



ACADEMY FOR GIRLS

Student Handbook

TABLE OF CONTENTS

School Mission/Vision Statement	2
District Mission Statement	2
School Rules/Expectations	4
Telephones.....	4
Restroom Policy	4
Halls	4
Entering and Leaving School	5
Cutting Class	5
Guidelines for Dress.....	5
Homework	5
Reports to Parents.....	6
Arrival	6
Attendance Procedures	6
Becoming Ill at School	7
Leaving School Without Permission.....	7
Smoking or Carrying Cigarettes and Matches.....	7
Insubordination.....	7
Tornado, Fire and Smoke Drills	7
General Rules	8
Parent Participation	9
Parent/Guardian Visitation	9
Change of Address and/or Telephone	9
Textbooks and Workbook Fees	9
Valuables.....	10
School Bus Rules.....	10
Field Trips	10
Immunizations	11
Exclusion for Health Reasons	11
Student Medications	12
Student Rights and Responsibilities	13
Unity.....	14
Steps for Student Success.....	15

SCHOOL MISSION STATEMENT

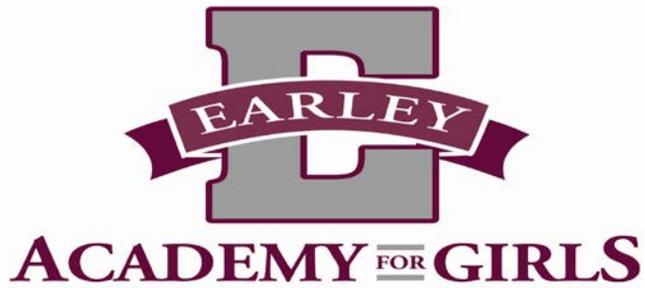
The mission of Charity Adams Earley Academy is to cultivate the unique potential of each young lady by educating her mind as well as her spirit.

SCHOOL VISION

All our young ladies will be exemplary academically, socially, and emotionally.

DISTRICT MISSION STATEMENT:

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.



To Our Students and Parents:

Greetings and welcome to The Earley Academy for Girls. The purpose of this handbook is to provide information, to explain policies and rules/regulations of our school. We suggest that you review the policies very carefully, so that you will know exactly what is expected of you while in attendance.

The Earley Academy is dedicated to providing a sound educational program. A great deal of planning has gone into the various programs for this school year and we encourage all students to become involved through a rigorous program of study and participation. We seek the support and cooperation of all parents.

Please keep this booklet for a ready reference. If you have any questions or concerns not covered here, feel free to call the school at 542-5840.

We extend our best wishes for a good school year to all Earley Academy students.

Sincerely,

Peggy Burks, Principal

SCHOOL RULES/EXPECTATIONS

- Each young lady will come to school, ready to learn, each and every day
- Each young lady will respect herself, her teacher, the entire staff, her peers and fellow students at the school
- Each young lady will use standard English/grammar
- Each young lady will use a refined tone of voice when speaking
- Each young lady will become familiar with the district's Code of Conduct
- Each young lady will exhibit the pride of being an Earley Girl by her words, deeds and actions
- Each young lady will master all standards and indicators expected of her
- Each young lady will follow directions the first time they are given
- Each young lady will keep hands, feet and objects to herself
- Each young lady will not tease or name call
- Each young lady will stay in her seat unless she has permission to get up
- Each young lady will bring books, notebooks and pencils to class

TELEPHONES

Students are **NOT PERMITTED** to use the office nor the classroom telephone. Necessary calls to parents will be done under supervision of school personnel. Messages from parents will be relayed. Cell phones are NOT ALLOWED.

RESTROOM POLICY

Only one student is permitted from a class at a time. If you must use the restroom between classes, there is a possibility that you will be late: go to your next teacher and ask permission to use the restroom. **Do Not Abuse This Procedure.**

HALLS

1. Any student in the halls during class **Must Have a Hall Pass.** It is your responsibility to get a hall pass from your teacher.
2. Earley girls will always walk on her right hand side of the hallway.

