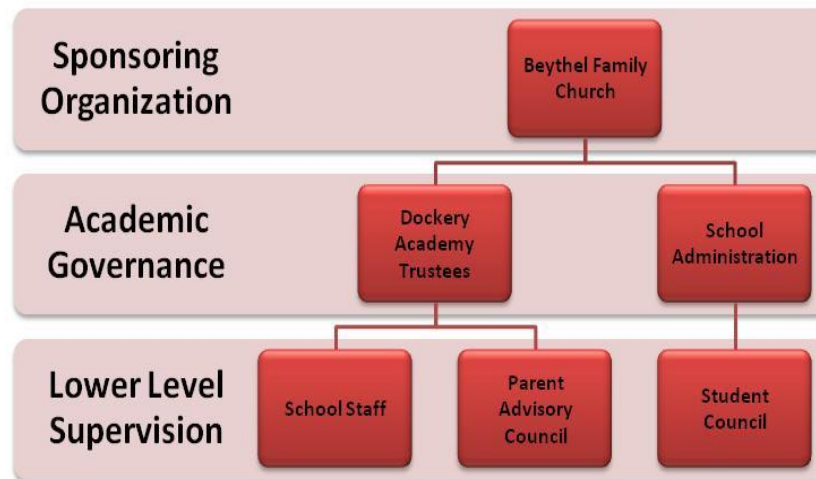


DOCKERY CHRISTIAN ACADEMY SCHOOL POLICIES/PROCEDURES BOOKLET 2020-2021 SCHOOL YEAR

DOCKERY CHRISTIAN ACADEMY MANAGEMENT AND STRUCTURE



The ethos of DOCKERY CHRISTIAN ACADEMY is based on principles of a positive school environment, professionalism, morality, student learning, and effectiveness. Accordingly, we strive to ensure that the collective and individual success of teachers and students is recognized and rewarded. We work to build relationships and interactions that are identifiable by openness, trust and appreciation. We strive to maintain an environment where students and staff members feel emotionally and physically safe and the academy's policies and facility promote student safety.

ADMINISTRATION, TEACHER AND STAFF EXPECTATIONS

The safeguard of the academy's ethos is the firm setting of definable expectations for all involved in the structured teaching and learning process. Accordingly, it is highly expected that staff relationships are collegial, collaborative, and productive, and all staff members are held to high professional standards. Furthermore, school leaders, teachers, and staff members are expected to model positive, healthy behaviors for students. Mistakes are not punished as failures, but they are seen as opportunities to learn and grow for both students and educators.

PARENT EXPECTATIONS

DOCKERY CHRISTIAN ACADEMY recognizes the fact that the family is the most essential unit of support within a civilized society. We acknowledge the parents of our students as the first teachers and guardians within their families. Our parents and or guardians are expected to serve as partners in the instructional process at the Academy. DOCKERY CHRISTIAN ACADEMY does offer a family support program to assist parents and students in dealing with family difficulties, which hinders learning. This program will educate students and their families of health interventions to risk like behaviors. However, it is expected that our parents be responsible for attending to the physical, psychological custodial needs of their children.

STUDENT EXPECTATION

All of our students are consistently held to high academic expectations. It is anticipated that they work hard to meet and exceed standards of academic excellence. Because our students are our reason for existence, important leadership decisions are made collaboratively with their input. A student peer review council will be established and supported by the school administration, teachers and parents to hold all students accountable for fair and equitable expectations that will lead to success and high achievement. Formal expectations for student behavioral conduct is reflected in the following Student Codes of Discipline:

Policy 1.1- Maintenance of A Safe and Conducive Learning Environment:

Purpose: To protect the right of every learner to a quality education

In order to monitor and modify inappropriate student behavior in school and at home, the following behavioral objectives are set as a part of discipline for the student body:

Behavioral Objective 1:

Follow all instructions as they are given, the first time given

Behavioral Objective 2:

Account for personal behaviors and work to meet school expectations and those set in the home

Behavioral Objective 3:

Assume personal responsibility for academic work and for personal appearance while at school, in the home environment, and in the community

Behavioral Objective 4:

Participate in all school, classroom, and family-related activities

Policy 1.2- Code of Conduct:

Purpose: To provide a standard code of conduct for every learner

Students are expected to avoid committing any of the following disciplinary Offenses as they are defined below:

Disruption in school – any behavior that interferes with learning in the classroom, school, on outings, and at home.

Damage to school or other property – the willful destroying or damaging of the property of the school or any other person in the school or at home.

Theft – the willful intention to deprive another person of property, by taking it without permission.

DOCKERY CHRISTIAN ACADEMY SCHOOL POLICIES/PROCEDURES BOOKLET 2020-2021 SCHOOL YEAR

Assault – The causing of bodily harm, by inflicting pain on another person or the verbal threat or non-verbal threat of doing harm to another.

Gang Related Activity – any activity on part of two or more persons that are in violation of the school policy or that may be considered to be illegal.

Repeated violation of school policy – the committing of an offense that leads to subsequent disciplinary actions for three or more times.

Harassment – causing a person (s) to become uncomfortable as a result of verbal comments or non-verbal actions.

Policy 1.3 - Uniform Dress Code:

Purpose: To provide a uniform dress code for students and exposure to business practices

The formal uniforms requirements are as follows:

The student uniform will consist of a Blue or Black blazer, a white or Sky-blue dress shirt, a Brown or Yellow necktie, Black or Tan-khaki slacks, Blue or Black socks, a pair of Black or Maroon loafers, a pair of white gloves and a dress hat. Variations of this uniform may include, a blue sweater, a white or grey short sleeve shirt, black or blue casual shoes or any other variation approved by the school. Students must keep their hair growth at two inches or less (appropriate modifications will be made for female students). Facial hair must be neatly groomed. The cost for student uniform is included in the tuition.

Policy 1.4 - Dress Days:

Purpose: To provide a standard of appropriate school appearance

Monday through Thursday are considered dress days for the school. Friday is a casual day for school. Students must be in uniform when going on educational outings.

Policy 1.5 - Personal Appearance:

Purpose: To ensure a clean and healthy school community and to protect the emotional well-being of students

All students are held accountable for their personal hygiene and appearance at all times. This code is directly related to behavioral objective number three of student expectations.

Policy 1.6 - Due Process:

Purpose: To ensure equity for all students and to protect the rights of all students

The steps for student due process is as follows:

Investigation- All charges of school violations will be investigated by members of an established disciplinary committee. The committee consists of the discipline coordinator, a teacher or counseling associate and at least one parent.

DOCKERY CHRISTIAN ACADEMY SCHOOL POLICIES/PROCEDURES BOOKLET 2020-2021 SCHOOL YEAR

Hearing – a student court or a staff committee may convene Hearings. The hearing is intended to allow the accused and the accuser to present their case before the convening body.

Appeals – The decisions of the disciplinary committee will be final except in such case that there is compelling evidence that warrants an appeal. All appeals will be made to the school's assistant director and will end at the school director level.

Parental Involvement – Parental involvement will be included in the investigation process to the final decision.

Expulsion – Depending upon the severity of the offense, corrective measures will be taken. As a very last result, expulsion from the school will occur.

VISITORS/GUEST

All visitors in the school are expected to check in with the school's front office and sign in. Additionally, they are expected to be respectful and considerate of the fact teaching and learning may be in progress in classrooms and other areas.

Note: These guidelines may be modified as needed.