

# Family Handbook 2009-10

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## Family Handbook

### Introduction

**Sligo Adventist School (SAS)** is a private, parochial school operated by the Sligo Seventh-day Adventist Church principally for children of its members and those of its associate constituency churches. Children belonging to unaffiliated churches are also accepted on a space-available basis.

The primary aim of education is to provide an opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to the world. The school is supported by tuition, fund-raising and operational subsidies provided by the Potomac Conference of Seventh-day Adventists, Sligo Seventh-day Adventist Church, and other constituent churches. Each teacher holds a teaching certificate issued by the North American Division of the General Conference of Seventh-day Adventists.

#### Accreditation

Sligo Adventist School is accredited or approved by three separate accrediting bodies:

- 1) The Maryland State Department of Education, K-8;
- 2) The Middle States Association of Colleges and Schools; and
- 3) Accrediting Association of North American Seventh-day Adventist Schools, Colleges and Universities.

#### Professional Development School Designation

SAS received the designation of a Professional Development School during the 2004-2005 school year. We work in conjunction with the state of Maryland, Montgomery County and Columbia Union College Education Departments in preparing future educators. Our faculty works collaboratively with the college faculty and cooperates with public and private schools in the area. Education majors from Columbia Union College are required to have mentoring experiences in a Professional Development School. All student teachers are required to meet the same requirements as the regular classroom teacher in working with students.

## Message from the Principal

Greetings,

My name is Larry Rich and I will be serving Sligo Adventist School as the principal for the 09-010 school year. I know that over the course of time we will get to know each other better, but for now I want to take this opportunity to say how excited I am that you are inquiring or enrolling your son or daughter at SAS.

I would like to share some insights into my philosophy of education. First, I believe that education is a means to an end. The greatest fulfillment in life is to develop a sense of spiritual need for Jesus Christ and a longing to serve Him and others. I want our entire educational emphasis to focus on the ultimate goal, that of heaven. To this aim we will create a school environment where students learn to grow by serving each other. This will lead to enhancing personal self-worth.

Second, much of the success in life has to do with the habits we form in school. Through the educational experience students should learn about accountability, responsibility and dependability. I believe school should be a place that allows our child[ren] to experience the "bumps of life" in a controlled nurturing environment where the consequences are miniscule compared to the adult world.

Lastly, the educational environment should cultivate an atmosphere of encouragement, mutual respect, honesty and truthfulness between teacher, student and parent. By so doing, students receive the foundation for this life and the life to come.

## Board of Trustees

The Sligo Adventist School's Board of Trustees is constituted and operates under terms and conditions established by the Sligo Seventh-day Adventist Church ("Sligo Church"). These terms and conditions are contained in the Sligo Adventist School Constitution ("the Constitution") and the Sligo Adventist School Bylaws ("the Bylaws"). The Board represents the "owners" or constituents of the School. It is responsible for prudent oversight of the School's operations; the articulation of the organization's mission; defining the outputs and outcomes it seeks; and for long-term planning and direction. It defines the organizational culture, values, operating principles, and parameters within which it expects the Principal to manage the School's operations.

### Members of the Board of Trustees, 2009-10

- |  |                      |
|--|----------------------|
| • Karl Lawrence, Chair                     | • Jasper Cox         |
| • Erwin Mack, Vice Chair                   | • Trenise Gulley     |
| • Larry Rich, Principal                    | • Dr. Ken Khandagle  |
| • Associate Superintendent of Education    | • Joviah Ndhayo      |
| • Brenda Peace, SAS Treasurer              | • Roger Roberts      |
| • Eunice Alexander, CDC Director           | • Pastor Mark Sigue  |
| • David Daniels, TA Principal              | • Sam Stone          |
| • Carla Conway                             | • Pastor John Wagner |
| • Charlotte Conway, Sligo Church Treasurer |                      |

## Vision

Our vision of Sligo Adventist School is a school that values academic excellence and whose staff and students model grace-oriented behaviors within the school community and in interactions with others outside that community.

## School Mission and Philosophy

### Mission

Sligo Adventist School believes in relevant, Christ-centered education that extends far beyond the reaches of the classroom. Sligo fosters an environment of spiritual growth, academic excellence, and personal accountability in order to prepare the hearts and minds of our children for tomorrow and for eternity.

### Philosophy

Sligo Adventist School is committed to the fulfillment of one great purpose in cooperation with divine agencies: "to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of his creation might be realized." Education, pp. 15, 16.

In the beginning, man was created in the image of God and was "endowed with a power akin to that of the Creator--individuality, power to think and to do" Education, pp. 17. Man's capacity for free, creative, responsible thinking and acting has been considerably diminished by sin. It is, therefore, the purpose of Christian education to restore this power of excellence in each student. Helping students develop knowledge of God, His plan for their redemption, and the kind of men and women they may become as they are restored to His likeness, are of primary importance throughout the total school experience. Such a transforming restoration involves the development of the whole person physically, mentally, socially, and spiritually.

Sligo Adventist School places a high value on the infinite worth of every individual and seeks to provide a climate in which a positive self-image and commitment to academic excellence may be developed. The necessity of providing opportunities for students to secure a preparation that will outfit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place in which to live, to appreciate the cultural and scientific advances of the age, and to develop positive attitudes toward useful labor and toward humanity. Each student is challenged to develop a personal sense of mission for giving the gospel message to the world in preparation for the soon return of Jesus.

Sligo Adventist School seeks to give students an intelligent understanding of the principles governing the functions and proper care of the body, and to help them establish habits and practices that foster physical vitality and health. SAS seeks to acquaint students with "whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely..." (Philippians 4:8).

## School Operating Hours

### During School Year

8:00 AM-4:30 PM – Monday-Thursday

8:00 AM-2:30 PM – Friday

### Summer and Holiday Hours

9:00 AM-1:00 PM – Monday-Thursday

9:00 AM-1:00 PM – Friday

### After School Care Hours

3:30 PM - 6:00 PM – Monday-Thursday

2:15 PM - 5:00 PM – Friday (DST)

2:15 PM – 4:00 PM – Friday (EST)

Phone: 301-434-4630

(After 6:00 PM, call 301-434-1204)

## Child Development Center Hours

7:30 AM-6:00 PM – Monday-Thursday

2:15 PM - 5:00 PM – Friday (DST)

2:15 PM – 4:00 PM – Friday (EST)

Phone: 301-434-1204

## Staff Directory

### Administration & Support Staff

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**Band**, ext 228

### Faculty Objectives

The faculty of Sligo Adventist School is committed to:

- 1) Emphasizing the significance of the Bible as the primary source of guidance in one's life.