Lunchroom Behavior:

1. Girls will use “restaurant” voice tones.
2. Girls should remember to walk in the “Dining Room” and use proper etiquette.

ENTERING AND LEAVING SCHOOL

- Earley girls will walk when entering or leaving the school building
- Earley girls will enter the building no earlier than 8:25 a.m.
- Earley girls may not leave the building unless accompanied by an approved adult (other than dismissal)

CUTTING CLASS

You are expected to be in your assigned classes unless you have permission to be elsewhere in the building. When you have permission, be sure you take the note to the teacher of the class you will miss. The note should be delivered before the next class begins.

GUIDELINES FOR DRESS

- Each Earley girl will wear full dress uniform daily (Plaid jumpers, white blouses, maroon socks, black shoes for grades pre-k-2. Plaid skirts, white blouses, ties, maroon socks, black shoes for grades 3-8. **No jeans are allowed at any time.** Consequences will be issued for non-compliance to dress code.)
- Each Earley girl will wear **clean clothing daily**
- Each Earley girl’s hygiene: clean, neatly combed hair, clean short nails
 - no makeup
 - no nail polish/may use clear polish
 - no lip gloss
 - no jewelry other than small post earrings
 - any other grooming issues will be addressed by the school nurse

Eighth Grade Recognition Attire:

- Girls shall wear white dresses with sleeves. (No strapless dresses or formals allowed)
- Girls shall wear white shoes.

HOMEWORK

Our ‘homework’ is purpose driven and project based.

Homework is an important part of a student’s school experiences. Parents/students should be aware that homework:

1. Is intended to build upon and extend what is learned during the school day
2. **Will be considered when evaluating a student’s work at the end of the grading period, and therefore must be completed and turned in as per teachers’ direction.**

While certain skills sheets may be sent home, the bulk of homework is designed to synthesize all the skills that have been taught in class into a meaningful, fun project to be completed at home. Students will actually know what they are doing. They will have the opportunity to apply theoretical concepts.

Teachers will explain our homework policy in detail during Fall Open House.



REPORTS TO PARENTS

Report Cards are issued four times during the year. Interim reports are mailed during grading periods to inform parents about unsatisfactory student work. Parent conference days are scheduled for: Week of November 7, 2016 and February 6, 2017. Other conferences may be requested by parents or by teachers. Appointments may be made during planning periods or after school.

Teachers are not to hold conferences during instruction or supervision time.

Teachers will send home a “Monday Folder” weekly that will contain information about classroom activities and homework.

ARRIVAL

The regular school day for students at Earley Academy begins at **8:45 a.m. with dismissal at 3:15 p.m.** Breakfast will be served during the period of **8:25 a.m-8:45 a.m. daily.** Students are not permitted to enter the building early unless they have written permission from the teacher or principal. Students, who do not eat breakfast and are driven to school, should time their arrival in the morning so they will have not more than (5) minutes to wait before being admitted to the school for the start of the day. Students are expected to be on time to school and to class. **The tardy bell rings at 8:50 a.m. NO BREAKFAST WILL BE SERVED AFTER 8:50 a.m.** Any students coming into the building after the tardy bell rings are required to go to the school office to obtain a permit to enter their classroom. **After obtaining a permit, they are to report to their homeroom and then to their next class.**

ATTENDANCE PROCEDURES

Daily Attendance is Required of all students and is essential if students are to receive the maximum benefit from schooling. Whenever a student is **ABSENT FROM SCHOOL**, the parent or guardian should call the school (937) 542-5855 before 9:00 a.m. and state the reason. Upon return to school, the student should present to the homeroom teacher a note from his/her parent explaining the reason for absence. All notes for **EARLY DISMISSAL** are to be given to the homeroom teacher upon arrival to school and will be confirmed by phone call to parents. No student will be allowed to leave the building at the request of anyone other than a parent or guardian. All students will be allowed to **MAKE-UP** any school work missed because of an **EXCUSED ABSENCE**. Students are responsible for contacting the teacher for make-up work and

assignments immediately upon returning to school. Suggested make-up time is the number of days of absence plus one.

