

Student Handbook



2027-2028

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WELCOME

Douglasville Adventist School is more than just a school; it is a family. We are passionate about Christian education. For over 100 years, we have been providing students with a Christian-based curriculum and acquainting them personally with the Creator of the Universe, the source of all wisdom. Our classroom atmosphere promotes Christian graces such as self-control, cheerfulness, gratitude, courtesy, respect, and reverence.

DAS is fully accredited and is proud to offer a Seventh-day Adventist Christian-based education of exceptional quality that is affordable for children in Pre-Kindergarten (4yr) through 8th grade. Our educators are committed to providing exemplary instruction within a personalized classroom setting. We strive to provide an engaging and safe learning community that allows students to thrive academically, spiritually, socially, physically, and emotionally.

OUR SCHOOL SYSTEM

Douglasville Adventist School is one of 39 private Christian schools within the Georgia-Cumberland Conference of Seventh-day Adventists. Established in 1923, our school provides a Christian-based curriculum in accordance with the greater Seventh-day Adventist nationwide and worldwide educational systems. Students who attend DAS attend area SDA churches, including Douglasville SDA, as well as non-SDA churches. Enrollment is open to students interested in a high-quality education that integrates academic rigor and focuses on spiritual development. We welcome students to an engaged, safe, and family-friendly academic community!

MISSION STATEMENT

Douglasville Seventh-day Adventist School family exists to show children Jesus, *nurture* their love for Him and others, *teach* them to think, and *inspire* them to serve.

PURPOSE STATEMENT

The Douglasville Adventist School is operated by the Seventh-Day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental to the philosophy of Seventh-Day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy

of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student and staff member to:

- have a better knowledge of God and apply the knowledge to their day-to-day lives
- develop a Christ-like character
- develop their intellectual abilities to the highest degree possible, and learn the ability to think and act independently
- have a sense of honesty, integrity, and justice
- have self-respect, and to treat all people with respect and dignity, regardless of race, religion and culture
- cultivate physical fitness, mental ability, and moral purity as the blessing God intended

EDUCATIONAL PHILOSOPHY

Douglasville Adventist School starts with the premise that Christian education deals with all the dimensions of life as viewed from a Biblical perspective. We believe there are three essential components for the successful education of the child.

- **Parents** – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student is directly correlated with the parents' involvement with the child's education through the teachers and their relationship with God.
- **Church** – Next in importance is the ministry of the local church in the life of the family. We strongly encourage every family to be committed to consistently and actively attend a Bible-based church.
- **School** – Lastly is the school and community that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order, these three components play a stabilizing and strengthening role in the education and development of a child.

When these three are in agreement in philosophy, standards, and conviction, the outcome will be the development of young men and young women who are firmly grounded in Truth and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is a propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child.

Douglasville Adventist School believes that all persons involved at the school are part of a team effort to train up children according to Proverbs 22:6. We expect faculty, staff, volunteers, students, and parents to support and uphold the educational philosophy set forth by DAS. We exist as an extension of the home to help parents fulfill the responsibility of

educating their children: “And all the children shall be taught of the Lord, and great shall be the peace of thy children” (Isaiah 54:13).

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian education principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths.

1. Man does possess a spiritual dimension (Genesis 1:26-27)
2. Education involves the total being – spiritual, physical, intellectual, and social (Proverbs 9:9)
3. Each person possesses unique individual potential, traits, and needs (Romans 12:3-8)
4. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.
5. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
6. Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man’s needs and longings, and therefore, will serve as our final authority on all questions.

EDUCATIONAL OBJECTIVE

It is the objective of our work that we enhance the understanding of God compared to the teachings of the world that would undermine His authority. Following the counsel of Matthew 6:33, we seek the guidance and leadership found in God and the Bible. Our main goal is to teach as Jesus taught, showing his love to everyone (John 14:6).

BASIC EDUCATIONAL GOALS

1. It is the goal of DAS to teach the Biblical principles and knowledge necessary in all areas of life to prepare students for a purposeful existence now and in the future.
2. DAS can help students develop good study habits, the desire to continue learning after school hours, an appreciation for physical activity, strong moral character, honesty, dependability, a fear of God, and obedience to His Word.
3. The school will teach the children the proper respect for authority in the home, church, school and state. The children will be taught not to speak evil of those in authority, but rather to be subject to them and to pray for them.

4. Children will be taught to be self-supporting as adults and to avoid becoming a liability to the society in which they live.

5. The school will focus on the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science with an appreciation of the arts.

VALUES

Applying Christian values is to be the intention of every follower of Jesus Christ. “The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you” (Philippians 4:9). As we read God’s Word, we learn the values He holds dear as we grow in understanding. The Holy Spirit works through us to spread God’s love through good works, leading others to eternal life through Jesus Christ.

