are held monthly or as deemed necessary by the school administration. Students must comply with all evacuation procedures established by Esprit de Corps Center for Learning and follow all instructions from the staff. Instructions are posted, indicating which exit students are to use for evacuation. Students are to leave quickly without talking and remain with their class. Teachers take the roll and account for every student in his/her class.

### **Medication and Illness**

Please send or bring all medication (prescription and non-prescription) to the front office. Medication must be kept in its original container and a parental permission form must be on file in the office. The school will not administer unauthorized or unscheduled medication at any time. Students should not have possession of medication of any type at any time unless arrangements have been made through the administrative office.

In the event a child becomes ill, he/she will be given proper attention, and the parent notified as deemed appropriate by school administration. In case of a serious accident, parents will be notified immediately. If parents cannot be located, the school will call the physician designated on the contact card.

## **PARENT AND COMMUNITY RELATIONS**

### **Partnerships**

Esprit de Corps Center for Learning welcomes the active involvement from our parents and community volunteers. Your talent, support, and example of service is vital to so much of what makes Esprit de Corps Center for Learning excellent.

Esprit de Corps Center for Learning believes in utilizing the vast learning resources available in the Greater Jacksonville Community and the adjacent areas. We welcome your involvement because we are aware of the educational significance that it can play in the learning process of a child. We endorse the use of appropriate community resources to enhance, broaden or expand the learning for our children.

We, therefore, welcome the opportunity to enter into partnership with individuals, groups, and businesses whereby we mutually benefit in our effort to enhance and expand the purpose of our school and community. If you are interested in joining us in our efforts to realize the vision and mission of the school feel free to contact us at (904) 924-2000.

### **School Visits**

Parents are free to visit the school for chapel and assembly programs, classroom visits and other campus activities at any time. Upon entering the school parents/guardians are required to report to the main office and sign in prior to pro-

ceeding to any area of the school. You will be asked to show ID and will receive a visitor's badge which must be turned in when signing out. Parents, please be advised that when visiting your child's classroom it should be in a manner that does not disrupt the learning process. You are asked not to engage in conversation with the teacher at all during the visit. If you feel the need to speak with the teacher following your visit please schedule this appointment through the front office.

***Parents and other school visitors are expected to dress in a modest and decent manner when visiting the school.*** You are asked to refrain from wearing clothing that is excessively short, tight and/or revealing. Also, please refrain from wearing clothing that depicts violence, drug related and/or sexually suggestive material. EDC administration reserves the right to deny visitors access to classrooms and activities if the attire is deemed inappropriate.

### **Parent and Teacher Conferences**

The involvement of parents/guardians in their child's education is not only critical to the success of the child success but also to the overall quality of our school. Occasionally, parent/guardians you may find it necessary to meet with your child's teacher to determine how you can help improve his /her behavior and/or academic process. When a conference becomes necessary, please give prior notice stating your concerns, so that the teacher/administration may be prepared to properly address them. You may complete a conference request form in the office or call the school to schedule a conference. Conferences will be scheduled on Monday, Wednesday or Thursday at 8:00 a.m. or 3:30 p.m. No conference is to exceed 30 minutes. **All financial obligations must be met to schedule a parent/teacher conference.**

### **Picking up Students**

Persons permitted to pick up students are parents or legal guardians, those whose names appear on the student enrollment forms, and others for whom a parent has made prior arrangements through the office. (Must show ID.)

### **Progress Reports/Report Cards**

Parents are notified of student progress on a regular basis. **Progress Reports** are issued four weeks into each grading period. Weekly progress reports are also available upon parent request. **Report Cards** are issued every nine weeks at the end of the quarter and these are the grades entered in the student's permanent record.

**All financial obligations must be met prior to the release of Progress Reports, Report Cards or any other reports or release of records.**

**Association of Vision Supporters (AVS)**

The Esprit de Corps Center for Learning Association of Vision Supporters serves as the school's official parent-teacher association. However, as the name suggests, the purpose of the organization is to provide opportunities for parents and community members to partner with the school and support its varied activities and programs. All parents/guardians are encouraged to become members.

Please check the school's web site often for meeting dates, news on current and upcoming projects, volunteer needs, and pictures from various activities throughout the school year.

