

ABOITE CHRISTIAN SCHOOL



School Handbook 2019-2020

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Aboite Christian School Handbook

Table of Contents

Mission Statement.....	4
Philosophy.....	4
Faculty and Staff	5
School Calendar	5
Requirements for Entrance	6
Registration and Admissions Policy	6
Withdrawal and Expulsion Policy	7
Financial Information.....	7
Attendance	8
School Closing for Bad Weather	9
Religious Activities	9
Academics.....	10
Student Technology User Agreement	10
Health and Wellness	11
Lunch	11
Appearance and Dress Code.....	12
General Information	12
8 th Grade Graduation Procedures.....	13
Parent-Teacher Relationships.....	13
Student Rights and Responsibilities	14
Parent and/or Guardian Rights and Responsibilities	15
Teacher and/or Staff Rights and Responsibilities	16
Student Support System for Success	17
Progressive Levels of Corrective Responses	17
Student Code of Conduct.....	18
Section 1 - Attendance.....	18
Excessive Unexcused Tardiness:	18
Excessive Absence:	18
Unexcused Absence:	18
Section 2 - Student Dress	18
Dress Code:	18
Section 3 - Academic Dishonesty	18
Cheating:.....	18
Plagiarism:	18
Section 4 - Improper Use of School Technology.....	19
Damaging Computer Hardware or Software:	19

Bypassing ACS Security Policies/Filtering:..... 19

Using Another Student’s Account Without Permission: 19

Using Technology in a Manner That is Inconsistent With ACS Acceptable Use Policy: 19

Section 5 - Disrespectful Behavior 19

 Walking Away: 19

 Talking Back: 19

 False Information: 19

 False Information Regarding Bullying: 19

 Swearing/Profanity: 20

 Swearing/Profanity Directed at a Staff Member or Adult in Authority: 20

 Gestures: 20

 Gestures Directed at a Staff Member or Adult in Authority: 20

 Derogatory Written Materials: 20

 Sexual Behavior: 20

Section 6 – Possession or Misuse of Personal Property 20

 Toys, Games or Play Objects: 20

 Cellular Telephones: 20

 Listening, Recording and Other Electronic Devices: 20

Section 7 – Insubordination 21

 Refusal to Work in Class: 21

 Failure to Comply With Directions or Instructions of a Staff Member. 21

 Leaving School Without Permission: 21

Section 8 – Disruptive Conduct 21

 Disruptive Conduct: 21

 False Alarms: 21

Section 9 - Disorderly Conduct Intimidation/Treats/Bullying 21

 Disorderly Conduct: Bodily Harm 21

 Harassing/Teasing/Instigating: 21

 Threatening: 21

 Threatening Behavior Directed at Staff Member or Adult in Authority: 22

 Bullying, (Including Cyber Bullying): 22

 Harassment of ACS Personnel and Visitors: 22

Section 10 – Trespassing/Theft/Stolen or Damaged Property 22

 Trespassing: 22

 Possession/Minor Theft: 22

 Theft: 23

 Causing Major Damage or Vandalizing School Property or Personal Property: 23

 Arson: 23

Section 11 - Prohibited Substances 23

 Tobacco Products: 23

 Vaping: 23

Marijuana:	23
Alcohol/Narcotics/Drugs – Under the Influence:	23
Alcohol/Narcotics/Drugs – Possession:	23
Alcohol/Narcotics/Drugs – Distributing or Selling:	23
Over the Counter (OTC) or Prescription Drug Use on School Property or at School Activities:	24
Section 12 - Possession of Explosive Devices and/or Weapons:	24
Possession of Explosive Devices:	24
Knives, Chemical Agent Dispenser, Destructive Devices or Other Object That Can Reasonably Be Considered a Weapon:	24
Firearms:	24
Failure to Report Firearms:	24
Section 13 - Injury to Others	24
Physical Aggression:	24
Biting:	24
Fighting:	24
Throwing Objects:	25
Battery:	25
Section 14 – Transportation	25
Unsafe Acts:	25
Disruptive Conduct:	25
Violating the Safety and Rights of Others:	25

You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the first commandment. And the second like it, is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these.
Mark 12:30, 31 NKJ

Mission Statement

Aboite Christian School exists to provide a **quality education** for our students, where they can develop a **passion for learning** in the context of an Adventist-Christian setting. At the core of our mission is a desire for each student to develop a life-long, **personal relationship with Christ**, and to achieve success in this world, and in the world to come.

Philosophy

Aboite Christian School is operated in harmony with the principals of the Seventh-Day Adventist Church. We seek to educate students within a Biblical worldview, and 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.

Vision

Aboite Christian school recognizes that, "*True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is...It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.*" (Education by Ellen White pg. 13). Thus, we seek to:

- Support students to achieve their highest potential by employing Christ-centered educators who will encourage academic excellence and genuine Christianity through authentic relationships
- Encourage each student to love and serve God through community service learning opportunities, all while partnering with churches and community organizations locally and abroad
- Offer a strong curriculum, resources, and experiences that will foster opportunities for leadership and authentic learning
- Create a positive, uplifting, and safe environment where everyone is a teacher and everyone is a learner
- Partner with parents to promote academic, spiritual, and social growth within each student

Motto

*Aboite Christian School
Developing leaders for Christ!*

Faculty and Staff

Principal/Grades 7-8	Doreen King	principal@aboitechristianschool.org (260) 672-8544
Administrative Assistant	Sara Ensign	contact@aboitechristianschool.org (260) 704-3050
Kindergarten & Grades 1-2	Bethany Halladay	halladay@aboitechristianschool.org
Grades 3-6	Karen Wasylyshen	wasylyshen@aboitechristianschool.org
School Board Chairperson	Freda Powell	fpowellchair@aboitechristianschool.org
Treasurer	Sylvia Budd	treasurer@aboitechristianschool.org
Indiana Conference Superintendent	Tom and Renee Coffee (Interim)	edu-supt@indysda.org

*Aboite Christian School is part of the world-wide Seventh-day Adventist school network,
and is operated in harmony with the principals of the SDA Church.
ACS operates under the Education Department of the Indiana Conference of Seventh-Day Adventists.*

School Calendar

The school calendar of events may be found on our website at www.aboitechristianschool.org.

Requirements for Entrance

Entrance Age Requirements:

- Kindergarten: Must be five years of age by August 1 of the current school year.

