

# ABERDEEN CHRISTIAN SCHOOL

NORTH CAMPUS

HANDBOOK

2007-2008



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[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 to develop a spiritual way of life in the knowledge of God and to become a servant leader.

## **Core Values**

Integrity

Respectfulness

Humility

Faithfulness

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.

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## Statement of Faith

The following truths are held in common agreement by Aberdeen Christian School:

1. The Word of God – We believe the Bible to be the only inspired and infallible Word of God; that its teachings and authority are inerrant, supreme, and final, not only in the Scripture’s religious truth, but also the Bible’s scientific, historical, and literary features.
2. The Trinity – We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. God the Father – We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that he hears and answers prayers and that He saves from sin and death all who come to Him through Jesus Christ.
4. Jesus Christ – We believe in the deity of Jesus Christ, in His virgin birth, sinless life, miracles, and teachings; in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and in His personal visible return to earth in power and glory.
5. Holy Spirit – We believe in the Holy Spirit, who being God, convicts the world of sin, righteousness, and judgment; and regenerates, sanctifies, and empowers all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Jesus Christ, and that He is an abiding helper, teacher, and guide.
6. Regeneration – We believe that all men are sinners by nature and by choice and are therefore under condemnation. We believe men are regenerated by the Holy Spirit and saved by God’s grace through a personal faith in Jesus Christ.

7. Resurrection – We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
8. The Body of Christ – We believe in the spiritual unity of believers in Jesus Christ.
9. The Church – The church is the body of Jesus Christ on earth, the redeemed fellowship of believers, crossing denominational, cultural, national and racial lines, and in God’s institution for bringing redemption and sanctification to individuals and families, and for evangelizing the nations.

### **Statement of Doctrinal Stance**

Aberdeen Christian School is a nondenominational school providing a Christian education. The board recognizes parents as those in whom the Lord has vested responsibility and authority for the training of their children.

No particular church doctrine, other than those included in our Statement of Faith, will be promoted. Should denominational doctrinal differences arise, discussion will be done with self-control, motivated by sincere love of God’s Word and love of the body of Christ, to result in edification. The school reserves the right to limit any and all discussion. Where doctrinal differences exist, students shall be encouraged to discuss the issue with their parents or their church leaders. It is desired that all that is said or done be to the glory of God.

decision in allowing the student to return to school.

### **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 school, and during school hours for any purpose, shall be privately arranged and provided by the parent, guardian, and /or student. Aberdeen Christian School will not supervise or arrange for transportation, and is not responsible for accidents or injury arising from transportation. Parents, guardians, and students are encouraged to review their own insurance policies and consult with their own insurance agents to be sure they have adequately provided for protection against liability and damages for personal injury or property damage.

### **Authority of Driver (South Dakota Dept. Public Safety Operator of School Bus Summary):**

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus when en route between home and school or any other destinations.

For reasons of safety it is occasionally necessary to remove bus riding privileges for children who violate bus rules. This is done only after an effort has been made to correct the child’s behavior and to involve parents in the problem. Familiarity with the rules helps to eliminate bus riding problems.

Aberdeen Christian School wishes to thank the parents or guardians for their cooperation.

### 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. Non-washable clothing should be dry cleaned or put in a sealed bag for two weeks. Non-washable 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

### Faculty

The faculty is made up of dedicated men and women who are born again Christians and 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 with field trips, sporting events, various school activities etc.

Volunteer registration forms are available to parents and should be returned to the school office. 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 fosters division and strife and is used by Satan to distract from the school's academic and spiritual ministry to your children. Adhere to the scriptural principle, found in 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.

- **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 every 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.

### **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.

## 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.
- **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).

## 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 beginning the third week in January and should be returned by the end of February. 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 until Feb. 28. 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 based on testing, previous academic history, behavior history, and 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. For new applicants, a teacher reference, pastor's questionnaire, and second quarter, first trimester, or first semester report card are required to process the enrollment application on March 1. (Applicants enrolling after March 1 need to provide their most recent report card.)
3. A birth certificate is required for all students entering Prekindergarten and Kindergarten.
4. Testing is required for all new students entering grades 1-12. Testing will be waived if scores of a recent nationally normed standardized test (e.g. Iowa Test of Basic Skills, California Achievement Test, and Dakota STEP Test) are available. All new kindergarten students are given a developmental readiness test.
5. Prior to official acceptance, an interview will be scheduled with each prospective student and one/both parents. No registration will be finished nor any student accepted until this interview has been completed.