**School REACH**

School REACH is a telephone Broadcasting system that the school is re-establishing to improve communications between the school and parents/guardians. The telephone broadcasting system will enable school personnel to notify all households and parents/guardians by phone within minutes of an emergency or unplanned event that may cause for early dismissal, school cancellation or late start. These services may also be used from time to time to communicate general announcements or reminders.

**STUDENT DISCIPLINE**

Esprit de Corps Center for Learning believes one of the most important keys to effective learning for all students is a disciplined environment. In order for the learning experience to be in the best interest of all students, it is essential that school personnel and parents work together to maintain the best atmosphere possible.

We are committed to reflecting the image of our Lord and Savior Jesus Christ; therefore, in the interest of safety, order and the dignity of our school, deviant behavior contrary to biblical standards is not acceptable. **It should be noted that the EDC administration is the final authority for all disciplinary decisions.**

All students at Esprit de Corps Center for Learning are expected to adhere to the following behaviors. Please note that these behavioral expectations apply to

activities in and outside of the EDC building, during EDC on-campus events and off-campus events. Violations of these expectations may result in disciplinary action including dismissal from the school.

**All EDC students are expected to:**

1. Follow all school policies and instructions given by the teachers and staff.
2. Respect God and the things of God. This includes The BIBLE and the school building that God has blessed us with and all its contents. This rule includes:
  - a. Taking care of your Bible (keeping up with your Bible, keeping it off the floor and free of graffiti)
  - b. Keeping feet and hands off of the walls (no leaning on walls)
  - c. Not writing on the walls (Note: writing utensils including pencils, pens and crayons, are not allowed in the restrooms or cafeteria)
  - d. Not rocking in chairs, putting feet in chairs, sitting or writing on tables or desks.
  - e. Not standing on toilet seats or putting excessive tissue or hand towels inside the toilets or toilet tanks. Padding seats with toilet paper should be avoided.
  - f. **Note:** Parents or Guardians will be financially responsible for students damaging school property based on the cost of repair or replacement. It should be noted that no transcripts or report cards will be issued until the cost of repair/replacement has been collected.
3. Stand and properly pledge allegiance to both the United States flag and the Christian flag.
4. Honor our Lord and Savior Jesus Christ and represent the school in a godly fashion at all times, on and off campus. Honor is exhibited by abstaining from illegal drugs, alcohol, smoking, stealing, immoral behavior (which includes any type of sexual activity), use of profane or obscene language or actions, use of the internet, any media, or technology to view, listen to, or post materials that violate the scriptures and brings dishonor to Christ.
5. Treat teachers and staff with respect both verbally and behaviorally.
6. Treat fellow students with respect both verbally and behaviorally. This includes:
  - a. Respecting the belongings of others. Stealing and hiding the belongings of others may result in disciplinary action up to suspension or expulsion as deemed appropriate by the school's administration.

- b. Not participating in name calling.
  - c. Not making negative gestures or references to specific body parts.
7. Demonstrate good manners at all times. When students enter the school building or a room they are expected to speak saying good morning or good afternoon. Students are required to use words and phrases that indicate “good manners” including, but not limited to phrases: please, thank you, may I, excuse me, yes ma’am, yes sir, etc.
  8. Walk when inside and outside of the school building. Running is allowed only during supervised P.E. activities
  9. Refrain from activities including “horseplaying” which includes pushing, shoving, hitting, or “play fighting” without intent to hurt as well as pushing, shoving, and fighting with intent to hurt.
  10. Talk with an “inside” voice throughout the day. Loud talking, yelling or screaming is unacceptable.
  11. Comply with the school’s no gum chewing rule and only consume food, and beverages in the cafeteria at the designated time, unless under the supervision of the teacher.
  12. Raise their hand to get permission to talk in class or get up from their assigned seat.
  13. Contact a faculty or staff member and get permission before opening any entrance doors of the school. This rule also applies to family members and friends visiting the school.
  14. Comply with rules regarding fire alarms and other safety features. The pulling of fire alarms without cause is a serious offense which may result in immediate suspension or expulsion. Students are not allowed to tamper with safety outlets and light switches or open any windows.
  15. Obtain permission from faculty or staff member prior to operating TV’s, VCR’s, Camcorders, DVD, cassette or CD players.
  16. Students will not use street talk or slang, e.g. “my bad”, “what’s up dog”, “what’s up dirt”, “what da business”, “dats fi”, “my dog”, “my nigga”, etc.
  17. Students will not call each other names e.g. big head, big eyed, ugly, fat, etc. nor make any negative gestures or references to specific body parts.
  18. Pass directly from class to class quietly in an orderly fashion in accordance with the authorized entrance and exit locations and remain in the classroom in their assigned seats unless permission has been granted by the teacher. Students are not allowed to visit the Library, bathrooms, auditorium, main office, gym, or any other classroom in between classes without the permission of their assigned teacher for that period. Bathroom visits are designated during lunchtime and P.E.