- Love: “And over all these virtues put on love, which binds them all together in perfect unity” (Colossians 3:14)
- Courage: “Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go” (Joshua 1:9)
- Joy: “You became imitators of us and of the Lord, for you welcomed the message in the midst of severe suffering with the joy given by the Holy Spirit” (1 Thessalonians 1:6)
- Respect: “Show proper respect to everyone, love the family of believers, fear God, honor the king” (1 Peter 2:17)
- Patience: “A hot-tempered person stirs up conflict, but the one who is patient calms a quarrel” (Proverbs 15:18)
- Hope: “There is surely a future hope for you, and your hope will not be cut off” (Proverbs 23:18)
- Peace: “Blessed are the peacemakers, for they will be called children of God” (Matthew 5:9)
- Generosity: “The generous will themselves be blessed for they share their food with the poor” (Proverbs 22:9)

NON-DISCRIMINATION POLICY

Douglasville Adventist School does not discriminate on the basis of ethnicity or race, nation of origin, gender, age, or religion in educational policies, admissions, scholarships, finances, or school-administered programs. The school embraces all students as children of God.

ACCREDITATION

Douglasville Adventist School is accredited by the National Private School Accreditation Council (GAPSAC),

STAFF

Mrs. Hernandez – Principal and Head Teacher, 3rd-8th grades & Pre-K coordinator.

Vershonda Hernandez is a dedicated and compassionate teacher with a passion for making a lasting impact on young people's lives. Her extensive experience of over 20 years, spanning both private and public schools, includes roles as a Learning Reform Specialist, Grades 1-8 Teacher, Multi-grades Principal/Teacher, and Tutor.

Mrs. Hernandez holds higher learning Degrees in Education from Oakwood University and Grand Canyon University. Over the years, she had the privilege of working with diverse student populations and tailoring my teaching strategies to meet their individual learning needs.

Vershonda fosters an engaging classroom environment that encourages discovery and collaborative learning. Her teaching style promotes team building, higher achievement, critical thinking, knowledge retention, and positive student-teacher relationships, and a lifelong love of learning.

Outside the classroom, she enjoys reading, traveling, building/repair and all things tech, which often inspire creative learning opportunities I bring into the classroom.

I'm looking forward to partnering with students, parents, and colleagues to make this school year a successful and memorable one.

Mrs. Jordan – Teacher, K - 2nd grade.

My name is Izabel Jordan, and I am the K-2 teacher at DAS. I graduated from Southern Adventist University in 2025 with a bachelor's degree in Elementary Education. I am passionate about creating a classroom atmosphere that is fun, engaging, and inspires children to look to Jesus in everything they do. My teaching style is one that focuses on collaboration between peers and building independence that will help students be successful in their personal, spiritual, and academic lives. I am also proficient in American Sign Language, which I love incorporating into my classroom routines. Outside of the classroom, I love to read, paint, draw, and play sports. I am delighted to be working at DAS to educate children and uplift Jesus in all we do.

Mrs. Cuadros – Pre-K staff member

Mrs. Lithgow – Pre-K staff member

ADMISSIONS

Considerations for Acceptance

- Family's willingness to support Douglasville Adventist School's philosophy of education, mission, and handbook.
- Family's amenability to support the administration and faculty in conducting the educational practices of DAS.
- History of student's good citizenship.
- Documented record of acceptable grades at previous education institutions.
- Acceptable scores on achievement, placement and/or diagnostic tests.
- Student's special interests, talents, and skills.

ADMITTANCE POLICY

Attendance at Douglasville Adventist School (DAS) is a privilege. Students seeking admission agree to support the school's principles, programs, and personnel, and act in harmony with the standards of the school. New and returning students must complete and return all documents required by the application process. The admissions committee will determine acceptance and school administration reserves the right to refuse admission based upon failure to support DAS's mission, philosophy, standards of conduct, behavior record, academic and attendance record, special needs exceeding our services, outstanding school accounts, or requests to transfer from another school during the last quarter of the school year.

Evaluation and testing of students may be required as a tool for admissions and placement. If transferring from another school all records must be presented no later than the registration day of the school year. **All students are admitted on a 6-week trial basis to determine if there are behavioral or learning concerns.** DAS is not equipped to instruct students with severe learning and behavioral concerns. Under certain circumstances, the probationary period may be extended at the discretion of the school.

All students are required to pay the registration fee and any previous year's balance before enrollment. Any student with a delinquent account at mid-year must have their balance paid in full before enrolling for the second semester.

Entrance Requirements - Pre-K, Kindergarten, 1st & 7th Grades

A student must be four (4) years of age by September 1 to be admitted into the Pre-K program, five (5) years of age by September 1 to be admitted into the Kindergarten program, and six (6) years of age by September 1 to be admitted into the 1st grade. Updated Georgia 3231 form is required prior to 7th grade.

1. An up-to-date immunization record (Georgia 3231). If the required immunizations are not given, a Religious Waiver must be signed/notarized.
- 2 Photocopy of birth certificate
3. A Vision/Hearing test Georgia 3300 (conducted by physician/health dept)

ATTENDANCE POLICY

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school's staff feel that faithful attendance is necessary for maximum benefit.

