

North Avenue Christian School



STUDENT-PARENT
HANDBOOK

2008-2009
Kindergarten – Grade 5

Foreword

Welcome to the North Avenue Christian School (NACS) community. Whether you are a first time enrollee or a returning family, we are delighted that you have chosen to be an important part of the NACS family.

This handbook is filled with policies and guidelines that should help to answer many of your questions about the day-to-day operations and expectations of the school. It is important that each family SIGN AND RETURN the Receipt and Acknowledgment form, Discipline Policy, Tardy Policy Agreement and Support forms, and the Internet Use and Permission form, included with this handbook, the MORNING OF FRIDAY, AUGUST 29, 2008, to confirm that you have read and agree to adhere to the enclosed policies. If you have questions regarding any contents, please contact the NACS principal.

There is much to be thankful for and excited about as we all begin the journey of this new school year. May you sense God's blessing in your lives as we begin another year together.

BOARD OF DIRECTORS

The school shall be governed by a Board of Directors. The Board of Directors shall control and manage the affairs of the school in accordance with the by-laws and shall have the power to authorize all acts on behalf of the school.

The Board meets regularly throughout the year.

2008 –2009 School Board Members:

Rosaire Bisson

Kirsten Decelles

Keith Erb

Nikki Fuller-Boyd

Ralph Guiduli

Justin Holden

Carol Moran

Alan Sousie

North Avenue Christian School reserves the right to amend this handbook.

Updated on 8/20/08

Introducing North Avenue Christian School (NACS)

NACS is a non-denominational and non-profit school, and is also a recognized independent school with the State of Vermont. It is located in Burlington, Vermont. It is open to all children, regardless of race, religion, color, national origin, and/or ethnic group. All of the teachers are certified and the school is composed of a Preschool, Elementary School, and a Before and After School Program. The school is also an outreach and service program of North Avenue Alliance Church.

We are happy to be able to bring God and Judeo/Christian values into the classroom setting. It is our hope and desire that our students will develop strong character traits and that they will embrace the ethics of honesty, caring for others, doing one's best, respecting authority and taking care of themselves, their families, and their communities.

State Registration

NACS is registered with the Department of Education of the State of Vermont as a recognized independent school.

Mission Statement

A "Back to Basics" school, focusing on knowledge and cognitive skills, in a safe and wholesome Christian learning environment.

Statement of Faith

1. There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.
2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
3. The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment.
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for salvation of men. They constitute the divine and only rule of Christian faith and practice.
5. Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
6. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separate from the sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life.

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
9. The Church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, edification through the Word of God, prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper.
10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
11. The Second Coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's hope and is a vital truth that is an incentive to holy living and faithful sacrifice.

ACADEMIC POLICY

Curriculum

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. Curriculum is recommended by the principal and faculty, and is evaluated annually, making adjustments as needed. Curriculum guides are available in the school office.

Textbooks

Children are responsible for their texts and should damage or loss occur, they or their parents are accountable.

Testing

Appropriate testing is used as an integral part of the instructional program. Standardized achievement tests may be administered annually.

Promotion and Retention

Students will be promoted upon satisfactory completion of the requirements for each grade level. When it becomes evident that a student is in danger of failing, a conference with the parents will be arranged before the end of the second trimester to make parents/guardians aware of such a possibility. Whether or not a student is promoted or retained will be based on factors such as test results, attendance, age, etc.

Report Cards and Progress Reports

Report Cards are issued three times throughout the school year. All students receive a progress report at the midway point of the first trimester, to inform the parents/guardians of their student's educational progress and any issues involving class work, homework, or discipline. Subsequent progress reports are issued on an as needed basis, to alert students and parents/guardians of areas of concern.

Parent-Teacher Conferences

Conferences are scheduled in October and March. Parents/guardians are required to schedule and to attend these conferences. Parents/guardians may request a conference at any other time when there is a concern.

Concerns

Throughout the course of the school year, if you as a parent/guardian have a question or concern, you should be aware that any of your concerns may be resolved by following a very basic procedure:

Concerns, which involve a teacher, should first be brought to the attention of that teacher. If, after talking with the teacher, the situation remains unresolved, this or any other school-wide concern should be brought directly to the attention of the principal. If you are not satisfied with the manner in which the situation is handled, you may contact the Chairperson of the Board of Directors to further discuss this matter.

