



ACHIEVER *Christian School*

A MINISTRY OF CHURCH ON THE HILL

STUDENT/PARENT HANDBOOK

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INTRODUCTION

School History

Achiever Christian School began in 1971, as a ministry of First Baptist Church in San Jose. It initially provided a preschool and kindergarten program. A program for grades one through five was initiated in 1981, with sixth grade being added the following year. In 2000, Achiever Christian Middle School was opened with the addition of seventh grade, and eighth grade was added in 2001. Current enrollment is approximately 400 students. ACS maintains membership in the Association of Christian Schools International (ACSI).

School Philosophy of Education

ACS provides a safe, loving environment in which children may develop spiritually, socially, physically and academically in the knowledge of God's word. Our school serves as an extension of the educational training in the home and the church. *"Train a child in the way he should go, and when he is old he will not turn from it."* (Proverbs 22:6, NIV)

Our program is based on the following concepts:

- God has created each child uniquely in His image and has given that child special talents which should be developed and enhanced in a manner that is glorifying to God.
- The "way he should go" is clearly stated in terms of Christian character development as revealed through the Word of God. Every class follows a biblically based curriculum, which helps the child identify Christlike characteristics that enhance the quality of life. Among these are reverence to God, love for others, kindness, obedience, patience and honesty. Each child is encouraged to place his/her faith and trust in the Lord Jesus Christ for eternal life. *"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life."* - John 3:16 (NIV) Also, *"If you confess with your mouth 'Jesus is Lord' and believe in your heart that God raised him from the dead, you will be saved."* - Romans 10:9-10 (NIV).
- Instructional placement should be determined primarily by a child's developmental level.
- A well-structured learning environment is essential to developing good academic skills and in helping children to feel secure and enjoy their school experiences.

Children will develop self-discipline and confidence in their own abilities when they are nurtured with love and praise.

Mission Statement

ACS exists to partner with parents to provide an outstanding Christian education that will help students achieve their God-given potential. In challenging and training students to become fully devoted followers of Christ, ACS endeavors to develop a Christian worldview in students through a biblically integrated approach to academic instruction and extra-curricular activities.

Vision Statement

The vision of ACS is to continually grow toward our potential and become a biblically functioning school, so that Christ's purposes can be accomplished in our students, their families, and in our community.

Core Values

The Core Values are as follows:

- We value each child because he/she is created uniquely by God and bestowed with immeasurable potential.
- We value excellent and God-inspired teaching because it changes lives.
- We value each student's relationship with God, because each student matters to God.
- We value excellence in all that we do because it honors God and inspires students, staff and families.

- We value a positive, nurturing, moral community within the school because it provides the right atmosphere for students to learn and practice biblical principles.
- We value a quality academic program consistent with the Word of God.
- We believe that to be effective models, mentors and leaders, our staff must be fully devoted followers of Christ who are continually growing.
- We value, teach and model biblical principles such as respect, responsibility, honesty, compassion, a good attitude and grace.
- We value the family as the unit that is primarily responsible for the education of children, and therefore will support, encourage and strengthen the family unit.

We believe that as a school we should continually strive toward our potential, while we help fulfill the purposes of our sponsoring church, Church on the Hill.

Statement of Faith

The ACS Statement of Faith is as follows:

- We believe the Bible is the infallible, inerrant, inspired Word of God, in the original writings, and is, therefore, our final authority in matters of faith and practice.
- We believe that there is one God, eternally existent in three persons.
- We believe in the deity of Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.
- We believe that each individual has an eternal destination, either heaven or hell.
- We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become the children of God.
- We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live godly lives.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Faculty

Teachers are carefully selected to ensure that they have a personal relationship with Jesus Christ, and that there is evidence of this relationship in their lives. We also ensure that they have the appropriate academic qualifications and that they are competent as teachers. Teachers view their positions as a ministry to which they have been called by God.

Authority

The senior pastor of Church on the Hill is the spiritual leader of all ministries at Church on the Hill, including ACS. The school committee provides overall guidance and direction to ACS. The committee members are members of Church on the Hill and are approved by the board of deacons. Appointment implies the willingness to sacrificially donate the time and effort necessary to the operation of a private Christian institution of academic excellence. The pastor of ACS is the administrator of ACS and is responsible to operate the school on a day-to-day basis, consistent with ACS policies. God places children under the authority of parents. As parents enroll children in ACS, they delegate parental authority to the teachers and administration as ministers to their children.

ADMISSIONS

It is a privilege to send children to a Christian school for a distinctively Christian education. Accordingly, admissions policies have been established to ensure that appropriate standards are maintained. All students who meet the academic standards and whose parents are committed to the school's objectives may be enrolled. The programs at ACS are not designed to handle students with unusual disciplinary problems, deficient educational backgrounds nor special education requirements.

ACS's role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual/- sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

The policies and procedures contained in the Student/Parent Handbook, the Statement of Agreement and the Enrollment Contract govern the relationship between Achiever Christian School, our students, and our parents. The policy and procedures contained in the Student/Parent Handbook are designed to maximize the educational experience of the student, provide guidelines for acceptable conduct and establish academic standards and procedures. The policies and procedures contained in the Student/Parent Handbook are subject to periodic modification by Achiever Christian School administrative staff.

New Students

All new students will be tested to ensure proper grade placement. In some cases, incoming students may be placed in a grade level for a probationary period. If the student cannot keep up with the grade level skills, the student will be placed in the appropriate grade. Students are readmitted each school year on the basis of satisfactory performance from the previous year.

The following criteria will be considered in the selection process:

- Class size limitations.
- Willingness of parents to support school policies and programs, particularly in the area of moral and spiritual instruction, discipline, dress codes, safety and control of students.
- Adequate performance on entrance academic testing to suggest student compatibility with levels and standards of ACS. Priority is granted in the order that completed applications with fully paid fees are received.

Statement of Nondiscrimination

ACS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. ACS does not discriminate on the basis of race, color or national and ethnic origin in the administration of its educational or admission policies.

Class Assignments

The policy of ACS is that students be assigned to heterogeneous classrooms. ACS reserves the right to assign students to the appropriate classroom. The process of student assignments consists of several steps and involves numerous criteria. In elementary, the criteria include requests by parents for a specific teacher, gender, academic achievement, learning style and teaching style of instructors. Consideration is also given to more complex factors such as student leadership, relationships with other children, behavioral characteristics and work-study habits. Our goal is to balance the classes while meeting individual needs, providing opportunities for growth, and, creating classrooms where optimal learning and the most positive experiences can take place for all students.

Withdrawals and Refunds

Withdrawal from ACS is considered official when the school office receives written notice two weeks before the final day. The responsibility of tuition payments continues until written notification is received. Tuition charges to the date of withdrawal or receipt of written notification, whichever occurs later, will be prorated on a weekly basis. Tuition is divided into weekly units for the purpose of withdrawal calculations. Christmas, Easter, and other vacations are not part of tuition cost. Attendance on any one day of the week incurs liability for the full week. Application and registration fees are not refundable.

If you withdraw your child(ren) before the 1st day of school, but after your 1st Checkfree tuition payment, that payment is non-refundable.

GENERAL POLICIES AND INFORMATION

Office Hours and School Hours

Office hours are 8:00 a.m. to 4:00 p.m.

Elementary: Classes begin at 8:30 a.m. No student is to arrive in the classrooms before 8:10 a.m. Half-day kindergarten classes end at 12:15 a.m.; full-day kindergarten class ends at 2:45 p.m. First and second grade classes end at 3:00 p.m., and 3rd-5th grade classes end at 3:15 p.m.

Middle school: Classes begin at 8:10 a.m. No student is to arrive in classrooms before 7:45 a.m. The Middle School day ends at 3:05 p.m.

The extended care program, Student Life, operates before and after the school day, between 7:00 a.m. and 6:00 p.m. Students who arrive early will need to check into Student Life or be subject to disciplinary action. This is for the safety of our students.

Half-Days

Half-days are scheduled to allow for flexible planning near school holidays. Please refer to your current school calendar for the scheduled half-days. On **half-days**, 1st-3rd grades will dismiss at 12:00 p.m., both kindergartens at 12:15 p.m., and 4th-8th grades at 12:30 p.m. Student Life is not available on half-days

Collaborative Days

Each Wednesday is a collaborative day so that faculty and staff can participate in in-service activities. On collaborative Wednesdays 1st-3rd grades will dismiss at 1:00 p.m., both kindergartens at 1:15 p.m. and 4th-8th grades at 1:30 p.m. Student Life is available on collaborative days and students who attend will be charged accordingly.

Morning Arrival

The time just prior to the starting of the school day is a crucial time for the teacher and students. It is important that the teacher be free from distractions in order to prepare the room and set the tone for the day. ACS asks that parents allow teaching to start on time. If it is necessary to speak with the teacher regarding your child, please schedule an appointment at a time that is convenient for the teacher.

Drop-off/Pick-up Procedures

All students to be picked up after school will be directed to wait quietly in designated areas each day after school. Students will not be allowed to wait in any other area for pick-up.

