

ABERDEEN CHRISTIAN  
SCHOOL  
SOUTH CAMPUS  
PRE-K – GRADE 6  
HANDBOOK  
2008-2009



1500 E. Melgaard Road  
Aberdeen, SD 57401  
(605) 225-2053  
[www.aberdeenchristianschool.com](http://www.aberdeenchristianschool.com)

## MISSION STATEMENT

Equipping students to glorify God and to seek to do His will.

## PURPOSE

To train each student in the knowledge of God, develop a spiritual way of life, and to become a servant leader.

## CORE VALUES

Integrity      Humility      Faithfulness  
Respectfulness      Responsibility

## SCHOOL VERSE

"Put on the full armor of God so that you can take your stand...."  
Ephesians 6:11 (NIV)

## ACCREDITATION

SD Department of Education

Aberdeen Christian School is a member of the Association of Christian Schools International (ACSI).

## SPIRITUAL GROWTH

Aberdeen Christian School seeks to facilitate the growth of each student. Attention is given to all aspects of the student's life: spiritual, social, physical, and intellectual.

## Faculty

The faculty is made up of dedicated men and women who are born again Christians, trained educators dedicated to teaching in a Christian school and committed to helping students develop to the fullest extent of their God-given capabilities.

## Parental Involvement/Volunteers

Parents are expected to support the administration in its policies and decisions. Should any question arise about the policies or rules, the parents should call the administration for information.

Parental involvement in the educational process of the student is of utmost importance. Parents will be expected to attend Parent-Teacher-Fellowship, and all conferences. Attendance at school programs is highly encouraged. Active participation by parents in the school programs sets an example for keener student participation in school affairs.

A proper climate for learning is imperative. Teachers who love God, their students, and their country are our number one asset. A proper harmony between the home, church, and school is necessary. A student cannot learn one thing at home and have that contradicted at school, and expect the church to correct it in one hour on Sunday. Most American youth are thrown into utter confusion by these contradictions. We believe education is a matter of presenting Christian academic, moral, patriotic, and disciplinary truth. We guide the pupil in the process of instilling these values into life.

Parental involvement is also needed, both occasionally and regularly to assist the classroom teacher with field trips, classroom parties, etc.

When visiting or volunteering in the building, please sign in at the school office and obtain a visitor/volunteer badge. Field trip volunteer chaperones should make arrangements for their younger children. Guests and young children may not attend field trips. We appreciate your cooperation in this area.

The teachers work closely with the students and their parents to correct a weakness before it becomes a serious problem. The relationship between the school and the home is important.

Parents should regularly check our website, [www.aberdeenchristianschool.com](http://www.aberdeenchristianschool.com) for school information. Sometimes urgent notices and information will be sent home with students and will need to be signed by the parent and brought back the next day.

Please do not air grievances about the school with other parents. This tends to foster division and strife used by Satan deceptively to distract from the school's academic and spiritual ministry to your children. Adhere to the scriptural principle, Matthew 18, to speak directly to the person responsible.

### Parent-Teacher-Fellowship (PTF)

PTF is a parent organization that supports the activities and provides opportunities for parent interaction and service.

### Admissions Information

Aberdeen Christian School seeks to be an extension of the Christian home and our goal is to provide an environment conducive to the spiritual growth and development of our students.

Parents must give evidence that they concur with the school's Philosophy of Education and Discipline Statement by signing the Standard of Conduct.

Registration materials for returning and new students will be available in March and will need to be returned by the end of April.

### **PLEASE NOTE:**

- **The last page requires a parent signature. Please sign and return to your child's classroom teacher.**
- **This handbook is not a contract and it is subject to change at any time.**

**SIGNED:** \_\_\_\_\_

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Acceptance of students will be based on the priority listed below – not based on date of receipt of application.

1. Current students at Aberdeen Christian School that are in good standing in academics, behavior, and financial obligation will be given first priority. Please note: Current students who re-register will be notified only if they are not accepted for the following school year.
2. Children of faculty and staff.
3. Siblings of current Aberdeen Christian School students.
4. Children of Alumni of Aberdeen Christian School.
5. New registrants who are in agreement with the Aberdeen Christian School philosophy.

The admissions process includes the following steps:

1. Complete application form and include the non-refundable registration fee of \$100.00.

Parent's signature on Standard of Conduct is required on all K-12<sup>th</sup> grade enrollment applications. Student's signature on Standard of Conduct is required on all 6<sup>th</sup> – 12<sup>th</sup> grade enrollment applications.

2. A birth certificate and recent immunization record is required for all students entering Pre-Kindergarten and Kindergarten.
3. Testing is required for all new students entering grades 1-12. Testing will be waived if test scores of a recent nationally normed standardized test (e.g. Iowa Test of Basic Skills, California Achievement Test, and Standard Achievement Test Dakota Step) are available. All new kindergarten students are given a developmental readiness test.

4. Prior to official acceptance, an interview will be scheduled with each prospective student and one/both parents. No registration will be complete or student accepted until this interview has been completed.

Aberdeen Christian School accepts students without regard to race, color, sex, national or ethnic origin who are willing to abide by its principles and objectives.

Parents and students are cordially invited to schedule a tour or visit the school during the day to meet students, teachers and administrators. Visitation is arranged by calling the office.