Internet Policy

In order for students to access networks, such as electronic mail and the Internet, parents/guardians and students will be required to sign a user agreement and parent permission form. Some materials on the Internet may be objectionable, but it is the responsibility of the parents/guardians to guide their student's ethical use of the Internet by setting and conveying standards for their student to follow when selecting, sharing, or exploring information and media. Use of the Internet at NACS will be under the supervision of a teacher or other designated adult. Misuse of the Internet may result in disciplinary action as outlined in the Discipline Policy.

Homework

Homework serves two purposes: it reinforces class work and it allows enrichment and creativity. The amount of time that a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students.

It is the responsibility of the student, with the support of parents/guardians, to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students to understand that learning is not only a classroom activity.

Parents should feel free to consult with the teacher about any questions/concerns relating to the homework assignment, at a time convenient to both teacher and parent.

In order to allow parents to plan in advance, our staff has created a homework guide. This guide will give you an estimate of the amount of homework to be expected each evening for your student. Please keep in mind that this is only a guide, which means that on occasion a special project may require extra attention or your specific student's work style may lengthen or shorten the amount of time spent on homework in an evening.

	<u>Homework Guide</u>
Kindergarten	10 minutes of reading per night Occasional projects which may require more time, but advance notice will be given
1 st Grade	10-15 minutes of reading per night Maximum of 15 minutes of additional homework
2 nd Grade	20 minutes of reading per night Maximum of 15 minutes of additional homework
3 rd Grade	25 minutes of reading per night Maximum of 30 minutes of additional homework
4 th Grade	25 minutes of reading per night Maximum of 40 minutes of additional homework
5 th Grade	30 minutes of reading per night Maximum of 50 minutes of additional homework

Chapel

The students attend weekly chapel programs, led by the principal and other staff members. Parents have an open invitation to attend any scheduled chapel programs.

ADMISSIONS POLICY

NACS admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and creed, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Acceptance

After completion of an application and any necessary academic screenings, students are accepted for admission to the school by the principal. Students are required to maintain satisfactory standards in academics and conduct.

Applications may be rejected due to lack of space or if students have learning disabilities for which we are unable to provide the necessary special education and facilities.

A student's conduct must be appropriate to our school's environment.

Parents are expected to give NACS full disclosure concerning educational, psychological, health and discipline background of the prospective student.

Financial Aid/Tuition Assistance

We believe that Christian education should be available to all families, regardless of their income. All families are encouraged to submit an annual application to the Family Financial Needs assessment (FFNA) organization. This is a confidential and fair process for the school to determine which families are in need of assistance. Applications are available in the school office.

ATTENDANCE

Attendance

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be made up. Thus, regular attendance is important to the progress of the student and the maintenance of school standards.

Absence

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An excused absence is an absence due to personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. An excessive number of absences will hinder a student's progress. Therefore, a total of 20 absences will require that the student be retained and repeat the grade the following year.

Illness

Regular attendance is important to the academic progress of your student and the maintenance of school standards. When your student does not feel well, please keep him/her home so that other children do not become infected. Any time your student is absent or late, please call the school office before 9:00 A.M. A student who is absent from school, who is arriving late, who must leave early, who anticipates being absent, or in any way changes his/her normal routine must bring a signed note to the teacher indicating the reason.

A doctor's excuse is required after a student has been absent for five consecutive days. Once a student is absent from school for a total of ten days in any school calendar year, a doctor's excuse may be required for each additional day of absence.

Assignment Completion Due to Absence

All make-up work required by the teacher is the responsibility of the student. The assignments will be given to the student when he/she returns to school after absence. Students will be given time equal to the number of days missed to complete all assignments. Any work not completed by this time will be recorded as a failure. The teacher is not expected to provide special instruction to the student due to an unexcused absence.

In the event that a student must miss school due to a family trip or other extended absence, the teacher will use his/her discretion regarding the issuing of homework prior to the trip.

Tardy Policy-School begins at 8:15AM

It is our goal at NACS to utilize every moment of your child's time wisely and efficiently. Please recognize that our school day begins promptly at 8:15am. When children habitually arrive late, they disrupt the classroom, miss vital instructional time, and take instructional time away from other students. We do recognize that there are situations beyond a person's control, and our tardy policy allows for those instances. However, habitual tardiness is not acceptable; we ask for your cooperation as parents to model to our students that punctuality is an important quality to uphold.

