

We have read and discussed the Assets High School Policies and Procedures.

Student: _____ Parent: _____ Date: _____

ASSETS HIGH SCHOOL EXPECTED BEHAVIORS, POLICIES AND PROCEDURES

1. Attendance

We are committed to building responsible behavior for students through on-time arrival and daily attendance at school.

- Students may not arrive at school before 6:15 AM. Students who arrive between 6:15 AM and 6:45 AM will need to go directly to the bottom lanai of the Donaghho Building and stay there until 6:45 AM.
- Breakfast is available for purchase beginning at 6:45 AM at Damon Hall. Students arriving after 6:45 AM should go directly to the front area of Damon Hall. Students must remain in designated areas until the start of school. Students may see teachers before school starting at 7:15 AM; however, they must let a faculty supervisor know whom they are going to see before leaving the designated area.
- The basketball court is not open in the morning for play out of respect for the residential neighbors nearby.
- Students are expected to be in their homeroom advisory and ready for the day at 7:45 AM.
- Students arriving after 7:45 AM are listed as tardy and must report to the office to obtain a pass prior to entering advisory or class. Students may be asked to meet with the principal to discuss lateness and make up time.
- Dismissal time is 2:55 PM except on Wednesdays, when the dismissal time is 1:25 PM.
 - On Monday, Tuesday, Thursday, and Friday:
 - Students may volunteer, or be required, to stay on campus to attend study hall until 4:00 PM.
 - The fitness room will also be open at least two days a week after school until 4:00 PM.
 - Students, who are not in study hall or utilizing the fitness room must leave campus by 3:30 PM.
 - Students who are in study hall or the fitness room must remain there until the 4:00 PM dismissal and then leave campus no later than 4:20 PM.
 - We will have no supervision available after 4:20 PM; so all students must leave campus by that time.
 - On Wednesdays, all students must leave by 1:45 PM. We will not have supervision available after 1:45 PM because all faculty will be attending the weekly faculty meeting.
- Students riding the school bus must get to the bus on time at the end of the school day. The bus will not wait for students.
- Students must be ready in the carpool waiting area to be picked up after school. If a student is not in the area when his/her ride comes through the carpool lane, their ride will be directed to pull forward and park or circle back through the carpool line again.

Parents must call the office (423-1356) prior to 7:45 AM in order to inform the school of absences or tardies. Extended absences of three or more days due to illness require a medical excuse from a licensed physician. The administration reserves the right to verify a medical excuse with the student's family physician when it is deemed necessary.

Students may receive make up work for excused absences. Excused absences include: illness, college trips for juniors and seniors, funerals, family medical emergencies, legal obligations, or court appearances. With the exception of illness, medical emergencies, or funerals, written notice to the principal two weeks in advance is required.

Early release for pick-up of siblings, employment, or social events are unexcused absences and students may not be given credit for assignments missed in the affected class.

Family trips are not considered excused absences and will negatively impact the student's grades if longer than three days. Please note that missed instructional time is impossible to duplicate outside of school and absences, excused or unexcused, and/or tardies in excess of five days during a quarter will result in lower grades and/or loss of credit.

Trips should not be scheduled to coincide with the end-of-quarter assessment period or the spring standardized testing in March.

On Wednesdays, most students are off campus for mentorship; however, the expectations for attendance are the same as the remainder of the week. **Do not schedule doctor's appointments or other activities on Wednesdays, as the benefit of mentorship cannot be duplicated.**

Students who miss school are expected to make up work covered during the time of their absence. It is the student's responsibility to communicate with his/her teachers about work that is missed. Teachers may choose to assign students to study hall to complete make-up work.

Truancy and unwarranted absences from class, whereby the student is off-campus without permission and without parental awareness, will result in commensurate administrative action and appropriate academic consequences.