Registration and Admissions Policy

1. Application: Parents of prospective students must submit an online application at aboitechristianschool.org. Acceptance of all new students is subject to an interview with the principal and/or a board member. Returning students must submit an online re-enrollment application.
2. **Application Fee:** A non-refundable application fee must be paid at the time of application by prospective students. **Re-Enrollment Fee:** A non-refundable re-enrollment fee must be paid at the time of re-enrollment for returning students.
3. Identification Documents Requirements: Parents of prospective students must provide a birth certificate or other valid forms of identification.
4. Acceptance: Aboite Christian School (ACS) admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, or scholarship programs and extracurricular programs in accordance with SEQ CHAPTER 118.1 *The North American Division of Seventh-day Adventists, for Adventist Schools*. See following statement.

NONDISCRIMINATION POLICY STATEMENT

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

- a. Admissions priority for students are as follows: 1. Returning students, 2. Returning students' siblings, 3. Students coming from another Seventh-day Adventist School, 4. Seventh-day Adventist Church members, 5. New students.
 - b. All students will be accepted under a probationary period of ninety (90) calendar days. A review by the board of the student's progress will be arranged at the end of that period. All applications for admissions are subject to acceptance by the School Board.
5. Transfer: Any child transferring from another school will be required to present records from the last school attended.
 6. Testing: Additional academic testing may be required to be used in placing the student in a study program or grade level that is best suited to their learning capabilities. If it is determined that ACS is unable to adequately provide a quality education for your student based on their academic and learning needs, ACS reserves the right to refer your student to another school.
 7. Medical: A complete medical examination/school physical is required for all new students. Your doctor's school physical form is acceptable or we will provide one. Immunizations will be required according to state law. Regular check-ups may be required. Returning parents must provide up-to-date immunization and health appraisal documents when re-enrolling.
 8. Handbook Agreement: Parents and/or guardians and each student must read the School Handbook and sign an agreement that states they will abide by Aboite Christian School's policies and procedures.
 9. Media: Enrollment at ACS constitutes permission to use photographs and other visual/audio media for School and Church news, publications, website, social media, and promotions.

Withdrawal and Expulsion Policy

In the event that parents decide to withdraw their student(s) from Aboite Christian School, or is expelled from the school, the following procedures must take place. A student will not be officially withdrawn until all these steps have been completed, or the student has been absent for 20 consecutive days.

Withdrawal

1. Parents should submit a request to withdraw their student. This request must be signed and dated with the day the request is actually submitted. Parents note: we do not consider the first day of absence their withdraw date. Withdraw date is contingent on the date of the official letter.
 - Physical letter can be dropped off at Aboite Christian School during school hours.
 - We will accept a letter that is signed, scanned, and e-mailed to contact@aboitechristianschool.org
2. We will confirm that we have received your withdrawal request.

Aboite Christian School will not forward grades on to your withdrawing student's next school. Grades and all academic information will be forwarded on by the Education Department of the Indiana Conference of Seventh-Day Adventists.

Expulsion

1. Principal will review handbook violations that warrant expulsion, and work with ACS School Board to determine whether or not a student should be expelled.
2. Student may be suspended as the administration decides whether or not they will be expelled.
3. The principal and/or administration will inform the student and their family of the decision.

Financial Information

Aboite Christian School (ACS) is substantially funded by the First Seventh-day Adventist Church of Fort Wayne, as well as the Indiana Conference of Seventh-day Adventists. The cost to educate each student at ACS is approximately \$6,856 per child per year. This figure does not include Indiana Conference teacher subsidy and benefits.

The tuition and fees listed in the Student Handbook include parents' financial contributions toward instruction, textbooks, workbooks, instructional materials, most field trips, transportation, and some supplies. While this list covers most expenses, there will be some incidentals, which cannot be fully predicted before the school year starts.

1. New Student Application Fee: A non-refundable application fee of \$175 must be paid at the time of application by prospective students. New students who enroll during the second semester will be charged 50% of this fee.
2. Returning Student Re-Enrollment Fee: A non-refundable re-enrollment fee must be paid at the time of re-enrollment for returning students. The re-enrollment fee is \$130 (Feb 1-28th), \$150 for (March 1st - May 31st), and \$170 (June 1-Jan 31st) for processing each returning child's re-enrollment.
3. Supply Fee: A non-refundable supply fee of \$100 for new students and \$80 for returning students (students who attended the previous school-year) will be charged to ACS families. This fee includes 2 polo shirts, a T-shirt, and basic school supplies required by the school for each class. Parents should note that they may be asked to bring supplies if they run low later in the year. Supply fee will be 50% for students who enroll during the second semester.
4. Tuition: Tuition charges are for one school year. Payment may be made in a one-time lump sum or monthly over a period of ten months. Monthly payments are set up using FACTS Tuition Management. Parents and/or guardians are ultimately responsible for the full payment of tuition as agreed. This year's rates are as follows:

Kindergarten, Grades 1-6	\$5,200
Grades 7-8	\$5,300
5. Discounts: This school does not offer any discounts.

Financial Information cont.