Elementary: Parents will be issued a large visor card with the names of their children they are picking up. As the driver approaches the designated pick-up area, the duty teacher will dismiss the students and assist them as they get into the car. All K, 2nd, 3rd, 4th and 5th grade students will be dropped off and picked up at the Elementary Campus. All 1st grade students will be dropped off and picked up at the top of the hill, at the clearly marked drop off and pick up area. At pick-up, students are to enter cars on the right side only. For safety, please do not allow children to stand or load backpacks at the back of the car. Students with siblings on the upper campus **may not** go up the hill for pick-up unless a note is on file in the office and with the teacher. Students may not go up alone and must go directly to the pick-up area at the front of COTH.

Middle School: Parents may park in front church parking lot spaces and wait for students, or drive through the pick-up area and pick up their waiting child. **At no time are parents to drive to the back of**

the church for drop off or pick up this is a staff only area. Students that are not picked up within 15 minutes of dismissal time, and are not participating in approved after-school activities, will be placed in the Student Life after-school care program.

Attendance

The compulsory school attendance laws of the State of California requires both punctual and regular attendance on the part of the student. It is both the student's and the parent's responsibility to ensure that the student attends school every day and is on time for class. Excused absences will be granted only for the following reasons:

- Personal illness.
- Medical appointment.
- Death in the family.
- Emergency situation beyond the student's or parent's control that renders attendance impossible.
- Family vacation, requested and pre-approved in writing, at least 5 days before absence.

A phone call or written excuse is required for each absence. The written excuse must be dated and signed by a parent or legal guardian and must explain the reason for the absence. If a student is absent for five or more consecutive days due to personal illness, a written doctor's release must be presented before returning to school.

When a student is absent, it is the student's and the parent's responsibility to see the teacher and ask to make up all missed work.

Excessive absences may result in required summer courses or grade-level retention.

Elementary: Work that is not made up within the time frame allotted by the teacher will be recorded with zero credit.

Middle School: ACMS considers three unexcused absences per class, per semester to be excessive. Consequently, after a student has incurred three unexcused absences in one class, a letter will be mailed home as a warning that the student's grade will be lowered by one-third on the fourth unexcused absence; two-thirds on the sixth unexcused absence and one full letter grade on the eighth unexcused absence.

Leaving School

Under no circumstances should a student leave the campus during a school day without proper permission. If a student is dropped off on school grounds in the morning, they may not leave the campus until picked up in the afternoon.

Parents must contact the teacher and/or the office to make early dismissal arrangements. Parent(s) or approved guardian must come to the office to sign students out.

Out of Town Trips

A parent or guardian must notify the school office and teacher at least **five school days** in advance of the trip or extended absence. The student's teacher must also be notified and arrangements made for work to be made up. An absence will not be excused until the office is notified by the student's teacher that all missed work has been completed.

Tardy Attendance

All students not in their seats when class begins will be considered tardy.

Elementary: After 8:30 a.m., arriving students, whether excused or unexcused, **must** report to the office with an adult, for a late slip. If a student is tardy an excessive number of times, a meeting may be scheduled with the dean of students and/or principal and the number of tardies will be documented. A student's citizenship grade may drop if tardy more than three times per semester.

Middle School: Students may go directly to their first period class unless more than fifteen minutes late. If more than fifteen minutes late, student and parent (or authorized adult) **must** report to the office and sign student in before he/she is permitted to go to class. Tardiness to all other classes will be handled by the teacher. Arriving to class on time is crucial to a student's success, therefore on a student's third unexcused tardy in one class during a semester, an unexcused absence will be noted on the record and counted toward the student's overall semester allotment.

Sickness, Injury, and Medication

If you suspect that your child is not feeling well, please keep your child home that day. Such measures will protect your child as well as the health of other students and staff. If a student becomes ill or injured at school, a parent will be called to pick up the student immediately. A student must be free from a fever (a fever is considered a temperature of 99.9 degrees or greater) for 24 hours before returning to school.

Parents are required to complete a Student Emergency Form at the beginning of the school year. Parents will be contacted immediately for their guidance in securing medical care in emergency situations. If parents cannot be reached, the school will ask public emergency units to respond to the situation. The school staff will treat minor injuries requiring cleaning and bandage unless the parent objects to such treatment.

If at all possible, the parent should dispense any medications at home. **The school does not keep any medications on hand to dispense to students.** If it is not possible to give medication at home, school personnel may be permitted to administer medication that meets the following guidelines:

All medications must be brought to the school office by the parents, not the students. No medications are to be kept by students in the classrooms. If the medication is prescription, it must be in its original container and be accompanied by a signed physician's note. If the medication is "over-the-counter," it must be in its original container. For any and all medications, parents must fill out an Achiever Medical Consent Form, which contains:

- The name of the student.
- The name of the drug.
- The dosage.
- The times to be administered.
- The dates the administration of the drug is to begin and end.
- Any special instructions.

Injuries

All injuries sustained at school or on school property must be reported to a teacher or the main office as soon as possible.

Emergency Procedures:

The school will regularly conduct fire, code, and earthquake drills to give training and practice in orderly emergency or evacuation procedures.

Safety Procedures/Emergency Plan

ACS has a comprehensive safety disaster plan that will be implemented in emergency situations. ACS conducts regular safety drills during the school year and has met all requirements to comply with the following supervised drills:

▪ **Fire Drills**

When the fire alarm is sounded, everyone must participate in the fire drill. Pupils must conduct themselves properly. These drills are timed, therefore children are to line up quickly, silently and be alert for instructions from the teacher; they will then proceed to designated safe areas.

▪ **Code Drills**

Code Red, Code Blue and Code 9 are procedures that are also practiced during the school year. These involve either evacuation or barricading students in the classroom when there is imminent danger. Students will be instructed by staff as to procedures regarding these drills.

▪ **Earthquake Preparedness**

Earthquake drills are routinely practiced with students being directed in accepted earthquake safety procedures.

ACS has provided emergency kits for each classroom. If the Principal, police a government agency declares an emergency during school hours, all students will be required to remain at school or at our alternate safe site under the supervision of ACS staff. The students will remain there until released to the parent/guardian or an adult authorized by the parent or legal guardian. Our Alert Now program ensures that parents or guardians are notified by phone and email immediately. Please make sure that your contact information is kept current in the office to prevent delays in reaching you.

Asbestos Statement

Our school is in compliance with AHERA legislation, which concerns asbestos in schools. We have a management plan in the administrative office, which is available for review.

Child Abuse Reporting

Public law requires the school to notify authorities when there is evidence or indications to suggest child abuse.

Telephone and/or Address changes

It is the parents' responsibility to inform the school office immediately if there is a change in address, telephone number(s) or person to contact in an emergency. This is very important in the event that your child becomes ill or injured.

Binders/Folders and Backpacks

All student binders/folders and backpacks must be free of graffiti or markings, other than the student's name, unless it is God-honoring.

Textbooks

Textbooks are issued at the beginning of school. Students are responsible to return books in good condition. A fine or replacement fee will be charged for any lost books or those damaged beyond normal wear.

Vandalism/Tagging

Achiever Christian School prohibits the writing of graffiti on school property or any other items including notebooks, books, binders, clothing, homework or any other object that is brought to school. Vandalism is a punishable offense and will be dealt with severely.

Personal Items

Students should be encouraged to not bring personal items to school. Students are advised to take precautions to keep belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. ACS will not assume responsibility for lost or stolen items.

Electronic Devices

Elementary: Cell phones, iPods, Gameboys, Nintendo DS' and other electronic devices are not permitted on the Achiever Christian School elementary campus. **Unless permission is given, cell phone usage is not permitted on campus from 7 am to 6 pm.** Use of electronic devices during school hours is grounds for confiscation of the device by school adult personnel and a citation. A parent conference with the Dean of Students is required to retrieve the confiscated device. The third time an electronic device is taken away from a student, it will NOT be returned until AFTER the school year is over. Students may call parents from the elementary office during school hours or from the Student Life office after school hours.

Middle School: Cell phones are permitted on the Middle School campus, however, the use of cell phones during school hours without staff permission is prohibited and grounds for confiscation of the cell phone by school personnel. Cell phones must be turned off during school hours and kept in backpacks or lockers. Students may call parents using the phone in the Middle School office at any time. Electronic devices, such as IPOD's are prohibited at all times on campus and at school functions. If students choose to bring these devices to school, they will be confiscated and it is grounds for a citation. In addition, the school is not responsible for any damage or theft that occurs.

Field Trips

In connection with regular classroom studies, field trips may be scheduled throughout the year. Your child's teacher will send home a permission form with details of the trip. Every child must wear a seatbelt when transported on a field trip in private cars. Children under six years of age or under 60 pounds are required by law to be transported via booster seats.

Drivers

Drivers must supply proof of license, registration and adequate insurance each year before permission to drive is granted. Before a parent may drive, he/she must fill out a form located in the office and supply proof of these items to the office and submit to a background check. Anyone other than a parent or legal guardian wishing to chaperone must see the administrator for approval.

To insure the fullest measure of safety for our students, parents who volunteer to drive on field trips should check their vehicles for signs of wear in the following areas: tires, brakes, lights and general maintenance.