- 2) Fostering an atmosphere of excellence where students can develop their intellectual, creative, physical, social, and spiritual capacities.
- 3) Providing experiences that develop competence in the tool subjects -- reading, writing, computing, and communicating.
- 4) Helping students view their talents and abilities as gifts from God and encouraging them to use their talents to the glory of God and the benefit of mankind while encouraging growth of individual personalities and achievement.
- 5) Sharing the blessing and assurance of his/her own personal relationship with God.
- 6) Guiding students to an understanding and acceptance of God's grace and of His unconditional love.
- 7) Creating learning experiences that teach students the joy of knowing God more fully through Christian service and witness.
- 8) Helping students to appreciate the joy and sacredness of the Sabbath.
- 9) Developing the hope of the second coming of Christ and eternal life with Him.
- 10) Helping students to understand the majesty of God and the importance of reverence in worship.
- 11) Placing a high regard on the worth and value of each individual as shown by Christian courtesy and social development with an emphasis on self-discipline and respect for authority.
- 12) Encouraging standards of thoroughness and excellence while awakening in students a realization of the dignity of labor and a sense of satisfaction in work that is well done.
- 13) Encouraging habits of clean and healthful living in order to maintain the body as the temple of God.
- 14) Emphasizing the importance of good citizenship and developing this attribute in students within a changing society.

## General Information

### Admission

Sligo Adventist School is operated primarily for the benefit of the members of the Sligo Seventh-day Adventist Church and associate constituency churches. Children of other congregations whose parents are not members of one of the constituent churches may be accepted if room is available for them. It is Sligo Adventist School's policy, as it is of any Seventh-day Adventist educational institution, to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school.

In accordance with Seventh-day Adventist education philosophy, the Potomac Conference of Seventh-day Adventist Office of Education's guidelines and anticipated changes in the Maryland State Department of Education's age eligibility for enrollment, children entering kindergarten must be five, developmentally and chronologically by September 1. Children entering first grade must be six, developmentally and chronologically by September 1, and seven, developmentally and chronologically by September 1 for second grade. (Please see section under School Readiness on page 6 for more complete details.)

The Admissions Committee will process applications for new students. A review of student progress reports, character recommendations, and an assessment of the student's academic standing will determine placement. The Committee also reserves the right to deny admittance to any student whom it feels may be out of harmony with the school's principles or whose special learning needs the school may not be able to meet. Students transferring from another private school must have settled their account or have made satisfactory arrangements with the former school before acceptance.

### New Students

The Admissions Committee determines the placement of each new student based on past report cards, test results, and recommendations by the previous teacher and principal. Parents may appeal the decision through the Admissions Committee; however, the final decision rests with the Admissions Committee.

Parents/guardians wishing to enroll their child[ren] should obtain an application packet from the school office. Once all the forms are completed, a date is set for testing, the Admissions Committee and or principal reviews the results and a letter is sent to the applying parent indicating whether the applicant has been accepted or not. This process may take two or more business days, depending on how quickly the necessary documentation is submitted.

Complete medical examinations are required for all new students, as well as, for students entering grades K, 4, and 7. State law requires that immunization records be on file at

school for any new student. Information about any medical condition(s) or restriction(s) shall be on file in the office and with the classroom teacher(s).

A new student will be considered a temporary student until ALL steps of the registration process are completed and the necessary forms submitted. A student may be accepted subject to testing and grade placement. Once accepted, there is a minimum of one grading period of academic probation and behavior probation for all new students. Tutoring or supplemental programs may be required to aid in the academic success of new students. With ongoing assessment, students may be recommended for an adjustment in grade placement or it may be determined that SAS cannot meet some specific needs.

### Returning Students

Applications for all returning students are reviewed at the end of the school year by the entire faculty for fall readmission and placement. Accounts with balances from the previous school year must be settled or satisfactory arrangements for payment must be made with the Business Office. Reacceptance is dependent upon financial status, academic and behavioral standing.

- School Readiness - Sligo Adventist School recognizes the uniqueness and individuality of each child. Our goal is to help each student find his/her pathway to success and reach his/her full potential.

### Appeals

The Sligo Adventist School Board of Trustees values order, efficiency, and respect for the rights of students, staff and others in the operation of the school. In the interest of good order and due process, parents and others who have a specific matter or concern related to the principal, teacher or other aspect of the school should use the established procedural form addressing such concerns. The written document should be left with the principal in a sealed envelope to ensure confidentiality.

### Attendance

Regular attendance and promptness in meeting appointments are necessary for satisfactory school performance and proper character development. A parent who consistently brings his child late jeopardizes the student's performance. If a child misses 20 percent or more of a school year, the school may retain him or her in the same grade for a second year for "failure due to absence."

School begins at 8:15 every morning. Students arriving after this time must receive a tardy pass from the office before reporting to class. School ends at 3:15 PM Monday through Thursday, and 2:00 PM on Friday. Before-school supervision is provided in the gymnasium, beginning at 7:00 a.m. Charges accrue from 7:00 a.m. – 8:00 a.m. Children on the campus are expected to be in the supervised program until 8:15 a.m. After School Care is provided from 3:30 to 6:00 PM (5:00 PM on Friday), unless otherwise posted. Charges begin fifteen (15) minutes after school closes. Please request a fee schedule from the office. Sligo School reserves the right to change fees at any time; however, the school will endeavor to provide notice of any changes in rates at least four weeks prior to the effective date of such changes. Notice will be provided to all parents/guardians.

## Absences

Parents are required to call and inform the school office of a child's absence, length of absence and reason for absence. Absences due to illness exceeding more than three days require a medical release form from the doctor to return to school. It is the responsibility of the student to have all missed work completed when returning to school or to have made satisfactory arrangements with the teacher.

## Excused Absences

In case of emergencies over which the parents or guardians have no control, the principal may excuse the following absences and late arrival.

- 1) Verified illness, quarantine or has a contagious disease, dental, optometrical or other appointments.
- 2) There has been a death in the immediate family. (parents, grandparents, sibling, uncle, or cousins).
- 3) Schools closed for weather related emergencies in the county where student resides, when a Potomac school is open.
- 4) Poor weather conditions.
- 5) Transportation break-down.
- 6) Required court attendance.

## Child Care

### After School Care

Sligo Adventist School operates a Maryland State-certified After School Care (ASC) program for students of SAS whose parents cannot pick them up within 15 minutes after school closes. All students accepted into SAS are required to complete an application form for After School Care.

We are licensed to accommodate 60 students in the program. The charges begin accruing fifteen (15) minutes after the end of classes unless otherwise posted. A late fee will be charged if the child is not picked up prior to the closing time of ASC. Closing times are Monday-Thursday, 6:00 PM and Friday at 5:00 PM. When school closes at 12:30 PM closing times Monday through Thursday will be 6:00 PM unless otherwise posted and Friday will be 5:00 PM unless otherwise posted. From November – March, the Friday closing time is 4:00 PM. Please request a fee schedule from the office.

### Before School Care

- 1) Students are to come directly to the gym and wait in their assigned area.<sup>1</sup>

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<sup>1</sup> 7:00 AM - 7:45 AM — Students are permitted to play basketball, jump rope, etc. The supervisor will signal when it is time to stop. Students are expected to respond promptly. Please request a fee schedule from the office.

- 2) Students are to sit behind the black line, except in front of the stage where they sit in front of the black line.
- 3) Students are to remain seated in their assigned area until the teacher picks up the class at 8:15 AM. Students must have permission to visit another area.
- 4) Students are to receive a pass from the supervisor on duty to get water, go to the office, go to lockers<sup>2</sup>, or see a classroom teacher. The Computer Lab is not available unless a teacher escorts and remains with the student in the lab.
- 5) Students should not:
  - a. Throw or roll balls or other items
  - b. Wrestle or engage in other forms of tussling
  - c. Have inappropriate behavior
  - d. Chew gum, eat, or drink
  - e. Play musical instruments
- 6) Students should inspect the area where they have been sitting and pick up all of their belongings (including trash) when the teacher signals them.
- 7) Students should immediately comply with requests from supervisors on duty.