School hours are 8:00 am to 3:00 pm Monday through Thursday. 8:00 am to 2:00 pm on Friday. Students may arrive no earlier than 7:50 am and should be picked up promptly at 3:00/2:00 pm. **There is no After School Care Program.** Students who arrive after 8:05 will be counted as **tardy**. If a child acquires a total of five (5) unexcused tardies for the quarter, a parent-teacher conference will need to take place prior to the child attending the next school day. **If a child is picked up after 3:30 (or 2:30 on Friday), they will be charged \$1/minute until the child is picked up.** If the child has not been picked up by 4pm and the school is unable to reach a parent or guardian, we reserve the right to contact the appropriate authorities to report a missing parent/guardian.

Non-Parental Pick-up

Only authorized persons from a family's pick-up list on file at the school are allowed to check out a student. If someone is coming to pick up your student that is not on your list, please make sure you call the school by 2 pm to give verbal permission. If a person that is not on file

with the school as approved comes to pick up a student, DAS will not allow the student to be released.

Excused Absences/Tardy

- Personal illness*/doctor*/dentist appointment*
- Serious illness of immediate family members (including grandparents)
- Death of immediate family member (including grandparent)
- Special or religious holidays observed by a student's faith
- Military parent deployment visitation, etc.
- Doctor's excuse is required if absent for three (3) or more consecutive days

*Doctor/Parent excuses are required and must be received by school personnel within 2 days of the absence or tardy. Five (5) parent excuses allowed as "excused" for personal illness per semester. Ten (10) unexcused absences per school year before authorities are to be contacted .If a student accumulates three (3) unexcused absences in a single quarter, a parent conference will be conducted as needed in the interest of the student's education.

Parents or guardians planning a vacation outside the regular scheduled breaks during the school year must contact the student's teacher **at least one (1) week in advance** to determine whether an absence from school is advisable. While the absences will be unexcused, they will not lead to reporting to the appropriate county. When absences are prearranged, all plans for making up school work must be made with the classroom teacher prior to the absence. The teacher will make the best effort to provide missed work, however, parents realize that the student will miss vital instruction and other activities that cannot be made up with typical book or worksheet assignments. Any work the teacher assigns prior to the absence is due when the student returns. Other work the student may have missed will be allowed to be made up according to the individual classroom policy. **A request for a one-day absence must be submitted at least 24 hours in advance.**

Make-up Work: If a student is sick and stays home, the parent must call the school BEFORE 9:00 am the day of the absence to inform the school. The teacher will have make-up work for the student ready the next business day. If the student is home sick for multiple consecutive days, the parent must inform the school each day as stated above. The teacher will have the work ready for the student upon return to school, or the parent/guardian can retrieve the work from the school after one business day.

COMMUNICATION

****Teacher Communication****

The teachers will respond to any email, text, or call as soon as possible; however, please remember their main responsibility is the classroom and students during school hours. If there is an emergency, please call the school directly.

Teachers will only communicate with parents or legal guardians regarding student's academic information or other sensitive information.

****Parent/Guardian Communication****

Parents and Guardians cooperate with the school by:

- Giving the staff their wholehearted cooperation and support in upholding the standards of the school.
- Cultivating a friendly acquaintance and rapport with the teachers.
- Always demonstrating to your child(ren) confidence in the school staff members.
- Discussing criticisms of the school program directly with school officials rather than your child(ren) or other adults.
- Active participation in the Home and School Association.
- Ensuring that your child(ren)'s attendance is regular and on time.
- Meeting financial obligations on time.
- Attending scheduled parent-teacher conferences and conferring with the teachers after class hours.
- Remembering that children relate incidents from their point of view and that they carry reports to school, as well as from school. Both parents and teachers need to exercise charitable understanding toward such incidents, recognizing that there is always another side to every story.
- Encouraging your child(ren) to bring home all notices from the school that are addressed to the attention of the parents/guardians. If you need further clarification, call the Principal or Head Teacher.
- Please keep all teachers, school employees, volunteers, and students on your personal prayer list. We are here to provide the best in academics, as well as give your child(ren) the best possible Christian environment.

School Visits

The school welcomes your visits. However, visits with the classroom teacher are to be scheduled and occur after school has been dismissed for the day, so classroom instruction is not impacted.

CURRICULUM. ETC.

The teaching of the Bible is a part of the curriculum of every grade level at our school. We follow basic State requirements regarding all subjects with Bible being as a subject and as an emphasis throughout our program. Each part of the curriculum is Christ-centered.

Subjects offered in K-8 include the following: Bible, Math, English, Reading, Writing, Practical Arts, Private Music Lessons, Foreign Language, and Work Ethics. Curriculum is approved by the Georgia-Cumberland Conference for Seventh-day Adventist Education Department.