6. Scholarships:
 - a. Indiana's Choice Scholarship Program: Aboite Christian School accepts Indiana School Choice Scholarship Vouchers. Parents must make application through the school to the Indiana Department of Education and meet all deadlines and criteria for eligibility. Once accepted, the student's account will be credited as payments are received from the state.
 - i. Lottery Process Policy: If Aboite Christian School receives more Choice Scholarship applicants than ACS can successfully accommodate, ACS will conduct a public random lottery drawing of eligible Choice Scholarship Students, who meet ACS admission standard
 - ii. Application submission to Aboite Christian School must be completed by the first of August of the current school year to be considered for the lottery.
 - iii. If needed, the lottery will be held the first Sunday of August of the current school year unless the first Sunday is the first day of the month, then it will be on the second Sunday of August.
 - b. SGO (Scholarship Granting Organization) Scholarships: Aboite Christian School accepts The Institute for Quality Education scholarship. Parents must make application through the school and meet all deadlines and criteria for eligibility.
 - c. ACS Scholarship: ACS offers scholarships which are need based and reviewed by the school board. Parents must apply through FACTS Grant & Aid Financial Needs Assessment. Any adjustment to the FACTS Grant & Aid Financial Needs Assessment suggested award amounts may be petitioned.
7. Accounts: FACTS Management will draft the tuition payments on the dates determined on the FACTS Agreement. A payment is considered delinquent if the payment is not received by the end of the month the tuition is due (i.e. FACTS is unable to successfully draft the tuition payment due to insufficient funds, account closed). Tuition may also be paid as a lump sum at registration for the full year.
8. Delinquent Accounts: If an account falls more than 60 days past due, the student may be subject to suspension until the account is paid in full. No student whose account shows more than the current and the previous month's charges will be re-admitted unless special arrangements have been made with the School Board. Receipt of year-end grades is contingent upon the account being PAID IN FULL.
9. Refunds: No refund of tuition will be allowed for regular vacations, absences or suspensions. If the student has received an Indiana voucher any refunds are returned to the state per DOE schedule if that student is withdrawn from school. A partial refund may be given for withdrawal or expulsion if the entire year's tuition was paid in advance.
 - a. No financial aid, scholarship, funds donated to the student's account, or voucher money will be returned to the student or student's parents/guardians.
 - b. No academic credit will be given for refunded portions. No refunds are automatic. They are given only if a written request is submitted to the finance committee within 30 days of withdrawal from school.
10. Accident Insurance: Accident insurance coverage is purchased by the school through a group plan with the Indiana Conference. It covers only incidents as allowed in the policy and only on school premises and official school functions. The coverage is limited in scope and considered secondary to a family's primary coverage. Therefore, families are urged to carry a family medical/accident policy.

Attendance

1. School Hours: **Monday through Thursday – 9:00 AM. to 4:00 PM. Friday – 9:00 AM. to 3:30 PM.** Students are not to arrive before 8:45 A.M. The school will not be responsible for children who arrive earlier than the stated time. Students should be picked up from school within 15 minutes of dismissal. Failure to arrange for pickup of a student on time may result in charges of \$15.00 for every 15 minutes.
2. Arrival: All pupils enrolled in ACS are expected to be punctual and regular in attendance. Students will, upon arrival, report immediately to their assigned room. Playground activities are not permitted at this time.

Attendance cont.

3. Departure: Students, upon dismissal of class, will wait for their ride home in assigned areas, until given permission to leave. Playground activities are not permitted at this time.
4. Tardiness: A student will be marked tardy when he or she is more than 5 minutes late to school. Excessive Tardiness is considered more than 5 times per quarter or 3 times consecutively and may result in disciplinary action.
5. Absence: In order for a student to be excused from school they must have written parental consent. They will be allowed up to 10 days per year. Any days beyond 10 will be considered excessive and further disciplinary action will take place.
 - a. A parent should call and report an all-day absence by 10 a.m. of that day.
 - b. A written excuse signed by the parent/guardian, or doctor stating the reason for the absence will be required upon the student's return to school.
 - c. If the absence is excused, the student will have the number of days absent to make up the missed assignments. (i.e. student absent 4 days then they will have 4 days to make up missed work) before grades may be forfeited.
 - d. Schoolwork credit will be forfeited if the absence is not excused.
 - e. Unexcused absences are any absences that are not:
 - i. Called in
 - ii. No note was given
 - iii. Beyond the 10 days
 - f. Arrangements for early dismissals or late arrivals should be done ahead of time by calling the school or be accompanied by a written note.
 - g. eLearning: ACS occasionally implements eLearning days. Students are expected to complete eLearning assignments on the eLearning Day.
 - i. Students will be marked **absent** for eLearning days if they do not do assignments on that day.
 - ii. Special arrangements can be made to complete assignments within a few days of the eLearning day.
 - iii. It is the parents responsibility to contact their child(ren)s teacher(s) to make those arrangements.
6. Required Attendance: Students are required to attend all functions of the school during regular school hours and are requested to attend school sponsored activities after school hours. **All students are required to attend the following school functions as part of their curriculum: two special programs a year, and field trips.**

School Closing for Bad Weather

If it becomes necessary to close school due to severe weather or unsafe driving conditions, the closing will be announced on WBCL 90.3 FM, WANE TV 15, ABC 21 WPTA, and our [Facebook page](#). Courtesy Parent Alerts will be sent via text.

Religious Activities

The school day begins with devotion and prayer. Spiritual emphasis is given to every aspect of classroom instruction. Each room has a prayer of thanksgiving before the noon meal and at the close of the day. Throughout the year, students may be involved in making Christian visits to homes, in preparing choral arrangements and religious programs for church services, and other religious church-related activities.

Academics

1. **Grade Cards:** Grade cards are issued following the close of each nine-week period. These reports should be examined carefully by parents/guardians both for scholarship and conduct. Parents/guardians will have the opportunity for at least two scheduled conferences with the teacher during the year. The parent/guardian who is financially responsible for the student will receive the grade cards unless other arrangements have been made.
2. **Achievement Tests:** As part of the regular academic program, achievement tests will be given to determine students' progress. Iowa Assessments are given in the fall and ILEARN+ are given in the spring.
3. **Parent - Teacher Conferences:** In two parent/guardian homes, it is strongly encouraged that both parents/guardians attend the scheduled parent-teacher conferences. If the parents/guardians are unable to attend the regularly scheduled meeting, they need to re-schedule the conference as soon as possible.
4. **Field Trips:** Each class is encouraged to take a limited number of field trips each year. It is hoped that these trips will provide an enriching and valuable learning resource for the instructional program. In some instances, a small fee may be necessary. **Parents/guardians or family members may attend field trips only if they have completed Verified Volunteer background checks and have been fingerprinted.** Student attendance is expected and the attendance policy as well as appropriate behavior as outlined in our handbook applies to all trips.
5. **Visitors:** In general, the presence of visitors who are not potential students is discouraged due to class disruption. Anyone wishing to visit during regular school hours needs to make prior arrangements with the principal and homeroom teacher. The principal reserves the right to grant or deny visitor requests.
6. **Missing Assignments:** Students who are missing assignments, both in-class assignments and homework, may be required to schedule a parent-teacher conference to develop an academic intervention plan. This plan may include required before or after-school academic sessions.