Hot Lunch Program

Hot lunches are available for students at a nominal cost and are provided by an outside vendor. All meal ordering is done online and menus are available for viewing on the vendor's website. All questions and concerns regarding lunches need to be directed to the office.

Gum and Food

It is Achiever's policy that gum is **NOT** permitted on school grounds. However, at the discretion of teachers or school personnel, gum may be permitted in a controlled setting with specific guidelines as to its use. Candy and soft drinks are permitted only at special events such as class parties.

Middle School Hall Passes

If a student is out of class during a class session, he/she must have a hall pass in his/her possession. A student must always have permission to be out of class. Passes are issued by the office and all classroom teachers.

Middle School Lockers

Each middle school student will be issued a locker. It is important to remember that locker usage is a privilege that can be taken away. These guidelines must be followed:

- (1) Lockers must be kept clean, inside and out.
- (2) No illegal or unauthorized items may be stored in a student locker.
- (3) Report any vandalism or defacement to the locker.
- (4) All locker contents, personal and school items are the student's responsibility.
- (5) Do not keep valuable items in any locker.
- (6) If any school items are missing or stolen from a locker the student must pay for their replacement.

Search

The administration reserves the right to search student lockers (Middle School) and student backpacks if, in the opinion of the administration, there may be articles in the student's possession or locker (Middle School) that might be detrimental to the student or to the student body.

Security/Liability

Students are advised to take precautions to keep belongings safe. Do not bring large sums of money, jewelry, and/or other valuables to school. Do not leave your possessions unattended in a classroom, restroom hallway, unlocked locker (Middle School), etc. Achiever Christian School will not be held responsible for students' property.

Middle School Planners and Backpacks

Students are required to use their planners in order to keep their assignments organized. The first planner will be issued to every student free of cost. In case a student loses his/her planner, he/she will have to purchase a replacement planner. All student planners, backpacks and notebooks must be free of graffiti or markings other than the student's name unless it is God-honoring.

Student Life Program

Student Life is the name of our extended care program, which operates before and after class between 7:00 a.m. and 6:00 p.m.

Student Life does **not** operate during holidays, half days or school vacations. It is available on collaborative Wednesdays at the normal charge, per hour. The goal of Student Life is to provide a safe environment that encourages loving attitudes, good moral values and opportunities for social, emotional and physical growth. We believe Student Life to be a safe place for children to learn how to be a better friend, use creativity in a less structured environment, work on homework, practice good sportsmanship and create valuable relationships with the staff.

Parent-Teacher Conferences

Parent conferences are scheduled during the first quarter for grades first through eighth, and at the semester for kindergarten. If a student is having a problem that suggests the need for an additional conference, the teacher will contact the parents. If parents desire a conference outside those scheduled, arrangements should be made with the teacher concerned. Generally, problems should be discussed with the teacher before involving the principal.

Volunteer Assistance

There is an expectation that parents contribute their time, expertise and other forms of volunteer help to the school whenever possible. We request a commitment of 30 hours per family per year. Such assistance contributes to an improved quality of education and confirms the community spirit that ACS tries to establish. Parents are asked to sign the volunteer commitment form and to communicate with teachers or the office the ways in which they would like to share their time and talent.

Classroom Visits

Parents must check-in at the office before going to a classroom or remaining on campus. This policy minimizes disruption of classes, provides an orderly procedure and helps ensure the safety of our students. For extended visits of up to thirty minutes, notice to the office should be given at least twenty-four hours in advance.

Family-School Relations

The Bible instructs that all should support authority. *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment upon themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from the fear of the one in authority? Then do what is right and he will commend you.” Romans 13(NIV)*

Parents are expected to support the school in front of their children. Differences should be dealt with according to the principles in Matthew 18:15-17 (NIV). *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”* If a parent has a complaint, it is expected that the parent handle it within these biblical guidelines. The complaint should be expressed to the right person in love as soon as it is proper. If parents overhear or are told of a complaint, they should direct the complaint to the person involved so that the situation can be resolved according to these biblical guidelines.

Church Attendance

Believing that the role of ACS is to assist the home and the church in providing a Christian education for young people, we feel that is of utmost importance for all of our students, with their families, to be in regular attendance at a God-honoring church. If your family would like assistance in finding a church to attend, please ask any staff member. *“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another.” ~ Hebrews 10:25*

FINANCES

Budget

ACS operates from a budget that is approved each year by the school board. The financial support of the school comes primarily from tuition. Other means of support come from fundraisers and from donations made by Church on the Hill church members, staff, parents and interested individuals.

Tuition Discounts

Tuition fees paid by a given family may be reduced for the following reasons:

- Multiple children from the same family unit attend ACS.
- A parent is employed by ACS.
- Family members are members of Church on the Hill (\$110 discount for each family enrolled).

Tuition Assistance

There is a small tuition assistance fund available to help in cases of extreme need. It is not intended as a long-term scholarship program, but rather as a means by which, on a short-term basis, families may receive monthly assistance rather than having to remove their students from school. The tuition assistance program is funded in part by voluntary tax-deductible contributions from staff, parents and other interested individuals. Applications may be obtained from the office.

ELEMENTARY DRESS CODE

Elementary Uniform Code

The goal of our uniform dress code is to assist in establishing an environment conducive to learning. This uniform code was originally established through the efforts of the PTF and ACS administration. We desire that our students be free to work and play in an environment that honors the Lord, free from the distractions of inappropriate or unsafe dress.

All students in kindergarten through fifth grade are required to be in proper uniform. We recognize that this code could not possibly specify our rules on any and every new fashion trend. Therefore, we request that parents understand the basic purpose and spirit of our uniform code and ask that you apply it to your child's daily apparel. The school reserves the right to make the final judgment in these manners. A positive reinforcement policy is in place to assist us in enforcing the Uniform Code; we appreciate your help and support. Students with incomplete or improper uniforms will be given the correct items to change into from the uniform closet. We will call parents when a child is completely out of uniform.

Elementary Uniform Code for Boys

- Boys may wear red, white or navy polo, turtleneck, or long or short-sleeved, collared shirts.
- Navy cardigan sweaters, Achiever Sweatshirts or Achiever navy fleece vests or jackets.
- Regular jackets or zippered sweatshirts (hooded or unhooded) may be worn to and from school and at recess only.
- Athletic shoes or oxfords may be worn. Shoes with wording other than brand names and shoes with wheels are not allowed.
- Socks must be worn. Only solid colors are acceptable.
- Navy or khaki twill pants and shorts. Cargo type pants and shorts are not allowed.
- Boys may wear hats, facing forward, when not in classroom. No unsuitable imprints or logos are allowed.
- Hair should be neat and clean. Hairstyles with extreme cuts or color are not allowed. Hairstyles will not be allowed that: 1) are a distraction to your child or other students; 2) are a hindrance to your child's learning process; or 3) draw undue attention to your child while at school.
- No earrings or body ornaments are acceptable.

Elementary Uniform Code for Girls

- Achiever plaid or solid, navy or khaki twill skirts, jumpers or skorts (need to be no shorter than three inches from the floor when kneeling). Solid colored red, navy, blue, black or white shorts need to be worn under skirts or dresses.
- Long or short-sleeved, white collared blouses; blouses are to be plain and free of trimming. Red, white or navy polo shirt or turtleneck shirt. Girl's polo shirts may have a same-color feminine trim/edge on the cuffs or collar.
- Navy cardigan sweater, Achiever sweatshirt or navy Fleece Vest or Jacket. Regular jackets or zippered sweatshirts (hooded or unhooded) may be worn to and from school and at recess only.
- Socks or tights must be worn. Only solid white, red or navy blue are acceptable.
- Athletic shoes or low-heeled slip-ons. Platform shoes, sandals, shoes with pictures/wording other than brand names and shoes with wheels are not allowed.
- Navy or Khaki twill slacks, capris, or shorts.
- Girls may wear small, age appropriate earrings (stud earrings only); dangling earrings and any other type of body piercing ornaments are not allowed.
- Girls may not wear make-up. Pastel nail polish is acceptable.
- Unnatural coloring of hair, excessive strings and beads in hair or hairstyles with extreme cuts or color are not allowed.

Elementary P.E. Uniforms (boys and girls)

(P.E. uniform shall be worn by all 1st-5th graders on P.E. days unless otherwise specified). P.E. uniform consists of:

- Achiever t-shirt or past Achiever event t-shirts.
- Achiever sweatshirt or fleece jacket or vest.

- Navy or black sweatpants, or knee-length basketball shorts be worn (no shorter than 4 inches above the knee, no cargo or oversize type).
- Athletic shoes (platform type and shoes with wheels are not acceptable).
- P.E. uniform shirts and sweatshirts must be purchased at Merry Mart.
- Only ACS sweatshirts, fleece jackets, regular jackets and zip-front sweatshirts may be worn during cold weather. No flannel shirts or other sweatshirts may be worn.