Homework

Parents are urged to actively participate in their child's day-to-day work. While homework is not a requirement in all classes, it can be an essential part of a student's instructional program and contribute to the student's success by reinforcing, enriching, and maintaining skills taught in the classroom. Assignments and due dates are set by the teacher in each classroom whether it is for excused and unexcused absences/tardies.

Incomplete Grades

If a student receives a nine (9)-week grade of incomplete, he/she is responsible for fulfilling the requirements for the subject within a period of three weeks or receive a failing grade for that period.

Special Needs

DAS does not have in-house gifted, ESOL, IEP, 504, or exceptional education programs or interventionists on staff. All students are challenged at or above grade level in the grade that is equivalent with their age for the purpose of developing social, emotional, and behavioral skills. If a parent feels their student should work a grade level ahead, testing from an outside vendor can be conducted at the parents' expense.

Requirements for Graduation

To graduate from the Douglasville Adventist School a student must present passing grades in the following subjects: Bible, Reading, English, Science/Health, Spelling, Math, and Social Science.

For a student to graduate with HIGH HONORS, he/she must have a grade point average of 3.5 in the above required subjects. To graduate with HONORS will require a grade point average of 3.0. A student must have at least a grade point average of 2.0 in the above required subjects to graduate. To hold an office, a student must maintain a grade point average of 2.0 or above in the required subjects.

EMERGENCY PROCEDURES

Fire Drills

The school will participate in a fire drill once per month in accordance with state requirements. The fire alarm will sound, and students are to proceed in a quiet, orderly manner to the area across the parking lot by the church. Students are to remain quiet and follow instructions. Teachers and students will stay in their designated area until administration instructs them to go to another location or return to the building. Fire extinguishers are located in each classroom of the school and designated areas in the church and gym.

Tornado Drills

An alarm will be sounded in the event of a possible tornado or damaging storm conditions. Students will leave their rooms and proceed to the basement of the church. They will sit quietly and remain silent and wait for further instructions.

Other Drills

Other Safety drills are conducted regularly and in accordance with state laws. Students will walk to designated locations for lockdown drills, and disaster emergencies.

MEDICAL, ACCIDENTS and INJURY PROTOCOLS

In the case of minor accidents involving injury, the teacher or principal will administer first aid. An accident report will be filled out for all major injuries. In the case of more serious injury, parents will be contacted immediately. Where emergency on-the-spot treatment is needed, both parents and emergency crews will be summoned immediately.

In cases where neither parent can be contacted and medical treatment is needed, the family must have signed a Consent to Obtain Medical Treatment Form, which permits the school administration to use its best judgment in contacting a physician or transporting the child to the nearest hospital or emergency treatment facility.

In the event of an emergency where necessary medical treatment is needed, and the parents or emergency contact cannot be reached to transport the child to hospital, school personnel will call 911 for transport. The parent/guardian of the child shall be responsible for all bills associated with emergency care.

Medication at School

Prescribed internal and external medications will not be administered to a child by staff except under the direction of a physician **and** with the parent's written permission. It is the preference of the school that, if at all possible, prescriptions be given to students prior to school arrival or after school ends. The school will consider administering medications only when there is no alternative. Medication must be in the original container, labeled with the child's name and specific instructions for administering them and will be kept in a secured area. Immediate/Emergency medication (i.e., Epi-pens etc.) will be carried out by the student's teacher on a case-by-case basis.

Students with Allergies

The goal of the school is to provide a safe environment for all students. However, the school cannot guarantee that students with allergies will not be exposed to potential allergens within the school environment. The utmost care will be given to manage a child's allergy condition when parents have notified the school of their concern.

Parents should do the following:

- Notify the school in writing of potential allergens.
- Work with the teacher to develop a plan to minimize potential exposure.
- Provide a medical doctor's plan to follow in case of allergic reaction.
- Train the student how to avoid potential exposure to allergens and what to do should an allergic reaction occur.
- If medication, such as an Epinephrine pen or inhaler is required, a form must be completed/signed, and the medication left in a locked drawer.
- A medication, such as an inhaler, may be kept with the student, by written permission of the parent.
- Children with food allergies may be requested to bring all food and drink from home as a cautionary measure.

Medical Treatment at School

Consent to Obtain Medical Treatment Form is required by each family for each student. Please make sure you keep your contact information current with the teacher. Minor first aid will be administered by school personnel, while serious injuries will be directed to emergency services. No child with a fever of 100⁰F or above will be allowed to remain at school. Your child must be fever free for 24 hours without the use of fever reducing medicine before returning to school. A child may return to school 24 hours after any symptoms of: nausea, vomiting, diarrhea, rash, itchy scalp, etc. are gone, or when the family can provide a physician's note for the student to return.

Accidents at School

Accident insurance is provided for each child for accidents at school and the cost is included in the registration fee. Please contact the school for claim forms and instructions regarding submission. It is the responsibility of the parent to complete and submit claim forms.