Student Technology User-Agreement

Students will be issued school owned devices to use for academic purposes at ACS. All technology devices assigned to students are property of the school and must be returned upon request. These devices include, but are not limited to: Chromebooks, iPads, and tablets. All of the following conditions below must be agreed to in order to use ACS devices:

1. Student agrees to use their assigned device, unless otherwise directed by their teacher or a staff member.
2. Student agrees to use the only the apps and websites that their teacher instructs them to use at the time their teacher instructs them to use those sites.
3. Student agrees to properly get their device, holding it with both hands, and return it to the appropriate place of storage after use.
4. Students agree to not eat or drink while using the device.
5. Student agrees to only use their device at the appropriate time, and to not record (photo or video) others without consent from the person and their teacher.
6. Student agrees to close all websites and apps and return the device in good condition when finished with each use.
7. Student will not use the Internet and other search apps to search material that are inappropriate for school. They agree to not change settings, add, or remove apps to devices without permission from their teacher. They will not remove devices from classroom without permission from their teacher.
8. Student and parents/guardians will be held financially responsible for damages.

Health and Wellness

1. Health Statement: ACS believes children need healthy food, exercise, plenty of water, sunshine, plenty of rest, fresh air, to refrain from substances that can harm their bodies, and trust in God.
2. Rest: Students need consistent, proper rest. A young child needs ten to twelve hours of rest each night. Parents, please encourage your student to get the proper rest they need for each school day.
3. Fevers at school: Fevers at school present potential risk to other students. A child is considered fever-free if their temperature is less than 100.0 degrees Fahrenheit (F). Your child must be fever free for at least 24 hours (without the use of fever reducing medications), before returning to school. If a teacher finds that a child's temperature is 100.0 degrees F or more, the parent/guardian will be contacted to arrange prompt pickup of the child.
4. First Aid and Medication: In case of accident or sickness, minimal first aid will be given. The teacher must be informed of all medication sent with students to school. Only prescribed medication in original containers may be sent and must be authorized by a parent/guardian signature. Students are not to dispense medication to other students, including aspirin or other OTC medications.
5. Lice: ACS conducts random lice-checks throughout the school year. If lice is detected in a student's hair, they may be sent home, and will not be able to return to school until it is treated. Chronic cases will require a doctor's note to return to school.
9. Asbestos: The school is in compliance with federal legislation regarding asbestos. It is our purpose to provide a safe environment for our students.

Record of Notification

Federal law requires a public announcement to be given to school patrons regarding any asbestos containing material in our school. Our school facility has been checked by a Licensed Asbestos Building Inspector. The report is on file with the school. This document is available for those wishing to see it. **All asbestos containing material in the school is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at stated periodic intervals as required by law to ascertain any change in the material.**

Lunch

1. Nutrition: The value of a wholesome, well-balanced breakfast and lunch can be of substantial aid in the education process. ACS would like parents to assist in this matter by sending a well-balanced lunch for each of their students. (The school does not participate in the Free/Reduced lunch program.) The following guidelines should be followed:
 - a. Meat: While we recommend a vegetarian diet for health reasons, we recognize that certain meats are acceptable for consumption according to Biblical rules, see Leviticus 11. Therefore, only clean meats may be brought to school. i.e. Do not bring pork, shellfish, shrimp, and other Biblically unclean foods. In order to respect all families, we ask that this policy be strictly followed.
 - b. Beverages: Drinks that contain caffeine and/or excessive sugar are not suitable or healthy for the student and should be avoided. Caffeinated and high-sugar drinks are not to be provided in lunches.
 - c. Trading/Exchanging of Lunches: Absolutely no trading or exchanging of lunches will be allowed unless express written permission is given. This is to ensure that the parents' wishes for their student's eating habits are followed.
 - d. Snacks: Healthy snacks in the classroom are allowed during scheduled snack or meal times.
2. Birthday Parties and Other Celebrations: Children are allowed to bring a treat to share with their classmates on their birthday. All parties with refreshments need to have administration or teacher approval. Please let the teacher know at least a day before the event. Please, have enough food to share with the entire class and/or school.
3. Proper Place to Consume Food: For safety and cleanliness reasons, food must be consumed only in the properly designated areas.

Appearance and Dress Code

ACS promotes simplicity, neatness, cleanliness, and modesty in the school dress code. Grooming habits that present a modest, wholesome and healthy Christian appearance are required. Cleanliness and attire have an influence on students' scholastic achievement, self-esteem, and acceptance by their peers. Therefore, an acceptable dress code has been selected with corresponding choices in styles and colors.

1. Shirts: Solid color polo/uniform and dress shirts (button up the front) in long or short sleeves.
2. Pants/Shorts: Casual or dress uniform pants and shorts. Shorts must be knee length. Color options are navy blue, black, brown/khaki/tan, and gray. No jean jeggings are allowed. Sweatpants may be worn during PE.
3. Skirts/Skorts/Split Skirts/Jumpers (for girls): Casual or dress uniform skirts, skorts, split skirts and jumpers must be knee length. Color options are navy blue, black, brown/khaki/tan, and gray.
4. Clothing and shoes must be neat, clean, and without holes.
5. Shoes and socks must be worn at all times. Sandals and open-toed shoes are not allowed.
6. Hair should be clean, neat, out of the eyes, a natural color, and NOT extreme in style. Boys hair should be cut above their collar.
7. Hats and sunglasses are for outside and should not be worn in the school building.
8. Unnecessary adornment should not be used. Nail polish, if worn, should be in colors that are neutral.
9. On Friday students may choose to wear jeans (not stretch jeans or jeggings) with an ACS T-shirt.
10. If a student is not wearing the correct uniform, students may be charged for a new ACS t-shirt or polo to change into, parents may be required to bring a replacement uniform, or student may be sent home.