1. As school begins at 8:15am, students are tardy at 8:16am. All tardy students should go directly to their classroom upon arrival. Parents must stop in the office to sign their child in.
2. Each student will be allowed three tardies per nine weeks (per quarter) before any further action is taken.
3. Beginning with the fourth tardy and through the sixth tardy, the student will be required to remain in the classroom at recess time to finish any work he/she may have missed.
4. After the 9th tardy, the parents will be sent a letter reminding them of the school tardy policy, which they have previously agreed to and signed.
5. After the tenth tardy in a semester, the parents will be required to attend a meeting with the Principal and teacher to acknowledge understanding of the seriousness of the situation and the following progression:
 - 12 tardies = 1 day suspension
 - 14 tardies = 2 day suspension
 - 16 tardies = 3 day suspension

* Suspensions are considered days absent

FIELD TRIPS

Field trips are educational in nature.

Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral standards.

Field trips are to be held within a twenty mile radius of the school, unless permission is granted otherwise.

A student may not go on a field trip without a properly completed and signed permission form. Telephone calls and notes are not accepted as forms of permission.

Parents shall pay the cost for the field trip unless otherwise stated.

Any student being transported in a private car must be secured in a seat belt, or booster seat as required by law.

The classroom teacher will inform chaperones of their responsibilities for each field trip.

Beverages or snacks may not be purchased by students or parents, for students, while on field trips. Drivers are permitted to stop only at the location designated on the field trip permission form.

Field trips may be cancelled if there are not adequate drivers/chaperones.

FINANCIAL POLICY

Annual Budget

The Finance Committee of the Board of Directors and the school principal will be responsible for preparing the annual budget.

Registration Fees

This non-refundable/non-transferable fee covers the ongoing costs of enrolling a student.

Monthly Tuition Payment

Monthly tuition payment plans begin on August 1st and are due by the first day of each month. The final payment is due on May 1st. Late fees of \$25 per month will be assessed for payments made after the 1st day of the month. Unless registration and tuition fees are current, students will not be allowed to attend school. Payments should be made to North Avenue Christian School.

Returned Check Fee

There will be a fee of \$15.00 for checks returned for insufficient funds.

Late Pick-Up Fee

School Hours: School begins at 8:15 a.m. and ends at 3:00 p.m. Students may go to their classrooms at 8:00 a.m. Students who arrive earlier need to either wait with a parent/guardian in the lobby until 8:00 a.m., or sign up for before school care with the child care Director, Sue Comeau. Students not picked up by 3:15 p.m. will need to join the after care program and will be charged a fee of \$8.80 for each late pick up.

Past Due Account

If payment falls 30 days past due, the student(s) will be expelled from the school and may not return until the account is current, with the exception of the May 1st payment. That payment must be paid in full by May 15th, or the student(s) will be expelled and may not return until the account is current. Please note our early withdrawal policy below, which indicates what remaining payment may be expected although your child is no longer attending. Also, please be aware that students no longer attending must be reported to the Vermont Department of education within seven days.

Hardships

If a situation arises which prohibits payment of an account when due, it is the responsibility of the parent(s)/guardian(s) to notify the school in order to request an extension of time to make payment. The school board will consider the request and will contact the parent(s)/guardian(s).

Early Withdrawal Policy

North Avenue Christian School is a private, non-profit school that receives no funding from public school monies. It relies on tuition, fees and gifts to cover all expenses. Therefore, families withdrawing from the school during the school year due to non-emergency circumstances will be expected to pay the remaining semester's tuition in full, except as noted in the Reimbursement Policy.

Reimbursement Policy

August 1 up to the first day of year	90% Refund (10% of Annual Tuition Due)
Up to 20 days after the start of year	75% Refund (25% of Annual Tuition Due)
Up to 40 days after the start of year	50% Refund (50% of Annual Tuition Due)
Up to 60 days after the start of year	25% Refund (75% of Annual Tuition Due)
61+ days after the start of year	No Refund (100% of Annual Tuition Due)

This will be based on calendar days, not school days

Fund Raising

In that all money raised from fund raising benefits the educational programs of the school and keeps tuition increases to a minimum, all families are encouraged to participate.

The Finance Committee will approve fund raising activities.

Volunteerism

Volunteerism is a very important tool to help control the overall quality and cost of the program offered at NACS. Our students are best supported when each one in our school community volunteers assistance in his/her area of expertise. Together we can continue to strengthen, build and support our students on their educational journey. Parents are asked to submit a completed Volunteer Form each year.