### Student Withdrawal

To withdraw a student from Aberdeen Christian School, contact the office to complete an official withdrawal form. If the withdrawal occurs during the school year, the tuition for the year in which the student withdraws will be pro-rated by the number of days the student was registered. Registration fees will not be refunded.

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### Communicable Diseases

Please contact the school health aide should your child develop symptoms of a communicable disease (i.e. head lice, sore throats, chicken pox, etc.) We will need to take some precautions in order to help prevent the spread of disease.

### Transportation

Transportation to and from ACS is not provided by the school. It is the responsibility of each family to transport their child(ren) to school.

### Release of Records

According to the Student Privacy Act, students and/or parents are allowed access to student cumulative records and may obtain a copy of these files. To obtain a student's records:

1. Complete a Release of Records form.
2. All financial obligations must be met before school records will be released.
3. A fee may be charged.
4. The office requires at least three working days to prepare these files and will notify you when they are ready for review or release.

### School Hours

Class hours are from 8:15 am-3:10 pm. Early arriving elementary school students are monitored in the gym or on the playground, depending on the weather, from 7:45-8:15am.

## School Closing

When snow, ice, extremely high winds, or any other condition make travel very difficult or impossible, a decision will be made early in the morning to cancel the school day, or begin with a delayed starting time. Other causes for school closing might be electric power failure, etc. Such announcements will be carried by:

### Internet Sites:

<http://www.keloland.com/Weather/Closetime.cfm>  
[www.ksfy.com](http://www.ksfy.com)

### TV Stations:

KABY/KSFY-TV  
KDLO/KELO-TV  
KDLT-TV  
KTTW/KTTM - FOX 17

### Local Radio Stations:

KSDN 94.1 FM  
KIXX 96.1 FM  
KDLO 96.9 FM  
KNBZ 97.7 FM  
KGIM 103.7 FM  
KKSD 104.3  
KSDN 930 AM  
KWAT 950 AM  
KGIM 1420 AM

We will notify families of school closings with our school phone tree by 7:00 a.m.

## Illness in School

- Students may rest in the Health Station for a limited amount of time. Concerns will be assessed, not diagnosed, and the parent may be contacted.
- Students will be sent home under the following circumstances:
  - Temperature of 100 degrees Fahrenheit or over
  - Rash (until diagnosed)
  - Apparent flu (vomiting, nausea, diarrhea, inflamed throat)
  - Injuries if needing medical consultation
  - Head lice:  
In accordance with the Brown county Health Department, children with head lice will not be admitted to school until they are free of lice and nits. Children must be brought to the office to be checked before admission to class.

We are requiring that any/all students/families who have recurring lice to take the following actions before returning to school.

- ❖ Treat the infested person/any infested family members with an over-the-counter and/or prescription medication for lice.
- ❖ All residents of the household should be examined for lice infestation.
- ❖ A nit comb is to be used to remove all nits and lice.
- ❖ The household must be treated by washing the infested person's clothing, bed linens. Nonwashable clothing should be dry cleaned or put in a sealed bag for two weeks. Nonwashable stuffed animals, pillows etc. should be sealed in a bag for two weeks. Thoroughly vacuum all floors and furniture. Vehicles need to be vacuumed too.

Written verification must be obtained from the Brown County Health Department stating that the student is lice and nit free. Aberdeen Christian School reserves the right to make the final decision in allowing the student to return to school.

- *Written statements* shall be required of:
  - the family physician, if prescribed medication is long-term – (more than 2 weeks)
  - the parent, if prescribed medication is short term (2 weeks or less).
- *Over-the-counter* medications that have been approved on a medication form by parents will be supplied by the Health Aide and dispensed as authorized on the Medication Authorization Form.
- Medication will be administered only by health aide or other trained office personnel after the school has received the appropriate forms.
- Students are NOT ALLOWED to keep medications with them during the school day.
- Parents will be contacted if students are observed self-administering unauthorized medications.

### Student Physicals and Health Screening

- Physicals are required for students entering 6<sup>th</sup> – 12<sup>th</sup> grades who are involved in athletics. We encourage yearly updated information sheets to be filled out on your child. Students participating in athletics must have physicals updated each three years.
- According to South Dakota State Law, immunization information must be turned into the Health Office within 30 days of your child's first day of attendance.
- Vision and Hearing screening is done in the fall on the elementary level.

### Injuries at School

All injuries must be reported to the Health Aide in the school office. An Injury Report is filled out for all serious injuries occurring during school hours or any school activities.

- General Red Cross First Aid procedures will be followed.
- In case of serious injury:
  - **DO NOT MOVE INJURED STUDENT**
  - Contact Office Staff
  - Health Office will contact paramedics, if necessary, and parents.

## Elementary Programs

### Pre-Kindergarten and Kindergarten Program

Aberdeen Christian School offers Pre-Kindergarten to children who are four years of age by September 1. The program meets half days Monday-Friday from 8:15-11:15 and includes math and reading readiness concepts, social studies, Bible, science, music, art, computer, library and physical education.

Kindergarten meets half days on Monday- Friday from 8:15-11:45. The program is available to students who are five years of age by September 1. A full curriculum is offered that includes reading and other language arts skills, math, health, Bible, science, social studies, physical education, library, art, music and computer.