General Information

1. Music and Video Games: Students are not allowed to bring personal entertainment devices to school. If brought to school, these items will be confiscated by the teacher and returned to the parents.
2. Phones: Students will not use school telephones or cell phones without the permission of school staff. Students' cell phone should remain in their locker during school hours. ACS is not responsible for loss, damage or theft of items. If a parent or family member needs to contact a student, they are to call the school office, as students will not access phones during the day.
3. Leaving School: Students must not leave the school grounds without supervision and/or permission. Students shall not be taken from school or class by unauthorized persons. The teacher must approve all exceptions which include persons with the written approval of parents and/or guardians and properly identified officers.
4. Play Areas: Play equipment and play areas may not be used except under adult supervision. Students are not allowed near the railroad tracks. During school hours, students may leave the school grounds only if they are accompanied by a staff member. Climbing of trees is not permitted.
5. Wheeled Items: Personal bikes, motorcycles, skateboards, roller-blades, roller skates, and wheeled shoes are not permitted at school.
6. Lost and Found: All unmarked items left in the school or on the grounds will be donated if not claimed within 30 days.
7. Gum: Gum is not allowed in school buildings, on school property or in school vans.
8. Books: Teacher approved books and reading materials are permitted at school.
9. Lockers: ACS provides lockers for student use as a privilege and are for use only by the student assigned to each locker. Lockers and their contents are subject to inspections by teachers and staff at the sole discretion of ACS. Students may choose to use a combination lock for their locker with prior approval of the student's homeroom teacher and principal. The combination must be on file with the teacher and office. Lockers must be kept tidy.

8th Grade Graduation Procedures

All graduation plans, including the date, will be reviewed by the School Board. All students in all grades are required to attend, and some non-8th grader may be required to participate in the graduation program.

1. The responsibilities of the principal with regards to graduation include:
 - a. Organizing the graduating class at the beginning of the school year.
 - b. Overseeing the raising of funds.
 - c. Planning the graduation program with class and parent cooperation by the beginning of the last quarter, including motto, colors, speaker, special music, and flowers.
2. The parents of the graduates will be responsible for the reception following the graduation.

Parent-Teacher Relationships

The success of the school depends, in a large measure, upon cooperation between parents and teachers. It is expected that parents and teachers will work together. If students make complaints to their parents concerning school matters, parents are urged to contact school management and withhold judgment until an investigation can be made.

In the formation of character, no other influences count so much as the influence of the home. The teachers' work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate. Education p. 283

If a suggestion with regard to the teacher's work becomes necessary, it should be made to them in private. If this proves ineffective, the matter should be referred to the principal, and then, if need be, to the School Board Chairman.

The following statements summarize students', parents' and staff rights and responsibilities. In exercising their rights, students, parents, and staff shall not disrupt the education process or force upon, endanger, or deny others their rights.

Home and School

The Aboite Christian School Home and School Association aims to connect our parents and students with our staff, and provide fundraisers that assist with the overall operations of the school. This connection is strengthened through school events, parent-directed activities, and fundraising efforts.

These events include, but are not limited to:

- Our Annual Fall Party
- Hot-Lunch Days
- School Potlucks
- Fundraisers
- Family Socials
- Other Board Approved Activities

Student Rights and Responsibilities

Students have the right to:	Students have the responsibility to:
<p>1. A well balanced Christian Education which emphasizes whole person development, a Biblically based world view, and service to others.</p> <p>2. An orderly safe school and classroom environment that will promote learning for all students.</p> <p>3. Express themselves in speech and written forms within the boundaries of the law and the policies of the school.</p> <p>4. Peaceful assembly to express frustrations in respectful ways that are non-violent.</p> <p>5. Protection from unlawful search and seizure of personal possessions or their person without reasonable cause.</p> <p>6. Their own religious beliefs without interfering with Biblical principles and ACS standards.</p> <p>7. Safe and orderly transportation, for special school activities, when such transportation is provided within the transportation guidelines of the school.</p>	<p>1. Read and become familiar with the Aboite Christian School Handbook and agree that they understand and will follow these guidelines to the best of their ability. (Sign agreement).</p> <p>2. Identify themselves and be respectful when addressed by a teacher or other staff member.</p> <p>3. Avoid actions or activities which may disrupt the learning environment or interfere with the rights of other students to gain an education in the classroom or at school activities.</p> <p>4. Ensure that communications and expressions do not disrupt the educational process, cause health or safety hazards, damage school property, infringe on the rights of others, violate the law or requirements of the ACS Handbook.</p> <p>5. Not endanger themselves, other students, school personnel, or the general public by possessing potentially hazardous or dangerous items prohibited by federal, state, or local law, and/or the policies of ACS.</p> <p>6. Ensure that their conduct contributes to a safe and orderly atmosphere while being transported: to refrain from conduct that will be hazardous to themselves, their fellow students or the driver; and refrain from violating federal, state or local laws or requirements of ACS transportation guidelines.</p>

Parent and/or Guardian Rights and Responsibilities

Parents and/or guardians have the right to:	Parents and/or guardians have the responsibility to:
<ol style="list-style-type: none"> 1. Be actively involved in their children's education. 2. Be treated courteously and respectfully by the principal, teachers, and all other school staff. 3. Get information about the policies and procedures that relate to their children's education. 4. Get regular reports, written or oral, from school staff regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports, and conferences. 5. Receive information and prompt notation of behavior violations by their children and any disciplinary actions taken by the principal, a teacher, the school board, or other school staff. 6. Receive information and prompt notification of any medical situation that arises at school and the actions taken by any school staff on behalf of their children. 8. Receive information about due process procedures for disciplinary matters concerning their children, including information on conferencing and appeals. 9. Contact the proper school personnel with any questions, concerns, problems, or misunderstandings. 	<ol style="list-style-type: none"> 1. Be actively involved in their children's education. 2. Read and become familiar with the Aboite Christian School Handbook and agree that they understand and will follow these guidelines to the best of their ability. (Sign an agreement). 3. Make sure their children attend school regularly and ON TIME and, when their children are absent, let the school know by phone or text the reason for the absence. 4. Tell school staff about any concerns or complaints in a respectful and timely manner. 5. Work with the principal and school staff to address any academic or behavior problems their child may experience or cause. 6. Support ACS by being a role model for their child, talking with their child about school regulations and expected behavior. 7. Give updated contact information to the office and/or homeroom teacher. 8. Be respectful and courteous to staff, other parents, guardians, and students. 9. Access school personnel using proper procedures by checking in at the office and/or making an appointment with proper personnel (i.e. principal or school board chairperson) after school hours.

Note: To encourage Christian growth and unity in our school, we would like to encourage parents to discuss school policies, problems, or complaints first with your children's teacher, then the principal, and finally the school board chairperson (as necessary).