GENERAL POLICIES

Parents entering the building during the school day must first report to the office.

For everyone's protection, all parents/guardians must sign, date, and return the statement form stating that you have read the handbook and agree to be governed by it prior to the start of the first day of school.

No party invitations are to be handed out at school unless the entire class is invited.

All children will need to bring a lunch from home, including a beverage. Parents/guardians need to provide a healthy snack, each day, for their child.

Candy and gum are not permitted.

SAFETY POLICY

The school will make every effort to ensure the safety of each student while in attendance. Parents/guardians will be advised as to the school safety practices and made aware of any special hazards, dangers or practices that should be corrected for the safety of the student.

Students leaving school with someone other than a parent/guardian will not be released without written permission of the parent/guardian.

In order for a student to leave school during school hours, a signed statement from the parent/guardian or direct permission from the principal is required.

Any parent/guardian picking up their student at a time other than the regular time, must first report to the office to sign out their student.

No snowballs are to be thrown during school hours, or while being transported to or from school.

SCHOOL CLOSINGS

When there is a possibility of school closing due to inclement weather, tune to radio stations including WCMI - 91.5 FM, STAR - 92.9 FM, KOOL 105 - FM, and WOKO 98.9 - FM. You may also watch TV channels 3, 5, and 22.

If your local school district is closed due to bad weather and NACS remains open, you may choose not to attend that day. Please notify us of your decision by 9:00 a.m., and your student will have an excused absence.

SCHOOL DAY HOURS

School begins at 8:15 a.m. and ends at 3:00 p.m. You are asked to be prompt. Students may enter their classroom at 8:00 a.m.

Students who arrive earlier need to either wait with a parent/guardian in the lobby until 8:00 a.m., or sign up for before school care with the child care Director, Sue Comeau. Students not picked up by 3:15 p.m. will need to join the after care program and will be charged a fee of \$8.80 for each late pick up.

STUDENT RECORDS

NACS recognizes the need to protect the confidentiality of all personal and academic records.

Parents/legal guardians have the right of access to their student's record with a written request.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Cumulative records of all students are filed in the school office. If it becomes necessary for a student to be transferred to another school, his/her records are available upon request of that school. The transfer of records is never released to anyone except to the school to which a student is transferring.

Medical records of each student will be kept on file in the school office. These files will be updated annually. A copy of the file will be sent upon request to another school if the student transfers or graduates.

STUDENT WELL BEING POLICY

Staff members have been instructed in first aid. A first aid kit is available for use in case of minor injury or illness. If an injury is serious, the parents will be notified immediately. If emergency treatment is indicated, an ambulance will be called.

It is essential that the emergency card be completely and accurately filled out and kept up-to-date. It is the parent's responsibility to inform the office of any phone or address changes for the family or the emergency contacts.

Oral medications may be given to a student only after a licensed physician and a parent/guardian have properly completed the necessary forms. These forms are available in the school office. No medication is supplied by the school.

HUMAN DEVELOPMENT POLICY

It is our belief that the subject of sex education is most appropriately discussed in an intimate setting within the family unit. This belief is based on the fact that children mature at varying rates and that their parents are best able to determine the appropriate time for these discussions to occur. Students will learn about reproduction in plant and animal kingdom studies and will develop a vocabulary to help in their understanding of the discussion with their parents.

SCHOOL DRESS CODE

- Dark Blue or Khaki Colored Slacks or Skirts.
- Shorts are acceptable in the months of September, May, and June, provided they are at least mid-thigh length
- White, Cream, Light Blue, or Navy Blue Colored collared Oxford Shirts or collared Golf Shirts
- White, Cream, Light Blue, or Navy Blue Colored Sweaters/Sweatshirts
- No open back shoes
- No stripes on pants or shirts
- No sweaters with patterns
- No sweatshirts with pictures or obvious logos
- No hats are to be worn inside the school building.
- No sweatpants

Samples are available in the office, which depict the exact colors described above.

The administration will make all final decisions in the event of any questionable choices. Parents will be called when students come inappropriately dressed and will be asked to bring a change of clothing to the student.

DISCIPLINE POLICY

North Avenue Christian School is committed to educating and ministering to students with the love of Jesus Christ. We believe that "all things should be done decently and in order" and that our students should

be taught to feel a God-given responsibility to "walk honorably before all men." Thus, at North Avenue Christian School, discipline is maintained which is firm and consistent, yet tempered with love.