All elementary uniform items described (except PE shorts and sweatpants) may be purchased at the **Merry Mart** store located at 33 Washington Street, Santa Clara (corner of Washington and Newhall). Boys' and girls' slacks and girls' navy jumpers and skirts may also be purchased at department or school apparel stores. P.E. uniform shirts, sweatshirts and shorts must be purchased at **Merry Mart**.

Proper Achiever dress uniform must be worn on all field trips, unless otherwise specified by the teacher. Achiever P.E. uniforms may be allowed on certain trips at the discretion of the teacher. Achiever sweatshirts or fleece jackets are the only outerwear permissible on field trips.

The following policies and procedures have been established for Free Dress Days and Spirit Days:

Weather permitting, shorts are allowed for both boys and girls. They must be no more than 4 inches above the knee. No "short shorts", bicycle shorts or oversized shorts will be allowed. Jeans should be in good shape; no holes in the knees (or anywhere else), nor should they be worn in a "low rider" fashion. Jeans should not be baggy or oversized.

T-shirts that display unsuitable logos or pictures are not permitted. Unsuitable imprints would include, but are not limited to: violent themes, improper language, witchcraft, illegal or immoral activities, put downs or anything perceived to be in poor taste. For boys, no low cut sports tanks will be allowed. For girls, tank tops are fine with a 1" wide strap, but **no** spaghetti strap tops are allowed.

For girls who wear dresses and skirts: the hemline should be modest, no shorter than three inches above the knee. No low cut necklines are permitted. No sundresses with spaghetti straps can be worn, unless a T-shirt is worn underneath. Makeup is not permitted; nor is any temporary hair coloring. Oversized shirts are not permitted. **Closed-toe shoes are required. Athletic shoes are always permitted.**

Middle School Dress Code

The goal of the ACMS dress code is to assist in establishing an environment conducive to learning. We desire that our students be free to work and play in an environment that honors the Lord and which is free from the distractions of inappropriate or unsafe dress.

Middle School dress consists of:

- ACS embroidered polo in black, gray or burgundy.
- Blue or black jeans or, khaki pants, skirts or shorts. Skirts and shorts must be no shorter than 5 inches from the floor when kneeling.
- Black hooded ACS sweatshirt.
- Sweaters - any color or appropriate design (no words).

- Jackets - any color or appropriate design (no words or logos larger than 2" x 2").

P.E. Uniform (Boys and Girls) Please note: Students need to dress out for P.E. every day!

- Gray ACMS T-shirt
- ACMS Athletic shorts or sweatpants
- Athletic Shoes

All uniform items are available at VIP Embroidery, 2149 Stone Ave., Suite 2, San Jose, CA 95125 (corner of Stone & Perrymont Ave., near The Plant). VIP Embroidery will carry a limited supply of ACMS uniforms; items not in stock can be ordered and ready in about a week. Uniforms will not be available through ACMS directly.

Standards for all Students

- Modest appearance in clothing.
- Students are to wear shoes at all times; no shoes without heel straps.
- Hair should be neat, clean and eyes unobstructed. Hairstyles with extreme cuts, color or highlights are not allowed. Hairstyles will not be allowed that: 1) are a distraction to your child or other students; 2) are a hindrance to your child's learning process; or 3) draw undue attention to your child while at school.
- Stickers or tattoos either temporary or permanent on the body are not acceptable.
- No hats, sunglasses or bandanas are to be worn indoors. Baseball caps must be worn forward.
- Studded belts and jewelry, heavy chained jewelry, du-rags, body piercing, and clothing that promotes secular music groups or counter-culture groups is not acceptable attire.
- Tight, form fitting or see-through shirts are not allowed.
- Shirts must be long enough to cover the midriff and back when hands are raised above the head while standing and sitting.
- Boys cannot dress like females or use makeup.
- No sweatshirts or PE clothing under regular clothing.

Female Students

- A soft and natural look in make-up and lip gloss is acceptable. Nails should not be excessively long.
- No black nail polish.
- Swimsuits are to be modest, full cut one piece suits.

Male Students

- Belt ends are to be held by pant belt loops.
- Earrings and body piercings are not allowed.
- Must be clean shaven.

Middle School Free Dress Days

As a reward for accomplishing certain tasks throughout the school year, the students may have free dress days. When dressing for these days, please keep the following in mind:

- Pants, shorts, skirts and dresses are subject to regular dress code length restrictions.
- Warm-ups, athletic shorts, and recreational clothing are permitted.
- Rock music groups or gang types are not acceptable attire. Inappropriate verbiage on clothing is not allowed. Regular T-shirts are permitted on free dress days.
- Boy's tank tops are not to be worn (basketball jerseys may be worn with a shirt underneath).
- Girl's narrow straps (less than 2 inches), backless attire, off the shoulder or halter-type necklines are not permitted. Stomach, back, cleavage and/or underwear should not show at any time during the school day.
- Skirts, dresses and shorts must be no shorter than 5 inches from the floor when kneeling.

If students abuse these days and do not dress according to the specifications, they will no longer have the opportunity for free dress days. Please ask these questions when selecting your clothing and hair-styles:

- Is it modest? (1 John 2:15-17)
- Might my appearance be disruptive by calling attention to it?
- Does my appearance identify with a counter-cultural group or a rebellious element of society?
- Does the clothing present a health or safety hazard?
- Is the clothing faded, worn, frayed or improperly fitted?

Administrators and Teachers reserve the right to determine what is appropriate in terms of dress. School dress code regulations will be enforced at all school-wide functions unless otherwise noted.

ACADEMICS

Academic Honesty

Students are expected to demonstrate academic honesty at all times. Looking on another student's paper, copying homework or other material unless assigned to do so, having another student do the work and taking credit for it, and helping another student to obtain work that is not his or hers are all examples of academic dishonesty.

Elementary Learning Objectives

Elementary grade level objectives are available in the office. Objectives are specific to each subject at all grade levels. Objectives provide parents, students and teachers with goals in each subject. Learning objectives are the specific concepts, skills and ideas that students are taught during the year in school.

Homework and Class Work

ACS realizes that students need to complete in-class work, homework and at home projects independently. At times, varying degrees of assistance are required for student work. At-home projects may require varying degrees of participation from parents as well. Please adhere to the teacher's guidelines.

ACS distinguishes between class work and homework. Homework does not include nightly reading (elementary only). Homework must be completed and turned in on the date requested by teacher. If homework is not turned in, this will be communicated to parents in a timely manner. In some cases, this may result in a lower grade in that subject. If late homework persists, the administrator, teacher and parents will determine a course of action.

Homework

ACS recognizes the educational value and importance of homework for students. Homework is designed to provide the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable. It is encouraged when it contributes to the student's education through teaching responsibility, completion of projects and the establishment of good individual study habits. Christ-like character, qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework.

ACS is concerned about the family unit and desires to give a reasonable amount of homework so we do not take too much time away from each family. On special school nights, such as Open House, Back to School Night or concerts, there will be no homework for elementary students. Teachers will try to balance the weekly load, especially when extensive projects are due.

A reasonable amount of time will be given during class for the average student to complete in-class assignments. Assignments not completed during this time are to be taken home, finished, and returned the

next day. This will be in addition to the assigned homework. Parents should help their child plan and budget the appropriate amount of study time for the completion of homework.

A nightly reading goal for all elementary students is encouraged, which is ten minutes or more for kindergarten through second grade and twenty minutes or more for third through fifth grade. To fulfill this goal, students may be read to, read to others or read to themselves.

ACS believes that parents and/or guardians have the following responsibilities:

- Recognizing the important role of homework to the total instructional program of their child.
- Making themselves aware of the assignments and expectations of the school and the individual teacher.
- Providing a suitable place and environment in the home for the completion of homework assignments.
- Helping their child plan and budget the appropriate amount of study time for the completion of homework.

Elementary Homework guidelines

Grade	Time per day
Kindergarten	10 min.
1 st	20 min.
2 nd	30 min.
3 rd	40 min.
4 th	50 min.
5 th	65 min.

Academic Grading Scale

Kindergarten

- G – Goes Beyond Expectation
- S – Satisfactory
- N – Needs Improvement
- I – Introduced
- X – Not introduced

Grades 1-2

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Grades 3-8

- A+ = 100%
- A = 93.5%
- A- = 89.5%
- B+ = 86.5%
- B = 83.5%
- B- = 79.5%
- C+ = 76.5%
- C = 73.5%
- C- = 69.5%
- D+ = 66.5%
- D = 63.5%
- D- = 59.5%
- F = 0%
- INC = incomplete

Elementary Enhancement Classes/Character and Citizenship Grades

Grading scale:

- E- Excellent
- G- Good
- S- Satisfactory
- U - Unsatisfactory
- N – Needs Improvement

The following traits and attitudes will be considered when citizenship grades are given.

- Respects authority
- Punctual
- Shows organizational traits
- Completes homework.
- Courteous to peers
- Well-mannered and attentive in class
- Starts and completes class work on time
- Acts and speaks in an appropriate manner.

Elementary Semester Awards & Principal's Honor Roll

Each semester, selected academic awards, perfect attendance awards and the principal's honor roll award (students with straight A's or the highest GPA above a 90%) are during an elementary chapel awards assembly; family and friends are invited.