Teacher and/or Staff Rights and Responsibilities

Teachers and/or staff have the right to:	Teachers and/or staff have the responsibility to:
<ol style="list-style-type: none">1. Be treated courteously and respectfully by students, parent/guardians, and other school staff.2. Receive notification of appointments, meetings, and/or conferences with parents or community members.3. Not be interrupted by parents or community members during instruction time.4. Work in a safe and orderly environment.	<ol style="list-style-type: none">1. Demonstrate respect and courtesy for all persons in the community – students, parents, and other staff.2. Begin school/class every day, on time, prepared with well planned, effective and engaging instructional plans.3. Set clear and high expectations for student achievement and behavior.4. Teach what the students are expected to know according to North American Division of the Seventh day Adventist Church and ACS standards.5. Read and understand ACS Handbook (code of conduct, policies, and procedures). Staff are responsible to model and teach these policies/procedures and principles to the students and articulate them to parents.6. Keep parent/guardians informed of student academic progress and behavior, create meaningful opportunities for parent participation, and provide regular communication.7. Provide make-up work for students with excused absences and suspensions.

Student Support System for Success

Aboite Christian School strives to educate students to Christian standards which will help them to become productive, responsible citizens. In addition to academics, principles of good Christian citizenship are taught, demonstrated, and modeled. ACS would like to teach all students to respect themselves, respect others, and respect things.

Student behavioral concerns are considered opportunities for instruction and growth. Therefore ACS is implementing **“The Student Support System for Success”**. This balanced approach will maximize the learning of all students by addressing social and emotional needs and behavioral growth at individual levels. This approach is most effective when school staff, parents/guardians, and school board members work together as a team to guide student behavior.

The **“Student Support System for Success”** uses progressive levels of corrective responses.

Progressive Levels of Corrective Responses

1. **Level 1: Classroom Teacher Corrective Response:**

This corrective response will be used by the homeroom teacher to teach appropriate classroom and school procedures. These behaviors are of low-level intensity, passive in nature, and/or non-threatening. Level 1 corrective responses may include a time out period, but will not include long periods of removal from classroom instruction.

2. **Level 2: Team Corrective Response:**

This corrective response will be managed by a team which includes the homeroom teacher and principal (and if necessary another ACS staff member). This team will meet with the student to discuss and create a behavioral action plan. Level 2 corrective responses may or may not include removal from the classroom, extra chores around the school, and/or in-school suspension.

3. **Level 3: Intervention Team Response:**

This corrective response will be managed by a larger team which includes the Level 2 team plus the school board chairperson or other members of the school board, parents/guardian, and/or an advocate that understands the educational and emotional needs of the student. The behaviors in this level are those that significantly interfere with others' safety and learning, are of a threatening or harmful nature, and/or are violations which require school board action. Level 3 corrective responses may include out of school suspension for up to 5 days and/or expulsion from school.

4. **Level 4: Law Enforcement Response:**

This corrective response will be managed by the Principal, School Board, and Conference Superintendent. This group will be responsible for making all final decisions and/or reporting serious behaviors that violate Federal and/or State laws. Level 4 corrective response will include expulsion and/or referral to law enforcement personnel.

5. **Note:** Corporal punishment is not allowed on school premises.

Student Code of Conduct

<p>Level 1: Classroom Teacher Corrective Response – Used by the classroom teacher to teach appropriate classroom or school procedures. This level includes 1st offenses, and/or unintentional actions.</p> <p>2nd offenses of same level behavior will go to Level 2.</p> <p>3rd offenses of same level behavior will go to Level 3.</p>	<p>Level 2: Team Corrective Response – Team may include the classroom teacher, the principal, and another staff member if required. Responses in this level may include in-school suspension (ISS).</p> <p>2nd offense of Level 2 behavior will go to Level 3.</p>	<p>Level 3: Intervention Team Response – Team may include classroom teacher, principal, board member(s), a student advocate, and parents. Behaviors at this level may be severe enough to warrant suspension or expulsion.</p>	<p>Level 4: Law Enforcement Responses for Serious Violations – Student behavior that seriously affects the learning environment or safety of others. Response to the offense at this level could include extended suspension or expulsion and referral to law enforcement.</p>
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Example of Expected Behavior	Behavior Violation	Level 1	Level 2	Level 3	Level 4
Section 1 - Attendance					
Arrive to school and class on time.	Excessive Unexcused Tardiness: A student who comes to school more than 5 minutes late more than 5 times per quarter or 3 times consecutively.	■	■		
Attend school daily.	Excessive Absence: Frequent or prolonged absences that can adversely affect a student's education exceeding more than 10 days in an academic year.	■	■		
Provide parent approval for absences.	Unexcused Absence: Failure to report to school without an approved excuse or parent call.	■	■		
Section 2 - Student Dress					
Dress in clothing that follows ACS dress code.	Dress Code: Not following the Dress Code as stated in the handbook. See Appearance and Dress Code for additional information.	■	■		
Section 3 - Academic Dishonesty					
Do and turn in your own work.	Cheating: Violating rules of honesty by copying another student's test or assignment and allowing another student to copy/cheat. (Students may receive a failing grade for that assignment).	■	■	■	
Do and turn in your own work.	Plagiarism: Using published or copywrite work as student's own.	■	■		

	Section 4 - Improper Use of School Technology	Level 1	Level 2	Level 3	Level 4
	See "Student Technology User-Device Agreement"				
Use computers and tablets in careful approved ways.	Damaging Computer Hardware or Software: Student and parents/guardians will be held financially responsible for damages.		■	■ 2 - 5 days suspension max	
Use computers and storage in approved ways.	Bypassing ACS Security Policies/Filtering: Attempting to test or bypass security or filtering on ACS computers.		■	■ 2 - 5 days suspension max	
Use computers and storage in approved ways.	Using Another Student's Account Without Permission: Knowingly accessing any internet account or site without permission.		■	■ 2 - 5 days suspension max	
Use technology in a manner that is acceptable to ACS acceptable use policy.	Using Technology in a Manner That is Inconsistent With ACS Acceptable Use Policy: Accessing, transmitting, uploading, downloading or distributing unauthorized websites or pornographic, obscene, abusive or sexually explicit materials by any web-based or non web-based means (examples: text messages or email). Engaging in personal attacks, bullying/cyber-bullying or harassment, including prejudicial or discriminatory attacks; violating any local, state or federal statute; vandalizing, damaging or disabling the property of another individual or ACS owned device.				
	Pre-K – 2			■	■
	Grades 3 – 8			■ 2 - 5 days suspension max	■
	Section 5 - Disrespectful Behavior				
Stay in place, listen and focus when adults are talking to you.	Walking Away: Disrespectfully leaving while any adult in authority is addressing a student or group of students.	■	■	■	
Listen and focus when adults are talking to you and respond positively.	Talking Back: Using verbal insults or put-downs or responding orally in a rude manner to a staff member or adult in authority.	■	■	■ 1 - 3 days suspension max	
Tell the truth when speaking or writing.	False Information: Providing false or misleading information, written or oral about other students' behavior (not including bullying).	■	■	■ 1 - 3 days suspension max	
Telling the truth when speaking or writing.	False Information Regarding Bullying: Providing false or misleading information written or oral regarding bullying.		■	■ 3 - 5 days	

