

# STUDENT HANDBOOK

## 2022-2023



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# COLLEGE DRIVE CHRISTIAN SCHOOL

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## TABLE OF CONTENTS

Accreditation	4
Mission	4
Philosophy	4
Vision	5
Statement of Faith	5
Admission	5
Tuition	7
Attendance	8
Arrival and Dismissal Procedures	10
Student Health and Safety	10
Parent Information	11
Dress Code	13
Code of Conduct	15
Technology Use Policy	16

# COLLEGE DRIVE CHRISTIAN SCHOOL

## HANDBOOK

The College Drive Christian School (formerly the Jackson Seventh-day Adventist School) opened its doors as a Christian education institution in the fall of 1915. College Drive Christian School is a private, nonprofit pre-kindergarten through eighth grade Christian school located in Pearl, Mississippi. It is sponsored and supported by the Gulf States Conference of Seventh-day Adventists and College Drive Seventh-day Adventist Church. Our school is one of 4,380 schools, colleges, and universities operated by the Seventh-day Adventist Church, which is the largest worldwide Protestant school system.

College Drive Christian School supports the beliefs, standards, and ideals of its church. A board of directors elected from the constituent church supervises its operations. This handbook outlines school policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the course of the school year without prior notice.

### ACCREDITATION

College Drive Christian School is jointly accredited by the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) and the National Council for Private School Accreditation (NCPA). The College Drive Christian School is a school that is comprised of Educators Delivering GREAT Education. The school provides an education that is:

- ◆ God Centered
- ◆ Result Oriented
- ◆ Environment that Nurtures
- ◆ Aligned with SDA and National Standards
- ◆ Team Effort

### MISSION

The Mission of College Drive Christian School is to provide a Christ-centered education that promotes a life of learning, nurtures a love for God, and fosters service to others.

### PHILOSOPHY

- ◆ We Prepare - Seventh-day Adventist education provides more than a preparation to meet the challenges of life on this earth but prepares students for a life of Christian discipleship with God as their guide and heaven as their goal. We strive to provide students with an excellent learning environment where Christian principles are both taught and modeled using holistic, research-based instructional techniques and Bible based curriculum.
- ◆ We Incorporate - We believe that true education not only focuses on success in academics but incorporates the needs of the whole child: mental, physical, social, and spiritual.
- ◆ We Involve – We understand that education goes far beyond the confines of the classroom but involves a cooperative effort between the home, church, and school. Facilitating students to become life-long learners, as well as morally responsible citizens who love God and value service is our utmost goal.

## **VISION**

Our vision at College Drive Christian School is to provide sound, Christ-centered, uniquely Seventh-day Adventist education in which the student is taught to cherish the practical teachings of the Bible, maintaining at the same time a high degree of academic excellence. It is our desire that every member of the College Drive Seventh-day Adventist Church should be involved in the education of our youth, who are the future of the church, that they should support it not only with their prayers, but also with their financial means.

## **STATEMENT OF FAITH**

Integrated within this school's teachings are the fundamental teachings of the Seventh-day Adventist Church. These include belief in:

1. The Holy Scriptures, both Old and New Testaments, as the written Word of God.
2. The Trinity of God the Father, God the Son, and God the Holy Spirit as three coeternal Persons united as one God.
3. In the life, death, and resurrection of Christ.
4. That salvation is a gift of God given freely to all who believe in Jesus Christ.
5. Baptism by immersion as an outward expression of a spiritual death to sin and resurrection to a new life in Christ.
6. The observance of all God's commandments including the Sabbath day from sundown Friday to sundown Saturday.
7. That God bestows spiritual gifts to every member of His Church.
8. The Church is the organized body of believers whom Christ commissioned to carry the gospel to every nation, kindred, tongue, and people.
9. That we are stewards of all that God has entrusted to our care. We acknowledge this by our service and returning of tithes and offerings.
10. That we are called to a lifestyle that will reflect the principles of Heaven with respect to our health, appearance, and conduct.
11. That Jesus is coming a second time to take all the righteous to Heaven.
12. That this earth will be recreated as an eternal home for the redeemed.