2. Integrated Behavior Management and Counseling System

Having students assume responsibility for their actions is an important goal at Assets. Students are expected to be courteous, respectful, and productive; they should learn to analyze problems, develop alternatives, consider consequences, and arrive at constructive approaches to dealing with their problems. Also, they should learn to become proactive and be able to advocate appropriately on their own behalf. We believe every student should become a concerned citizen, clear communicator, responsible risk taker, insightful learner, and effective advocate in order to develop into productive members of the adult community. The integrated behavior management and counseling system is intended to support the development of these skills.

At Assets High School, we use a system called "point-out," which provides students with immediate feedback so they can develop the skills to better self-monitor their own behavior. We then pair that feedback with informal and formal counseling.

A teacher or staff member will "point a student out," in a non-punitive manner, when his or her behavior is interrupting his/her own learning or that of others. This cue reminds students to stop the disruptive behavior and reflect personally on the situation. If the student has questions about the point out, he or she discusses them with the teacher during a break, not at the time when the point-out is given. Teachers will also counsel students informally, usually outside of class, to problem solve, strategize, and work together to address classroom challenges. When a student receives three point-outs, he or she is prompted to leave class and be counseled with an administrator.

The purpose of an office visit is to help the student arrive at constructive ways to deal with the circumstances that led to the office visit, gain a greater sense of self-awareness, and receive additional one-on-one support from the administrator.

Students may also receive an automatic office visit for behaviors that require immediate administrative responses. When patterns of behavior occur and/or students receive multiple office visits, usually three within one quarter, the administrator will determine an appropriate course of action. This may include in- or out-of-school suspension, Saturday school or extended study hall sessions, community service activities, further counseling, etc. The administrator will contact parents to inform them of ongoing issues, concerns, and any courses of action the school chooses to take. The administrator may also request a conference with parents, student, and/or teachers to develop a plan to address the issues at hand.

Point-outs may be given for any behavior that disrupts the learning environment and/or is not consistent with classroom routines and expectations. For example:

- Talking during instruction;
- Making noises;
- Distracting movements;
- Tipping chairs or sitting in chairs with only two of the four legs in contact with the floor;
- Lack of follow-through when a request is made by the teacher;
- Failure to put away books when asked;
- Failure to follow established routines, such as turning in homework prior to the start of class;
- Use of laptops, cell phones, or other technology devices for purposes not related to class.

Automatic Office Visits are given for behaviors that require immediate administrative responses and include the following:

- Profanity;
- Spitting;
- Chewing gum;
- Vandalism (defacing property such as writing on restroom walls or picnic tables);
- Public displays of affection (We expect students to use good judgment and consideration for others. Behavior should reflect awareness of social and community standards.);
- Refusal to identify yourself to a teacher or staff member in the community;
- Violation of dress code;
- Unsafe driving;
- Entering a classroom without adult supervision;
- Excessive tardies;
- Excessive absences;
- Homework noncompliance;
- Missed study hall sessions;
- Leaving campus without permission;
- Code of Conduct violations (See section below, which further defines behaviors that can result in dismissal from Assets School).

If a student exhibits recurring behaviors after working with the behavior support system, a referral for in-school counseling or case management may be initiated. This level of support will provide targeted intervention from the counselor, principal/administration, and/or specific teachers to help the student make positive changes socially, academically, and/or personally.

Most behavioral concerns at Assets are handled through point-outs, office visits, and counseling. At this level, there is no need for intervention by the parents, and parents are advised against imposing additional consequences.

Note: We believe that “it takes a village” for us to be most effective with the students we serve. We view our student-counseling program from the perspective that information shared in counseling will generally be considered confidential, provided issues of personal safety or the safety of others are not at stake. While privacy is respected, information that is disclosed in counseling is shared with others on a “need to know” basis for the benefit of the student. Our counselors are expected to share with both faculty and administration pertinent information that they believe will enable any adult at Assets who works with students to be sensitive and compassionate to the personal challenges and traumas our students face.

In some instances, problems persist and/or are serious enough to warrant further action. Examples are when the student continues engaging in behaviors that have previously been addressed, reaches the point of not being able to control him/herself, or commits a flagrant violation. Flagrant violations include, but are not limited to, such actions as being willfully disobedient, deliberately disruptive, vandalizing, using vulgar or profane language (by gesture as well as by words), stealing, lying, cheating, plagiarizing, intimidating others, and fighting. A suspension and a parent conference may then be in order. Continued misbehavior or a single major incident can lead to the student’s dismissal from Assets High School.