### Grades 1-6

The elementary school program includes a complete traditional curriculum of reading, language, penmanship, spelling, math, science, health, social studies/history, and Bible. Music, Computer and physical education are taught by qualified teachers in those particular fields. Students also have weekly library time with the school librarian. Students begin band in grade five. Sixth grade students participate in drama.

A yearbook is published for elementary students.

Elementary students in all levels participate in a Grandparents' Day musical and the Christmas programs. Other special events during the year include school spirit week, spelling bee, speech meet, geography meet and Math Olympics.

A highlight each week is the Tuesday chapel service at 12:30 p.m.

## Academic Program

In areas of academic subjects, emphasis will be placed upon the mastery of the basic skills; the time honored "3-R's". Since these are the key foundation blocks to any academic advancement, they will receive careful attention in the development of each student.

Students will be encouraged to put forth their maximum effort. They are taught that God is honored and pleased as He sees each one being developed and using the talents with which He has blessed them.

## Grade Reporting

The school year is divided into four equal reporting periods (nine weeks each). Report cards are issued at conferences at the end of the first quarter in October. Report cards are sent home with students at the end of the second quarter; third quarter report cards are given out at spring conference. Final quarter report cards are mailed to the homes in June. Parents should examine report cards closely.

## Progress Reports

Progress Reports will be issued the middle of each quarter for grades 4-6 for all students. Communication will be given on steps to take to correct any deficiency.

## Parent/Teacher Conferences

Two conferences will be scheduled during the school year to discuss the progress of each student. The first one is at the end of the first quarter and the second one follows the third quarter. Attendance is expected by all families at the conferences.

## Athletics

Aberdeen Christian School offers an intramural basketball program for boys and girls in grades 2-6, if there is enough interest each school year. Parents of students in the elementary school are encouraged to seek option within the community for athletic programs if desired. The following sports are offered on the secondary level: basketball, track, cross country running, and volleyball.

## Health Services

Students at Aberdeen Christian School have the support of a Health Aide throughout each school day. This Aide cares for minor emergencies, dispenses necessary medications, and provides assistance for students who come down with minor illnesses while at school.

### Students with Special Medical Needs

- Please direct all medical concerns to the school office.
- An IHP (Individual Health Plan) will be written for all students coming to Aberdeen Christian School with special medical needs:
  - Short term needs of disabled students due to injuries, surgery, concussions, etc.
  - Long term disabilities or illnesses
  - Students on long term medications
  - Any health need that may result in an emergency (i.e. student allergic to bee stings, diabetes, peanuts, etc.) This will assure appropriate safety precautions for the student while at school.
- Pupils requiring medication at school should be identified by parents and/or physician to the health aide, teacher, or administrator.

### Medications at School

All medicine must be kept with the school secretary.

- *Prescriptions* must be well labeled in a pharmacy bottle with the student's name and the type of medication. Prescribed medication can be divided by your pharmacist (at your request, at no additional charge to you) so that one bottle can be kept at school and another at home.

Visiting Students

Only prospective students may visit. Prospective students should use the following guidelines:

- Arrange visits with the school office.
- All visiting students and/or their parents should tour the school prior to the day of the visit.

Co-Curricular Activities

The following standards shall be expected of all students who represent Aberdeen Christian School in such activities as athletics, music, and other. It is important that the students, the faculty, and the public see in each of these students an example of Christian living in the following:

- **Conduct** – This includes cooperation with teachers in both studies and attitude, and being a good example in student relationships.
- **Dress** – This includes the school regulation for hair and dress. A neat appearance is essential to a good testimony.
- **School Functions** – The modest dress and appearance regulations are to be observed at all school functions, whether class sponsored, room sponsored, or all school.
- **Academics** – The student should display their best effort at all times. To participate in co-curricular activities a student must maintain a “C” average with no “F” grades or an “N” in citizenship.

Students must be in school the entire day in order to participate in any co-curricular activities that day.

Parent/Teacher/School  
Office Communication

You can leave a message at any time for your child’s teacher. The teachers check their boxes daily and return calls when they are free. Parents might find that email is a more convenient way to communicate with the teacher.

Urgent messages can be communicated to the school office, where they will be delivered to the student. We attempt to avoid interrupting classes as much as possible.

Please call the school if there is a last minute change in your child’s transportation arrangements. Other changes in daily transportation should be communicated by a note to your child’s teacher.

		<u>Grade System</u>			
<u>Grades 1-12</u>		<u>Grades 1-6</u>			
100 - 93	A	100 A+	99 – 95 A	94 – 93 A-	
92 - 84	B	92 – 91 B+	90 – 86 B	85 – 84 B-	
83 - 75	C	83 – 82 C+	81 – 77 C	76 – 75 C-	
74 - 67	D	74 – 73 D+	72 – 69 D	68 – 67 D-	
66 & below	F				
<u>Grades 1 – 6</u>		<u>When “A”</u>	<u>&amp; “B” are</u>	<u>not used</u>	
100 - 93	E				
92 - 84	S+				
83 - 75	S				
74 - 67	S-				
66 & below	U				

Testing

Students in grades 3-6 are administered a standardized achievement and ability test in April. Results are sent home to parents with the final report card.

### Incompletes

Incompletes must be made up within two weeks of the last day of the grading period or the incomplete will become an "F".