Each faculty member at the College Drive Christian School is dedicated to teaching and upholding these basic beliefs as part of the education of the whole person so that every student may be "thoroughly equipped for every good work".

## **ADMISSION**

Parents and students seeking admission agree to support the school's principles, programs, and personnel and to act in harmony with the standards, requirements, and philosophy of the school. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school's principles.

## **NON-DISCRIMINATION STATEMENT**

The College Drive Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

## COLLEGE DRIVE CHRISTIAN SCHOOL

school. Furthermore, this institution does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic or extracurricular programs.

### APPLICATION PROCEDURES

Application packets are available from the school office. Before the Admission Committee can consider a student for possible acceptance, the following items must be completed and submitted for review:

- Complete and submit the application for admission with the non-refundable registration fee to College Drive Christian School.
  - Registration Fee \$400.00
- Records from previous school of most recent grade reports, standardized test scores, and any special education or behavioral evaluations
- Student and parent questionnaires completed and signed
- Consent to emergency treatment and parental agreement form completed and signed
- Immunization record (form 121) showing student has completed required immunizations
- Copy of Birth Certificate and Social Security Card

### ADMISSIONS COMMITTEE

1. The Admissions Committee will be comprised of:
  - The Principal
  - The School Board
2. The responsibility of the admissions committee will be to meet as often as required each year to review names of students for admission purposes and final approval.
  - Current students will have the opportunity to be reviewed for re-admission beginning in May of each year. A student will only be reviewed for acceptance upon receipt of the proper registration forms.
  - The committee will review the names of applicants registering for the current school year on registration day. Recommendations will be considered by the board that day for final approval.
  - The admissions committee will also meet, as necessary, to review new enrolling students or to consider special cases.
3. The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:
  - Failure of parents and/or students to support College Drive Christian School's mission, philosophy, goals, and student conduct agreement
  - Behavioral record
  - Academic record
  - Attendance record
  - Special needs exceeding College Drive Christian School's services and staffing
  - Outstanding school account with College Drive Christian School for any length of time

# COLLEGE DRIVE CHRISTIAN SCHOOL

## ENTRANCE AGE REQUIREMENTS

Pre-Kindergarten – Four (4) years of age on or before September 1 of the current school year.

Kindergarten – Five (5) years of age on or before September 1 of the current school year.

First Grade – Six (6) years of age on or before September 1 of the current school year.

## PRE-KINDERGARTEN AND KINDERGARTEN SCHOOL READINESS

School readiness, a term used frequently in the pre-school and kindergarten setting, means that a child is ready to enter a formal, social educational environment. The child is ready to start the process of learning how to do things independently. To do this, a child should have the ability to:

- Work independently
- Get along with other children of the same age
- Learn and participate in structured situations such as play and story reading
- Focus or key in and listen to one central person in the classroom
- Learn (have the necessary social skills/ability) in a co-operative learning environment where children learn from teachers and from one another
- Play with other children (wait their turn in line, etc.)

College Drive Christian School reserves the right to request that a child leave the program if the child is not prepared to respond appropriately for his/her age level and if that behavior impacts the classroom in such a way that it becomes necessary for the child to find another placement.

## TUITION

### TUITION RATES

Number of Students	Tuition per Month	Tuition per Year	Tuition Paid in Full w/ Discount
One	\$350.00	\$3,500.00	\$3,325.00
Two	\$341.25	\$3,412.50	\$3,241.88
Three	\$332.50	\$3,325.00	\$3,158.75
Four	\$323.75	\$3,237.50	\$3,075.63

### TUITION POLICY

1. Tuition is due on the first business day of each month.
2. Tuition for more than one student in a family receives a 2.5% discount per additional student.
3. Tuition paid in advance for the full year will receive a five percent discount. Due at registration.
4. Tuition paid by semester will receive a two percent discount. First semester payment is due at registration. Second semester payment is due on the first day of second semester.
5. Registration fees will be prorated for students entering school at the start of the second semester.
6. All student records will be held until the account is paid in full.
7. Anyone issuing two NSF checks in a given school year will lose check writing privileges for the remainder of that year.
8. No school board member or school official is authorized to make exceptions to tuition policies. However, special requests may be submitted to the chairman of the school board for review.