3. Code of Conduct

Assets School is a community of learners. Assets has a unique purpose and mission that must be supported by all community members. Assets School relies on each student’s good judgment, sound character, common sense, and goodwill in all interactions with fellow students and faculty. Students are expected to show respect for the personal and property rights of others and to conduct themselves in such a way as to bring credit to themselves and the school. Students are expected to comply with requests from faculty and staff, to identify themselves to any faculty member or staff member who makes this inquiry, and to cooperate fully with the teaching staff in and out of the classroom.

Assets School relies on the community and support of parents in matters of conduct and discipline. Balancing the needs of individual students with the needs of the school community is the difficult and sometimes painful responsibility of the administration. Therefore, Assets reserves the right to impose disciplinary measures to protect safety and health as well as to ensure that the appropriate atmosphere for learning in and out of classes is maintained. Disciplinary measures may include suspension or expulsion in cases involving serious breaches of the Code of Conduct. Suspension may take place in school or at home. It may include requirements for community service or custodial chores. It may simply be a time out from classes. In the K-12 Program, students are not allowed to participate in any school-sponsored activities, including athletic or other extracurricular events, during the term of an out-of-school suspension. High School students are also excluded from ILH sports participation when suspended either in school or out of school. Expulsion means immediate separation from the school and all school-sponsored activities.

When considering disciplinary consequences for inappropriate behaviors, the administration will always attempt to impose consequences designed to assist with the growth and development of each individual student.

Decisions regarding discipline will take into account the individual’s history at the school, circumstances surrounding the incident, and the seriousness of the threat posed to the classroom or community. With this in mind, it should be noted that the following infractions might lead to the immediate suspension or expulsion of a student:

- Violence, assaults, verbal threats of violence, and/or assault on faculty, staff, fellow students, visitors, or guests, whether such acts occur at school, on the designated bus, athletic events, or at off-campus school-sponsored events or trips.
- Actions at non-school events and/or use of technological devices that create a hostile environment on campus for students and/or adults.
- Possession, distribution, or use of illegal drugs, including misuse of prescription or over-the-counter medications, tobacco, alcohol, or other harmful substances, or abuse of legal substances (including, but not limited to, inhalants and solvents at school, and at school-related or off-campus, school-sponsored activities, such as dances or sporting events).
- Possession of dangerous weapons, including, but not limited to: knives, needles, guns, batons, explosive devices of any kind or magnitude, throwing stars, or other martial arts equipment or paraphernalia.
- Possession and distribution of drug or tobacco paraphernalia, including but not limited to: lighters, pipes, e-cigarette devices, etc.
- Sexual harassment.
- Harassment such as insults about race, gender, sexual orientation, etc.
- Hazing, intimidation, bullying, or retaliation against a student who reports offenses to authorities.
- Unauthorized use of Assets School property.
- Vandalism.
- Noncompliance.
- Theft.
- Gambling.
- Academic dishonesty, including but not limited to, plagiarism, cheating, or altering school records or documents.
- Misuse of the school's technology or networks.

To support the Code of Conduct, the administration of Assets School reserves the right to search students' lockers, cubbies, cars, book bags, or personal possessions when, in its judgment, there is reason to believe the student is in possession of contraband or is otherwise breaking school rules. When a student brings electronic devices to school, such as cell phones and laptop computers, Assets may search the data files on these devices when there is reason to believe that the student has used such devices in a manner that violates the school's Code of Conduct.

School lockers are the property of Assets School and are assigned for the convenience of students. The school provides locks and only those locks provided may be used to secure the locker. Students are allowed to use only the locker they are assigned. Lockers may be searched at any time for Assets School property or contraband, and will be regularly inspected by custodial and administrative staff for preventive maintenance and repair.