Uncompleted Class Work

Class work to be completed in class may, at the teacher's discretion, be assigned as homework. Classroom work not completed is not to be considered within the homework schedule. If the student is consistently bringing home incomplete work the parent and teacher need to meet to discuss where the problem lies.

Late Assignments

Elementary: Long-term projects and reports will be accepted with a 10% deduction for each late day.

Middle School: The individual teacher will determine late penalties for his/her class and will state penalties in the class syllabus.

Test Taking Rules

- Absolutely no talking
- No exchanging of notes
- No papers out of desk or books open (unless specified by teacher)
- No changing of answers once test is turned in
- Keep eyes on your own paper
- No turning around in your seat

Internet Rules and Regulations

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Individual users of the ACS computer network are responsible for their behavior and communications over that network. It is presumed that users will comply with ACS standards and will honor the agreements they have made by signing the Student Computer Use Agreement.

Network storage areas are considered property of ACS. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the ACS server will always be private and ACS reserves the right to inspect files.

Outside of school, families bear responsibility for such guidance as they must also exercise caution with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.

- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's passwords.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Copying any unauthorized software onto the network or onto an individual workstation.
- Any unauthorized attempt to access student records.

Achiever Christian School reserves the right to establish additional rules or take disciplinary action regarding the misuse of computers or networks that may not be anticipated in this policy. For violations of this policy the student will have his/her network/Internet access restricted and/or all computer use restricted or banned. In addition, the normal school discipline plan will be followed. Outside of school, families bear responsibility for such guidance as they must also exercise caution with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student, so a mutual effort on the part of both school and home may be made to correct the academic deficiency. When, after academic probation, a student's academic work has not shown adequate progress, the student may be ruled academically disqualified and ineligible to continue study at Achiever Christian School.

Academic probation will be invoked in the following manner:

- A student who received an "F" at the conclusion of a grading period will be placed on academic probation for one grading period.
- Parents will be notified.
- When appropriate, a conference will be held with the parents, the student (if appropriate), the teacher(s), the dean and the principal to give an explanation of the probation and recommendations for remediation.
- The principal will review the academic status of the student at the end of the next grading period.
- After being placed on probation, a student who does not receive any "F's" the next grading period will be removed from probation.
- After being placed on probation, if a student receives an "F" the following grading period, the principal will decide if the student will be allowed to remain in the school.

Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student has attended another school for one full semester.
- The student has completed a full academic load for the semester.
- The student received no grade lower than a "C" in any subject.

If a student is placed on academic probation at the end of a school year, the student may or may not be promoted to the next grade level. If the student is promoted while on probation, the student's eligibility to continue at the promoted grade level once the fall semester begins will be dependent upon progress made by the student over the summer. The staff will determine what qualifies as progress over the summer and how it will be measured. Academic probation may be invoked in a similar fashion for elementary primary students who receive a "U" for two consecutive quarters.

5th Grade Promotion Criteria

In order to participate in 5th Grade promotional activities at the end of the school year, a student:

- May not have more than one suspension for the second semester.
 - May not have more than one “F” in any subject on the final report card.
 - May not have more than one “U” in any subject on the final report card.
 - May not have any outstanding library or school indebtedness.
-
- **8th Grade Graduation Criteria**
 - In order to receive a diploma at the end of the year, a student:
 - May not have any suspensions for the second semester.
 - Must pass all core subjects as determined by semester average.
 - May not have any outstanding library or school indebtedness.

Assessment

At ACS teachers correct tests, quizzes and other assessments students take. At times, teachers rely on parents to handle the correcting load. In class, students may correct their own work or other student work.

Standardized Testing

Terra Nova Testing, adopted by the Association of Christian Schools International (ACSI), is given to grades K-8 for one week during the spring. If absent for testing, make-up test will be given the following school day after completion of regularly scheduled testing.

Learning Assistance

When a child struggles academically, the teacher will inform the parent of the problem. If the source of the struggle is not determined, then an assessment test may be necessary. Once the results of the test have been reviewed, teacher, administrator and parents will determine the best course of action for the student. If a child needs tutoring, suggested tutors will be provided. Learning assistance outside of the class may include during-school and after-school tutoring for a fee.

Report Cards, Progress Reports, and Promotion

Parents are kept informed of the academic progress of their children by several means. Teachers may send home papers and/or academic performance update forms to be signed and returned. Our online grading system, Gradelink, which is updated weekly may be viewed at any time and will keep you informed of grades, as well as assignments missing or due. Progress reporting may also include parent-teacher conferences, teacher-pupil conferences, or telephone conferences.

Report cards are issued after each semester grading period and will not be issued for either the 1st or 3rd quarter. Grades are the result of careful evaluation of classroom learning, attitudes and efforts. Report cards are not issued to students whose financial accounts are not current. At the end of the school year, promotion will be based on improvement, achievement, capability of the student and the professional judgment of the teacher and principal.

Student Support Teams

The Student Support Teams (SSTs) are available throughout the year to discuss specific student needs and/or concerns (e.g., behavioral or academic). These teams may include, but are not limited to, administrators, teachers, parents, the student, educational therapists and other staff members.

SSTs may convene for, but not limited to, reasons listed below:

- Academically, an SST may be convened because of insufficient academic progress, failure to turn in assigned homework, class work, or for failure of the parents to obtain recommended professional help.
- For attitudinal reasons, an SST may convene because of a student's rebellious spirit that is unchanged after much effort by the teachers and administration, or if a negative attitude toward and bad influence upon the other students continues.
- For behavioral reasons, SSTs may convene because of continued deliberate disobedience; committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school's testimony; or failure of the parents to comply with the disciplinary procedures of the school.

Middle School Extra-Curricular Activities

Student Council

Each year students elect leaders to plan school activities, talk to the administration on behalf of the students, promote school spirit, and give overall leadership to our school. The student council advisor supervises the student council.

Athletics

All students are eligible to try out for after-school sports. Try outs and practices will be announced. Practices are usually from 3:30-5:30 p.m. All athletes will be expected to maintain at least a C in each class. An athlete who has one or more D's or F's in any class, during the duration of the sport they are participating in, will be placed on immediate athletic probation. They may be permitted to attend limited practices and/or games and have one week to raise the grade in question to a C. If the student does not raise his or her grade to a C by the end of the probationary period, the student will no longer be eligible to participate in the enrolled sport.

Based on participation the following sports are offered:

- **1st Quarter** - Girls' softball, boys' flag football
- **2nd Quarter** - Girls' and boys' basketball
- **3rd Quarter** - Girls' volleyball and boys' soccer
- **4th Quarter** - Girls' soccer and boys' volleyball

Activity Eligibility Guidelines

All students are invited to attend school wide activities except if any of the following occur during the last six (6) week grading period.

If a student was involved in:

- A fight or violence of any sort.
- Sexual harassment.
- A drug, alcohol or tobacco related offense.
- Any defiance towards any adult on campus.

BEHAVIORAL STANDARDS & DISCIPLINE PROCEDURES

Behavioral Standards

ACS attempts to set behavioral standards that are consistent with biblical principals and are designed to help young people develop Christ-like character. A crucial principle is that God wants young people to exercise self-control. " *And to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness.*" - 2 Peter 1:6 (NIV). This self-control is developed during the application of external control. " *My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.*" ~ Proverbs 3:11-12 (NIV).

Also, *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11 (NIV)*. Students will be taught the biblical principle as well as the standard of behavior so that they can learn to live by *principles*, not just by rules.

Discipline is the process of changing a student’s wrong behavior into the right behavior. *“Because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.” - Hebrews 12:6, 12:11 (NIV)*. Our staff will never be satisfied with merely stopping wrong behavior, but desires to teach the student to do what is right. The proper motivation for discipline is *love* (Proverbs 3:12). The first step in an effective discipline program is making sure the students understand the school’s guidelines.

Unacceptable Behavior

Unacceptable behavior is defined by such examples as the following:

- Any action or attitude that interferes with the learning process in the classroom.
- Any action or attitude that directly or indirectly contributes to the personal harm of students, teachers or school personnel.
- Any action or attitude that violates a school guideline.
- Any action or attitude demonstrating willful disrespect toward the teacher or school personnel.
- Any action that damages school property.
- Use of profane or unwholesome language or action.
- Any use of illegal drugs, tobacco, or alcohol.
- Possession of any pornography.

Harassment Policy

ACS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect; and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Notice of Student Non-Discrimination

Achiever Christian School is committed to equal opportunity for all individuals in education. ACS programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, physical or mental disability. ACS shall promote programs which ensure that discriminatory practices are eliminated and will take steps to assure that the lack of English will not be a barrier to admission and participation in school programs. Any student who engages in discrimination of another student or staff may be subject to disciplinary action up to and including dismissal. Any student or parent who feels that discrimination has occurred should immediately contact a teacher or administration for resolution.

Student Sexual Harassment Policy

ACS is committed to making the school free from sexual harassment. This means that ACS prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as: unwelcome sexual advances; requests for sexual favors; or verbal, visual or physical conduct of a sexual nature.