Consequences of failure to comply with the above rules: Time-out, Conference with administrator, detention or denial of Before School Services.

## Code of Conduct

The staff of Sligo Adventist School (SAS) are committed to creating and maintaining an orderly and respectful school climate where learning takes place. All students are expected to learn and carry out the posted and rehearsed Code of Conduct. The Code of Conduct behavior expectations outlined below are in effect during Before Care, school hours, After Care, on field trips and performances, and at all school functions.

Following in the example of Christ:

- I am Respectful.
- I am Responsible.
- I am Safe.
- I am Prepared.

We are here to learn and to help each other learn, therefore:

- I will respect others, the environment, and myself.

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<sup>2</sup> This is not a time to clean out lockers or exchange books in preparation for classes.

- I will do nothing to keep the teacher from teaching.
- I will do nothing to keep anyone (myself included) from learning.
- I will cooperate with all school personnel.

All are responsible for all of their behavior all of the time.

#### Behavior Code

Each classroom teacher maintains his/her own classroom discipline standards and procedures, using a variety of age appropriate methods that are consistent with the Sligo Adventist School philosophy. Students and parents must recognize that we cannot allow one student's behavior to hinder another student from learning or a teacher from teaching. In the event that a child fails to follow Sligo Adventist School's Code of Conduct and the classroom discipline standards have been applied without a change in the student's behavior, the school-wide Level System will be applied. Following is a summary of the system; more details are provided in Appendix 1 of the Family Handbook.

- Level I behaviors are normal student behaviors that have been carried to an extreme beyond classroom discipline.
- Level II behaviors are considered to be intermediate problems. These behaviors are inappropriate at any time.
- Level III behaviors are considered to be major problems, which require immediate action, by school personnel and the parent(s) or legal guardian.

#### Gum

Gum is not permitted on school premises or at school-sponsored functions. Work detail, **fines** (\$5) or detention may be assigned to violators.

#### Parent Code of Conduct

The relationship between the parent and school is essential to the success of the child in every area of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. ***Therefore, if the school board determines that the parent/school relationship is counter-productive to the student's success, the parents/legal guardians will be required to withdraw their child[ren] from the school program.*** Please see the *Code of Conduct* that applies equally to students, teachers, and parents.

#### Field Trips

A yearlong approval form is signed at registration. Teachers will announce the field trips in advance. Field Trips are required activities that are part of the regular school program. Each trip usually requires an activity fee for transportation and admission. The teacher will attempt to notify parents if there are any additional charges one week prior to the field trip. Information will be sent home for each field trip so as to inform parents that their child[ren] will be off campus.

## Financial Policies

Sligo Adventist School has four major sources of income: tuition and fees, operating subsidies from the Potomac Conference of Seventh-day Adventists and constituent churches, and fundraising projects. A Tuition & Fee Schedule can be obtained from the office.

### After School Care

Maryland law requires children to be in a designated supervised area after school. Children not picked up within fifteen (15) minutes after the end of classes are taken to ASC. ASC fees begin accruing fifteen (15) minutes after the end of classes unless otherwise posted. Sligo School reserves the right to change fees at any time; however, the school will endeavor to provide notice of any changes in rates at least four weeks prior to the effective date of such changes. Notice will be provided to all parents/guardians. A late fee will be charged if the child is not picked up prior to the closing time of ASC at the rate of \$10 per 15 minute intervals. Please request a fee schedule from the office.

### Application Fees

An application fee must accompany ALL new applications for enrollment. The application fee is non-refundable.

### Before School Care

Before School Care supervision is provided in the gymnasium beginning at 7:00 a.m. Charges accrue from 7:00 AM – 8:00 AM; or 9:00-10:00 AM when there is a delayed opening. Children on the campus are expected to be in the supervised program until 8:15 AM. Please request a fee schedule from the office.

### Enrollment after School Begins

Students who enroll in school after the first month of school must pay the application and registration fees as well as the normal tuition charges for that month.

### FACTS/Payments

Sligo Adventist School has implemented the FACTS tuition payment plan. Unless arrangements are made to pay the entire balance, payment must be made using this plan. A summary sheet listing your total tuition, middle school fees, and graduation fees is provided from the office. Also included are estimated before and after school supervision if applicable. The dollar amount that appears on your (quarterly) statement reflects actual charges incurred from BSC/ASC. Based on this information you must complete a FACTS agreement form authorizing deduction from your checking, savings, custodial or credit card account. You may choose to have ten equal payments deducted on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Should you require 11 months you must contact the office. There is a one time \$38 per family processing fee. **You must contact the office five days prior to the deduction if you are unable to make payment.** Once enrolled, FACTS automatically renews each year. Statements will be mailed quarterly. If you have any questions, please contact the treasurer.

## Past Due Accounts

When a student's account falls behind by **2** payments, the student will be asked to stay at home until appropriate payment is made. Accounts must also be current at the end of the first semester in order for the student to continue in school the second semester. When report cards are distributed, parents with delinquent accounts must receive their child's report card at the office. At that time, they must make arrangements for retiring their overdue account. Accounts must be current in order to receive official transcripts and diplomas.

Students who have unpaid accounts from the previous school year will not be re-enrolled until satisfactory arrangements have been made with school administration. Students owing an account to another school will not be admitted to SAS until the account has been paid or satisfactory arrangements have been made with that school.

## Registration Fee

All students are required to pay the registration fee. The enrollment process is not complete until this fee is paid and the application form completed. Upon completion of the Application form, the parent or guardian accepts financial responsibility for payment of all tuition and fees. The registration fee is non-refundable.

## Refunds

If a student withdraws from school prior to the 15th of the month, 50 percent of the current month's tuition charge and technology fee will be refunded. If the school is notified after the 15th of the month, the entire month's charges will be due for the final month attended. No refunds of tuition will be permitted for regular vacations or absences unless the student permanently withdraws from school.

## Tuition

Tuition and fees are charged on a 10-month basis, starting in July and ending in April. Tuition may be paid by the year, by the semester, or through the FACTS system. See FACTS/Payments.

## Other Charges

In addition to tuition, students are billed for the following:

- |                       |                                 |   |
|-----------------------|---------------------------------|---|
| 1) Activity fee       | 2) Eighth-grade graduation fees | 3) Before School Care                           |
| 4) Middle School fees | 5) After School Care            | <b>6) 5<sup>th</sup> Grade Music lesson fee</b> |

Exceptions to any of these policies must be arranged between the Business Office and the parent.

## Food Service

Students may purchase hot vegetarian lunches and/or milk or bring their own lunches from home. All students eat their lunches in the school cafeteria. Coupons for lunches, à

la carte, and milk/juice must be purchased from the office before 10:00 AM. **For students who do not sign up by 10:00 a.m. or forget their money there will be a .50 additional charge.**

#### Cafeteria Behavior

- 1) Place tray on table and return for juice (K-2).
- 2) Remain seated while eating.
- 3) Keep your area clean.
- 4) No loud talking.
- 5) No throwing of food.
- 6) Remain seated until you are dismissed.
- 7) No running in the cafeteria.
- 8) Students may go to the restroom with permission from teacher.
- 9) Place finished tray and trash in window.