It is also important that students use appropriate and courteous manners of address and conduct when speaking to fellow students, teachers, administrators, and guests. Vulgar or profane language is not acceptable. Students are to show respect for the personal space of their fellow students. Public displays of affection such as kissing, fondling, etc., are not appropriate in school. Students are not permitted to chew gum on campus, as it is damaging to floors, carpets, and to the environment in general.

Because we believe all students have a right to a safe learning environment, we expect all members of the community to treat everyone with the utmost respect and care. It is also important to know that there are specific laws in Hawaii that protect children from harassment, bullying, and cyberbullying. Therefore, we consider these actions to be serious violations of the school's code of conduct.

According to the Hawaii Revised Statutes § 711-1106, a person commits the offense of harassment if, with intent to harass, annoy, or alarm any other person, that person:

- Strikes, shoves, kicks, or otherwise touches another person in an offensive manner or subjects the other person to offensive physical contact;
- Insults, taunts, or challenges another person in a manner likely to provoke an immediate violent response or that would cause the other person to reasonably believe that the actor intends to cause bodily injury to the recipient or another or damage to the property of the recipient or another;
- Repeatedly makes telephone calls, text messages, electronic mail transmissions, or any form of electronic communication, without purpose of legitimate communication;
- Repeatedly makes a communication anonymously or at an extremely inconvenient hour;
- Repeatedly makes communications, after being advised by the person to whom the communication is directed that further communication is unwelcome; or
- Makes a communication using offensively coarse language that would cause the recipient to reasonably believe that the actor intends to cause bodily injury to the recipient or another or damage to the property of the recipient or another.

How are harassment and bullying different from “kids being kids”-type aggressive behavior? Conflict is a disagreement or a difference of opinion or interests between equals. The people involved in a conflict may disagree vehemently and emotions may run high. When conflict is badly managed, it may result in aggression. In a conflict, both parties have power to influence the situation. That is their goal. Conflict may be an inevitable part of group dynamics, but harassment and bullying are not.

Bullying is a conscious, willful, deliberate, hostile and repeated behavior by one or more people, that is intended to harm others or cause them to be fearful or uncomfortable. Bullying takes many forms and can include many different behaviors. Bullying is the assertion of power through aggression. Its forms change with age: school playground bullying, sexual harassment, gang attacks, date violence, assault, marital violence, child abuse, workplace harassment and elder abuse (Pepler and Craig, 1997). (Excerpts taken from http://www.bullying.org/external/documents/Bullying.org_Bullying_Myths-Facts%20Pamphlet.pdf)

Verbal bullying is saying or writing mean things and includes, but is not limited to teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.

Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Examples include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

Physical bullying involves hurting a person’s body or possessions. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s things, and making mean or rude hand gestures

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include posting mean text messages or emails, spreading rumors by email or posting them on social networking sites, and posting embarrassing pictures, videos, or fake profiles. (Excerpts taken from <http://www.stopbullying.gov>)

The issue of **sexual harassment** has received considerable attention in recent years. As it has serious ramifications, a detailed explanation follows. (Adapted from Kamehameha Schools with permission.)

Under federal and state laws, schools are required to maintain an educational environment that is free of sexual harassment. All complaints of sexual harassment, whether formal or informal, written or verbal, will be investigated. Individuals found to have sexually harassed another will be disciplined. The range of discipline runs from counseling to expulsion. This policy governs all unwanted sexual advances, whether towards members of the same or opposite sex.

Definition: Sexual harassment is any type of uninvited or unwanted conduct directed toward another individual because of his or her gender. This is not flirting or dating behavior. Instead, it involves an assertion of power of one person or group against another.