ACS prohibits conduct that has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment. ACS further prohibits sexual harassment in which a student’s grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school Principal, Dean of Students, Director or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures. ACS believes that it can resolve harassment issues at the school level.

DO NOT ALLOW SEXUAL HARASSMENT AT ACS!

If you observe or experience sexual harassment at ACS:

TELL the harasser to **stop** the behavior.

Call it by its real name, and let the harasser know that it is unacceptable and you will report it.

REPORT IT! If the behavior continues, or the first offense is serious, tell a trusted adult (teacher, counselor, administrator, or parent). If it happens to someone you know, who is too embarrassed to tell, encourage that person to report it. Report it yourself if he/she won't. Don't be a victim.

Bullying Behavior

Our goal at ACMS is to create a safe, healthy, focused, and joyful environment that is conducive to learning and productivity. Therefore, we do not allow bullying behavior at our school. Bullying behavior is when one or more students intentionally do something mean or hurtful to another student.

The following behaviors are considered bullying behaviors:

- Saying things that hurt feelings.
- Teasing or making fun of someone.
- Laughing at someone in a disrespectful way
- Trying to force someone to do something she or he does not want to do.
- Sending mean notes directly or including mean statements in notes to another student.
- Telling or making up stories about someone (written or verbal).
- Scaring others.
- Threatening to hurt someone.
- Breaking or taking something that belongs to someone else.
- Physically hurting others.

Elementary Christ-like Character

Spiritual Growth Goals

Psalm 1:1-3 (NIV) expresses our ultimate desire for all of the students at Achiever. It reads, "*Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on His law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.*"

Specific campus-wide character goals are also emphasized and different character qualities are highlighted, embracing the fruit of the Spirit. "*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.*" ~ Galatians 5:22-23

Awards for Behavior and Character

Students are recognized for positive behavior in various ways. The Achiever Hawk Award is given to students from each class who has shown exemplary effort in developing positive and Christ-like character traits in their lives.

Students are recognized not only in their classrooms, but also are honored in front of their peers and parents during our regular chapel program. Teachers denote the character trait that their student exhibited and they are praised specifically for that character trait being evident in their lives.

Elementary Rules of Conduct

Class Conduct

- Treat others with respect and care.
- Stay on task with eyes on the teacher and mind on work.
- After an adult has finished speaking, student will communicate respectfully by raising a hand to speak.
- Remain seated unless permission is granted to do otherwise.
- Turn in assignments on time and be prepared for class.
- Walk, on campus and in the classroom.
- Be sure there is teacher supervision when in a classroom.
- Show respect to other students by using encouraging speech, by working quietly and not participating in inappropriate contact (fighting, pushing, tackling, or hitting).

Campus Conduct

- Respond when the whistle is blown at recess and continue quietly to the correct amphitheater seat.
- Wait silently to be dismissed and walk quietly to the classroom.
- Stay to the right (single file) walking up and down the hill. I will be silent when reaching the top of the hill.
- Be silent and walk (not run) when in the church building.
- Remain seated, or stay in position, in the pick-up line. No food, drinks, visit the bathroom or return to the classroom while in line.
- Respect school and personal property.
- Respond immediately and respectfully to anyone in authority without arguing, using improper facial expressions or ignoring their directions.
- Follow the lunch and snack recess rules, playground rules and the specific playground/sports equipment rules; and I will play safely and kindly at all times.
- Do not bring toys to school as they distract from learning.

Disciplinary Procedures

Students are expected to behave in an appropriate manner at all times. Respect for guidelines, policies, property, fellow students and those in authority are essential. A student whose wrong behavior is disruptive or involves an inordinate amount of the teacher's time in corrective measures will be dealt with in accordance with biblical principles, with the goal of instilling proper self-control in the individual and with Christ-like behavior as our standard.

Disciplinary measures may include any or all of the following actions:

- Counseling from scripture.
- Restricted privileges.
- Student conference with the dean of students.
- Parent conference with the teacher, elementary director, dean of students and/or principal.
- Probation.
- Suspension.
- Dismissal.

The disciplinary option(s) selected will be appropriate to the student, the nature of the offense, and the overall impact on order and discipline within the school. Office consequences include verbal counseling, and/or a call home. A student study team will need to occur if a behavioral problem persists.

Discipline Consequences

A consequence system is in place, both in our classrooms and campus-wide, with age appropriate consequences. Please note that: citations are only kept for a quarter.

Parents and School Discipline

When student behavior requires disciplinary action, the parents of the student will be contacted either by the teacher or administrator. The incident or infraction will be relayed to the parent, along with the consequences implemented. In order that this be a learning experience for the student, it is expected that parents support the school.

Academics

- Attend school every day and be punctual.
- Participate fully in all learning activities
- Be attentive and focused.
- Plan, prepare, and dedicate time to homework and studying.
- Read for pleasure in a book each day.

Cooperation

- Respect and appreciate the effort and contribution of others.
- Respect and cooperate with those in authority.
- Conduct yourselves in accordance with the school's Code of Discipline.
- Report to class on time with appropriate materials.
- Protect those who need protection.

Disciplinary Actions for Grades 3-5

As a school, we understand that students will occasionally step outside the boundaries of appropriate behavior. It is our expectation that when a student is confronted and or disciplined for his/her behavior, they will tell the truth, repent, and respond to authority with the proper attitude. The Bible clearly warns us of the danger of not properly responding to discipline: "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Proverbs 10:17

OSS = Out of School Suspension

ISS = In School Suspension

Behavior	Minimum Consequence	Maximum Consequence
Willful disregard for the safety of others. Committing acts that endanger other students, i.e., throwing objects, running in crowded area, pushing, shoving.	Citation.	1-3 days OSS, restricted privileges, or restricted movement.
Verbal altercation - also includes any abusive, threatening, willfully defiant behavior.	Citation.	1-3 days OSS.
Physical altercation - this also can include any abusive, threatening, willfully defiant behavior that may lead to a physical altercation.	OSS.	Expulsion.
Fighting—a mutually joined physical altercation involving two or more students.	1-3 days OSS.	Expulsion and referral to law enforcement.
Horseplay/roughhousing/physical contact including play hitting, slapping, wrestling, throwing objects, etc.	Citation.	1-3 days ISS, restricted privileges, or restricted movement.

Behavior	Minimum Consequence	Maximum Consequence
Causing physical injury to another student.	1-5 days OSS.	Expulsion and referral to law enforcement.
Repeated classroom disruptions.	Citation.	Pre-expulsion meeting.
Talking back to teacher.	Citation.	Pre-expulsion meeting.
Argumentative attitude.	Citation.	1 day ISS.
Inappropriate noise.	Time-out.	Citation.
Possession of knife (including pocket knife) or other dangerous object that could be used as a weapon.	OSS.	Expulsion and referral to law enforcement.
Interfering with the rights of others.	Citation.	1-3 days ISS.
Not following directions.	Possible time-out.	Citation.
Malicious teasing. Repeated teasing or a pattern of teasing.	Citation.	1-3 days OSS Parent conference.
Name Calling.	Time-out.	Citation.
Lying or attempting to deceive a staff member.	Citation.	1-3 days ISS.
Possession of Disruptive Devices including unapproved electronic devices.	Citation and confiscation.	1 day ISS and parent conference.
Disrespect of authority.	Citation and 1 day ISS.	1-3 days OSS. Expulsion.
Excluding classmates from play (recess, lunch, Student Life)	Time-out.	Citation.
Vandalism - willful damage to, or destruction or defacement of school property or personal property of other students or adults.	1-3 days OSS and restitution.	Expulsion, restitution and referral to law enforcement.
Damaging the property of the school or another student through horseplay or negligence.	Citation and restitution.	1-3 days ISS and restitution.
Theft or robbery or extortion.	1-3 days OSS and restitution.	Long-term OSS, restitution, referral to law enforcement, and possible expulsion.
Setting off false fire / emergency alarm.	OSS.	1-3 days OSS and referral to Fire Marshall.
Willful disobedience/ open defiance - the conscious choice on the student's part to fail to act as instructed by a staff member.	Citation, immediate removal from situation, and parent conference.	1-3 days OSS, restricted privileges, or expulsion.
Forging, tampering, or falsification of notes.	1 day OSS and parent conference.	5 days OSS, restricted privileges, and parent conference.
Profanity and unacceptable language.	Citation and 1 day ISS. Parent conference.	1-3 days OSS.