19. Pass from class to the cafeteria for lunch or auditorium for chapel and assembly programs in a straight line with no talking.
20. Show respect for presenters during Chapel and Assembly Programs by sitting up in their seats and paying attention without talking.
21. Refrain from public displays of affection (e.g. hand holding, kissing, embracing or any other contact that appears intimate).

### **Sexual Misconduct**

Esprit de Corps Center for Learning is committed to providing a work and learning environment that is free of discrimination within the scope of our general philosophy. In keeping with this commitment, the school maintains a strict policy prohibiting unlawful harassment including sexual harassment. It is important for EDC faculty, staff, parents and students to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others.

Sexual Misconduct is against the EDC Educational Philosophy and Statement of Faith.

Sexual harassment of employees and students by faculty, staff or students is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- Submission to the conduct is made a condition of employment or academic success;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or is used as the basis of displaying partiality to other students; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance or creates an intimidating, hostile, or offensive work or learning environment.

Examples of sexual harassment include unwelcome sexual flirtation, advances, propositions or gestures; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace or school of sexually suggestive objects or pictures; sexually explicit or offensive jokes; and/or physical assault.

Students, faculty or staff members who believe they are being or have been harassed in any way should report the facts of the incident or incidents to the school superintendent immediately without fear of reprisal or reprimand. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred will be investigated.

### **Disciplinary Action**

Teachers work diligently with students in the classroom in order to provide an orderly atmosphere which is conducive to learning. In keeping with the Educational Philosophy of Esprit de Corps, which is based on biblical principles, the disciplining of children is more about training the child in the way he or she should go rather than just punishing wrong behavior. It is our goal to lay a foundation of behavior in our students which will enable them to be morally decent human beings who are well disciplined and are able to live successful lives which bring honor to the Kingdom of God.

During those times when it becomes obvious that students are consistently refusing to adhere to the school's policies and procedures the following Demerit system of consequences will be implemented for students in 7<sup>th</sup> – 12<sup>th</sup> grade. Elementary school teachers adhere to a classroom management reward system. Please be advised that all disciplinary action is determined by the EDC administration in consult with the student's teacher(s). Parents/guardians are contacted whenever the administration deems is necessary. Disciplinary decisions made by the administration are final.

## Demerit System for 7-12<sup>th</sup> grades

### Offenses and Consequences

<b>CLASS 1 OFFENSES (5 Demerits)</b>
Violating dress code (includes inappropriate or no haircut and extreme hairstyles)
Running or horse playing inside the school
Loud, excessive talking
<b>CLASS 2 Offenses (10 Demerits)</b>
Using profanity, name calling, “ranking” among peers
Laughing, sneering at the mistakes or misfortune of others
In possession of unauthorized items (CD players, all games, toys, iPods, phones, medication, books, magazines, etc.) unauthorized items will become the school’s property.
Skipping or leaving class without permission from the teacher, staff member or administrator
<b>CLASS 3 OFFENSES (20 Demerits)</b>
Swearing (using profanity) at a teacher or any adult
Being defiant in words or action, rebellion, refusing to follow instructions
Chewing gum or eating in class; in possession of unauthorized food items
<b>CLASS 4 OFFENSES Automatic Suspension 3-10 days</b>
In possession of or use of any form of drugs, including alcohol and tobacco
Leaving school for any reason without written permission from a teacher, staff member or administrator
Dangerous toys, weapons or the like (laser pointers, fireworks, knives, guns, etc.)
Intentional pulling of fire alarms, adjusting thermostats
Disrespecting the property and rights of others (stealing,

destroying, removing or invading school or others' property including book bags, purses, desks, cubbies)
Acts of Vandalism-permanently defacing school property (carving or marring desks or other school furniture and/or structures), intentionally causing plumbing problems –parents will be charged for the repair or replacement of damaged items
Sexual Misconduct or material (see Sexual Misconduct Document); intimate physical contact
Fighting or instigating a fight
Any physical contact with a teacher or adult (hitting/fighting, pushing)