BECOMING ILL AT SCHOOL

If your child becomes ill at school, have her get permission to report to the nurse or office. The parent or guardian will be contacted.

LEAVING SCHOOL WITHOUT PERMISSION

This is a Definite NO! NO! We will not tolerate any student walking out of the building without permission, regardless of the circumstances.

SMOKING OR CARRYING CIGARETTES (or other illegal substances) AND MATCHES

Smoking is not permitted or tolerated at school. Cigarettes, matches and/or lighters will be taken and disciplinary action will be administered.

INSUBORDINATION

All staff members of Charity Adams Earley Academy are responsible for the student body. A student is expected to cooperate with requests made by staff members. Verbal assault, abusive language, profane language, or disrespectful gestures to a staff member may be cause for dismissal.

TORNADO, FIRE AND SMOKE DRILLS

Tornado and Fire drills are a regular part of our school training. Getting students safely out of the building is our primary concern. Your teacher will review with you the procedures for leaving the building. When the alarm sounds, you are to stop talking and listen for instructions from your teacher. Talking is not permitted during a tornado or fire drill. In case there is a tornado or real fire, you may not hear instructions, if talking is taking place. All alarms are honored whether intentional or false. The sound of the alarm is to be disregarded only if that instruction comes from the office.

GENERAL RULES

1. Fighting is prohibited at all times. Students are under the jurisdiction of the school personnel (from the time they leave home in the morning until they return home in the afternoon).
2. Tobacco, narcotics, unauthorized medications and alcoholic beverages are not permitted on school property by students.
3. The possession or use of any weapon or instrument capable of inflicting bodily harm in the jurisdiction of the school is expressly forbidden.
4. Students are responsible for their own personal property and must show respect for other students' personal property, as well as school property.
5. Defacing school property will never be permitted.
6. Stealing, in any form, by whatever means, is prohibited.
7. Extortion is prohibited. No student may, through the use of force, by herself or by others, take money or other items of value from another person.
8. No student may cause another student to be intimidated, initiated, bullied, pestered, harassed, etc.
9. Rough and/or boisterous play (running, shouting, wrestling, pushing, playing tag, roughhousing, etc.) is prohibited in the building.
10. Disruption of any class or planned school activity by a student or group of students is prohibited.
11. Any behavior which is intended or which may reasonably be expected to cause physical harm to another person, whether in fact such harm does actually result, is prohibited. Tackle football and throwing snowballs are examples.
12. Any sales of candy, gum, tickets, books, etc., during school hours or on school property cannot take place without prior approval of the principal.
13. Students shall not throw or propel any device or object while on school premises, school bus or on the way to and from school (*throwing snowballs is an example*).
14. Students are not to leave the school grounds during school hours without permission from the office.
15. Students are to leave the school grounds immediately after school is dismissed and go directly home.
16. The use of profane language and/or obscene gestures will not be tolerated.

PARENT PARTICIPATION

Parents are encouraged to participate at The Earley Academy for Girls as volunteers or as members of organizations which seek to maintain and improve the quality of education at Earley Academy and throughout the Dayton Public Schools. If interested in being a volunteer, contact your child's teacher or a school administrator. Be an involved parent. Become part of the answer.

PARENT/GUARDIAN VISITATION

While we have an open door policy, please follow the following steps when visiting the school:

- Please call the teacher or principal to make an appointment.
- Sign in at the office.
- Please sit to the back of the classroom; remember to respect the educational process that is taking place in the classroom.
- **Visits should last no more than one hour.**
- If there are any concerns, please make an appointment to discuss them with your child's teacher.
- All visitors to school are required to report to the main office to obtain a Visitor's Pass before entering the classroom. This is required to maintain security for all students and staff.