## COLLEGE DRIVE CHRISTIAN SCHOOL

### CHECKS,

Checks being applied to a student's account should be made payable to College Drive Christian School. The student's name should be written on the check to insure credit to the proper account. The school makes a charge of \$20.00 if the bank does not honor a check.

### PREVIOUS BALANCE

The account for the previous year's expenses at College Drive Christian School must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a brother or sister who attended must also be settled before another family member is admitted.

If a parent/guardian is willing to settle any delinquent accounts, the parent/guardian must sign a promissory note and agree to automatic drafts for the period it takes to settle the account. This transaction must be approved by the church school board.

### DELINQUENT ACCOUNTS

15 Days – tuition is due on the first day of each month. If tuition is not paid after 15 days a letter will be sent as a reminder that tuition has not been received and a 15-day grace period will begin.

30 Days – a second certified letter will be sent requesting immediate payment. If the account remains delinquent, it will be brought before the school board for possible student withdrawal.

### STATEMENT OF RESPONSIBILITY

Each student is accepted at College Drive Christian School with the understanding that his/her parents or legal guardian is/are responsible for the legal aspects of his/her attendance, regardless of age. These include, but are not limited to, the following:

- Payment of the account
- Damage to property
- Liability through altercation

### TRANSCRIPT OR DIPLOMA

Transcripts, cumulative records, or diplomas cannot be issued unless the account for the student has been paid in full.

### ATTENDANCE

Punctual and consistent attendance is essential for the optimal academic and social progress of our students. We encourage parents/guardians not to take their children out of school for vacations, medical appointments, or other reasons. Accurate and prompt reports of irregular attendance and truancy are required by law. Our school is bound by the laws of the state of Mississippi to maintain regular class attendance records.

- Students must be in class for at least 90% of school days (162 days).
- Students may not miss more than 4 days per quarter. This includes excused and unexcused absences.



## COLLEGE DRIVE CHRISTIAN SCHOOL

- When a student misses no more than two classes in a day for a medical appointment he/she will not be counted absent.
- When a student misses more than 10% of the school, parent(s) must meet with the school board and the student may be asked to withdraw.

### ABSENCES

The school reserves the right to classify absences, other than those listed below, as unexcused. Absences from school without prior knowledge or approval will be considered unexcused. Please note, we must report to the Mississippi State Truancy Office if a student has accumulated 5 unexcused absences.

### EXCUSED ABSENCES

College Drive Christian School accepts the following as possible reasons for excused absences:

1. Personal Illness
2. Death or serious illness in the family
3. School related trips (outdoor school, academy days, pathfinder trips)
4. Weather or road conditions making travel dangerous
5. Special permission of the principal obtained in advanced (at least one week)

The parent/guardian should call the school by 9:00 am for any absence and upon returning to school, student must bring a note to the teacher or parents may email the principal with the student's name, dates, and reason for absence.

To request an excused absence, parents/guardians may request a Pre-Arranged Absence form from the school. Parents/guardians must complete the form and return to the principal at least one week prior to the scheduled absence. All absences will be considered excused or unexcused at the discretion of the principal. For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from their return) for each day of absence to complete work for full credit.

### REPORTING TARDIES

Tardy students unfairly disrupt the classroom routine for teachers and classmates. Students are expected to be in their classroom at 8:00 am. Students who are not in their classroom at 8:00 am will be considered tardy and cannot be considered for perfect attendance. A courtesy email from the administration will be sent to parents/guardians after 10 unexcused tardies have been accumulated. When 20 unexcused tardies have been accumulated per nine weeks, a letter from the Admissions Committee will be sent to the parents/guardians regarding possible dismissal or not being accepted for the following year.