After March 1, the admissions office will begin reviewing the above information. After March 15, new applicants will be notified as to their status in the enrollment process.

Aberdeen Christian School accepts students without regard to race, color, gender, 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. Prospective students may visit for one-half day.

## Co-Curricular Activities

The following standards shall be expected of all students who represent Aberdeen Christian School in such activities as athletics, music, drama, etc. 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 his best effort at all times. To participate in co-curricular activities a student must maintain a "C" average.

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

## Athletics

Aberdeen Christian School is part of the Lake Region Conference and offers basketball, track, cross country, and volleyball. If interested in another sport, please check with the school administrator.

### **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.

Cell phone use is not permitted during school hours. All phones must be turned off while on school premises. If a staff member sees it or hears it, you lose it for the remainder of the day. Parents may be notified of a second offense.

### **Lost and Found**

All items found will be put in the Lost and Found in the school office. Items may be purchased back for \$.50 each. 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.

### **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.
- Prospective students are permitted to visit for ½ day or less.

### **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.

### **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 8:00 am-3:05 pm.

## 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

- 2) Dressy, fleece-lined clothing is acceptable. However, clothing designed primarily for athletics is not. (Sweatpants that are not part of a dressy fleece outfit are not acceptable.)
- 3) 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, and derogatory; does it defy or belittle authority (i.e. Bart Simpson); are magical or supernatural powers involved? Super heroes and rock bands of any type are more obvious examples of symbols that will offend some and should not be worn.
- 4) For safety purposes, no flip-flops please.

**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 a question regarding dress at the secondary school level cannot be resolved, the policy from the elementary dress code shall be consulted for guidance.**

## Chapel

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.

## Dress Code

The Bible teaches Christians to be careful and discreet about their inward attitudes as well as their outward appearance. Emphasis on clothing is not scriptural. 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. Students should 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.

The code word is **modest**. The Greek word translated modest in the KJV Bible means: orderly, i.e. decorous: of good behavior, modest. Webster's definitions for decorous and modest are as follows: **modest**- (Fr. Modeste; L. modestus, from modus, a limit) 1) Properly, restrained by a sense of propriety; henceforth, not bold or forward; not presumptuous or arrogant; not boastful 2) Not bold or forward 3) Not loose, not lewd 4) Moderate; not excessive or extreme; not extravagant. **decorous**- (L. decorous. See decency.) 1) Decent; suitable to a character, or to the time, place, and occasion; becoming; proper; befitting.

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 that article will not be worn again.

In order to help our students dress modestly and neatly, we have established these guidelines for dress and grooming:

### GENERAL

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

## 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 and third quarters in. Report cards are sent home with students at the end of the second and third quarter. 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 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.

## **Parent/Teacher/School Office Communication**

You may 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 e-mail is a more convenient way to communicate with the teacher.

Urgent messages may be communicated to the school office staff who will deliver them to the student. We avoid interrupting classes as much as possible.

### **Grade System**

94 – 100	A
87 – 93	B
80 – 86	C
73 – 79	D
72 & Below	F

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.

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

## 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.

**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

## Graduation Requirements

In order to graduate, students must complete the following requirements (please see course descriptions packet for more specific information):

Completion of 24 credits satisfying the following constraints with a 76% average:

- 4 years of English
- 4 years of Bible
- 3 years of Mathematics
- 3 years of Science
- 3 ½ years of Social Science
- 1 year of Fine Arts
- ½ year of Physical Education
- 2 additional core courses or foreign language
- 3 electives

Satisfactory completion and oral presentation of a senior project in any one of the six departments.

Satisfactory completion of comprehensive written and/or oral examinations in each department.

College-bound students are encouraged to take four to five mathematics credits, three to four science credits, and two consecutive years of a foreign language.

### Testing

Students in grade nine are given a writing assessment in the fall. Students in grades 7, 8, and 11 are administered a standardized achievement 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 1/8 – 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.

## **Computer**

Students in grades 7 – 8 receive computer instruction in the computer lab. All students use computers for class assignments, projects, and research.

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

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.