Students are also not permitted to microwave foods for lunchtime, either in the cafeteria or in the office. There are specific consequences for breaking the rules in the cafeteria. Students are also expected to take turns as cafeteria monitors to help with daily activities such as sweeping and table cleaning.

#### Graduation

Participation in public graduation exercises is a privilege, not a right, granted to students who meet all school graduation requirements. The school may deny a student's participation in the graduation exercises/activities for the following reasons:

1. Financial account is not paid in full by April 30.
2. A scholastic average lower than 1.00.
  - a. Certificate of Attendance will be given for those who fail two or more subjects.
3. Unacceptable student behavior.

#### Home and School Association

Sligo Adventist School Board elects the leader of the Home and School Association bi-annually from the Sligo Church membership represented on the School Board. The Association exists to:

- 1) Promote cooperation between parents and teachers in the educational process.
- 2) Provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.

- 3) Support the school in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.
- 4) Raise funds to support its activities and/or special projects of its own choosing that will benefit the school community.
- 5) Strengthen the relationship between home and school by promoting such activities as:
  - Encouraging frequent communication between home and school.
  - Encouraging parents to visit the school.
  - Providing volunteer services as requested by the school.
  - Assisting in providing the school with additional equipment and facilities not provided by the church or conference.
  - Working toward enrolling every child at Sligo Church and its associate constituent church(es) in the school.

Notice of all meetings will be announced in the *Update* newsletter and by e-mail. Parents are expected to support and attend Home and School meetings.

## Media Policy

Media (a truncation of the term “media of communication”) include cinema films, videocassettes, compact discs (CDs), digital video discs (DVDs), computer games, print publications (e.g., magazines).

- (1) No student is to bring videocassettes, films, CDs, DVDs, or computer games to school to be shown for recreational purposes on school property.
- (2) Only “G-” or “PG-” rated movies may be shown on school property without written parental permission.
- (3) Without written parental approval, students will be excused from the classroom during the media presentation.
- (4) The Review and Herald/Pacific Press Publishing Association has given written permission to show their media materials in the classroom.
- (5) Media materials purchased through approved educational institutions may be shown on school property.
- (6) All media shown on school property will adhere to the following guidelines in order to be in accordance with The Copyright Act and adapted from the Library Video Company/Making Educational Media Work for Schools & Libraries ([www.libraryvideo.com](http://www.libraryvideo.com)):

“There are four main criteria that must be met before an educator should feel comfortable in showing a videotape or DVD in their classroom. The Copyright Act states that the performance of an audio-visual work ‘by instructors or pupils’ in the course of ‘face-to-

face teaching activities' of a 'non-profit educational institution' in a 'classroom or similar place devoted to instruction' is exempt from the copyright holder's exclusive right to perform an audio-visual work.

"So, if all of the conditions of the classroom exemption are met, it is permissible to show a legally obtained video or DVD in a U.S. classroom or school library without obtaining permission from the copyright owner even if labels like "For Home Use Only" appear on the outside of the video cassette. The "classroom exemption" supersedes these written warnings of the copyright holder."

## Parent/Teacher Communication

### Conferences with the Principal

At times it is necessary for parents to meet with the principal. This may be done at the principal's request or at the request of the parents and students. To arrange a conference, call the office and ask the secretary for an appointment. Please outline the topic for discussion in order to help administration prepare for the conference using the appropriate format available in the front office.

### Conferences with Teachers

Teachers are busy throughout the school hours. Unless the call is an emergency, it will be transferred into the teacher's voice mail. The teacher will return the call as soon as possible. Because the teacher's first responsibility during the day is to his/her class, we ask you to make prior arrangement with the teacher if you wish to visit the classroom. At no time is a parent to go directly to a classroom without a PASS issued from the front office. Please refer to the Visitors & School Visitation Policy.

### E-mail

An additional means of communicating with school personnel is via e-mail. We encourage all parents and students to use e-mail as the primary form of communicating non-time-critical information with teachers and staff outside of the school building. For faculty and staff e-mail addresses, please refer to Staff Directory section of the handbook.

### Parent/Teacher Conferences

Parent/teacher conferences are an important part of SAS's communication process. All teachers schedule three parent-teacher conferences per year during the first and second semester as deemed necessary. With proper notice, parents are welcome to meet with any of the child[ren]'s teacher[s] regarding any concerns they may have throughout the school year.

## Student Dress Code

Sligo Adventist School requires a uniform for grades K-8 as outlined below. These items are available at:

- Campus Outfitters (5112 Berwyn Road, College Park, Maryland 20740 – 301-345-0700) or

- Lands' End School Catalog ([www.landsend.com/school](http://www.landsend.com/school); SAS Preferred # 9000-9818-7).

Parents will be notified when students do not conform to the above standards. From time to time a “dress down” day may be announced. It may or may not apply to all grades. Please note that Friday S-LOGO days have a specific uniform.

	Grades K-4	Grades 5-8
<b><u>Dress Uniform</u></b>		
<b>Girls:</b>	<ul style="list-style-type: none"> <li>• Navy blue jumper*</li> <li>• White Peter-Pan or Oxford blouse</li> <li>• Closed-toe and closed heel, black shoes</li> <li>• Solid navy blue, white, or flesh tone pantyhose/tights/socks</li> </ul>	<ul style="list-style-type: none"> <li>• Plaid skirt*</li> <li>• White Peter-Pan or Oxford blouse</li> <li>• Closed-toe and closed heel, black shoes</li> <li>• Solid navy blue, white, or flesh tone pantyhose/tights/socks</li> </ul>
<b>Boys:</b>	<ul style="list-style-type: none"> <li>• Conservative, tailored navy blue pants with belt</li> <li>• Oxford button-down white shirt</li> <li>• Closed-toe and closed heel, black shoe</li> <li>• Solid navy blue or white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Conservative, tailored navy blue with belt</li> <li>• Oxford button-down white shirt and tie</li> <li>• Closed-toe and closed heel, black shoes</li> <li>• Solid navy blue or white socks</li> </ul>
<b><u>Casual Uniform</u></b>		
	<b>Grades K-4</b>	<b>Grades 5-8</b>
<b>Girls:</b>	<ul style="list-style-type: none"> <li>• Navy blue jumper/navy blue pants#/shorts/skirts*</li> <li>• White Oxford/Peter Pan blouse, white/navy blue or light blue polo shirt</li> <li>• SAS embroidered long/short sleeve white/navy blue polo/golf shirt^</li> <li>• Navy blue or white turtlenecks (No logos) [optional]</li> <li>• White undershirt [optional]</li> <li>• Closed-toe and closed heel shoes or sneakers</li> <li>• Solid navy blue, white, or flesh tone panty hose/tights/socks</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue or khaki pants#/shorts/skirts*</li> <li>• White Oxford/Peter Pan blouse, white/navy blue or light blue polo shirt</li> <li>• SAS embroidered long/short sleeve white/navy blue polo/golf shirt^</li> <li>• Navy blue or white turtlenecks (No logos) [optional]</li> <li>• White undershirt [optional]</li> <li>• Closed-toe and closed heel shoes or sneakers</li> <li>• Solid navy blue, white, or flesh tone panty hose/tights/socks</li> </ul>
<b>Boys:</b>	<ul style="list-style-type: none"> <li>• Conservative tailored navy blue pants#/shorts</li> <li>• White Oxford button-down shirt, white/navy blue or light blue polo shirt</li> <li>• SAS Embroidered long/short sleeve white/blue polo/golf shirt^</li> <li>• Navy blue or white turtlenecks (No logos) [optional]</li> <li>• White undershirt [optional]</li> </ul>	<ul style="list-style-type: none"> <li>• Conservative tailored navy blue or khaki pants#/shorts</li> <li>• White Oxford button-down shirt, white/navy blue or light blue polo shirt</li> <li>• SAS Embroidered long/short sleeve white/blue polo/golf shirt^</li> <li>• Navy blue or white turtlenecks (No logos)</li> <li>• White undershirt [optional]</li> </ul>