A tardiness will be excused only if an email to the principal or note of explanation accompanies the student ON THE DAY, he/she is late as a result of one of the following reasons:

1. Automobile difficulty
2. Medical appointments and illness
3. Severe weather conditions
4. An emergency related problem

# COLLEGE DRIVE CHRISTIAN SCHOOL

However, continuous problems (including traffic, car problems, etc.) will not be excused.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### ARRIVAL PROCEDURES

School begins at 8:00 am daily. Student should not arrive before 7:30. Upon arrival, all students should enter the building and report to their classroom. Students are expected to quietly prepare for the day by putting away any books and lunches. No loitering is allowed in the hallways or any other part of the building during this time.

Students are not allowed to be dropped off prior to 7:30. Staff and teachers may not be present to allow students to enter the building.

### DISMISSAL PROCEDURES

School dismissal is from 3:00-3:30 pm.

### RELEASING A STUDENT FROM SCHOOL

College Drive Christian School has the right to establish the identity of any individual who requests the release of a student from school (i.e. transportation). A student shall be released only to the parent(s) or legal guardian who has custody of the child, or an individual who was placed by the parent/legal guardian on the official "pick-up list" for the child. If an individual other than the student's parent(s) or legal guardian requests release of a student, the principal or designee shall obtain the parent(s) or legal guardian's consent through a text or email from a phone number or email listed.

### EARLY PICK-UP

It is important that students not be picked up early to allow them the full benefit of a day's learning. Early pick-ups are disruptive to the educational process. If an early pick-up cannot be avoided (doctor's appointment, etc.), please send a note or email with the early dismissal time and the reason to your student's teacher. The student must be signed out by a person authorized to pick up the student. Unexcused early pick-ups will count as an afternoon absence for the day and affect students attendance record.

## **STUDENT HEALTH AND SAFETY**

### SAFETY DRILLS

Fire drills are conducted monthly. Teachers escort students to designated positions at the perimeter of the school campus to allow for emergency vehicles to have a clear path to the buildings and to ensure student safety. Other safety drills, such as, school lock down, tornado and other emergencies are conducted throughout the year as well. During these times, all individuals on campus must participate.

### SCHOOL DELAYS OR CLOSING

For instructions about school delay and closing, staff, parents and students should tune in to a local radio or TV station for instructions on delays or closings of Rankin County schools. College Drive Christian School will follow the Rankin County Advisory.

Radio Stations:

Television Station:

## SCHOOL LUNCH

College Drive Christian School does not operate a hot lunch program. Parents must provide lunch for their students. The lunches should require no special preparation and should be healthful to aid the student during afternoon classes. We ask that no pork products, shellfish, or beverages containing caffeine be brought to school.

Students are permitted to have a water bottle in the classroom. This bottle must be plastic with a screw on lid and is for plain water only.

## STUDENT ILLNESS

Parents should not send their child to school if the student is sick. This includes but is not limited to vomiting, a temperature above 99.5F, suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, flu, etc.) or has not sufficiently recovered from an illness. If your children have been sick, do not send them to school until they have been vomit free and/or fever-free for 24 hours without using fever-reducing agents such as Tylenol, Advil, etc., and/or other symptoms are resolved. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individual's listed as the emergency contact on the registration form will be notified as soon as possible.

## MEDICATION POLICIES

The school will maintain a file with authorization for treatment by a physician in the event of an emergency. The following medication procedure will allow school personnel to administer prescription and nonprescription medication:

- A form providing the child's name, medication, dosage, instructions, parent, and physician's signature must be filled out.
- The medication must be brought to school in the current prescription bottle or original manufacturer's package. The student's name and written instructions must be on the label. Medication must not be expired.
- The medication must be brought directly to the teacher/principal by the parent. Medication may not be kept in the student's lunch box, locker or on his/her person. Exceptions may be considered with EPI pens and inhalers pending proper authorization and notification.

## INSURANCE

A portion of the student registration fee pays for student insurance. This policy covers students while on school property and on all school-sponsored outings. This policy provides secondary coverage. If an accident is not covered by any other insurance (parents/guardians), the school insurance becomes primary coverage for that incident.