<b>ACCUMULATIVE DEMERITS</b>
<b>Demerits accumulate throughout the school year</b>
20 demerits – 30 minutes after school detention
21-25 demerits, 1 hour after school detention
26-29 demerits, 2 hours after school detention
1 <sup>st</sup> 30 demerits = 2 days ISSP
2 <sup>nd</sup> 30 demerits = 3 days ISSP @ \$20.00 per day
3 <sup>rd</sup> 30 demerits= 5 days suspension from school
4 <sup>th</sup> 30 demerits= Student will be expelled

**The following actions may result in immediate disciplinary action up to being withdrawn from school. The decision regarding the severity of the consequence lies solely with the EDC administration.**

- In possession of or using any form of drugs, including alcohol and tobacco
- Dangerous toys, weapons or the like (laser pointers, fireworks, knives, guns, etc.)
- Intentional pulling of fire alarms
- Disrespecting the property and rights of others (stealing, destroying, removing, or invading school or others' property: book bags, purses, desks, cubbies
- Using profanity against a faculty member, administrator or staff member
- Acts of Vandalism – permanently defacing school property (carving or marring desk, other furniture or structures) intentionally causing plumbing problems
- Sexual Misconduct or materials
- Fighting or instigating a fight
- Threats of violence
- Any physical contact with a Teacher (hitting/fighting, or pushing)
- Leaving school for any reason without written permission from an authorized Adult
- Arrest by law enforcement
- Inappropriate material written or posted on-line (e.g. facebook and ooVoo)

### **After School Detention**

Detention will be assigned and supervised by a designated faculty or staff member. Failure to serve detention or reporting late will result in an additional penalty as deemed appropriate by the administration. During detention students may engage in campus clean-up projects (e.g. sweeping, picking up trash, dusting, etc.) and/or be required to complete classroom assignments.

### **In-School Suspension Program (ISSP)**

Students assigned to in-school suspension will be responsible for all regular classroom assignments, however they will not be allowed to participate in field trips, recess, or other school activities. They will lose all privileges and will not be allowed contact with the general student body. During ISSP students may participate in campus clean-up projects (e.g. sweeping, picking up trash, dusting, etc.) in addition to other assignments deemed appropriate. During ISSP students are not allowed to talk, sleep, rest with their head down or waste time.

### **Out of School Suspension**

The assignment of out of school suspension is solely at the discretion of the Superintendent. Students assigned to out-of-school suspension are not allowed to come on school grounds during the specified suspension. This includes all school related functions.

### **Unauthorized Items**

The following items are unauthorized and should not be brought to school under any circumstances: electronic devices including cell phones, pagers, CDs or CD players, DVDs or DVD players, radios, IPADS, IPODS, game boys, MPE players or any other electronic device.

Students are not allowed to bring toys, cards or games of any type to school. In addition, inappropriate books, magazines, and pictures are prohibited.

These items stated above are defiantly not allowed in school and will confiscated by school personnel and become the property of the school.

## **TRANSPORTATION**

Parents are responsible for transporting children to and from school. Special areas are designated for drop off and pick-up. Parents should inform the main office if the child will be picked up or dropped off by any person other than the parent. Persons picking up children should be prepared to show their ID.

### **STUDENT PARKING**

Students driving to school must adhere to the following rules:

- Obtain an authorized parking permit from the school's main office.
- In order to obtain a parking permit the student must show valid driver's license, proof of insurance and car registration.
- Students cannot visit cars during the day without permission.
- Students may not leave school without permission from the parent or legal guardian. Prior notification to school office is required.

**Failure to follow these policies may result in loss of privilege to drive to school.**