**Friday S-LOGO DAY**

- Closed-toe and closed heel shoes or sneakers
  - Solid navy blue or white socks
  - Sligo Fleece Jackets
- Closed-toe and closed heel shoes or sneakers
  - Solid navy blue or white socks
  - Sligo Fleece Jackets

**Girls:** • Blue jeans, SAS logo t-shirts/shirts, sneakers

• Blue jeans, SAS logo t-shirts/shirts, sneakers

**Boys:** • Blue jeans, SAS logo t-shirts/shirts, sneakers

• Blue jeans, SAS logo t-shirts/shirts, sneakers

Sweaters

SAS Embroidered cardigan sweaters: open or v-neck^

SAS Sweatshirts with Sligo Logo^

SAS Vests with Sligo Logo^

### Jewelry

SAS has a no jewelry\* policy (except medical bracelets) for students attending school and school-related functions (SAS church activities, concerts, field trips, etc.). Jewelry worn to school will be confiscated and held in the office until the student's parent or guardian comes in to retrieve it. SAS is not responsible for the security of any jewelry taken from students. Please note, if a student pierces his/her ear (or any other visible body part) during the calendar school year (August to June) and returns to school wearing jewelry (or any other material) to hold it open, s/he will be asked to remove it. Non-compliance with this request will result in SAS recommending the student be withdrawn from SAS School for the remainder of the school year.

\*Jewelry means bracelets, necklaces, rings, earrings [including ear studs, plastic hole retainers, strings, or any other material holding an opening open].

Other: #No jeans, corduroys, cargo pants, satin, silk, or velvet clothing, spandex, lycra leggings, holes in pants, rolled seams, bandanas, heeies or hats are permitted.

\*The mandatory length for shorts, shorts or skirts: must be no shorter than two (2) inches above the back of the knee.

^These items should be purchased from Campus Outfitters or Lands' End School Catalog.

### Telephone Use

The office phone is reserved for school business. Children are not permitted to use these phones except in cases of extreme emergency. Students are not called to the phone during the day, except in an emergency. The secretary will take a message for the student and see that he/she receives it as soon as possible. In case of an emergency, a staff member will call a parent/legal guardian.

Because Sligo Adventist School does not have public telephones, parents/legal guardians are urged to help their children make arrangements in advance for after-school activities.

Emergency or last-minute messages to students should be called in to the school office at least one half hour before school is dismissed.

Teachers will not be called to the phone during class time unless an emergency exists. They can be contacted during the day by using their voice mail.

#### Cellular Phones

Students are required to turn cell phones off during school hours. SAS reserves the right to confiscate any student cell phones on school grounds during the school day that are being used outside of the guidelines specified. Items may be retrieved from the office by parents.

#### Update

The school publishes the *Update* newsletter to keep parents, students, faculty and board members aware of school events. *Update* is distributed in the classrooms and is also available electronically. Please provide the office with your e-mail address. **SAS will also utilize its website, [www.sligoadventistschool.org](http://www.sligoadventistschool.org), to keep parents informed.** The following month's calendar of activities and the lunch menu are part of the newsletter distributed to parents/guardians.

#### Visitors & School Visitation Policy

SAS encourages parental involvement, especially through the Home and School Association, parent-teacher conferences, scheduled appointments with the teacher and, as needed, consultation with the principal and/or teacher.

Classroom instruction time is of utmost importance for students, therefore, classroom visits/observations during school hours by parents and/or others must be scheduled in advance through the office. Each visitor must obtain advanced approval from the administration and teacher to be in the classroom. Under no circumstances should the visitor proceed to the classroom before obtaining prior approval from the principal or assistant principal. Approval for such visits shall be under the complete discretion of the administration, in consultation with the teacher involved. A visitor's badge obtained from the front office must be visible at all times. Visitors not following this requirement will be asked to leave the school premises.

#### Volunteers

Sligo School welcomes the help of volunteers. We can do more things if we have parental or other volunteer help. If you are willing to assist your child's teacher in any way, please tell him/her how you would like to assist.

# Health, Safety, and Security

## Health, Safety, and Security

### Dismissal Procedure

The Potomac Conference of Seventh-day Adventists has mandated that safety requirements are in place for all school buildings. The Maryland State Department of Education, as well, has advised all schools to have this in place. All of the building doors in the school will be secured and locked. All individuals are requested to enter through the front door to sign in and receive an identification badge in the front office. Upon exiting the building, it will be necessary to sign out in the front office again. Thank you for making our school a safe place.

Monday through Thursday dismissal begins at 3:15 PM and Friday dismissal begins at 2:00 PM. In order for car riders to be dismissed their family number and name are called over the PA system. Drivers are to display the family number to the patrol stationed at the front door. Once you have been acknowledged by the patrol, please continue around to the playground and wait for your children. All students not picked up by 3:30 PM, Monday-Thursday or 2:15 PM on Friday will be taken to After School Care. Please note that students will not be dismissed until their numbers have been called.

If you wish to come into the school for your students, we are asking that you still give your number to the patrol, park in the playground and then wait at the playground exit for your children. **We are requesting that parents not go to the classroom to pick up their students.** If you have an appointment with your child's teacher, you may go to the classroom at 3:35 PM, thereby giving the teacher time to complete his/her responsibilities to his/her students. Classroom teachers are required to escort their remaining students to After School Care at 3:30.

It is our goal to see a marked improvement in the reading levels of all our students. As a result, we want to use the time from 3:00 to 3:30 PM for DEAR – Drop Everything And Read. Students will begin reading at 3:00 PM and continue reading until 3:30 PM. As students are called for dismissal they will quietly leave the room, allowing other students to continue reading. Please send a note to the teacher if you should have an emergency need to pick your child up early. You will need to come in to sign the student out before they can leave. Thank you for your assistance in making Sligo Adventist Elementary School a DEAR School.

If your child has an older sibling on campus, the older sibling may come by the classroom to pick them up and then proceed straight outside to the car. Please see administration to set up individual procedures. It is a school policy that students are not to be wandering or loitering in the halls, gym, etc., at the end of the school day.