Examples: Sexually harassing behaviors can include but are not limited to the following:

- Unwelcomed massaging of the neck or shoulders;
- Repeatedly asking someone out when the other person is not interested;
- Making comments that are sexual in nature—e.g., about parts of the body, clothing, looks, etc.;
- Inappropriate or sexually degrading name-calling and jokes;
- Spreading sexual rumors about an individual;
- Displaying cartoons or pictures that are sexual in nature, pornography;
- Playing sexually offensive computer games;
- Wearing sexually expressive or obscene clothing, hats, pins, etc.;
- Making sexually expressive sounds, such as howling or whistling;
- Making obscene gestures with hands or body;
- Making kissing sounds or licking the lips suggestively;
- Inappropriate touching of another's clothing;
- Unwelcomed touching of another's body;
- Pressuring another individual for sexual activity;
- Physically intimidating or making another person feel uncomfortable or afraid by cornering or blocking;
- Standing too close, following, leering, or staring;
- Sexually assaulting or attempting to sexually assault another;
- Any other verbal, visual, or physical conduct which connotes uninvited and unwanted sexual activity;
- Any social networking media or communication venue that list students' names with derogatory sexual comments about them by other students.

Hazing, bullying, and relational aggression are behaviors that can create a hostile environment for victims. Assets will handle such complaints similarly to procedures outlined in sexual harassment.

4. Homework

Homework is an integral part of the program at Assets High School. Students are assigned homework to provide practice and independent application of the facts, concepts, and skills presented in class.

All students are expected to complete homework as assigned each evening. If problems arise, the student is expected to access teacher support prior to the due date of the assignment. High School faculty will be available by appointment before school (7:15 AM - 7:45 AM) and after school (2:55 PM - 3:15 PM). Students are encouraged to attend study hall voluntarily, which is open everyday, except Wednesdays (7:00AM – 7:40 AM and 3:15 PM - 4:00 PM).

If students do not complete homework on a timely basis, they will be required to attend afterschool study halls. When assigned to study hall, the student is obligated to attend.

5. Study Hall

Study hall is provided for:

- Students who voluntarily seek academic assistance;
- Students who did not complete assignments on time or were not prepared for class;
- Students who are in need of academic or organizational assistance as directed by faculty/administration;
- Students who need to make up assignments from absences.

When students are assigned to attend study hall, they are expected to attend that same day after school. If there is a personal conflict with attending study hall that day, then students may advocate with an administrator prior to the end of the day to reschedule a study hall for the following morning from 7:00 AM to 7:40 AM with the following exceptions:

- Students who are habitually assigned to study hall may have this opportunity revoked.
- Students who repeatedly reported late, or skip study hall in the morning, will not be allowed to reschedule for morning study hall for the remainder of the quarter term.
- Students who have been assigned afternoon study hall by a teacher who plans to work with that student directly 1-1 during the study hall period.

Parent support is crucial to effectively implement the consequence of a required study hall. Parents need to make sure students are aware of how to notify them about study hall and how to arrange transportation. We recommend that students learn to take the city bus, make a plan to meet parents at work/a pre-designated safe location, or be prepared with an alternative means of transportation to get home. Most importantly, the student needs to take responsibility to complete assignments or access teacher support before due dates.

Study Hall Procedures

- It is the student's responsibility to notify parents of assigned study hall and make alternative plans for transportation home.
- Students must sign in to study hall by 7:00 AM in the morning and 3:10 PM afterschool and present the Study Hall Ticket to the Study Hall Manager. Volunteer attendees must report to the Study Hall Manager by 7:00 AM/3:10 PM to fill out a study hall form and indicate what assignments he/she will be doing.
- Students must be in assigned classrooms at 7:00 AM or 3:15 PM and they may not leave until 7:40 AM or 4:00 PM. This includes those students who voluntarily attend the session. If students are more than five minutes late, they must remain after 4:00 PM to make up the time missed. Administration will monitor the extended time.
- Students must come prepared to study and work on school related materials during the session. Computers are only for use if required by assigning teacher.
- If a student has been given study hall to complete a class requirement, that assignment must be returned to the teacher the following day.
- Students who intentionally miss an assigned study hall will be given an appropriate consequence by the administration.
- Occasionally, students are permitted to attend study hall during an alternate date. However, these are rare exceptions and must be approved by an administrator. A student cannot chose when and how he/she will fulfill his/her study hall responsibility. Students who ignore their school responsibilities could jeopardize their placement at Assets High School.