CHANGE OF ADDRESS AND/OR TELEPHONE

If, at any time during the school year, a change occurs in your home address or telephone number, please advise the school immediately. **All address changes have to be made at the Student Assignment Office, located at 115 S. Ludlow St.** Also, if there is a change in the telephone where a parent may be reached during the day, please report, as up-to-date records are essential in handling emergency situations which may arise.

TEXTBOOK AND WORKBOOK FEES

Textbooks will be issued to the students by the subject teachers. A record is kept of the book number and the condition of the book issued. Each student is responsible for her own books. (Parents may be asked to sign for books to be taken home) Any damaged or lost book must be paid for by the student to whom the book was issued.

VALUABLES

Valuables Should Not Be Brought To School. Watches, rings, etc. should not be brought to school especially on gym days. We discourage students from bringing money to school except for lunches or special programs where there is a need. The school cannot be responsible for lost items/money.

SCHOOL BUS RULES

Students riding the school bus to and from school are expected to demonstrate the same behavior expected at school. Students who fail to cooperate with bus drivers or who fail to comply with basic safety regulations may be denied the privilege of bus transportation and are subject to disciplinary action.

Bus riders must:

1. Load and unload from their bus at the designated stop in an orderly fashion. (No bullying!)
2. Ride assigned bus and unload at regular stop, unless the principal signs a note to give the driver directions stating otherwise.
3. Refrain from eating and littering on the bus.
4. Keep noise to a minimum. Students may talk quietly to the person beside them, if the driver permits. (Absolutely no bullying!!!!)
5. Be absolutely quiet at places of danger as specified by the driver.
6. Refrain from use of abusive language at all times. (No bullying!!)
7. Remain in the same seat while the bus is in motion.
8. Refrain from throwing anything (inside or outside vehicle) while on bus.
9. Refrain from hanging any object or part of your body out of the bus window.
10. Cross the street at least ten feet ahead of the bus.
11. When dismissed from school, go promptly to the bus.

FIELD TRIPS

- All field trips taken shall support and enhance the educational process.
- School rules apply and must be followed on all field trips.
- Snacks/lunches are either provided by the school or students may bring a packed lunch. Lunches may not be purchased at the field trip site.
- Students are not permitted to bring money unless required for the field trip.
- Students are not permitted to have cell phones. Cell phones may be used by chaperones for emergencies only.

- Fees must be paid for in advance for the field trips. If a financial hardship exists, please inform the principal.
- **Permission slips must be submitted** to the office for the field trip by the deadline, or the child will not participate.
- The Principal will approve all chaperones prior to departure.
- No open food or drink on the buses.
- Appropriate clothing must be worn on the field trip.
- Students/chaperones must stay with their designated groups.
- Inappropriate student behavior will be addressed, consequences will occur.
- Chaperones are wonderful role models and should exhibit impeccable behavior at all times.

STUDENT HEALTH POLICIES

IMMUNIZATIONS

Each student, kindergarten through third grade is to be immunized prior to the school year for original enrollees, or as soon as possible in the case of a student transferring from another district. Any student who does not comply with the immunization requirement shall not be permitted to continue in school until the immunizations are received. The cost of the immunization shall be borne by the parent or guardian.

EXCLUSION FOR HEALTH REASONS

Policies regarding the exclusions of students for health reasons:

- Students suspected of carrying a contagious disease will be excluded.
- Any student with a rash must be excluded until the disappearance of the rash and any other symptoms unless a physician directs readmission of the student.
- No student will be sent home until a parent or responsible adult has been contacted.

If an injury or illness restricts your child's participation in physical education for an extended period of time (several weeks), a physician's excuse stating the reason should be sent to the principal's office.