Students are NOT allowed to leave and go to Takoma Academy, the Spanish Evangelistic Center, 7-11, etc. to wait on siblings or parents. The school is required to have students in

an area that is under school supervision until the student is picked up by an authorized person(s). Students not picked up by 3:30 PM will be taken to After Care where supervision is provided. Students cannot wander the halls, wait in the office, in the front, side, or back of the building for you. Please do not come up with alternate arrangements that go against school policy. It makes it hard for everyone when children are torn between obedience to parents and obedience to school personnel. Please help us by picking them up on time, making alternate arrangements for someone else to pick them up, or by sending them to After School Care. Please see administration for procedures outside of the stated guidelines. Thank you for your cooperation.

## Emergency Codes

SAS will follow Montgomery County Schools' Emergency Codes.

**Code Blue** is defined as an alert status for the entire school. Classroom instruction proceeds during a Code Blue.

- There will not be any outdoor activities.
- All outside doors will be locked.
- All individuals entering the building during the day will come through the front entrance.
- All children will be picked up from the playground entrance. An individual will be on duty beginning at 3:10 (Fridays--1:45). All students will remain in their classroom until the parent, or a designated/identified adult comes for the student. All students and parents will exit from the playground door between 3:10-3:45 (Fridays 1:45-2:30).
- After 3:45 PM (Fridays--2:30), children will be picked up from the After Care exit at the rear of the building.

**Code Orange** is defined as an alert status and restrictions of activities will be imposed depending upon conditions.

**Code Red** is defined as an alert status indicating imminent danger exists to all staff and students. During a Code Red, staff and students must remain within a secured area. All individuals in the building will remain away from doors and windows.

## Emergency School Closing Policy

Weather-related cancellations and delayed openings at Sligo School conform to those announced by Montgomery County Public Schools (MCPS). When MCPS open on time, Sligo can be expected to open on time. If MCPS announce a weather-related delay or closing, Sligo School will follow suit. Families are advised to listen to radio station WGTS FM and WTOP (<http://WTOP.com>) and major TV network stations for announcements during bad weather.

IF SCHOOL OPENS LATE, students will be allowed into the building one and a half hours before opening time. Please do not leave children unsupervised on school grounds.

Radio

WTOP 103.5FM

WMAL 630AM

WGTS 91.9FM

Unexpected Early Dismissal

In the event of an unexpected early dismissal during the school day (e.g. water main break, mid-day snow storm, electricity failure, etc.), parents are responsible for picking up their children as quickly as possible. A fee for the supervision of children will begin 45 minutes after the announced closing time.

Items not permitted on Premises

Electronic game devices, IPODS, music players of any kind, tapes, inappropriate reading material, super hero comics, cards of any type—associated trading cards or playing cards—books, sketches, clothing and other associated materials are not permitted. None of these items are to be brought on campus without specific permission from teachers and administration. Only cards provided by school personnel may be used on the school grounds. SAS reserves the right to confiscate any of the above items on school grounds during the school day that are being used outside of the guidelines specified. Items may be retrieved from the office by parents or at the end of the school year by the student. SAS is not **liable** for any devices that are brought on campus and/or confiscated.

Skates, skateboards, scooters, hee-lies, etc. are not permitted on the school grounds between the hours of 7:00 AM and 6:00 PM.

Medication Information and Procedures

The taking or administering of medication during school hours is discouraged. Ideally, all medications should be given at home. If a student is to receive medications for a period of time, arrangements should be made to have it administered either before or after school hours whenever possible. However, it is understood that certain students with chronic disabilities or illnesses may require medication if they are to remain in school. To facilitate that end, students should have medication available and administered in a manner compliant with Health Services school policy.

- 1) No medication (prescription or over-the-counter) will be administered in school or during school-sponsored activities without a written physician order and parent/guardian authorization.
- 2) The parent or legal guardian is responsible for obtaining the physician's order. The health assistant or school nurse will ensure that all items on the form are completed.

A physician may use office stationery or prescription pad instead of completing the medication form; but the order form must be signed by the physician. Stamps will not be accepted unless co-signed by a registered nurse. Information necessary includes:

Student name	Reason for medication
Date of medication order	Length of time medication to be administered
Medication name	Side effects
Dosage/strength of medication	Physician signature
Route of administration	Expiration date of order
Time/frequency of administration	

**Note:** PRN medications should have the **frequency** clearly indicated.

- 3) Occasionally students may need to carry medications such as inhalers or emergency kits. A written physician's order must be on file in the health room for any student who carries medication (on their person) throughout the school day. The order must specifically state that the student may carry the medication.
- 4) The medication must be hand-delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medication to or from school.
- 5) All medication must be properly labeled and consistent with the physician order. Pharmacy containers and labeling are preferred; **a second labeled container can be obtained by asking the pharmacist.** Parents/guardians may label over-the-counter medication. Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be provided on the label:

Student name	Time/frequency of administration
Date of medication order	Route of administration
Medication name	Physician name
Dosage/strength of medication	Expiration date of medication

- 6) The first dosage of any new prescription must be given at home.
- 7) No medication will be continued beyond the school year in which it is ordered.
- 8) The parent/guardian is responsible for submitting a new physician's order form to the school each time there is a change of dosage or time of administration. The parent/guardian provides medication for as long as it is prescribed.
- 9) All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
- 10) One week after expiration of the effective date on the physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
- 11) Each student's confidentiality will be maintained by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, etc.
- 12) Sligo Adventist School does not assume responsibility for medication not prescribed by a physician or medication administered by the student himself/herself.
- 13) In no case may any school staff member administer any medication, even aspirin, outside the framework of the procedures outlined above.

## Releasing Children from School during the Day

### Leaving School Grounds without Permission

Students may not leave the school premises unless accompanied by a designated parent/legal guardian during regular school hours and while under school supervision. Please see section on Behavior Code.

### Medical and Dental Appointments

Appointments for the doctor or dentist should be scheduled to take place during vacation periods or after school. If this cannot be done, please send a note of explanation with your child. Any student leaving school during the school day must be signed out at the front office before leaving the premises.

## Safety Patrols

Patrols are trained and adhere to a pledge and specific operations. They also have monthly meetings with their supervisor and a Montgomery County police officer from the Safety Division. They volunteer almost 100 hours a year. We appreciate your patience with these young people; please give them a smile or verbal thanks. If you have questions, concerns, or comments, please feel free to contact their supervisors.

## Traffic Safety

We encourage all drivers to be very cautious on school property. The speed limit is 5 mph. Parents should review with their child[ren] rules for pedestrian safety (e.g.: stop and look both ways, walk, don't run across the street, etc.). The school does endeavor to have Safety Patrols on duty. You should observe their signals and verbal commands. If you have questions regarding their duties, please contact the Safety Patrol supervisor. In addition to the above suggestions, please note the following:

Prior to the commencement of school:

- 1) When dropping your child off in front of Sligo, have your child[ren] walk in front of your car. Those who park should use the sidewalk and cross at the nearest crosswalk. Park in the appropriate locations marked in white.
- 2) When dropping your child off behind the Spanish Evangelism Center (located to the right side of the SAS building), it is recommended that you walk your child into the building. If you will be at the school for longer than 5-10 minutes, please park your vehicle along the back fence or in the Spanish Evangelism Center.
- 3) Do not park on the playground area during school hours.
- 4) Please use the crosswalks! If there are no Safety Patrols, it is best to use the center crosswalk, to ensure visibility for oncoming vehicles.