Consequences for Missing Study Hall:

A student who intentionally misses a study hall will be referred to the principal/administration.

- **Carryover Study Hall**
A student who has a prearranged doctor or dental appointment must report this to the principal before leaving school, and he/she must bring a note from the doctor/dentist, verifying the appointment the next day. The study hall may then be carried over to the next study hall session. A student who has an early release from school may also be assigned a carryover study hall. No office visit required.
- **Administrative Action**
A student who misses a study hall and was not excused will be given an automatic office visit. The consequence could be additional study hall, extended study hall, or Saturday School. When both consequences have been used without success, the student who repeatedly misses study hall may be placed on in-school or out-of-school suspension.
 - Parents will be notified by e-mail that their student missed Study Hall.
- Excessive absences from study hall will result in a parent conference and probation and/or placement review.

Saturday School/Extended Study Hall:

Saturday School or extended study hall may be administratively assigned to a student who misses a second study hall after doing a previous “double time” assignment.

- An administrator will oversee pre-planned sessions that meet from 4:00 PM – 5:00 PM on weekdays and from 9:00 AM to 11:00 AM on Saturdays.
- Student is responsible for checking in with all teachers and coming prepared to work on school related materials during the entire session. Computers are only for use if required by the assigning teacher.
- Student must come with planner, binder, and materials to complete assignments.

6. Student Dress Code

The Dress Code is intended to support adolescent choice in determining clothing appropriate for various social and work environments. Clean, thoughtfully coordinated clothing should demonstrate appropriate respect for the serious business of education. The required school dress is described below and students who disregard this standard will be given a uniform to wear for the day, if one is available, or sent home to change clothing. Repeated violations of dress code will result in further consequences as determined by the principal. On Wednesdays, students who report to campus will follow the standard dress code while students who report to off-campus Mentorship sites will report to their sites in dress stipulated by their Mentorship positions and that is appropriate for their work as Mentorship students representing Assets High School. The first Friday of each month and/or on special predetermined occasions, students will be allowed to deviate from the Dress Code and choose appropriate attire that is “business casual.” Field Day and Community Service Day may have special attire specified on the permission forms.

Assets High School Dress Code Policy

Shirts: Shirts must be collared (button down or polo). Shirts may be any color or pattern. They must fit appropriately (not too short or tight, and not so oversized that it is easy to conceal contraband). Buttoned shirts must be buttoned up far enough not to reveal too much of the chest area. A good guideline is to draw a line between the two armpits across the chest, and ensure that the shirt is buttoned at that height. Assets t-shirts, class shirts, or PAC 5 t-shirts may be worn in place of a collared shirt. Shirts must be clean and free of holes and frays. Shirts must completely cover the stomach and back, even when sitting or stretching. Shirts may not be transparent or otherwise show undergarments.

Students may also wear school t-shirts, dress shirts, or jackets **purchased from the online school store** (www.fieldhouse.com/assetsgear).

Pants/Shorts/Skirts: Pants/shorts/skirts must fit appropriately (not too tight or ride too low, and not so oversized that it is easy to conceal contraband). Shorts and skirts must be no shorter than three inches above the knee. Again, clothing must be clean and free of holes and frays.

- Cargo style shorts and pants are not allowed;
- Jeggings, leggings, spandex, or other “skin tight” clothing/athletic wear is not allowed;
- Sweat pants and board shorts are not allowed;
- Students who wear skirts should also wear shorts or tights underneath.

Jackets: Jackets must be buttoned or zippered at the front. They may be any color or pattern.
- **Pullover jackets and sweatshirts are NOT allowed.**

Hair & Accessories: Hairstyles **may not** be extreme, and hair color must fall within a natural range of hair color. Students who are uncertain should check with Dr. Travis before making drastic changes to their hair. Students may not have any facial piercings, and tattoos must be covered with clothing. Students may not wear any accessories that may be dangerous such as spikes or chains. Wearing hats, caps, or sunglasses are not permitted indoors.