Behavior	Minimum Consequence	Maximum Consequence
Obscene gestures, obscene acts (including attempts to pull down pants) or unsanitary acts.	Citation and 1 day ISS. Parent conference.	1-3 days OSS.
Ethnic/racial type slurs or hate violence.	Citation, 1 day OSS and parent conference.	1-3 days OSS and expulsion.
Jokes involving any ethnic group.	Citation.	OSS.
Attendance - 3 unexcused absences.	Possible lowering of citizenship grade and/or parent conference.	Citation and 1 day ISS.
Leaving class without permission.	Citation.	OSS.
Tardy - 3 unexcused tardies.	Tardy is recorded. Letter sent home.	Parent conference. 1 day ISS.
Cheating.	Citation and teacher consequence.	1-3 days OSS.
Littering.	Campus cleanup (during recess, lunch, or after school).	
Misuse of internet.	1 day ISS, parent conference, and restricted computer privileges.	1-3 days OSS and restricted computer privileges.
Inappropriate displays of affection.	Citation.	1-3 days OSS.
Bullying Behavior - when a student does something mean or hurtful to another student.	Citation, meeting with administration, and restricted privileges or movement.	1-5 days OSS, parent conference and/or expulsion.
Harassment - remarks directed toward a student, staff, or staff member designed to demean, embarrass, or humiliate; physical intimidation; other actions intended to be destructive to the person.	OSS, depending upon the severity.	Long-term OSS, expulsion, and/or referral to law enforcement.
Sexual Harassment - sexual remarks directed toward a student or staff member designed to demean, embarrass, or humiliate.	1-5 days OSS.	Expulsion and referral to law enforcement.
Dress Code Violations.	Ask office.	Citation.
Excessive incomplete assignments, or homework not turned in.	After the 5 th warning in one quarter, each subsequent warning may result in a citation.	Parent conference. Possible Academic Probation.
Cumulative violations - documented misconduct which occurs frequently enough to show lack of intent to abide by school rules.	Behavior probation or pre-expulsive meeting.	Expulsion.

Behavior	Minimum Consequence	Maximum Consequence
Excessive citations in a given quarter or within a school year.	After the 3 rd citation in one quarter, student will be placed on behavioral probation and will receive one day suspension.	Disenrollment or Expulsion.

MIDDLE SCHOOL DISCIPLINE

Achiever Christian School believes students should receive the best possible education in a safe, Christ-centered environment. We believe that discipline is learned and, therefore, can be taught in the home, school, church, and community. Students can learn from experience and imitation. Students must be taught to assume responsibility for the consequences of their behavior, and that acknowledging their behavior is the first step towards change.

As the child matures, he/she will be given increased responsibility in keeping with their own developmental level and social maturity. Students must exhibit responsibility to God, to the school community, and to themselves. The discipline policy is established to deal with students who violate the school's policies regulating student behavior. Students who violate these policies are depriving the rights of the students who are obeying the rules and are striving for an education.

The ultimate goal is the internalization of discipline so that little external enforcement is required. As disciples (learners) of Jesus, the students should ever be learning how to properly behave because that is the type of people they are inwardly. Our model and mentor is the Lord Jesus himself, who lived a perfect life here on earth.

General Student Expectations:

- Be prepared
- Be respectful
- Be engaged
- Be responsible
- Be Christ-like

Vision of Engaged Learning

Successful, engaged learners are responsible for their own learning. These students are self-regulated and able to define their own learning goals and evaluate their own achievement. They are also energized by their learning; their joy of learning leads to a lifelong passion for solving problems, understanding, and taking the next step in their thinking. These learners are strategic in that they know how to learn and are able to transfer knowledge to solve problems creatively. Engaged learning also involves being collaborative – that is, valuing and having the skills to work with others.

Knowledgeable learners acquire a substantial and organized body of knowledge which they can use fluently to make sense of the world, solve problems, and make decisions. They can also evaluate the limitations of their knowledge and their perspectives on the world. Self-determined learners feel capable and continually strive to acquire and use the tools they need to learn. Strategic learners have a repertoire of thinking and learning strategies that they use with skill and purpose to think about and control their own learning and guide their learning of new content. Finally, empathetic learners are able to view themselves and the world from perspectives other than their own, including perspectives of people from different cultural backgrounds.

The ACMS staff wants our school to be the very best place for students to grow and learn. We are committed to providing a safe, loving, orderly environment for all students. A reasonable set of rules and consequences is necessary to create and maintain an atmosphere that is conducive to learning. Our discipline policies and procedures are built upon the foundational beliefs that each student has a right to

learn, and each teacher has the right to teach. We intend to implement our discipline policy in a manner that is fair, firm and consistent.

The book of Proverbs is invaluable in the process of instruction as well as giving us a poetic vision of an engaged learner (2:1-11):

“My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the LORD and find the knowledge of God. For the LORD gives wisdom, and from his mouth come knowledge and understanding. He holds victory in store for the upright, he is a shield to those whose walk is blameless, for he guards the course of the just and protects the way of his faithful ones. Then you will understand what is right and just and fair – every good path. For wisdom will enter your heart, and knowledge will be pleasant to your soul. Discretion will protect you, and understanding will guard you.”

The Biblical Basics

- 1) The purpose of discipline is to disciple students in the Lord's way (Romans 12:1-2).
- 2) Discipline, administered in the context of a parents' authority (Hebrews 12:6).
- 3) Discipline provides a framework for godliness (Judges 17:6).
- 4) Discipline teaches children submission to authority (Hebrews 13:17).
- 5) Students will internalize the values, beliefs, and goals of their teachers (Luke 6:40).
- 6) Respect for God, yourself, and others is the foundation to developing Biblical self-discipline (Matthew 22:37-39)
- 7) Discipline in the classroom should produce self-discipline and Biblical patterns of living (Joshua 24:15).

As a God-given task, each teacher has the right and our students have the right to learn in a classroom free from disruptive behavior. To create this learning environment, teachers:

- Have the right and responsibility of establishing rules and procedures.
- Have the right and responsibility to teach students to consistently follow the rules and procedures.
- Have the right and responsibility to ask for assistance from parents and school leaders when help is needed.

For their part, teachers will:

- Project a clear sense of their moral authority – their right and duty to teach students respect and responsibility and to hold them accountable to those standards of behavior.
- Approach discipline, including rule-setting, as part of a larger, ongoing effort to develop good moral community in the classroom.
- Establish and enforce consequences in an educational way – one that helps students appreciate a rule's purpose, make amends for wrongdoing, and take responsibility for improving their behavior.
- Convey caring and respect for the individual student by trying to find the cause of a discipline problem and find a solution that helps.

Student's responsibility – to adhere to school and classroom rules and expectations for behavior and good conduct.

Teacher's responsibility – to establish classroom management procedures and rules that concentrate on good student conduct and support school policies and procedures.

Parent's responsibility – to support the school personnel and school rules for student behavior and ensure that their children conduct themselves according to these standards.

Administrator's responsibility – to develop with all members of the school community an effective discipline management system that promotes and maintains the support of good student behavior.

ACMS Disciplinary Action Plan

- 1) School rules are determined by biblical principles, school policies and state law.
- 2) The school informs parents and teachers about school rules through Student/Parent Handbook.
- 3) Teachers explain and uphold classroom rules.
- 4) Teachers develop their own classroom procedures and routines.
- 5) Teachers, noon parents, and office staff write citations or assign other consequences to students who exhibit inappropriate behavior.
- 6) Teachers contact parents for repeated inappropriate behavior.
- 7) Teachers, noon parents, and office staff refer students to Dean whose behavior continues to be inappropriate.
- 8) School policy, state law, and the judgment of school personnel determine consequences. Some disciplinary procedures are informal and may include an informal talk, conference with a teacher, parent involvement, etc. Parents will always be informed of more serious disciplinary action and consequences for their students. In some cases involving violation of local, State, or Federal laws, the proper authorities will be notified.

A basic supposition that we hold to: that children and young adults can behave properly if they know what is expected of them. The school's intentions are to clearly communicate behavior expectations through word and deed.

Classroom Rules

- Show respect to all staff and students.
- Come to school ready to learn, be engaged in class, and to give everyone else the same opportunity.
- Be responsible for your own belongings and work.
- Be considerate of things that do not belong to you, including school property.
- The school is G rated, please assist us in keeping it that way.

The classroom rules along are applicable in every classroom. Each classroom teacher will have different procedures and routines, but each teacher is committed to managing the classroom with the same set of rules and consequences.

Forms of Communication and Consequences

School administered consequences are not punishment. Consequences are actions students know will occur should they choose to break the rules of the classroom. Consequences must be seen as natural outcomes of inappropriate behavior (Galatians 6:6-7). The key to their effectiveness is that they are used consistently. It is the inevitability of the consequence, not the severity that makes it effective. Clearly, the school and home must work together. To this end, the school has several avenues of communicating to the parents.

Citation: A written notice documenting an infraction of a school rule. There are several degrees of severity listed on the citation. The main office for tracking purposes records the citation. The citation should cause the student to reflect upon his/her actions, repent, and seek to make appropriate changes. The citation should prompt the parent to discuss the matter with the student, and then sign the citation.

Behavior Contract: Students who choose to ignore rules and fail to conduct themselves in a responsible manner will be placed on a Behavior Contract. Students who fail to live up to their contract will face further disciplinary action, including possible disenrollment or expulsion.

Behavior Essay: Students may be required to write an essay on a topic related to their behavior. The purpose is to focus the student's attention on an issue such that the student can begin to alter their thinking and belief system.

Confiscation: Items inappropriate for schools will be confiscated. These items may not be returned or, these items may be returned only to parents. Illegal items may be given to a law enforcement officer.