INCLEMENT WEATHER

In the event of inclement weather, our school follows the Douglas County Public School System for school closing unless parents are notified otherwise by email or phone. We suggest you listen to WSB-TV or Radio.

LUNCHES

A student's diet greatly affects how he or she learns. Parents should provide a balanced breakfast before their child comes to school.

1. Please provide a healthy nutritious lunch for your students each day. The school encourages parents to send vegetarian lunches with their students.
2. As there is a limited time for lunch (30 minutes), it is strongly preferred that microwave food, or warm-ups not be sent. Microwaves are few and take away from actual eating time when students are waiting to use them.
3. Please send lunches in a lunch box with an ice pack as there is no refrigerator available for use by the students.
4. Fridays are "Hot Lunch Day," and students may prepay to order lunch. The cost per meal includes entree, side, dessert, and drink. The purchase of Friday Hot lunch goes to pay for our field trip costs.
5. Students may **NOT** share any part of their lunch due to the concerns with allergies of some students.

CODE OF CONDUCT

Douglasville Adventist School is committed to the philosophy of providing excellence in education within a Christian environment. An essential part of the school's mission is to promote the development of strong ethical and moral values in our students. Therefore, the Code of Conduct has been established to assist the school in fostering personal integrity and responsibility among our students. DAS students are expected to meet the highest standards of personal, ethical, and moral conduct possible. Attending DAS is extended on the condition

that students and guardians accept and support school policies, protocols, and measures, including this Code of Conduct. Our goal is to develop Christ-like characteristics, along with motivation and good study habits, among the students. Students are to follow rules and to be always respectful to authority. “Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.” (Phil 2:14-15 NIV)

Families are expected to be familiar with the school’s conduct policies and to willingly abide by them. If any student or parent violates the school’s conduct policies, there will be a disciplinary response by the school. The school, in its sole discretion, will make the final determination of whether there has been a violation of the school’s conduct policies. Serious violations may result in expulsion, a request that the student be withdrawn from the school, or a recommendation of suspension for a limited time period. If a student is expelled, withdrawn, or suspended, there will be no refund of tuition or waiver of financial obligations.

Principles of the Code of Conduct

School officials are guided by certain principles in the administration of discipline. All consequences should be fair, redemptive, and instructive. Penalties will be age/grade appropriate and will be equal to the infraction. They will have a purpose of teaching a positive lesson and will not embarrass, shame or hurt the student’s learning or emotional well-being. Depending on the severity of the offense, detention, suspension, leading to withdrawal/expulsion could be a consequence used in conjunction with parent/teacher conferences.

Teachers will be responsible for the conduct of students throughout the school day. Students should be expected to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will not be contacted unless the teacher’s corrective action has proven unsuccessful, in which case parents will be informed and involved. The school administrator will generally be responsible for handling the more serious offenses. Parents will be notified of the nature of the offense and of the disciplinary action taken.

It is not possible to maintain and enforce discipline without the cooperation and support of the parents. When students come home complaining of disciplinary measures, we ask parents to remember the following:

1. Give the staff and administration the benefit of the doubt. Keep in mind that we have the best interest of your child at heart.
2. Realize that your child is emotionally involved in the situation and may not be able to accurately provide all information

3. Realize that the school has reasons for all rules and that they are enforced impartially.
4. Support the administration and contact the school for all of the facts.

Conduct Policies:

Expectations include:

- Respect the Lord's name and use it reverently.
- Bring honor to God, your family, and your school with proper conduct.
- Be respectful and helpful toward teachers, staff, volunteers and other students in both words and actions.
- Respect the school and church property which includes all equipment and resources inside and outside the actual school property.
- Honesty in all aspects of your life – towards friends, teachers, in your schoolwork, homework, and yourself.

Inappropriate Conduct

- Bullying of any kind on or off school property.
- Fighting before or after school.
- Theft – No one has the right to use property without the expressed consent of the owner.
- Dishonesty includes lying, plagiarism, cheating on tests, having another person do in class schoolwork or homework.
- Undermining religious ideals of the school, using profane language, possession, comments or displaying obscene literature, pictures, electronic media.
- Use of televisions, radios, CD and DVD players, electronic games, personal electronic devices, or game cards.
- Vandalism, stealing, destroying the building, or harmful defacing of the buildings.
- Conducting oneself in a manner outside of school such that reproach or censure would be brought upon the school.
- Unauthorized possession of keys to any of the campus buildings.

DISCIPLINE POLICY

Douglasville Adventist School students shall not be engaged in any immoral, illegal, or unethical activities or any other activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of the Lord Jesus Christ. DAS

expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual.

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 sexual harassment occurring during on-campus or off-campus school 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. Confirmed incidents of sexual harassment will result in disciplinary action.

Disciplinary action will usually include suspension. Severe infractions and/or repeated infractions can result in dismissal. The school will contact the appropriate authorities or agencies should the seriousness of the situation seem necessary.