Shoes: Students may wear slippers or open-toed shoes; however, closed-toe shoes are required for playing basketball, field trips, PE, and other pre-determined class activities. Students must wear footwear. Being barefoot is not allowed.

In General, No Clothing May Display or Promote: violent images (including guns), offensive language, tobacco, drugs, or alcohol through logos or images. Students may not cover out-of-dress-code clothing with outerwear (i.e., plain t-shirt covered by a jacket, etc.) or layer. Overall, students must look neat and clean, which includes good hygiene.

The above dress code outlines the minimum standard of dress. Students who wish to dress more formally are welcome; for example, ties, vests, or other professional clothing. If students are uncertain at any time about what is acceptable, they should contact the principal.

Guidelines for Dress for Special Activities & First Fridays:

Assets may announce pre-determined days, planned by the Senate or administration, when a deviation from the normal school attire is permitted in honor of a special event or activity. The first Friday of each month is Aloha Friday when crew neck tees may be worn, but student choices must still honor the spirit of the Dress Code. Students will be accountable for making appropriate casual choices, and the following guidelines must be honored to respect the spirit of our Dress Code with a neat, clean, coordinated look. For example:

- Clothing must:
 - be appropriate to body proportions, and not skin-tight or baggy;
 - not be tattered, torn, or marked;
 - not reveal midriff and/or underwear when moving, standing, sitting, or bending;
 - be tasteful and not altered (i.e., no torn sleeves, markings, cuts, etc.);
 - be free of offensive or derogatory wording, logos, designs, or illustrations;
 - not promote illicit or illegal products and/or activities.

In all cases, determination of appropriateness of attire rests with the administration.

7. Cell Phones

Students may carry cell phones to school with permission of their parents and Assets School. Before entering a classroom, all cell phones must be “completely silenced” and put away during the class period. Students must leave their phone with the teacher in the classroom if they leave class during instruction to use the restroom. If a parent needs to connect with student during school hours, calls should be done through the main office.

8. Personal Music or Gaming Devices, Laptop Computers, etc.

Bringing these items to school is a privilege and is done at the student’s risk. Assets School is not responsible for any loss or theft of these items. iPods, digital music players, and other personal electronic devices are not allowed in class unless permitted by the teacher.

Students must enter class with all cell phones, computers, and other electronic devices completely silenced and put away.

Break and Lunch Supervisors will monitor student use of devices during non-instructional times, and when student use of these devices appear to be inappropriate, they may refer the student to the office for administrative action, depending on the nature of the misuse.

Repeat infractions by a student may lead to loss of privilege.

Lyrics, choice of music, videos, and games must meet the expected standards of the school (i.e., no profanity, violence, derogatory implications, etc.). Electronic items that do not meet this standard will be confiscated and the student will receive an office visit.

Students who can appropriately advocate for use during independent projects in class may be allowed access to music during non-instructional periods at the discretion of the teacher.

Students are required to use headphones or turn the sound off on devices when using them at all times.

9. Non-Instructional Time (Before School, Break, Lunch, and After School)

- Students must remain in supervised designated areas during non-instructional time.
 - Students may visit teachers who are available in their classrooms.
 - Teachers are not available during break.
 - Students may not roam around campus at any time; those who need re-direction may have stricter boundaries put in place.
- Students are responsible to help each other keep picnic tables and the surrounding areas clean and free of trash and leftover lunch or snacks.
- Students may not sit on or jump over railings, steps or tables.
- Students will not litter.
- Students must discard rubbish in the appropriate container.
 - Only put empty cans and bottles in recycle containers.
- Use of microwave ovens is a privilege, and students must prevent spilling and burning by following the rules: place paper towel under container; wait your turn (one container at a time); wipe up any spillage before leaving.
 - Students must not monopolize microwave oven use.
 - Students must use microwave ovens safely and clean up after themselves.
- Students are expected to report on time to classes following break and lunch.