## **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
- 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.

## 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; 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).

## Aberdeen Christian School Internet Discipline Chart

Policy Violation	First Offense	Second Offense
1. Student goes online without proper verbal check-in.	Forfeit use of internet for remainder of that assignment.	License for internet use becomes invalid for 30 days.
2. Student deviates from search plan into areas unrelated to the stated topic (surfing).		This violation may also result in further disciplinary action, suspension, or other consequences deemed appropriate by the administration.
3. Student uses inappropriate language, or uses home phone numbers or addresses in e-mail or web pages.	License for internet use becomes invalid for 30 days.	License for internet becomes invalid for 45 days.
4. Student misrepresents status of license to supervisor (goes or requests to go online without a valid license), or misrepresents having permission from teacher/supervisor to go online.	This violation may result in further disciplinary action, suspension, or other consequences deemed appropriate by the administration.	
5. Student accesses (brings on the screen, prints, or creates links to) explicit, unsafe, illegal or otherwise inappropriate material.	License for internet becomes invalid for 45 days.	Permanent loss of internet license while attending Aberdeen Christian School.
	This violation may result in further disciplinary action, suspension, or other consequences deemed appropriate by the administration.	
6. Student breaks into, or attempts to break into a remote computer that is password protected.	Permanent loss of internet license while attending Aberdeen Christian School.	
	This violation may also result in further disciplinary action, suspension, or other consequences deemed appropriate by the administration.	

## **Music**

Music is an integral part of Aberdeen Christian School. Students in grades 7-12 are encouraged to take band, vocal music, and/or music appreciation. Classroom music instruction includes the study of theory, breathing techniques, and group participation.

While studying music, students may also participate in school musicals and various school functions throughout the school year.

Students wishing to perform in jazz band, quartets, and band or choral ensembles should speak to the appropriate instructor.

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

Private lessons are available through the music instructors.

## **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 spiritual, emotional, intellectual, and social health.

Emphasis is placed upon the importance of being physically fit, encouraging 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.

The Wellness course is designed to provide students with an understanding of and appreciation for their bodies as the temple

## **Detention**

Detentions may be given for offenses which reflect violation of the organizational principles of Aberdeen Christian School. Any student given a detention shall serve detention on the date and time 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. A student receiving six detentions for any reason in one semester, will serve in-school suspension (ISS) following the sixth detention. Credit is given for all work done during ISS.

## **In-School Suspension**

Students will receive in-school suspension for major offenses. The amount of ISS will be determined by the administration. Credit is given for all work done during ISS.

## **Out-of-School Suspension**

Students may receive Out-of-School Suspension (OSS) for a major offense. Students receiving an OSS will receive a zero for class work for that day. Students will be ineligible to participate in any co-curricular activities that day.

## **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.

## **Six Steps of Discipline**

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

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

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

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

- Through the help of the Holy spirit, the individual is brought to a place of sorrow for his actions.
- 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**

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

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

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

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

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

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

- Reasonable or appropriate punishment is given.

of the Holy Spirit as mentioned in I Corinthians 6:19. Students focus on nutrition, exercise, and prevention of various maladies common to this fallen world but also begin the process of goal setting/planning and implementation.

### **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 (226-3125).

Illness and family emergency will constitute excused absences.

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 date, reason for, expected duration of activity, and time student is to be dismissed from class. Any student who must leave during the school day is to sign out at the office and then sign back in upon returning to school.

Students must be in 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**

Teachers assign homework to provide guided study so students know what they are expected to learn. When homework is assigned, it is expected that every student will complete it.

Policies regarding late work may vary in different classes or for different types of assignments, and should be included in the course syllabus. Late assignments may be given zero credit or a partial reduction. Teachers may give a limited number of dropped assignments or homework passes at their own discretion. Late assignments may be excused on a case by case basis. Communication between students, parents and teachers is encouraged. Any consideration for excused lateness because of technological difficulties must be verified by a parent.

In case of anticipated absences, assignments, quizzes, and tests should be made up prior to leaving whenever possible. If impossible, individual arrangements are to be made at student's initiative with each teacher. In general, deadlines the student was aware of stand unless other agreement is reached. Communication is vital.

For unanticipated absences, students must work out a make up schedule with each teacher upon return to school. Students are responsible to ask about missed quizzes, tests, and assignments. Parents may request a written assignment sheet for teachers to write what is missed. New assignments take priority over makeup assignments.

to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

### **Medical Emergency Procedures**

In the event my child is taken ill or is injured while under school authority, my signature to this document is authorization to proceed as follows:

Attempt to contact the parents and follow the parent's instructions. If the school is unable to contact the parents, the school is authorized to contact the family doctor listed on the application form and follow that doctor's instructions. If the designated doctor cannot be reached, the school is authorized to contact a properly licensed and practicing physician of its choice and such physician is authorized to provide medical or surgical services as needed.