Restitution: Damaged or stolen items need to be replaced or repaired. An estimate for repair or replacement will be furnished to the student, or may be worked out between families if student property is involved. The student and his/her family will be responsible for the cost or repair or replacement. Failure to pay will result in measures taken by school for unpaid financial obligations.

Time Out: A teacher may send a disruptive student from his/her classroom to another classroom or the office. A time-out says to a student, "If you want to be part of the community, you have to follow the rules of the group. Your disruptive behavior is interfering with other people's right to learn." Although such action will probably follow the typical progression of consequences within a classroom, the teacher may decide without warning that it is best for a disruptive student to be removed from a classroom.

In School Suspension: The parent of a suspended student is permitted to come to school and attend class with the child, then the student will be allowed to attend class during ISS and the suspension does not go on the student's record.

Out of School Suspension (OSS): The student is immediately sent home and is not permitted to come to school. Students are required to make up work during OSS, though no credit will be given. The student is responsible to get all assignments, which must be turned in before the student is allowed back into the classroom. A parent conference may be required before the student is allowed back to school. This suspension will go on the student's permanent record.

Disenrollment: A student is removed from school enrollment. This action is different from expulsion. In this case, school leadership deems that the student is not a good fit with the school and/or for the good of the other students, the student is disenrolled.

Pre-Expulsion Meeting: A student who exhibits a repeated refusal to comply with school rules may be directed to attend a pre-expulsion hearing. This hearing would be attended by the following individuals: student, parents, Dean and Principal or Director. The purposes of the hearing is to warn the student of possible expulsion and to develop a course of action for student success. A pre-expulsion hearing will be held when deemed necessary by the Dean. Examples include:

- When a student accumulates 3 citations or 5 behavioral anecdotal reports in a quarter.
- When a student has been suspended, but change in behavior is not evident.
- When a student's behavior is consistently hindering other students' capacity to learn and the teachers' capacity to teach.
- When a student's behavior or a particular action or attitude is considered extreme in nature.
- When a student's attitude during a disciplining situation is disrespectful or unresponsive to authority.
- When a student regularly demonstrates a scornful or mocking attitude towards authority.

Expulsion: A student is removed from school enrollment. A letter from the school administration or from school committee will document the expulsion. Expulsion may be a consequence of actions or behavior of a very severe nature. Expulsion may also be a consequence of the lack of demonstrated improvement to intervention efforts made by the staff. A pre-expulsion meeting may or may not precede expulsion.

In all situations, the staff reserves the right to exercise discretion in assigning consequences in light of exceptional extenuating circumstances. In determining a consequence, factors such as the frequency of citations and referrals, previous actions taken, the attitude of the student, and the severity of the offense will be considered. Persistent and repeated violations of the rules of conduct will result in increasingly serious penalties.

Hawks Guide to Successful Living In Life

- Love God; love others.
- Whatever you do, do all for the glory of God.
- Conduct yourselves worthy of the Gospel.
- Learn to assume responsibility.
- Know your mission, grow in your potential, and sow seeds to benefit others.

Academics

- Attend school every day.
- Participate fully in all learning activities.
- Plan, prepare, and dedicate two hours each night to homework and studying.
- Think seriously about college and career goals.
- Read in a book for pleasure each day.

Cooperation

- Respect and appreciate the effort and contribution of others.
- Respect and cooperate with those in authority.
- Conduct yourselves in accordance with the school's Code of Discipline.
- Report to class on time with appropriate materials.
- Protect those who need protection.

Responding to Disciplinary Actions

As a school, we understand that students will occasionally step outside the boundaries of appropriate behavior. It is our expectation that when a student is confronted and or disciplined for his/her behavior, they will tell the truth, repent, and respond to authority with the proper attitude. The Bible clearly warns us of the danger of not properly responding to discipline.

He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.
Proverbs 10:17

Behavior	Possible Consequence	Maximum Consequence
Willful disregard for the safety of others. Committing acts that endanger other students, i.e., throwing objects, running in crowded area, pushing, shoving.	Citation.	1-3 days OSS, restricted privileges, or restricted movement.
Verbal altercation - also includes any abusive, threatening, willfully defiant behavior.	1-3 days ISS.	1-3 days OSS.
Inability to control one's behavior.	Citation or 1-3 days ISS.	Pre-expulsion meeting.
Possession of Firearm	Expulsion and referral to law enforcement.	Expulsion and referral to law enforcement.
Possession of explosive devices including fireworks.	5 days OSS.	Expulsion and referral to law enforcement.
Possession of knife (including pocket knife) or other dangerous object that could be used as a weapon.	5 days OSS.	Expulsion and referral to law enforcement.

Behavior	Minimum Consequence	Maximum Consequence
Possession, consumption, or exchange of alcohol or any controlled substance.	10 days OSS and referral to law enforcement.	Expulsion and referral to law enforcement.
Representing an illegal substance by offering, arranging, or negotiating to sell any substance represented as a controlled substance.	10 days OSS and referral to law enforcement.	Expulsion and referral to law enforcement.
Possession of drug use paraphernalia such as pipes, rolling papers, etc.	Confiscation, 1-3 days OSS, parent conference.	Expulsion and referral to law enforcement
Possession or use of tobacco including chewing tobacco.	1-3 days OSS.	Expulsion and referral to law enforcement.
Possession of matches or lighter.	1 day ISS.	1 day OSS.
Vandalism - willful damage to, or destruction of defacement of school property or personal property of other students or adults.	1-3 days OSS and restitution.	Expulsion, restitution and referral to law enforcement.
Damaging the property of the school or another student through horseplay or negligence.	Citation and restitution.	1-3 days ISS and restitution.
Theft or robbery or extortion.	1-3 days OSS and restitution.	Long-term OSS, restitution, referral to law enforcement, and possible expulsion.
Setting off false fire / emergency alarm.	1 day ISS and referral to Fire Marshall.	1-3 days OSS and referral to Fire Marshall.
Willful disobedience/ open defiance - the conscious choice on the student's part to fail to act as instructed by a staff member.	Citation, immediate removal from situation, and parent conference.	1-3 days OSS, restricted privileges, or expulsion.
Forging, tampering, falsification of notes, or plagiarism* . *Plagiarism: the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.	1 day OSS and parent conference.	5 days OSS, restricted privileges, and parent conference.
Lying or attempting to deceive a staff member.	Citation.	1-3 days ISS.
Possession of disruptive devices including unapproved electronic devices.	Citation and confiscation.	1 day ISS and parent conference.

Behavior	Minimum Consequence	Maximum Consequence
Disrespect of authority.	Citation and 1 day ISS.	1-3 days OSS.
Profanity and unacceptable language.	Citation and 1 day ISS.	1-3 days ISS.
Obscene gestures, obscene acts (including attempts to pull down pants) or unsanitary acts.	Citation and 1 day ISS.	1-3 days ISS.
Ethnic/racial type slurs or hate violence.	Citation, 1 day ISS and parent conference.	1-3 days OSS and expulsion.
Attendance - any unexcused absence from a class or leaving class without permission.	Citation.	1-3 days OSS and referral to law enforcement.
Unauthorized Areas - being in areas designated as off limits during school hours.	Citation.	1 day OSS, restricted privileges, or restricted movement.
Tardy.	Tardy is recorded.	Make up missed time after class, after school, or during lunch, or ISS.
Excessive Tardies - For 5 in one quarter, along with each subsequent tardy.	Citation.	1 day OSS.
Dress Code Violations.	See Dress Code.	
Failure to serve detention.	Citation.	1 day OSS.
Failure to serve ISS.	1 additional day of ISS.	1 day of OSS.
Misuse of internet.	1 day ISS, parent conference, and restricted computer privileges.	1-3 days OSS and restricted computer privileges.
Harassment - remarks directed toward a student, staff, or staff member designed to demean, embarrass, or humiliate; physical intimidation; other actions intended to be destructive to the person.	1-3 days of ISS or OSS, depending upon the severity.	Long-term OSS, expulsion, and/or referral to law enforcement.
Bullying Behavior - when a student intentionally does something mean or hurtful to another student.	Citation, meeting with administration, and restricted privileges or movement.	1-5 days OSS, parent conference and/or expulsion.
Inappropriate displays of affection.	Citation and 1 day ISS	1-3 days OSS.
Sexual Harassment - sexual remarks directed toward a student or staff member designed to demean, embarrass, or humiliate.	1-5 days OSS.	Expulsion and referral to law enforcement.

Behavior	Minimum Consequence	Maximum Consequence
Cheating.	Citation and teacher consequence.	1-3 days OSS.
Littering.	Citation and campus cleanup (during break, lunch, or after school)	
Cumulative violations - documented misconduct which occurs frequently enough to show lack of intent to abide by school rules.	Behavior probation or pre-expulsive meeting.	Expulsion.
Excessive Citations	After the 3 rd citation in one quarter, student will be placed on behavioral probation and will receive one day Suspension.	Disenrollment or Expulsion.
Student not fulfilling terms of Behavioral Probation.	3 days OSS or as dictated by probation agreement.	Expulsion
Student not fulfilling terms of Academic Probation	Mandatory tutoring by outside agency or as dictated by probation agreement.	Disenrollment