### Textbooks/Supplies

Each student's family is expected to provide the normally required consumable supplies, such as paper, pencils, notebooks, etc. Students will also be required to have a Bible. Please refer to the student supply list for specific version.

New books are to be broken in before being used:

1. Open a book carefully by holding it closed with the spine resting on a smooth surface.
2. Open the book one place at a time, each time gently bring book down to table.
3. Start in the middle of the book and open every  $\frac{1}{8}$  –  $\frac{1}{4}$  inches until entire book has been opened. Alternate from one side to another from the center of the book.
4. Students are required to have book covers on all textbooks.

### Library

The students through grade 6 visit the library on a weekly basis. The library is a resource center for students doing class projects. It is our desire to see students enjoy reading and to become proficient in library skills.

1. Each class will have library time at least once a week.
2. Depending on grade level, elementary students may have 1 to 5 items checked out at any one time. Students in grades 1-6 may check books out for two week periods with one renewal period.
3. Any student with an overdue book shall lose library privileges until the book has been returned and the fine paid.
4. Unsatisfactory behavior will result in the forfeiture of next week's library time and the student will be sent directly back to their classroom.
5. No library materials shall be checked out of the library without a librarian present.
6. The library will be open from 12:30 – 3:00 p.m.

### Telephone

The indiscriminate use of telephones by students is not permitted. Students are allowed to make outgoing emergency calls from the office only after obtaining permission from their teacher.

### Lost and Found

All items found will be put in the Lost and Found in the entry way outside the school office. Unclaimed items will be given to charity at the end of each month.

### School Visitors

All visitors to Aberdeen Christian School during school hours are required to sign in at the school office. They will receive a visitor badge, which is to be displayed for the duration of the visit.

- Stay in the cafeteria until you are dismissed

- *Respect Property*

- Properly dispose of your own tray and trash
- Cooperate with cafeteria monitors in cleaning

*Consequences* for breaking school rules in the cafeteria may include separation from the other children during lunch.

**Parent Lunch Guests**

We want to welcome you to have lunch with your child. Please call the school office the day before you want to have lunch with your child. Please note that if food is brought in, it is only to be given to your child and not other students.

**We want to remind everyone that the school is a peanut/nut free building!**

**Birthday Parties**

Birthdays are one of the “highlights” for students each year. In order to avoid hurt feelings for other children in class, we ask that if your child gives out any invitations to students at school, they include all the class members of that gender, otherwise invitations should be mailed. This would include any other parties where invitations are given out at school. Birthday parties are not to be conducted at school with the exception of bringing treats to share with the class.

**Computer**

Students in grades PreK-6 receive computer instruction in the computer lab. Younger students use educational software that reinforces classroom goals. They also begin to learn basic keyboarding skills and use of Windows Operating System. Beginning in grade 4 the students receive introduction to the internet. At this level they also begin to use the computer to do research.

All internet content you read, send, or receive carries a risk. Web filter software at Aberdeen Christian School stops most unwanted content (no filter can stop all unwanted content). The web filter software offers a complete set of tools for monitoring and content filtering which blocks inappropriate content to students.

**Aberdeen Christian School Internet Discipline Chart**

<u>Policy Violation</u>	<u>First Offense</u>	<u>Second Offense</u>
1. Student goes online without proper verbal check-in.  2. Student deviates from search plan into areas unrelated to the stated topic. (Surfing)	Forfeit use of internet for remainder of that assignment.	License for internet becomes invalid for 30 days.  This violation may also result in Progressive Behavior Chart, suspension, or other consequences deemed appropriate by the administration.

(Continued next page)

<u>Policy Violation</u>	<u>First Offense</u>	<u>Second Offense</u>
<p>3. Student uses inappropriate language, or uses home phone numbers or addresses in email or web pages.</p> <p>4. Student misrepresents status of license to teacher supervisor (goes or requests to go online without a valid license), or misrepresents having permission from teacher/supervisor to go online.</p> <p>5. Student accesses (brings on the screen, prints, or creates links to) explicit, unsafe, illegal or otherwise inappropriate material. Examples include items derogatory to race, religion, or gender (includes pornography), and items promoting violent or terroristic activities.</p>	<p>License for internet becomes invalid for 30 days.</p> <p>This violation may also result in Progressive Behavior chart, suspension, or other consequences deemed appropriate by the administration.</p> <p>License for internet becomes invalid for 45 days. This violation may also result in Progressive Behavior Chart, suspension, or other consequences deemed appropriate by the administration.</p>	<p>License for internet becomes invalid for 45 days.</p> <p>This violation may also result in Progressive Behavior Chart, suspension, or other consequences deemed appropriate by the administration.</p> <p>Permanent loss of internet license while at Aberdeen Christian School. This violation may also result in Progressive Behavior Chart, suspension, or other consequences deemed appropriate by the administration.</p>
<p>6. Student breaks into, or attempts to break into a remote computer that is password protected.</p>	<p>Permanent loss of Internet license while at Aberdeen Christian School and notification of police.</p> <p>This violation may also result in Progressive Behavior Chart, suspension, or other consequences deemed appropriate by the administration.</p>	

### Students Entering and Leaving

Students who arrive between 7:45 – 8:10 should report to the gym.

