



## Statement of Student Standards & Procedures 2010-2011

### Purpose of Classes Held as Basic Skills Assessment & Educational Services

Classes held at Basic Skills are designed for the student who requires more specialized instruction in addition to what is available at home. Students enrolled in the NCCA Diploma Program may use these courses to meet graduation requirements. Courses generally meet once or twice a week depending upon the nature of the course.

## Standards

### Code of Conduct

Students attending classes are expected to behave according to the following standards and demonstrate respect in the following ways:

*Honesty* in word and work

*Encouragement* for other students and teachers

*Responsibility* by attending all scheduled classes, completion of class assignments, and compliance with conduct and dress codes

*Custodianship* toward building and class property

Students violating any of the above standards may not be allowed to continue attending classes until the issue is resolved.

To ensure a spirit of Christian community, students attending classes at Basic Skills agree **not to:**

1. Violate local, state, or federal laws.
2. Participate in activities that disrupt the educational or business processes at Basic Skills.
3. Participate in racial, sexual, and/or other forms of harassment.
4. Exhibit a rebellious spirit of disrespect, fighting and/or profanity.
5. Exhibit public displays of affection while at Basic Skills or on field trips.
6. Use **cell phones**, stereos, tapes, CDs, radios, videos, DVDs, or MP3 players during class (unless approved by a teacher to be used for academic purposes). Cell phones must be turned off or silenced during class time.
7. Conduct yourself on any social media (Facebook, Twitter, etc.) in a way that is inaccurate or distasteful.
8. Bring sharp objects to school such as knives and Leatherman tools.

### Personal Appearance

Dress is to be modest and safe, and not to be a distraction to students or teachers. Hair, if tinted, must be with a natural color. Having parents' cooperation in these matters is essential.

In keeping with these expectations, the following guidelines are designed to help parents and students make appropriate clothing choices.

## **Clothing**

***Pants:*** Neat and clean, and modest. Jeans and shorts are allowed. Boxers and underwear must not be showing. Shorts must not draw attention while standing or sitting.

***Shirts:*** Neat and clean, and with sleeves.

**Not allowed:** offensive printing which dishonors God, midriffs, tank tops, halter tops, stomach bearing shirts, sleeveless or single-sleeve shirts, and low-cut tops.

***Skirt Length:*** No shorter than slightly above the knee, does not draw attention while standing or sitting.

## ***Procedures***

### **Lobby Use**

Please be respectful of business functions. While you may eat lunch or snacks in this area, please clean up after yourself and utilize the trash can next to drinking fountain. In addition, please utilize the chairs (refrain from sitting on the floor in the lobby or hallways) and keep your books and personal items with you at all times. Hallways are to be kept clear and quiet during class times out of deference to teachers, tutors, and other students who are working.

### **Study Hall**

A study hall room is available (behind the office) for students to utilize during their breaks and for eating lunch. A microwave and fridge are accessible in the staff area for the students' use. Please clean up after yourself and request the use of our vacuum cleaner if the need arises.

### **Absences/Make-up Assignments**

It is essential that every effort be made by students to attend each class. At the discretion of the administration or teachers, students with multiple unexcused absences may be dropped from class. When needs do arise such as illness, bereavement or emergencies, the parents are to contact the teacher in advance of when their students will miss a class. Make-up assignments and their completion are at the teacher's discretion.

### **Canceled Classes**

Teachers make every effort to deliver each scheduled class, but occasionally a personal need arises that necessitates the cancellation of a class. In that event, the teacher will notify parents and students.

### **Communicating with Teachers**

Due to the fact that Basic Skills is not a full time school we do not schedule parent-teacher conferences. We do, however, recommend that parents be actively involved in their student's education at Basic Skills and communicate regularly with teachers. Parents are strongly encouraged to initiate communication with teachers whenever they have a question or concern. Most teachers welcome calls from parents at their home; however, others prefer communications by email. Please check with your student's teacher to see how they wish to be contacted.

### **Parental Involvement In Classes**

We encourage and expect parental involvement with their students for homework as well as home testing and correcting. While parents are also welcome to attend classes with their students, teachers may request limited attendance due to classroom space or distractions in the learning environment.