Breakfast, Snack, and Lunch

- Students may purchase breakfast, snacks, and/or lunch. Students need to order and pre-pay for lunches each month.
- Food and beverages are only allowed in classrooms with teacher permission.
- A diet laden with sugar, starches, and caffeinated drinks does not support the best student performance. Healthier choices of food and drink are encouraged.
- Students are responsible for packing and bringing their own snack and lunch, or purchasing on campus. Students may not request family or friends to drop off lunch, or order food to be delivered to campus.
- Students may not solicit other students for food or money to purchase food.

Basketball or Other Physical Games During Recess

- Basketball or other physical games are not to be played before or after school so as not to disturb residents in the morning or interfere with dismissal procedures after school.
- Students must change into a different school-appropriate shirt before play begins.
- No more than two basketballs are to be used at one time on the court.
- Students not playing may not be on the courts.
- Supervisors may stop game play at any time.
- Balls must be returned after play.
- Students must wear closed toe athletic shoes to play.
- Students are expected to stop the game five minutes before the bell to allow time for clean up and changing shirts.
- Football is only allowed during PE classes.

Fitness Room

- Use of the fitness room is a privilege. Students who wish to use the fitness room must submit a fitness room agreement contract prior to accessing that space. Specific rules for the fitness room are included on that agreement. Additional rules include the following:
 - Students who are not utilizing the fitness room may not be in the room. It is not a place to hang out or watch others use the equipment.
 - Students are expected to bring a change of clothes if they plan to work out before school or at lunch because we do not want students wearing sweaty or smelly clothes during class.
 - Students must wear athletic closed-toe shoes while in the fitness room.
 - Students may only enter and use the fitness room when a supervisor is present.
 - Students may not monopolize equipment or access to the room. Only a limited number of students may be in the room at one time, so students are expected to follow sign-up procedures.
 - Students are expected to take excellent care of the equipment and space.

10. Student Drivers

Driving to and parking a vehicle at Assets is a privilege, not a right, which carries significant responsibilities. All school rules apply in the designated parking areas. Students must complete a registration form and sign the student auto contract in order to drive to school. Students are expected to comply with all state and federal guidelines and restrictions governing the operation of vehicles. Students who have a record of excessive tardiness may have driving privileges suspended for a period of time determined by administration.

Students will be given driving contracts on the first day of school. Students may not transport other students in their cars unless written permission from all parties is on file at the school. Student drivers will be issued a separate agreement if they will be driving to off-campus Mentorship sites on Wednesdays.

Cars are subject to search by school authorities in the event that school rules are broken or suspicion that violations of the Code of Conduct are occurring in automobiles. Students are not permitted to visit their cars during the day without administrative approval.

Student driving and parking regulations are in place to ensure the safety of all students, and to maintain the appropriate academic atmosphere throughout the day within the Assets campus and with Assets' close neighbors.

- Student parking is located at the very back of the parking lot. Students may not park in stalls along the driveway or in front of Young Building.
- Student drivers must PARK, LOCK, AND LEAVE their cars upon arrival on campus. No loitering in the parking areas.
- Students will be held accountable for speeding or reckless driving while commuting to and from school or other school events.
- Student driving contracts must be on file with the school, which further outlines rules and expectations for driving.
- Unauthorized passengers not listed on the registration form and driving contract are not permitted to ride in cars.
- Students may not visit their cars during the school day.

11. Off Limits for Students

- Students may not go behind buildings or areas that are hidden from the view of supervisors.
- Restrooms at Damon Hall are not for use during the regular school day.
- Students must use the front door entrance into the office.
- Students may not be in Young Building unless with a faculty member.
- Students visiting the K-8 campus must first check into the office on that campus. High school students and alumni are not allowed to visit during school hours.
- Students may not enter any classroom or the fitness room without a faculty member present.
- Students are not permitted in the science prep room.
- Students are not permitted in any closet area in any room on campus.
- Students may not use teachers' keys to open classrooms.
- Students may not be given combinations to locks or gates.
- Students are not permitted in the teachers' lounge at any time.
- Students may not leave campus without administrative approval.
- Students may not make their own arrangements to go home due to illness without permission from the health aide or administration.
- Students must report directly to, and remain in, designated areas as instructed before school, at break and lunch, and after school.