Bullying, Shunning, Shaming, and/or Harassment

Adventist Christian educators, administrators, teachers, staff, and students strive to make each Georgia-Cumberland Conference School a safe place for all. Because we value each student, we are stating a student or group of students must not participate in, or allow any act of direct or indirect bullying, shunning, shaming, and/or harassment which degrades, injures, threatens, or disgraces a student, staff member, and/or visitor to the campus. Bullying, shunning, shaming and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, any physical verbal, cyber-attack, or any such activity that is directed at a person's race, religion, national origin, age, gender, possessions, abilities, physical features, or any other feature or characteristic of another individual. Incidents of harassment must be reported to the teacher immediately. These situations will only involve necessary personnel and will be treated with the utmost confidentiality. Disciplinary action will usually include suspension. Severe infractions and/or repeated infractions may result in dismissal.

Prohibited Items

Music devices without permission from the teacher, video and electronic games, skateboards, illegal substances, tobacco of any kind, smoking paraphernalia of any kind, any alcoholic beverages at or away from school, narcotics, knives, guns, and all other weaponry. Matches and explosives of any kind are not permitted on school property. Books, magazines, catalogs, or any other materials unrelated to a course of study and in violation of DAS mission, vision, and philosophy of education are not to be brought to school. These items will be taken away

and, in some cases, not returned. Any infraction of these policies will result in a conference with the students and parents of the involved. Appropriate disciplinary action will result, not to exclude suspension or expulsion if warranted.

Cell Phone Policy

While cell phones may seem convenient, they are distracting to the learning environment. Use of cell phones, smartwatches, airpods, personal laptops, and other electronic devices are not permitted during school hours. If cell phones are brought to school, they are to be turned off and remain in backpacks for safekeeping during school hours. If a student is found using an unauthorized electronic device, it will be confiscated and discussed with the parent as to an appropriate time for returning the device. Douglasville Adventist School will not assume the financial burden for personal private property that is damaged, destroyed, or stolen on campus.

TECHNOLOGY/INTERNET USAGE POLICY

Internet access is offered for student use with the intent to further educational goals and objectives. Access to the internet through this school's system requires permission from both the principal (or his/her designee) and parents. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Recognizing the potential for accessing sites other than the educational ones indicated by the classroom activities, families may choose not to permit their children access to the internet through the school's network.

Access

1. Access is a privilege, not a right. Access carries many responsibilities.
2. Teachers have the right and the duty to schedule, monitor and restrict both the amount of time on-line and the sites visited.
3. Your right to free speech is affected by our interpretation of the internet as a limited forum, like a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.
4. You should expect no privacy of the contents of your personal files on the school system or the internet. Routine maintenance and monitoring of the system may lead to the discovery that you have violated this policy, school rules or the law. An individual search may be conducted if there is reasonable suspicion. Your parents have the right at any time to see the contents of your email or school files.

5. The school will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the system.
6. When you are using the system, you may feel that you can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. You are likely to be caught if you break the rules.

Personal Safety

1. You will not post personal contact information (address, phone number, etc.) about yourself or any other person.
2. You will not agree to meet with someone you have met online, without the approval of your parents. Any request for contact of this nature, or any message you feel is inappropriate or that makes you feel uncomfortable should be reported to the school authorities immediately.

Illegal Activities

1. You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access, by entering another person's username, password, or account number or by accessing another person's files.
2. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses, or by any other means.
3. You will not use the system to engage in any other illegal act, such as arranging for a drug purchase or sale, engaging in gang activity, threatening the safety of a person, etc.

Social Media Interaction

We understand the mentoring role our teachers play in the lives of their students. Therefore, teachers are allowed to **respond** only to any requests from students to be social media contacts, but may not seek out students or send requests. Teachers will not initiate interaction. They are also not to have any private messaging interaction, chatting, texting, etc. where the public is not able to view it.

FACULTY WITH HANDGUN PERMITS

We know many people have a permit to carry or conceal handguns, but we ask that no weapon be taken into the DAS building unless permission is given by the Principal or Board.

WEAPONS POLICY

Students will not possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, nor at any school related or school sponsored activities away from school facilities. Weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, zip guns, stun guns, tasers, and/or any other device capable of chemically propelling a projectile.
- Cutting or puncturing devices: dirks, daggers, knives, folding knives with a blade that locks into place, disk with points or blade, or razor with unguarded blade.
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers for inflammable fluids, and/or other hazardous devices.

Any instrument intended for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. Any school employee will confiscate any device used as a weapon. The principal and/or local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense. Upon information that a student is suspected of violating this policy, the principal/head teacher will notify the student's parents/guardians. In the case of firearms, explosive or incendiary devices, and knives with blades longer than three inches, the appropriate law enforcement officials will be notified.

TERRORISTIC THREATS

Any terroristic threats made by students or visitors will be immediately addressed by the school board. Law enforcement officials may be contacted – depending upon the severity of the threat. Students may be expelled, and visitors will be advised not to return to the school grounds.