### **Field Trips**

Teachers may organize field trips when applicable. For each field trip, parents may be asked to complete a *Field Trip Release Form*, which will be sent home prior to the date of each field trip.

### **Grade Reports**

Academic excellence is expected from all students. Excellence is achieved by working at one's personal ability. Quarterly grading periods are usually based on eight (8) weeks of classroom instruction. **Grade reports will be distributed by email through the Basic Skills office** and will be made available no later than two weeks after each grading period. Grades for individual classes will be withheld for account balances that are not current. This would include any account balances due to Basic Skills as well.

### **Homework**

The amount of homework assigned varies for each course and is assigned at the teacher's discretion. In most classes, students will be given a syllabus at the beginning of each quarter to help parents track homework assignments and due dates for tests and projects. It is essential that a parent be available to the student to help complete these assignments.

### **Home Testing**

Because class time is limited, take-home tests, if utilized, must be administered by a parent. The quarterly syllabus, if used, should indicate test dates and due dates for tests to be turned in to the teacher.

### **Inappropriate Dress**

In the event that a student is dressed inappropriately, he/she will be notified and asked to arrange for a change of clothes. During this time, the student may not be allowed to attend class.

### **Inclement Weather Policy**

If Oregon City Schools close for the day due to inclement weather, classes at Basic Skills will also be canceled. If Oregon City Schools delay openings to mid-morning, classes at Basic Skills that start at 8:30 or 9:00 will be cancelled; all others will meet as scheduled.

### **Payment for Classes**

Monthly payments for classes are to be made directly to the teacher, *not* to Basic Skills. Tuition payments are due on the 10<sup>th</sup> of each month, unless another arrangement is made directly with the teacher. Accounts not kept current may be turned over to Basic Skills for collecting in which a late fee will be applied. A record of financial transactions will be made available each quarter. Accounts must be kept current in order for grades to be released.

### **Plagiarism**

Students who take classes at Basic Skills are expected to do their own work and cite the work of others as appropriate. Plagiarism is the willful presentation of someone else's previously written, published, or copyrighted materials as one's own. Such materials may include work that appears in print, on-line, or in audio or video formats.

Copying work from another student may be regarded as plagiarism if done without consent and if credit is not given to the original writer. Plagiarism will be taken seriously and could possibly

result in the following consequences: failing the assignment in question, failing the course or project, failing the quarter, or required dropping of the course.

### **Refunds**

The initial ten percent (10%) class deposit and materials fee is non-refundable. For early withdrawal, all refunds are given at the discretion of each teacher.

### **Resolutions/Restorations**

#### **For Students**

There may be times when a student violates a standard of conduct or personal appearance. We've committed to following Matthew 18:15-17 in these situations. Teachers will follow these steps to bring resolution to the problem and restoration of the student to their class.

1. Go in private to the individual to settle the issue. Most problems will be solved at this level (e.g., teacher will go directly to the student).
2. If the problem has not been settled or the problem is repeated, then *involve one or two witnesses* (e.g., teacher will discuss the matter with parents)
3. If there is no resolution or repentance, the student may need to *withdraw* from the class. This decision is completely at the discretion of the teacher.

#### **For Parents**

From time to time, parents and/or students may have problems with a policy, conflicts with a classroom procedure, or a question raised by what has been reported at home. Please follow the same steps to resolve the problem.

### **Supervision of Students**

The teacher is responsible for supervising the students attending his/her class during the class period. **Responsibility for students before and after class lies with the parents.** Due to back-to-back class scheduling, classrooms will not be available for study hall.

### **Transportation**

Parents are responsible for providing transportation for their student. Due to the increased number of students attending classes as well as the other activities (testing, tutoring, consulting, etc.) taking place, we ask that you meet your student in front of the building.

Many students participate in carpools. It is the responsibility of the parents to arrange carpools.

### **Student Parking**

Students who drive to Basic Skills are to park away from the front of the building but in our immediate parking lot. Please drive slowly through the parking lot, as there are many younger students present.

### **Visitors**

Parents are always welcome to visit classes. Please let your student's teacher know in advance when you would like to visit. Friends may occasionally visit *if* prearranged with the teacher and Basic Skills. **Guests must check in with the Basic Skills front office prior to attending class.** Visitors are expected to comply with the code of conduct and dress.