After dismissal of school:

- 1) All students are retained in the classroom. Maryland law requires children to be in a designated supervised area. Students are NOT PERMITTED to wait in the front of the school or outside the school building without adult supervision. Fifteen minutes

after the closing of school, all students not picked up will be placed in the only designated supervised area, After School Care, for which there is a charge. Please request a fee schedule from the office.

- 2) Safety Patrols: The "trio" who help students get from the curb to their cars and vice-versa. Please observe their stop signs and only drive when the patrols are safely on the curb.
- 3) Parents may park playground blacktop or along the fence line on the playground when picking up students.
- 4) Traffic is one-way coming into the playground until 15 minutes after school is dismissed. The speed limit is 5 MPH on school property.

## Asbestos Hazard Inspection

### NOTICE TO FACULTY, PARENTS, AND STUDENTS

In accordance with Asbestos Hazard Emergency Response Act, we had our school inspected for asbestos containing building materials (ACBM). The inspector for ACBM prepared a management plan in accordance with the law. That plan is on file in our plant manager's office and may be examined during school hours. We check the condition of the ACBM twice yearly to determine the current condition of the materials.

## Academics & Instruction

### Curriculum

Sligo Adventist School adheres to the *Journey to Excellence* program developed by the North American Division of Seventh-day Adventists. The *Journey to Excellence* (J2E) encompasses:

- Vision, shared values, and common goals.
- Clear understanding of the philosophy, history, and goals of Adventist education.
- Utilization of the growing body of research on effective education.
- Educational leaders and governing boards who create school cultures that encourage innovation without fear of failure.
- Renewing cycle of improvement in Adventist schools.

The J2E contemplates that teachers will offer a cohesive curriculum which enables students to see connections between the many fields of learning by:

- Integrating faith throughout the curriculum.
- Building connections within a discipline/subject area and to other related areas including co-curricular activities.
- Cooperating with other teachers in integrating curriculum between disciplines/subject areas and grade levels.

The curriculum incorporates the requirements of the Maryland State Department of Education and the North American Division of Seventh-day Adventists. Bible classes are an integral part of the curriculum at every grade level. Each class is taught by a Christian teacher who believes in the concept of salvation as taught by the Seventh-day Adventist Church and builds into his/her lesson plans a philosophy of Christian living that lifts the secular to a level that includes moral and spiritual values.

The school provides full and part-time instruction in the following areas:

- 1) *The Basics* - reading, mathematics, science, social studies, language arts, and Bible;
- 2) *Fine Arts* - art, music theory and organizations for band, hand bells, strings, and choir;

- 3) *Physical Education* - individual and team activities;
- 4) *Library Science* - a part-time librarian directs our school library of more than 10,000 volumes plus a large collection of movies, videos, etc.
- 5) *Computer Literacy* - all students receive instruction and practical hands-on experience in the computer lab.
- 6) *Spanish* – All students will be taught introductory Spanish.

## Testing Program

### Admission Testing

Kindergarten – First Grade: Applicants to these grades are tested using the Gesell Test for Developmental Assessment (second if necessary).

Second – Eighth Grades: The Wide Range Achievement Test (WRAT) and the STAR Computerized Comprehension Assessment are administered to applicants for these grades.

### Annual Testing

Classroom teachers administer the following tests:

- 1) Kindergarten – Gesell School Readiness Assessment before or during the first weeks of school.
- 2) Grades Three, Five, and Seven: Cognitive Abilities Tests every fall.
- 3) Third – Eighth Grades: Iowa Tests of Basic Skills every fall.
- 4) First –Eighth Grades: STAR Reading & Math Assessment every fall and spring.

### Specialized Testing

Teachers or parents may request individualized testing to determine if additional services are needed to meet a child's educational needs. The testing coordinator provides educational assessment and coordinates special services both with the Potomac Conference Office of Special Education and the local area counties. Parents must give specific permission for specialized testing. Assessment generally includes tests in achievement, abilities, and language processing.

Chapter  
5

# National Junior Honor Society

## National Junior Honor Society



### Selection Process

In spring, the National Honor Junior Society at Sligo Adventist School will initiate the process of selecting new members. Sixth, seventh and eighth graders who meet the scholarship, leadership, service, character, and citizenship criteria will be considered for membership. The following is an explanation of the selection process. All steps must be met in order for a student to be invited to join the organization.

The first stipulation for membership is scholarship. In order to be considered for membership, students must currently have at least a 3.5 cumulative grade point average rounding. For example, a GPA of 3.49 will not qualify the student for membership. After the third grading period, the school provides the NJHS sponsor with a list of all sixth, seventh and eighth grade students who have earned the qualifying GPA. No other students will be considered for membership.

The second stipulation for membership is a student's leadership, service, character, and citizenship, and community involvement. Evaluation forms are sent to individual teachers to rank each of their students on these five areas.

In addition, the faculty council reviews the discipline histories of each of the students. Students who qualify are offered a student information sheet to be returned by the strict deadline to continue in the selection process. No late information sheets will be accepted.

The NJHS sponsor will give the accumulated data to the Faculty Council, which is composed of Sligo Adventist School faculty members who have been chosen to participate in the selection process. In looking at the accumulative data, the Faculty Council considers the specified qualities for NJHS members and then analyzes the data to determine which students meet the high standards for membership. There is no maximum or minimum number of students who can be invited to join the organization.

The selected students are then notified of their invitation to become members of the organization. Standards of NJHS become effective immediately upon notification. If they accept the membership invitation, the students must reply and pay their membership dues by the given due date in order to be inducted. A formal induction ceremony is planned for late spring to honor these students.

## Discipline Code - Level System

In the event that a child fails to follow Sligo Adventist School's Code of Conduct and school personnel interventions and discipline processes have been unsuccessful, the following Level System sanctions will be instituted. Discipline referrals will be sent home to be signed by the parent when an incident occurs. The school keeps records of all correspondence with parents.

## LEVEL I

*Level I behaviors are normal student behaviors that have been carried to an extreme beyond classroom discipline.* Level I referrals will be handled in the following manner:

1. School personnel will attempt to make contact with the parent / guardian when a Level I is issued. The Level I referral will be sent home for a parent / guardian's signature.
2. If the referral is not returned on the following day, a phone call is made to the parents verifying their knowledge of the referral.
3. Students receiving Level I referrals will receive a detention within one week.
4. When a student has received three Level I referrals, the student will be given a Level II referral and will be assigned a Level II detention.

Examples of Level I Behaviors

1. EXCESSIVE DISREGARD OF CLASSROOM/SCHOOL REGULATIONS
2. LOITERING - being in an area without permission e.g. roaming the halls during class or after 3:30 p.m., playing in the gym, or prolonged stays in the restroom.
3. MISUSE OF SCHOOL PROPERTY

## LEVEL II

*Level II behaviors are considered to be intermediate problems. These behaviors are inappropriate at any time.* Level II referrals will be handled in the following manner:

1. Students who are referred for a Level II behavior may be sent to administration. The school personnel or administrator will help the student realize the reason for the referral, discuss the seriousness of the problem with the student, and help the student plan a course of action to prevent a recurrence of the problem.
2. An effort will be made to contact the parents by phone. The Level II referral will be sent home for a parent / guardian's signature.