FIELD TRIPS

Field trips are an integral part of the educational experience at our school. Permission slips will be sent to parents for written signature permission by the parent or guardian prior to the field trip. All students must wear seat belts with younger students using a booster seat and sit in the correct seating according to Georgia law.

GIFTS/INVITATIONS

Please do not bring gifts or party invitations to school unless you are bringing one for each student in the class. No personal deliveries should be made to the school (i.e., flowers, candy, birthday gifts, Valentine's Day gifts, etc.)

HOME AND SCHOOL ASSOCIATION

The Home and School Association is a volunteer cooperation between Douglasville Adventist School and its parents. The Home and School Association blends the involvement of parents with the school for a spirit of cooperation. The association involves volunteers in activities, projects, fundraisers, fun events, and field trips. Regular meetings are held, and all parents are invited to attend.

LIBRARY LENDING POLICY AND TEXTBOOKS

Students may check out books from the Douglasville Adventist School library for use in classes or book reports. In the event of a lost, damaged, or seriously late book, a standard fee of \$20 will be charged to the student account. The fee will be used toward the replacement of the book by the school. No books may be checked out of the library until overdue materials or books are returned or replaced.

There is a portion of the registration fee that is for the use of textbooks. This does not cover mistreatment of a book. If a textbook or library book receives more than normal wear in the opinion of the principal, it will have to be replaced at the user's expense. **BOOKCOVERS ARE RECOMMENDED.**

VOLUNTEERS

Douglasville Adventist School welcomes and encourages volunteers to participate in pre-planned activities at the school. Volunteers are needed to drive students for field trips, help in the classrooms as room mothers/fathers, and many other activities. Please talk to the teachers for ways you can be part of the volunteer line up.

Douglasville Adventist School is concerned about the safety of our volunteers, our staff, and, most importantly, our students. To reduce these risks, prospective volunteers must undergo a background screening via Sterling Volunteer, a third-party consumer reporting agency that performs Fair Credit Reporting Act (FCRA) background checks. The FCRA is the primary federal law regulating employment background checks. The background checks conducted do not include credit reporting.

FINANCES

Douglasville Adventist School endeavors to keep tuition at a rate affordable for parents. The members of the Douglasville SDA Church play a key role in keeping the cost of private Christian education affordable to our students via direct/indirect subsidies to the school and our students.

Registration Fee

A registration fee is charged for each student in Pre-K through 8th grade. It covers textbooks and workbooks, student insurance, library book fee, standardized testing, and other expenses as determined by the school board. It is to be paid in full prior to the first day of school.

Refund Policy

- Registration Fee, or any portion of the fee, is non-refundable.
- Tuition fees are not refundable upon withdrawal, absence, or dismissal of a student
- Tuition fees will not be refunded if a student has attended at least one day within said month

Scholarships/Financial Aid for Qualifying Students

- Limited financial aid is available and distributed to qualifying students
- Scholarships are determined by the financial need of the family
- Some scholarships depend upon previous and ongoing academic performance
- Scholarships do not cover the application and registration fees
- Limited scholarships are available for monthly tuition assistance

Tuition

Douglasville Adventist School operates as a nonprofit institution and relies on regular tuition payments for many of its daily operations and expenses. Tuition is due by the 1st of each month and late after the 10th of the month (August thru May). The treasurer, Connie Bell, will be happy to answer any questions or help set up the payments. Please call her at (678) 559-4409 or email her at dastreasurer2836@gmail.com. Payments can be made by check or set up through our online account with Square. Make checks payable to Douglasville Adventist

School and leave them in the box inside the door of the school or mailed to – Douglasville Adventist School, Attn: Treasurer, 2836 Bright Star Rd, Douglasville, GA 30134.

THE “HOMESCHOOL” POLICY

The Douglasville Adventist School (DAS) has adopted the guidelines set forth by the Georgia-Cumberland Conference Education Department regarding the “Home School.” As such, the DAS may not function as an “umbrella” for a home school program.

Any cooperative activity must be under the absolute direction of this school’s administrator or teacher in matters of organization, conduct, and discipline. The “Home School” students are guests of this school and must conduct themselves accordingly.

“Home School” students must have student accident insurance coverage and pay any fees and assessments for participating in activities organized by this school.

Students transferring into this school from “HomeSchool” should be accepted on the same basis as students from any other school. Grade placement and instruction may be modified as necessary to allow adequate adjustment to the school program.

HOMESCHOOL “FRIDAY” POLICY

Our Homeschool Friday’s is a program designed for community homeschool families to come and share in our music and art program on Friday. The students and parents will be responsible for keeping the values, code of conduct, and all other aspects included in this handbook.

INTERPRETATION OF SCHOOL POLICY

The Administration and School Board reserve the right to change, formulate, and implement policies, rules, and regulations throughout the course of the year to assure the safe and appropriate operation of the school. If an interpretation is questioned or disputed by a student, parent, or guardian, the principal may give the interpretation. The School Board reserves the right to make final interpretations of school policy.