#### Student dismissal:

- Students are to go directly down the sidewalk to their bus or car.
- Car pool drivers are to come to the designated area to pick up riders. Students should walk on the sidewalk.
- Students must have a note from home to give permission to go home in another carpool.
- Parents and/or staff must not take other students home (i.e. missed bus, carpool did not arrive) unless arrangements are made by phone with the child's parent/guardian with the school.
- Carpool students who are waiting after 3:15 pm will remain in the school lobby until 3:30.

### Chapel

Chapel meets every Tuesday from 12:30 – 1:15 p.m. Chapel is held weekly at Aberdeen Christian School to provide our students an opportunity to worship and be challenged by the Word of God. Chapel offerings will be used for mission projects.

### Lunch

Hot lunches are available on Mondays through Fridays. Lunch for 1<sup>st</sup> grade – 6<sup>th</sup> grade is from 11:45 to 12:10.

Students may purchase lunch tickets (when hot lunch is provided) and milk tickets which are \$5.00 for 17 cartons of milk.

#### School Rules in the Cafeteria

- *Respect Yourself*
  - Use good table manners
  - Use appropriate speech
- *Respect Others*
  - Be kind in words and behaviors
  - Comply with guidelines issued by cafeteria monitors

Parents are asked to read the previous definitions and decide accordingly what they want their student to wear to school. Students need to abide by the wishes of their parents. If a student does wear something that a staff member deems inappropriate (for any reason), the student and parent will be notified and the article will not be worn again.

Judging based on clothing is not scriptural. Students need to read James 2:1-9 and ask God to give them a Christian love for other students, regardless of what the other students wear to school.

#### Outdoor Winter Playtime Dress

Students have a 15 minute noon recess. Early arriving students may be outdoors before school. Therefore, it is necessary to dress appropriately for the weather. When snow is on the ground, students will be required to wear boots for outdoor playtime. Snow pants are required through third grade when snow is on the ground. Older students are also required to wear snow pants if they are involved in active play in the snow. It is helpful to label all clothing items.

## Music

Music is an integral part of Aberdeen Christian School.

### Elementary School Opportunities

Classroom music instruction

- theory
- singing (emphasizing practical application of music theory)

School Musicals/Grandparents' Day programs

Sixth grade students are involved in choir which is part of their regular music class.

Band is available at the 5<sup>th</sup> grade level. The band performs at functions throughout the school year.

Opportunities for solo and small group performance are given in chapel services.

Instrumental instruction is offered to students in grades 5-12. Vocal instruction offered to students in grades 7-12.

Private lessons are available.

## Physical Education

Physical education is education of, by and through human movement. It is that phase of general education that contributes to the total growth and development of the child, primarily through selected movement experiences and physical activities. The physical education program is the place to teach skills, strategies, understandings and essential knowledge concerning the relation of physical activity to physical, mental, emotional and social development.

Emphasis is placed upon the importance of being physically fit, and our physical education program promotes Christian sportsmanship in an environment where all may participate. It is our desire to promote participation and interest in being an active participant rather than a passive spectator.

Aberdeen Christian School primary curriculum (Pre-Kindergarten – Grade 2) is based on a “movement education” approach. The focus of movement education is to allow the child to be creative and expressive. Given the freedom to work at their own level, the child generally feels a sense of accomplishment and success. Locomotor activities, manipulative activities, body awareness and simple games are included in this approach.

The intermediate curriculum (3-6) at Aberdeen Christian School is similar to the traditional approach. The focus is on team sports, with much time spent on learning and improving skills involved in each sport. Developing and maintaining a suitable level of physical fitness is emphasized at this age. Group situations enable the child to grow in their ability to relate with others.

Students in grades 1-6 participate in a Track and Field Day in May.

#### Physical Education Dress Code

PK-6<sup>th</sup> Grade: All students need to wear athletic, gym-type shoes. (NO BLACK-SOLED SHOES, especially dress and hiking shoes because they mark the floor.) Students who have PE in the gymnasium will be required to have a separate pair of athletic shoes that are worn only in the gym.

Students without proper shoes will not participate in that day's class.

#### Physical Education Excuses

Students will not be excused from PE for runny nose and/or minor respiratory ailment. Students with physical limitations may be excused from participation with a note from the parent or physician.

### Attendance

In view of studies which show improved attendance makes for improved achievement, Aberdeen Christian School wishes to emphasize and develop the habit of good attendance.

Parents are to call the office before 8:00 am to report their child's absence. (225-2053)

Illness and family emergency will constitute excused absences.

### Dress Code

As to all grades:

The Bible teaches Christians to be careful and discreet about their inward attitudes as well as their outward appearance. The Christian will regard his own body and the body of others with respect and dignity. (I Corinthians 6: 12-19) School dress should reflect these attitudes. In order to help our students dress modestly and neatly, we have established these guidelines for dress and grooming:

#### GENERAL

1) Defining what is and what is not acceptable for pictures and sayings on clothing is a difficult task. What one Christian finds offensive, another may not. According to the principle set forth in I Corinthians 8:7-13, we ask that you honor one another in this issue. Some of the criteria that should be used as a guide to determine unacceptable pictures and words on clothing are: Is it demeaning, sarcastic, rebellious, occultic, derogatory; does it defy or belittle authority.