Our teachers are expected to maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, there are times when it becomes necessary to implement discipline based on the guidelines that follow. It is expected that teachers will follow the enclosed plan and that parents will support the school in its efforts to maintain an atmosphere that is conducive to learning and growing. The purpose of discipline at North Avenue Christian School is not merely to enhance the learning environment, but to train and lead the student into maturity and self-discipline.

1. **Purpose** The purpose of the Discipline Policy is:
 - a. To establish a clear description of the type of behavior that will be considered unacceptable.
 - b. To set forth the disciplinary measures that will be taken against unacceptable behavior.
 - c. To assign responsibility for the disciplinary action.
 - d. To provide for the communication to all involved (parent, student, teacher, and administrator) of the cause for discipline and action taken.
 - e. To provide for accurate record keeping of disciplinary actions so that discipline may be administered throughout the school in a firm, fair, and consistent manner.
 - f. To establish the principle that discipline may need to be seasoned with grace at the discretion of the administration.
2. **Philosophy** Discipline and its application at North Avenue Christian School are biblically grounded (see particularly: Proverbs 12:1; 13:18, & 22:15; Ephesians 5:1-4; Hebrews 12:1; 1 Corinthians 13 and Revelation 3:19).

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God and beneficial to their future. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger, or devoid of forgiveness, or in a manner that is demeaning to the worth of the individual. Discipline is ordained of God for the building of character and the training of behavior.

3. **Objectives** Discipline at North Avenue Christian School has these objectives:
 - a. To develop and maintain the optimum environment for learning.
 - b. To correct behavior which is disruptive or destructive to the learning environment.
 - c. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
 - d. To remove, as a last resort, students with education or behavioral needs outside of the capacity of the school.
4. **Responsibilities** Parents have been given the responsibility by God for the discipline of their children. Parents of North Avenue Christian School students have conferred this authority on teachers and administrators during the school day and in school activities. If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, faculty or students. If the matter is not resolved with the teacher, the parents shall then discuss it with the principal.

Teachers and administrators are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the Discipline Policy. It shall further be the responsibility of teachers and administrators to work with parents in the manner of disciplinary action taken, and to make themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parents and student alike to supportive behavior, to enlist student cooperation and to build a like-minded attitude.

It shall be the administration's responsibility through personal observations, examination of records and by whatever other means are deemed practical to see that proper standards of discipline within the guidelines of the Discipline Policy are being uniformly maintained throughout the school.

Students are responsible under God to obey and show respect for teachers and administrators, as they should for their parents. They are also responsible for helping to maintain the learning environment.

5. **Delineation of Unacceptable Behavior** Unacceptable behavior differs in its severity and, thus, should receive different disciplinary response. Behavior offenses have been categorized into two levels of severity—minor infractions and major infractions. The examples listed in each category are examples only and not meant to be all-inclusive. Offenses that are not listed will be dealt with at the discretion of the teacher/administrator in line with these examples.

Minor Infractions—Discipline will follow the progression of discipline identified below.

- Failure to complete assignments
- Causing a disturbance in class or study hall
- Unnecessary talking in class or study hall
- Meddling with other people's property
- Disobedience of specific rules
- Eating or drinking refreshments in inappropriate areas
- Dress Code violations

Major Infractions—Discipline will involve 6.4 – 6.6 identified below. Depending on the severity of the behavior, the discipline progression may skip steps.

- Repetitive occurrences of minor infractions
- Cutting class or school
- Leaving campus without permission
- Cheating
- Lying
- Stealing
- Swearing; using obscenities
- Abuse or willful destruction of school property
- Sexual Immorality
- Drinking, smoking, or possession of tobacco or alcoholic beverage
- Possession, sale or use of illicit drugs
- Fighting
- Possession or use of a weapon of violence
- Arson, false alarms or bomb threats
- Secret Organizations

6. **Progression of Discipline within an event**

1. Warning: Teacher will talk to pupil to explain his/her offense.
2. Detention: Student will be assigned a 20-minute detention. Parents will receive written notice.
3. Immediate phone call to parents with extended detention to 30 minutes.
4. Principal's office
5. Suspension (In-school or Out)
6. Expulsion

7. **Support** Parents are expected to support teachers and administrators in these disciplinary efforts. A spirit of non-cooperation may result in families being asked to leave the school. Our hope is that this policy will enable parents to have more information on our procedures that we may have the full support and cooperation our entire school family.