STUDENT MEDICATION

Oral medications for a student brought from home will be administered only when accompanied with a written directive from the physician. A request form should be obtained from the office and completed by both physician and parents. The school will supervise administration of oral medication in pill form only. It will not assume responsibility of administering liquid medications that must be measured, application of ointments, change of dressings or injections. **IN CASE OF EMERGENCY, CAN WE REACH YOU BY TELEPHONE? PLEASE BE SURE THE SCHOOL HAS YOUR PHONE NUMBER.**

STUDENT RIGHTS AND RESPONSIBILITIES

MY RIGHTS

- I have the right to be happy and to be treated with compassion in this school. This means that no one will laugh at me or hurt my feelings.
- I have the right to be myself in this school. This means that no one will treat me unfairly because I am black or white, fat or thin, tall or short, adult or child.
- I have the right to be safe in this school. This means that no one will hit me, pinch me, kick me, threaten me, push me or hurt me.
- I have the right to expect my property to be safe in this school.
- I have the right to hear and be heard in this school. This means that no one will yell, make loud noises, scream, shout or otherwise disturb me.
- I have the right to learn about myself and others in this school. This means that I will be free to express my feelings and opinions without being interrupted or punished.
- I have the right to be helped to learn self-control in this school. This means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.
- I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

MY RESPONSIBILITIES

- I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others, or try to hurt the feelings of others.
- I have the responsibility to respect others as individuals and not to treat others unfairly because they are black or white, fat or thin, tall or short, adult or child.
- I have the responsibility to make the school safe by not hitting anyone, pinching anyone, kicking anyone, threatening anyone, pushing anyone, hurting anyone.
- I have the responsibility not to steal or destroy the property of others.
- I have the responsibility to help maintain a calm and quiet school. This means I will not yell, make loud noises, scream, shout or otherwise disturb others.
- I have the responsibility to learn about myself and others in this school. This means that I will not interrupt or punish others who express their feelings and opinions.
- I have the responsibility to learn self-control in this school. This means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.
- I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

Unity

--Author Unknown

I dreamt I stood in a studio and watched two sculptors there.

The clay they used was a young child's mind

and they fashioned it with care.

One was a teacher – the tools she used were books, music and art.

The other, a parent, worked with guiding hand

and a gentle loving heart.

Day after day, the teacher foiled with touch that was deft and sure.

While the parent labored by her side and polished and smoothed it o're.

And when at last their task was done,

they were proud of what they wrought.

For the things they had molded into the child

could neither be sold nor bought.

And each agreed they would have failed if each had worked alone.

For behind the teacher stood the school

and behind the parent, the home.

STEPS FOR STUDENT SUCCESS

1. Get your textbooks and assignment notebooks as soon as possible.
2. Schedule a time and place to study for each class. Choose a quiet, well-lit ventilated room.
3. Review your class notes each day. (This increases your memory of the material.)
4. Write down each assignment for each subject, including the directions for completing it and the date it is due.
5. Do your assignments each day. Don't get behind.
6. Work on your hardest subjects first before you become tired.
7. Keep yourself in good health. Get enough sleep, get the right amount of exercise and eat nourishing food. Drink 8 glasses of water daily.
8. Learn to read at a steady pace. Think of the meaning rather than the words.
9. Read the assignment thoroughly to learn the meaning, then go back over it to focus on the important points.
10. Review the information often. Each time you review information you increase your long-term memory.
11. Review by writing statements that summarize the important facts or ideas.
12. Depend on yourself to do your work and in that way develop confidence in your own ability. Work everyday; build skills to prepare a strong foundation for further reading. Also, learn from others and also help others learn.
13. Review questions at the end of the chapter to see what you have learned and what you still need to learn.
14. Repeat out loud what you have studied.
15. Study with a friend or a small study group.
16. Ask your teacher about work you have missed when you are absent. Complete make-up work quickly.