**Please consider not only the values you as a family are trying to instill in your children, but also the values of other families involved in the school.**

**If it is questionable, please consider it not acceptable.**

2) Torn clothing or clothing with holes must not be worn until properly mended.

3) If dresses or split skirts are worn, they are to be modest when seated.

4) Clothing that leaves a bare midriff or cleavage or exposed underwear are not acceptable.

5) Footwear must be worn at all times.

6) Hair/appearance must not bring attention to oneself and must be neat and clean.

7) Long shorts are acceptable but must be modest when seated.

## Supplement Student Relations Letter Policy:

Dear Students:

Everyone is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other.

God made each of us different. Some of us He made girls. Some of us He made boys. Some of us have blond hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God.

Sometimes people make fun of others who are different from them. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different.

When we make fun of people because they are different, we are not respecting them. We call this "being disrespectful."

When we are disrespectful to each other, we hurt each other's feelings. After awhile, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

We want to be sure that everyone who is part of our school is happy to be here and has a chance to do their very best here. So if someone, whether it is a teacher or another child, says something or does something that is mean or disrespectful to you just because you are different, we want you to tell an adult right away. The person you tell will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell when something disrespectful happens. It is not tattling, and it will not get you into trouble. If you always tell when something disrespectful happens, we can make sure that our school remains a happy place where everyone respects each other's differences.

When the student returns following an absence, a note explaining the absence must be brought to school within 3 days in order for the absence to be excused.

Families are encouraged to schedule vacations during school vacation times. Vacations are to be arranged at least one week in advance with written notice to the teacher and school office. In the event of circumstances/appointments that necessitate an absence, the student should bring a note from home one day in advance.

When it is necessary to leave class before the close of the school day, the following procedure is to be adhered to: Students will bring a note from home, one day in advance, stating the reason for, date of activity and time student is to be dismissed from class. Parents of students PreK – Grade 4 should go to the school office to sign out their child. Your child's teacher will then be notified to send the student to the foyer. On the 5<sup>th</sup> and 6<sup>th</sup> grade level, your child may be dismissed at the designated time, sign themselves out, and meet you at the entrance if you prefer to not come into the building. Please indicate this in your note. Students must also sign in if they return before the end of the school day.

Students must be at school at the beginning of first period and remain in class the entire day in order to participate in any extra curricular activity that day. The only exception will be for doctor appointments cleared through the school office according to the above procedure.

## Homework/Make-up Work

When a student is absent, they are still responsible for all the work missed. It is their responsibility to find out what assignments or tests were missed, and this work should be made up within a week of the student's return to school (about one day for each day's absence). Exceptions for prolonged absences may be arranged with the teachers. A grade of zero will be given for work not turned in by the arranged time. Work not turned in may also result in an "F" for the course, depending upon the assignment.

## Tardiness/Punctuality

In an effort to create a responsible attitude in our students the following guidelines will be adhered to regarding punctuality.

When a student is late to their first class of the day a note will be brought from home, signed by the parent and stating the reason for the tardiness. The following are some examples of unexcused tardiness:

1. Homework not completed
2. Running out of gasoline on way to school
3. Oversleeping

Elementary school is in session for 6 hours and 50 minutes. Attendance is marked by the half day. A half a day is 3 hours and 25 minutes. For AM attendance, a student will be marked tardy if they arrive by 9:20 and will be marked ½ day absent if they arrive at 9:21 or later. For PM attendance, a student will be marked with an early exit if they leave at 1:01 or later and will be marked ½ day absent if they leave at 1:00 or before. If a student leaves in the middle of the day and returns later that same day, they will be marked tardy (or early exit) if they are gone less than 1 ½ hours. If the student is gone longer than 1 ½ hours they will be marked ½ day absent.

## Aberdeen Christian School Discipline

The highest of Christian standards are to be maintained at Aberdeen Christian School at all times. In order to preserve a standard of excellence in the classroom and in the realm of the spiritual life, we must have clearly defined limits and guidelines as to behaviors, attitudes and the resulting consequences.

The purpose of discipline in a Christian school is to bring the student into maturity in Christ so that he/she will exercise self-control at school, at home, at church and in every other area of life. In seeking to develop godly character within our student body, we have prayerfully selected scriptural consequences designed to deter ungodly behaviors and attitudes, promote and develop Christian maturity, and maintain a safe Christ-centered atmosphere in and around the classroom.

## **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **Procedure for Investigation of the Complaint and for Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Administrator. The Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## **Student Sexual Harassment Policy**

(Employee-Student and Student-Student)

Aberdeen Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Aberdeen Christian School is prepared to take action 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.

## Examples of Harassment

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the type of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or other gestures that denigrate a person's race, color, national origin, gender, disability, or age
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitation
- Physical conduct such as touching, assaulting, impeding, or blocking movements

## What to do if You Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly handled.

## Where to Report Harassment

The school Administrator is specifically authorized to receive complaints and to respond to questions regarding harassment.

## Teacher Responsibilities

The teacher has authority to maintain discipline and order in the classroom. Each teacher develops and executes an individual classroom management plan. More difficult situations will be referred to the Administrator. Parents will receive a telephone call should a student become unruly or uncooperative in correcting improper behavior.