## PARENT INFORMATION

## COLLEGE DRIVE CHRISTIAN SCHOOL

The School Board recognizes that education of children is a process that involves a partnership between the child's parents, teacher, school administrators, school staff, and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, serving as a school volunteer, serving as a field trip chaperone, special program volunteer participant, and other such services is critical to a child's educational progress. For that reason, the School Board welcomes and encourages parental participation in the life of their child's school.

### VOLUNTEERING

There are many opportunities to be involved with the students at College Drive Christian School. Anyone who wishes to volunteer their services on school property or be a field trip chaperone must complete the Adventist Child Protection Screening online through Sterling Volunteers. If you would like to fill a need at our school, please notify the principal to begin the mandatory screening process for the protection of our students.

### HOME AND SCHOOL ASSOCIATION

The Home and School Association is a Parent-Teacher association responsible for planning programs that foster student growth and development. It is our goal to bring the home and the school into harmony with the principles of Christian education in spirit, content, and methods. Active support of this organization enhances its efforts to create a favorable liaison between the home and the school for the benefit of our students.

### PERSONAL CALLS

Office telephones are for school use. If an emergency occurs that requires immediate contact by the student, the student will be given permission to use the office phone. Parents should not contact students by cell phone or smart watch. If a parent must get in contact with a student, please contact the front office.

### CELL PHONES AND SMART WATCHES

Students may bring their cell phones and smart watches to school, but they must be powered off during school hours: 7:45 a.m. – 3:30 p.m. Monday – Friday. Phones must not be visible during class, in the halls, or anywhere on school grounds during school hours.

If the rules are broken:

- The first time, the student will be given a warning by the teacher/staff member and the phone or smart watch will be given to the office to be picked up after school by the student.
- The second time, the student will pay a fine of \$10.00 and the phone or smart watch will be given to the office to be picked up after school by the student.
- The third time, the student will pay a fine of \$10.00 and the student's parents will be required to pick up the phone or smart watch from the office.
- Any further violations will result in a fine, parent meeting, and one day of ISS.
- Taking another student's phone or smart watch without permission will be treated as stealing that phone or smart watch.

### PARENT/TEACHER CONFERENCE

# COLLEGE DRIVE CHRISTIAN SCHOOL

Formal parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. Parents are invited to meet with the classroom teacher(s) at both conferences.

## PARENT REQUESTED TEACHER MEETINGS

School administration encourages parents to contact their child's teacher to discuss any concerns about the student. As far as possible please contact your child's teacher to arrange these meetings in advance.

## STUDENT GRADES AND PROGRESS REPORTS

A copy of the student's grades will be provided to the parents/guardians at the end of each quarter either in person or by mail. The school, in cooperation with the Gulf States Conference Department of Education, provides parents with achievement test results from a standardized testing program (Iowa Test of Basic Skills). These tests are administered to the students at each grade level beginning in third grade in September. The results of these tests are carefully monitored by the staff, school board, and conference office of education to ensure academic quality in each classroom and help facilitate student learning needs.

## STUDENT GRADING SCALES SYSTEM

Percentage	Grades 1-2	Grades 3-8
90% - 100%	I	A
80% - 89%	p	B
70% - 79%	p	C
60% - 69%	NT	D
0% - 59%	NT	F

## DRESS CODE

### GENERAL EXPECTATIONS

All College Drive Christian School students are required to wear school approved uniforms Monday thru Thursday. Friday is considered a casual day and students may wear non-uniform appropriate clothing. All clothing and accessories must meet our Christian standard. Modesty in dress is the goal of our uniform. Modesty is a matter of length, tightness, and appearance.

- Campus wear guidelines are to be observed during regular school activities and on school property.
- Clothing should be clean, pressed, and worn correctly. Clothing is to be hemmed and neat. No frayed or torn clothing please.
- Shirts should have sleeves, a modest neckline, and be long enough to stay tucked into pants, shorts, or skorts.