Announced Rules

Announced and stated rules during the school year are as binding as written rules. The rules in this handbook are not exhaustive and are subject to modification at any time during the school year by the Douglasville Adventist School Administrative Team. Each teacher has the

discretion to establish classroom rules, reinforce appropriate behavior, and impose consequences for misconduct within the classroom setting. These announced guidelines are in addition to and as important as those outlined in this handbook.

GRIEVANCE PROTOCOL

(Parent Complaints/Concerns)

1. Complainant is to meet with the teacher alone or as a family to deal with the issue/complaint. Under no circumstance is the issue/complaint to be discussed with any other party.
2. If the complaint remains unresolved after Step 1, it should be taken to the school principal/head teacher for the purpose of securing assistance in finding a resolution. A meeting among the three parties (principal, complainant, and teacher) is to be held with the principal as the chair of the meeting. The principal is to keep the minutes of the meeting including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties proper to the completion of the meeting. Should the grievance involve the school principal, the school board chairperson would serve as the facilitator and keep minutes. Should the principal be involved, the Office of Education is to be notified.
3. At each instance in which a complaint is registered, the teacher should have the right to address the complainant directly. If the complaint remains unresolved, then the complaint will be referred to the Executive Committee of the School Board. At this point, the Office of Education is to be notified.
4. If the above steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the School Board. To ensure fairness, the teacher is to be present at the meeting. A representative from the Office of Education will be invited by the School Board Chairperson to participate in the discussion of the issues. Should the complainant be a member of the school board, he/she will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified in writing of the school board's decision.
5. Under no circumstances should an individual school board member be contacted to solve a conflict or problem.

ASBESTOS NOTIFICATION

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval and a copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

As of May 3, 1999, ALL asbestos was removed from the Douglasville Adventist School.

This form was published in the school handbook and distributed to parents on Registration Day and/or Parent Orientation event (per Federal Law 40 CFR 763.93).

Douglasville Seventh-day Adventist School
2836 Bright Star Rd
Douglasville, GA 30134
Douglas County

DRESS CODE

The dress code policy for students at Douglasville Adventist School is designed to encourage neatly groomed students and to create an atmosphere of integrity and learning. Uniforms may be purchased through the following vendors or wherever school uniforms are sold:

Land's End - www.LandsEnd.com

FrenchToast-www.frenchtoast.com

Shirts	Properly fitted long or short sleeve polo shirts in hunter green, navy, white, light yellow, red, or light blue may be worn.
Pants	Pants are to be either khaki or navy-blue colors. Pre-K through 2 nd grade may wear pull-on elastic waist styles of pants. 3 rd through 8 th graders must wear either pleated or flat front pants with belt loops and a belt. The pants may be purchased at any store if they have no more than a 4-pocket chino style pants. (No cargos, flares, bell-bottom, baggy styles and not stone or off-white in color.)
Shorts	Modest shorts are to be in either khaki or navy-blue colors. The shorts may be purchased at any store if they have no more than a 4-pocket chino style.
Belts	Belts may be black, brown, navy, or identical color of trousers/shorts with no ornamentation.

Skirts	Skirts are to be in khaki, navy blue, or plaid color with a modest hemline. Must be worn with dark colored biker-type or privacy shorts.
Skorts	Modest skorts are to be in khaki, navy blue, or plaid color and worn with built-in privacy shorts. May be purchased at Land's End or French Toast.
Jumpers	May wear modest length jumpers with a Peter Pan blouse of the above colors. Must be worn with biker-type or privacy shorts.
Polo Dress	May wear modest length polo shirt dress in hunter green, navy, white, light yellow, red, or light blue with biker-type or privacy shorts
Sweatshirts	Sweatshirts are to be crew-neck pullover or hooded in hunter green, navy, white, light yellow, red or light blue. Hoods may not be worn up on the heads in the school building
Jacket (Not heavier outerwear)	Jackets must be full zippered/pullover fleece or hooded windbreaker in hunter green, navy, white, light yellow, red, or light blue. Hoods may not be worn up on the heads in the school building.
Sweaters	Sweaters must be a cardigan style in white, hunter green, navy, light yellow, red, or light blue.
Socks/Tights	Socks, tights, or leggings must be worn. May be solid colors in white, hunter green, navy, light yellow, red, light blue, or black.
Shoes	Shoes must be flat, closed-toed and closed-heeled, and suitable for recess and PE. No cartoon or TV characters, no platforms, heels, or sandals may be permitted. All shoes need to fit correctly, tied, or buckled for safety.

Hair/Headwear	Hair must be clean, well groomed, and neat. Extreme hairstyles will not be permitted. Hair should be kept out of the eyes. Hats or head coverings are not permitted indoors.
Nails, Jewelry, & Make-Up	Natural nail polish only. No jewelry. Make-up should have a natural look.