The Administrator is hereby authorized, appointed, and empowered to furnish on the parent's behalf such written or oral instructions as may be required under the circumstances herein described. The school's personnel and the school are released from any liability arising from the exercise of the permission granted in this section.

### **Assumption of Financial Commitment & Compliance with School Policy**

I agree to abide by all written policies of Aberdeen Christian School including, but not limited to, payment of all tuition and late fees set by the Board of Directors, all requests for action to bring immunization records into compliance with state law, and the conflict resolution policy.

Appropriate tuition refunds will be made when a family moves out of the area or when a student becomes disabled and is unable to return to school.

Aberdeen Christian School expects each student to maintain Christian standards of courtesy, kindness, morality, honesty, and respect for authority. Each student is expected to obey the staff of Aberdeen Christian School promptly and cheerfully in all areas, including comportment, class work and homework, and any other duties that may be assigned.

The school further requires each student to refrain from profanity, indecent behavior, language or dress, gambling, cheating, sexual immorality, stealing, lying, and the use of any type of tobacco, drugs, or pornographic material, and from unlawful, violent, or destructive acts.

Students are expected to abide by these standards throughout their enrollment at Aberdeen Christian School. This includes in-term and out-of-term times – at home, school, or any other place. Students found to be in violation of these standards or out of harmony with biblical principles of life and work may be asked to withdraw for the general welfare of the student body. No further warning is required.

This document is a joint agreement between the school, the parents (or legal guardian), and the student. It should be understood by the parents/guardian that the school will enforce these standards. It should be obvious to the school that the parents enforce these standards while the student is enrolled at Aberdeen Christian School.

### Conflict Resolution

The parties to this contract believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (I Corinthians 6:1-8; Matthew 18:15-20). Therefore, the parties agree that any claim or dispute arising out of or related to this agreement shall be settled by Biblically based mediation and, if necessary, binding arbitration in accordance with the Rules of Procedure for Christian Conciliation for the Association of Christian Conciliation Services. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right

Appointments are to be scheduled outside of school hours whenever possible. When absences during the school day are unavoidable:

- a. Assignments that were due in the missed class must be turned in by the beginning of the next scheduled period for that class.
- b. Students are responsible to talk with teachers to know what new assignments were given and be ready to turn in homework or take quizzes with the rest of the class
- c. Repeat appointments should not be scheduled during the same class period.

### Tardiness/Punctuality

A student is tardy if he is not seated in the classroom when class is scheduled to begin. If a student exceeds eight (8) tardies in any one class in any quarter, he will be placed on academic probation for that class. This results in ineligibility for extracurricular competition for the remainder of the quarter.

Tardies in excess of eight will be accumulated toward the total for the following quarter. Being tardy for any class more than sixteen times in two quarters will result in:

1. No credit for that class for that semester.
2. Immediate reduction of scholarship awards by 20% for the remainder of the year, with additional reductions for continued tardiness.

## 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 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.

### 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).

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.

## 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:
  - ⇒ 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, carelessness, and vandalism

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

## Parent and Student Agreement

Aberdeen Christian School was founded on the conviction that its students should be able to gain a solid academic education that will encourage and not hinder their spiritual growth. The school holds that the Bible is the sole authority on all matters of faith and practice in life. As part of its basic philosophy of education, Aberdeen Christian School recognizes that the home is primarily responsible for the development of Christian character and that the school operates as an extension of the home to build upon the foundation established by the parents.

### Standard of Conduct

In order to uphold this trust from parents we believe the following Standard of Conduct based upon the biblical passages listed below is absolutely necessary (Ephesians 6:1-2; I Corinthians 8:9, 12-13; 10:32).

## Respect for Others

- Purpose: To love others in obedience to Christ.
- Scriptural basis: *“Beloved, if God so loved us, we also ought to love one 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 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
  - 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
- ⇒ Avoid fighting
  - We hold a zero tolerance policy at Aberdeen Christian School in regard to violence. Respect for self and others means choosing other ways to resolve conflicts.

## 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