		Level 1	Level 2	Level 3	Level 4
Use positive school language.	<p>Disrespectful Behavior – Continued.</p> <p>Swearing/Profanity: Saying anything that is offensive or obscene.</p>	■	■	■ 1 - 3 days suspension max	
Use positive school language.	<p>Swearing/Profanity Directed at a Staff Member or Adult in Authority: Saying anything that is offensive or obscene directed at a staff member or an adult in authority.</p>		■	■ 2 - 5 days suspension max	
Use gestures and body language appropriate for school settings.	<p>Gestures: Making any sign that conveys an offensive/obscene message.</p>	■	■	■ 1 - 3 days suspension max	
Use gestures and body language appropriate for school settings.	<p>Gestures Directed at a Staff Member or Adult in Authority: Making any sign that conveys an offensive/obscene message at a staff member or and adult in authority.</p>		■	■ 2 - 5 days suspension max	
Have only approved material and pictures.	<p>Derogatory Written Materials: Possession of written or electronically generated material or pictures that convey an offensive/obscene message.</p>		■	■ 1 - 3 days suspension max	
Act/interact in ways appropriate for school settings.	<p>Sexual Behavior: Participating in sexual behavior including but not limited to sexual harassment, sexual acts, sending sexually explicit photos, images, text messages, or emails through any electronic device and or public indecency on school property, or at any school event or activity. Due to the nature of this offense mandatory counseling may be required to returned to school.</p>			■ 2 - 5 days suspension max	■
	Pre-K – 2		■	■	
	Grades 3 – 8			■	■
	<p>Section 6 – Possession or Misuse of Personal Property.</p> <p>Toys, Games or Play Objects: Do not bring to school or use any toys, games, etc. that disrupts learning and/or jeopardizes student safety. (Note: possession of toy “weapons” may result in a more serious response level).</p>	■	■		
Obtain permission from teacher before bringing any object(s) to school and use the object(s) only in approved ways.					
Use cell phones only in approved ways.	<p>Cellular Telephones: Inappropriate use of a cell phone during school hours or at school events or activities.</p>	■	■		
Obtain written permission to bring devices to school from	<p>Listening, Recording and Other Electronic Devices: Use of personal digital media players or electronic devices (including digital cameras, tablets, laser lights and other electronic toys) without permission of the</p>	■	■		

ACS administration and parents.	administration.				
	Section 7 – Insubordination	Level 1	Level 2	Level 3	Level 4
Work in class and complete homework.	Refusal to Work in Class: Defiant refusal to do assigned work in class or completing homework.	■	■	■ 1 - 3 days suspension max	
Follow directions from staff members or adults in authority.	Failure to Comply With Directions or Instructions of a Staff Member. Failure to follow any reasonable direction given by a staff member or adult in authority.	■	■	■ 1 - 3 days suspension max	
Get approval before leaving the assigned area.	Leaving School Without Permission: Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administration.		■	■ 2 - 5 days suspension max	■
Act/interact in ways that allow yourself and others to learn and promotes a safe, positive school climate.	Section 8 – Disruptive Conduct Disruptive Conduct: Any action that disrupts or interferes with the educational atmosphere (including chronic talking, rude noises, and excessive horseplay) and refusing to cease the disruption when requested.	■	■	■	
Use fire alarms or make emergency calls only in an emergency.	False Alarms: Falsely pulling fire alarms or making false emergency calls. Pre-K – 2 Grades 3 – 8		■	■ 2 - 5 days suspension max	
Solve problems without fighting and act in ways that maintain safe, peaceful, and productive school settings.	Section 9 - Disorderly Conduct Intimidation/Treats/Bullying Disorderly Conduct: Bodily Harm Conduct which results in or likely to result in serious bodily injury or substantial property damage. Causing a large disruption to the educational atmosphere by instigating a fight which may place others at risk or injury.			■ 2 - 5 days suspension max	
	Pre-K – 2		■	■	■
	Grades 3 – 8			■	■
Treat others with kindness and consideration.	Harassing/Teasing/Instigating: Harassing or teasing another student or instigating the harassment of another student based on sex, race, or ability.	■	■	■ 2 - 5 days suspension max	
Treat others in ways that	Threatening: A threat to strike, attack, or harm another student in	■	■	■	

promote safety and security.	written or verbal form.			2 - 5 days suspension max	
Treat others in ways that promote safety and security.	<p>Disorderly Conduct / Intimidation, Threats/Bullying – Continued.</p> <p>Threatening Behavior Directed at Staff Member or Adult in Authority: A threat to strike, attack or, harm a staff or adult in authority in written or verbal form.</p> <p>Pre-K – 2</p> <p>Grades 3 – 8</p>	Level 1	Level 2	Level 3	Level 4
Treat others in ways that promote a safe and secure learning environment.	<p>Bullying, (Including Cyber Bullying): Overt, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronic or digitally, text messaging; physical acts committed; or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. Examples include: harassment based on race, ethnicity, gender, sexual orientation, disability or religion, including cyber harassment against any member of the Aboite Christian School Community.</p> <p>Pre-K – 2</p>				
	Grades 3 – 8				
Treat others in ways that promote safety and security.	<p>Harassment of ACS Personnel and Visitors: Harassment or bullying towards faculty, employees and/ or non-ACS adults and students on ACS property or at ACS events:</p>				
Enter school property only with approval from administration.	<p>Section 10 – Trespassing/Theft/Stolen or Damaged Property</p> <p>Trespassing: Entering school property or into school facilities without proper authority, Including any entry into school buildings, school grounds, or school activities during a period of suspension or expulsion.</p>				
Use any property only with owner's permission.	<p>Possession/Minor Theft: Taking or possessing property obtained without</p>				

