

IMPORTANT CLAUSES FOR HANDBOOKS

CUSTODY ISSUES

In order to properly accommodate the parents of our students, it is necessary for the school to have accurate custodial information on file. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is crucial that the faculty and staff know who may or may not pick up children. It is the custodial parent's responsibility to provide the school with a court-certified copy of any pertinent court orders.

GIFTS

Gifts to teachers from students or their parents should be limited to Christmas or birthdays. Any monetary gifts to teachers should be for a special season and given through a parent organization to all teachers.

LOCKERS AND DESKS

Lockers and desks are the property of the school which maintains the right to open and search them at any time.

MEDICATION

All medication must be kept in the office in the original bottle with the student's name on it and written parental permission. Special cases should be discussed with office personnel.

STUDENT PICTURES

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the headmaster in writing by the end of the first week of the school year.

PARENT COOPERATION

The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such a case, the school is not obligated to refund tuition.

DISCIPLINE

The Headmaster is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

Harassment: We believe that everyone should be treated with dignity and that all demeaning behavior should be prohibited. Acts viewed as harassment, whether of a sexual, racial, or other nature, could result in the immediate isolation of the party until further determinations are made. Sexual harassment is defined as “conduct containing sexual suggestions that would be offensive to a reasonable person.” All allegations of sexual harassment will be taken seriously and promptly investigated. According to federal law, sexual harassment includes but is not limited to:

- verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
- visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter;
- threats and demands to submit to sexual requests for certain benefits; and
- retaliation for having reported or threatened to report sexual harassment.

Violence: Any acts or threats of violence by a student will result in the immediate separation of that student from the rest of the student community so that calm can be restored, facts ascertained, and rational decisions made as to appropriate action.

Conduct Inside and Outside the School: The student is a’s student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

SPECIFIC DISCIPLINARY PROCEDURES

The goal of discipline at is neither to humiliate, nor to break the spirit. It is, however, intended to preserve the character of the classroom as a place of learning. Consequently, behavior that interferes with the classroom instruction can result in a child’s dismissal from the class for a period of time. In such a case, the child will remain in a designated office for the determined time and the parents will be notified. Three such dismissals will result in a detention; three detentions will require a conference with parents for further determinations to be made.

Minor offenses will be handled by the classroom instructor. Major offenses, or a pattern of minor offenses, will be referred to the headmaster and communicated to the parents. Major offenses can result in immediate suspension or even expulsion from the school.

Major offenses include the following:

- sexual harassment
- threats or acts of violence
- possession of improper items at school (alcohol, drugs, weapons, pornography)
- cheating
- theft

- vandalism

It should be further noted that possession of toy, model, inoperable, or replica weapons is prohibited on campus or at school sponsored events.

TECHNOLOGY AND INTERNET

The school provides access to certain technologies to enhance the education of its students. Use of this technology, however, is a privilege and not a right. Improper uses can result in a suspension of such access. Improper uses include the following:

- sending, displaying, or downloading offensive messages or pictures;
- using obscene language;
- harassing, insulting, or threatening others;
- damaging computer systems or computer networks;
- violating copyright laws;
- submitting documents from the internet as a student's personal work;
- using another person's sign-on or password;
- trespassing in someone else's folder, work, or files;
- using the network for commercial purposes;
- intentionally wasting limited resources;
- revealing a personal phone number, name or address of one's self or another.

Copyright and Citation: Students should follow the guidelines from the MLA Handbook for the citation of Internet resources and adhere to established legal and ethical rules regulating the use, copying, and distribution of any copyrighted materials.

HEADMASTER'S RIGHT TO AMEND

The headmaster retains the right to amend the handbook for just cause. In such a case, the parents will be given prompt notification of any changes.

PARENT(S)' SIGNED AGREEMENT

(Please sign and date the form below, then detach it and return it to the school office.)

I have read the 200*/200* School Student/Parent Handbook and agree to be governed by its terms.

_____ /
(parent)

(parent)

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