## Parent Responsibilities

-Scripture says, "Children be obedient to your parents in all things, for this is well pleasing to the Lord." (Colossians 3:20)  
-Aberdeen Christian School's Mission Statement reads, "Making a difference in the kingdom...one child at a time."

Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers and administrators work together to "train up" the children and young adults entrusted to us, those children will respond positively and "not depart from it." If parents and school personnel do not work together, the division will lead to confusion and rebellion on the parts of the children. As the students learn to respect themselves, others, and property, so must the adults practice that same respect.

## Behavior Expectations

### Respect for Yourself

- Purpose: To see and accept yourself as God sees and accepts you.
- Scriptural basis: *"And God created man in His own image, in the image of God He created him male and female He created them." (Genesis 1:27)*
- Application:  
Personally
  - Follow Dress Code
  - Follow Standard of Conduct
  - Carry yourself with dignity
  - Develop godly character and integrity
  - Conduct yourself in a manner pleasing unto God

- Abstain from every form of evil and choose only those ways that are holy, pure and right.

Academically

- Accept responsibility for your own learning
- Complete assignments required for each class
- Work to your ability level and accomplish your tasks
- Do your work because you are doing it for God.

Socially

- Use discernment in your friendships
- Apply appropriate godly behavior in all social situations
- Set and keep appropriate personal boundaries
- Let your speech be with grace, encouragement, truthfulness, and discretion

**Respect for Others**

- Purpose: To love others in obedience to Christ.
- Scriptural basis: *“Beloved, if God so loved us, we also ought to love on another.” (1 John 4:11)*
- Application:

Teachers and Staff/others in place of authority

- Follow the rules/guidelines in the school
- Speak with respect
- Accept correction, and change inappropriate behavior(s) immediately
- If you feel unjustly reprimanded, speak privately with the adult supervisor at an appropriate time, not arguing when the consequence is given

Peers

- Speak and act with kindness
- Walk away from potential conflict, and report at to a teacher/staff
- Ask for help to resolve difficult conflicts
- Consider others’ personal boundaries and do not cross them
- Hold each other accountable and encourage each other
- Avoid verbal threats
- Avoid bullying behavior

22-14-19 - “Ballistic knife” is a knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a string mechanism operated at the push of a button.

Additional References: SDCL 13-32-4, 13-32-7

Formerly Policy: #5131.7

Adopted: November 23, 1992

Revised: March 8, 1999

Reviewed: October 10, 2006

Harassment Policy

**Definition of Harassment**

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of their race, color, national origin, gender, disability, or age, made by someone from or in the work setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment
- Submission to , or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual’s work performance, or of creating an intimidating, hostile, or offensive work environment
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or otherwise adversely affects an individual’s employment opportunities
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school

**First Offense:** Long-term suspension or expulsion may be recommended.

### Statutory Definitions

22-1-2(8) - "Controlled weapon" includes a firearm silencer, machine gun, or short shotgun, as those terms are defined in subdivisions (17), (23) and (46) of this section;

22-1-2(10) - "Dangerous weapon" or "deadly weapon" any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;

22-1-2(13) - "Destructive device" (a) Any bomb, grenade, explosive missile, or similar device or any launching device therefore; or (b) Any breakable container which contains flammable liquid with a flashpoint of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited;  
(Note: the balance of the statutory definition is not included in the policy.)

22-1-2(14) - "Explosive" any substance or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external internal force or condition, is capable of a relatively instantaneous release of gas and heat...  
(Note: the last sentence of the statutory definition is not included in this policy.)

22-1-2(16) - "Firearm" any weapon from which a projectile or projectiles may be discharged by gunpowder. As used in this subdivision, the word "gunpowder" includes any propellant that upon oxidization emits heat and light and is commonly used in firearms cartridges.

22-1-2(50) - "Stun gun" any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person.

- Punching, shoving or other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

- Fighting  
We hold a zero tolerance policy at Aberdeen Christian School in regards to violence. Respect for self and others means choosing other ways to resolve conflicts.

### Respect for Property

- Purpose: To be good stewards of God-given gifts
- Scriptural basis: *"You have been faithful with few things; I will put you in charge of many things."* (Mt. 25:21)
- Application:
  - Carelessness and Vandalism
  - All property is to be treated carefully, in a nondestructive manner. There is a minimum \$10.00 fine for defacing school property
  - It is important to be stewards of what we have or use
  - Avoid littering

**Failure to abide by these standards can result in detention, administrative conference, in/out of school suspensions or dismissal.**

### Standard of Conduct

Aberdeen Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2Corinthians 3:8). This growth begins with the initial act of personally inviting Christ into the life and continues throughout life.

The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfils both God's moral law and high law of love (Matthew 22:37-39, Romans 13: 8-10, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Aberdeen Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperative is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God Who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being. (I Corinthians 9:27)

A sense of the need for spiritual growth in the light of these principles has led Aberdeen Christian School to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects each student—whether at home, school or elsewhere:

1. to refrain from engaging in sexual harassment, swearing and worldly music (the world's music as it relates to drugs, alcohol, Satan, physical and sexual abuse, violence and suicide), indiscriminate movie/video and T.V. viewing.
2. to maintain Christian standards in courtesy, kindness, language, morality and honesty.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently. Aberdeen Christian School believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Aberdeen Christian School ideals or work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

### **Off Limits when on the playground:**

- Behind the back stop
- Trees
- Fence
- Doors by the church offices
- Toddler toys

Students will be indoors for recess when temperatures are 10 degrees above zero. Students may be excused from recess due to physical limitations with a note from parents.