	permission of the owner, generally valued at less than \$250.			2 - 5 days suspension max	
	Trespassing/Theft/Stolen or Damaged Property – Continued.	Level 1	Level 2	Level 3	Level 4
Use any property only with owner's permission.	Theft: Taking or possessing property obtained without permission of the owner valued over \$250. Will be reported to law enforcement.		■	■ 3 - 5 days suspension max	■
Use all property (personal and school) with care so as not to damage.	Causing Major Damage or Vandalizing School Property or Personal Property: The family will be held financially responsible for damages.		■	■ 3 - 5 days suspension max	■
Not intentionally setting fire to building and property.	Arson: Setting fire to or damaging any school building or property.			■ Immediate expulsion	■
Section 11 - Prohibited Substances					
Do not use or possess tobacco products.	Tobacco Products: Possession and/or use of any tobacco product or e-cigarette. Tobacco products and matches/lighters will be confiscated and turned over to proper authorities. Note: Could result in law enforcement citation.			■ 3 - 5 days suspension max	■
Do not use or possess vape products or devices.	Vaping: Possession and/or use of any vape products and/or devices. All vape products and/or devices will be confiscated.			■ Immediate expulsion	■
Do not use alcohol, drugs, and/or narcotics.	Marijuana: Possession and its paraphernalia or consumption of marijuana			■ Immediate expulsion	■
Do not use alcohol, drugs, and/or narcotics.	Alcohol/Narcotics/Drugs – Under the Influence: Under the influence on the way to and from school (bus), during school or school sponsored events.			■ Immediate expulsion	■ mandatory counseling to return
Do not use or possess alcohol, drugs, and/or narcotics.	Alcohol/Narcotics/Drugs – Possession: Possession of alcohol/narcotics/drugs on the way to and from school (bus), during school or school sponsored events.			■ Immediate expulsion	■ mandatory counseling to return
Do not use, possess or distribute alcohol, drugs and/or narcotics.	Alcohol/Narcotics/Drugs – Distributing or Selling: Distributing or selling alcohol, narcotics or drugs (including unauthorized distribution of prescription and/or over the counter drugs).			■ Immediate expulsion	■

Use prescription drugs as prescribed by a doctor. Do not share your medicines with other students.	<p>Over the Counter (OTC) or Prescription Drug Use on School Property or at School Activities:</p> <p>The improper use of OTC drugs or prescriptions (including but not limited to distribution, selling or "sharing"). See Health and Wellness section for additional information.</p>		■	■ 1 - 4 days suspension max	■
	<p>Section 12 - Possession of Explosive Devices and/or Weapons:</p> <p>Possession of Explosive Devices: Using or possessing any explosive devices (including, but not limited to; fireworks and/or ammunition) at school.</p>	Level 1	Level 2	Level 3 ■ 3 - 5 days suspension max	Level 4 ■
Do not possess explosive devices at school.					
Do not possess/or use objects that can reasonably be considered weapons in any way against any other person or school property.	<p>Knives, Chemical Agent Dispenser, Destructive Devices or Other Object That Can Reasonably Be Considered a Weapon:</p> <p>Any object that is considered a weapon will be confiscated and will be given to the proper authorities for disposal.</p>			■ 3 - 5 days suspension max	■
Do not possess/or use objects that can reasonably be considered weapons in any way against any other person or school property.	<p>Firearms:</p> <p>Possession of a loaded or unloaded firearm, Taser gun, electronic stun gun, or any weapon or device that expels a projectile by the action of an explosive or by air.</p> <p>Failure to Report Firearms:</p> <p>Having knowledge of another person's intent to violate this rule and failing to report the information to a school administrator or teacher.</p>			■ 3 - 5 days suspension max	■
	<p>Section 13 - Injury to Others</p>				
Act/interact with peers or adults in ways that promote safe, positive school settings and do not lead to possible injuries.	<p>Physical Aggression:</p> <p>Physical contact by pushing, shoving, spitting, kicking or hitting or conduct that causes or may cause injury.</p>				
	Pre-K – 2	■	■	■	■
	Grades 3 – 8		■	■	■
Treat others in ways that promote safety and security.	<p>Biting:</p> <p>Causing injury by biting another student or staff member. - The response maybe worse if the bite causes bleeding. If bleeding occurs the bitten person will need to get immediate medical care.</p>		■	■ 3 - 5 days suspension max or Immediate expulsion	■
Act/interact with peers or adults in ways that	<p>Fighting:</p> <p>Physical aggression between two or more people that comes to physical blows.</p>			2 - 5 days suspension max	

promote safe, positive school settings and do not lead to possible injuries.	Pre-K – 2	■	■	■	
	Grades 3 – 8			■	■
Handle objects in ways that promote safe, positive school settings and do not lead to possible injuries.	<p align="center">Throwing Objects:</p> Throwing any object with intent to cause injury or harm to any person or thing within any part of the school, on school grounds, at school events or at school vehicles.		■	■	■
				2 - 5 days suspension max	
	Injury to Others – Continued.	Level 1	Level 2	Level 3	Level 4
Act/interact in ways that promote safe, positive school settings and do not lead to possible injuries.	<p align="center">Battery:</p> More than fighting, battery involves causing or attempting to cause serious bodily injury to students, staff or others. It includes continuing to engage in a fight after being asked to stop. (Also includes molestation and/or rape).				■
	Section 14 – Transportation				
Follow all bus safety rules.	<p align="center">Unsafe Acts:</p> Standing or moving about, hands or head outside of the vehicle, opening windows or doors without approval.	■	■		
Interact with the bus driver in ways that allow yourself and others to ride on the bus safely.	<p align="center">Disruptive Conduct:</p> Uncooperative with the driver, loud and boisterous. Not buckled in or staying in assigned seat. Throwing objects. No Refunds.	■	■	■	
				1 st -3 days bus suspension	
				2 nd – 1 month bus suspension	
Act/interact in ways that allow yourself and others to ride the bus safely.	<p align="center">Violating the Safety and Rights of Others:</p> Interfering with the safety of others, distracting the driver, or vandalizing the bus.		■	■	■
				3 - 5 days bus suspension	