3. The first Level II referral will result in a 1 ½ hour school detention supervised by school personnel. The detention will be served within one week.
4. The third Level II will result in the student meeting with the Discipline Committee at which time further disciplinary measures will be determined.
5. The fourth Level II referral will result in the student receiving a Level III referral with a mandatory one day suspension.

#### Examples of Level II Behaviors

1. AIDING AND ABETTING - encouraging, assisting, or covering up another student's inappropriate behavior.
2. AVOIDING DISCIPLINE - unexcused absence from or inappropriate behavior during any assigned disciplinary measure. Students will be assigned a second detention.
3. CHEATING - use of or providing unauthorized information (verbal or nonverbal) which may include talking during tests/quizzes or copying another's answers or assignments.
4. HARASSMENT OF STUDENTS/SCHOOL PERSONNEL - a violation of another student's or school personnel's rights by mishandling another's property, physical or verbal harassment, threats, intimidation, or name calling or bullying.
5. Illegal COMPUTER USAGE - any usage of a computer, computer software, and any associated computer equipment (including printers, scanners, etc.) by a student without express permission by a school personnel or administrator. Note: This includes computers in the classroom, Computer Lab, Library, and Office.
6. IMPROPER DISPLAY OF AFFECTION - lap sitting, inappropriate hugging, kissing, inappropriate touching, other forms of affection deemed improper may also be applied in this category.
7. IMPROPER LANGUAGE - obscene, suggestive, profane, derogatory, or cutting remarks.
8. LYING - not telling the truth with the intention to deceive.
9. PETTY VANDALISM - accidental or intentional vandalism that does not have a permanently damaging effect. The student is expected to pay for the cost of any repair or replacement and where applicable clean up any damage.
10. REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY SCHOOL PERSONNEL/DISRESPECT.
11. SKIPPING CLASS - intentional non-attendance at an assigned appointment without teacher permission.

## LEVEL III

**Level III behaviors are considered to be major problems, which require immediate action, by both school personnel and the parent(s). SAS will not tolerate continued LEVEL III behaviors. Level III behavior referrals will be handled in the following manner:**

1. A student who receives a Level III referral will be immediately removed from the classroom and receive a mandatory suspension. The length of time for the suspension will be determined by the Discipline Committee. The Principal will arrange to meet with the Discipline Committee and to set a time to conference with the parent(s) and student as soon as possible. The school personnel will be asked to be present at the discipline meeting.
2. A Level III referral letter will be sent home.
3. Each additional Level III will result in movement of the student to the next step in the disciplinary process, which includes meeting with the Discipline Committee.

Step 1 - One Level III- All level III referrals will be determined on a case by case basis by the Discipline Committee. Possible disciplinary action could include in-house suspension, suspension from school grounds, and/or disciplinary probation, an essay on school discipline and proper conduct.<sup>3</sup>

Step 2 - If multiple level IIIs are received by an individual student the school administration and or Discipline Committee will make a recommendation of withdrawal/expulsion to the SAS School Board.

### Examples of level III Behaviors

1. BELLIGERENT REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY SCHOOL PERSONNEL - flagrant rudeness or insubordination
2. FIGHTING - contact that causes (or has the potential to cause) bodily injury. Students who receive a referral for fighting will automatically be placed on field trip probation (see below) and may not attend the recreational field trip/eighth grade class trip at the end of the year.
3. LEAVING SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SCHOOL'S ADMINISTRATION
4. MAJOR HARRASSMENT OF STUDENT OR SCHOOL PERSONNEL - includes physical or verbal intimidation
5. ILLEGAL POSSESSION/USE OF MATCHES ON SCHOOL PROPERTY
6. PIERCING OF BODY PARTS - if a student pierces their ear (or any other visible body part) during the calendar school year (August to June) and returns to school wearing jewelry (of any kind).

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<sup>3</sup> Severe clause: Some Level III referrals may result in an immediate recommendation for withdrawal/expulsion.

7. SAFETY - actions that endanger the health, safety, and/or welfare of the individual student or others; failure to comply with established safety procedures and regulations.
8. SEXUAL HARRASSMENT - making threats, touching, grabbing, displaying sexual pictures or reading material, or making improper sexual remarks or innuendo to students or school personnel.
9. THEFT - unauthorized removal, concealment, possession, or use of school property or the property of another person. The second Level III for theft will result in immediate expulsion.
10. VANDALISM - vandalism that has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or the destruction of property that results from some other act of misbehavior. The student will be expected to pay for the cost of repair or replacement.
11. WEAPONS IMITATION - use or possession of any object that looks like a weapon or use of any object as a weapon.

## IMMEDIATE EXPULSION

Sligo Adventist School does not tolerate behaviors that cause harm to students and/or those around them. A student who exhibits the behaviors listed below must be removed from the school grounds immediately by their parents. An immediate recommendation will be made to the SAS Board that the student be expelled at once. The student will not be allowed onto school grounds until the Discipline Committee and the SAS Board have met with the student and their parents.

### Examples of Expulsion Behaviors

1. Possession or use of alcohol
2. Possession or use of illegal drugs and/or illegal drug paraphernalia <sup>4</sup>
3. Possession or use of tobacco products
4. Possession or use of weapon (s) or fireworks
5. Sale and/or solicitation of controlled substances or
6. Illegal drugs
7. Sexual assault

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<sup>4</sup> Prescription and Over-the-counter medication, accompanied by a signed physician's order, must be kept in the office at all times.

## OTHER DISCIPLINARY ACTIONS

### Dress Code Violations

*Students who come to school out of uniform will be sent to the office where a uniform will be provided at the student's expense. The cost of the uniform will be charged to the student's account.*

### Field Trip Probation

A student may be placed on field trip probation for several reasons including poor behavior on a field trip, fighting, behavior probation, receiving any Level III referrals, or at the recommendation of the Discipline Committee. If a student is placed on field trip probation, they may not attend any class/school field trips without the accompaniment of a parent or an adult (21 years of age or older) approved by the Administration or Discipline Committee.

### Gum

It is a SAS school policy that students are not to chew gum at school. Students will be given at least one verbal warning about chewing gum. Thereafter, students will be fined \$5.00 each time they are chewing gum. A tally of unpaid fines will be kept; students will be ineligible to participate in class trips and parties until their balance is cleared. Excessive gum chewing may result in additional disciplinary measures.

### Request to Withdraw/Expulsion

Regrettably, there are times when the departure of a student is in the best interest of the student, the school, or both. The Request to Withdraw carries the same weight as an Expulsion, but has the advantage to the student that the transcript is not annotated that the student was expelled. A refusal to withdraw when requested becomes an expulsion.

## Procedures

### Discipline Committee Role and Process

The Discipline Committee's role is to intervene in all extreme cases of discipline or as is deemed appropriate by school personnel (see exclusive clause). All students who receive three Level II referrals and any Level III referrals must meet with the Discipline Committee.

#### *The Exclusive Clause*

The list of behaviors and actions in this discipline code are minimum guidelines for disciplinary action. The list is not all inclusive and other behaviors will be handled as they occur. Other methods of handling unacceptable behaviors in addition to the disciplinary code will be utilized as deemed to be appropriate.

Special circumstances may result in immediate progression to the final steps of the disciplinary code. All procedures of due process as outlined above will be followed in the instance of suspension and/or possible dismissal from school.