## COLLEGE DRIVE CHRISTIAN SCHOOL

- Pants should fit correctly. Shorts should not be allowed to sag but should be worn at the waist and should come to the child's fingertips when standing with arms to his/her side.
- No cargo shorts/pants or elastic cuffed
- Tights/leggings must meet appropriate Christian standards.
- Undershirts or anything worn under the uniform as outlined in this dress code, must be a solid color and tucked in.
- Socks and shoes must be worn at all times.
- Shoes should protect the feet during all school activities. Athletic and reasonably heeled dress shoes are appropriate. All shoelaces must be tied properly.
- Inappropriate logos, words, and pictures should not be on any clothing worn to school or school functions.
- All rings, earrings, ornamental bracelets, and ornamental necklaces may not be worn at school or school related functions. Medical alert items are acceptable if needed.
- Unnatural hairstyles (including mohawks, rattails, painted hair, etc.) are not permitted at school or school related functions. Hair length and appearance must be neat.
- Head coverings of any kind including hats, caps, bandanas, or forehead bands are not to be worn in the classroom.
- Makeup and fingernail polish should look natural.
- No tattoos. Permanent or temporary.
- During school field trips, all students will be required to wear a designated school logo T-shirt with uniform pants or shorts.

### UNIFORM GUIDELINES

School uniforms will consist of khaki or navy pants or shorts and navy, red, or light blue polo shirts. Shirts must have collars. Jumpers, skirts, and dresses are acceptable for girls when shorts or leggings are worn underneath. Shorts, leggings, and knee socks must be solid color (no patterns or designs).

### COLD WEATHER OR IN-CLASSROOM JACKETS

Any outerwear that is worn must conform to the following standards:

- For cold weather, a plain shirt may be worn underneath the approved short-sleeved uniform in the following colors: White, Gray, Navy, Red, or Light blue.
- Solid, plain navy or red jackets, sweaters, or sweatshirts may be worn in the classroom. Small brand or logo acceptable, however no large graphics or pictures.
- No hoodies or sweatshirts with hoods attached.
- Non-approved uniform sweaters, jackets, or sweatshirts are only for outdoor wear and may not be worn in the classroom.

### DRESS CODE ENFORCEMENT PROCEDURES

If a student is not dressed appropriately, the parent/guardian will be called to bring appropriate clothing for the student. A second uniform violation will result in a one-day suspension.

## CODE OF CONDUCT

As a Christian school we encourage our students to present a positive impression of God, church, school, family, and personal character. We understand that wherever our students and staff are they represent not only College Drive Christian school but Jesus Christ.

When the conduct of a student, either at or away from the school is detrimental to the moral good of the student body, the school reserves the right to dismiss the student or take other disciplinary action. The School Board is the final authority in all disciplinary situations.

Disciplinary action will be based upon:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

## PROPERTY RIGHTS

Areas used by students to store their books and belongings are school property and may be searched by staff at any time. When there exists reasonable suspicion that students possess prohibited material, their belongings may be searched.

## CIVIL AUTHORITY

If a student chooses to participate in any act which is in violation of criminal law, it will be reported to the proper authorities as well as the School Board.

## STUDENT MISCONDUCT

The following behaviors are considered disruptive to the culture of College Drive Christian School

- Academic Cheating
- Disrespect to teacher, staff, or other students
- Inappropriate language
- Disruptions to teacher or instruction in the classroom
- Roughhousing or play that could cause injury to oneself or others
- Fighting, physical aggression, or physical contact
- Inappropriate internet or computer use (see Technology Acceptable Use Policy)
- Defacing or theft of property
- Possession of controlled substances (alcohol, illegal drugs, or unauthorized medication)
- Weapons or incendiary devices
- Bullying
- Sexually promiscuous behavior (sexual intercourse, intimate contact, pornography)
- Sexual harassment
- Racial harassment

## BEHAVIORAL INTERVENTIONS

- Expenses incurred for the replacement or repair of school or student property
- Loss of recess time
- Loss of participating in extracurricular activities or school functions
- Visit to the principal
- Parent, student, teacher conference
- Appearance before the school board
- In-school suspension
- Suspension
- Expulsion

## TECHNOLOGY USE POLICY

The use of technology is an important part of education in the 21st century. Technology will be used for papers, research, and educational instruction during specific times under the monitor of the classroom teacher. Students and parents must agree and sign the Technology Acceptable Use Policy in order to be allowed to use technology at school.