### **Other Off Limit Areas**

The pop machine is off limits to elementary students during school hours.

Grass in front of the school is off limits to all students.

The foyer/entry and commons area are not to be used as a play area.

### **Weapons Policies and Regulations**

#### **Possession or Use of a Weapon**

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student, any controlled weapon as defined by SDCL 22-1-2(8), firearm as defined by SDCL 22-1-2(16) or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise making purposes, or any dangerous weapon as defined by SDCL 22-1-2(10), destructive device as defined by paragraphs (a) and (b) of SDCL 22-1-2(13), explosive as defined by the first sentence of SDCL 22-1-2(14), stun gun as defined by SDCL 22-1-2(50), ballistic knife as defined by SDCL 22-14-19, on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. This policy does not apply to starting guns while in use at athletic events, and supervised schools or sessions for training in the use of firearms.

## Cutting School

Students are required to remain on the campus during school hours, including lunch period, unless special permission from the office is obtained. Permission is not granted for problems due to student neglect.

## Items Not Permitted

The following items are not permitted during school:

- Weapons and “look-alikes” – Please refer to the weapons policy.
- Matches/Lighters
- Snowboards
- Pop during school hours
- Magazines unless they are teacher directed with a classroom purpose

The inappropriate merchandise will be confiscated and the situation will be handled by the Administrator.

All notices, posters, and signs must be approved by the administration before being posted or distributed.

## Recess and Playground Rules

**Avoid pushing and tackling activities.**  
**Stay where you can be seen.**

### Equipment:

- **NO** climbing **UP** the slide tube or the other slide.
- **NO** climbing on the outer part of the slide tube.
- **NO** throwing rock and sand into the slide, at each other – or anywhere!
- One person on the slide at a time.
- Don't block the bottom of the slide.
- Throwing of snowballs is not allowed.

## Six Steps of Discipline

The following steps will aid in reaching the attitudes of the heart of the students.

### **1. Responsibility: Proverbs 28:13**

- a. Place the responsibility for improper behavior upon the individual.
- b. The individual is responsible for their action and for the accompanying consequences of the action.
- c. Ask: What did you do that was wrong?

### **2. Repentance: II Corinthians 7:8-11**

- a. Through the help of the Holy spirit, the individual is brought to a place of sorrow for their actions.
- b. Discipline needs to have the above step to be successful and for the attitudes of the heart to be changed.

### **3. Restitution: Luke 19:8**

- a. The individual is to make good or give an equivalent for any wrong done to another.
- b. Repayment is to be made for harm done.

### **4. Reconciliation: Ephesians 2:14-16**

- a. Be sure any friendship is renewed following the incident.
- b. The reconciliation is to be done in the presence of a staff mediator and it must be genuine.

### **5. Restoration: Romans 3:4**

- a. Make right what was wrong in the relationship.
- b. Forgiveness is to be demonstrated by the others involved.
- c. An apology should be made-sincerely.

### **6. Retribution: Hebrews 12:6**

- a. Reasonable or appropriate punishment is given.

## Detention

Detentions may be given in grades four through six for offenses which reflect violation of the organizational principles of Aberdeen Christian School. Any student given a detention shall serve their detention time on the date designated by the teacher. Failure to serve a detention will result in further disciplinary measures. Detention notification must be signed and returned the day of the detention. When a student has received six detentions for any reason in one semester, they will serve In-School Suspension the following day. Credit is given for all work done during ISS.

## In-School Suspension

Students will receive In-School Suspension for major offenses. The amount of In-School Suspension will be determined by the administration. Credit is given for all work done during In-School Suspension.

## Out-of School Suspension

Students may receive Out-of-School Suspension for major offenses. Students will be ineligible to participate in any co-curricular activities that day. Credit is given for all work done during out of school suspension. Work must be turned in on the day students return to school.

## Right of Dismissal

When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help them correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for re-adjustment, the administration and teacher concerned feel the student's presence is detrimental to the school and/or student body, the parents will be asked to remove the student from enrollment.

## Cheating and Plagiarism Policy

### Cheating

Includes, but is not limited to:

- copying another person's homework
- allowing another student to copy your work
- looking at another person's test
- writing answers on a desk, yourself or papers to use during a test
- allowing another person to do your work and presenting it as your own work

### First Offense

The student will be spoken to privately about the offense, and an automatic zero will be given. Parents will be telephoned.

### Second Offense

The student will be spoken to privately about the offense, and an automatic zero will be given. The parents will be called; and an appointment will be made with an Administrator. In-school suspension for a day will be required.

If this pattern continues beyond the second offense, the administration will call for a conference with the parents to decide if the student should remain at Aberdeen Christian School only after everything has been done to help the student.

### Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. This includes:

- Copying word for word, all or part of another's work
- Copying the work of another writer, making changes here and there, but retaining the main thought and structure. (from The Hartford Current)

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people. This is generally known information and does not need to be documented. (Writing Tutorial Services)

Consequences for violation will involve grade reduction according to individual grade level policies.