

AVIATION ACADEMY

Policies and Procedures Handbook

Crosswinds Aviation & LESA/LATEC Program

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CONTACT INFORMATION

Livingston Educational Service Agency 517-546-5550

Livingston Applied Technology Education Consortium

Cindy Masters 517-540-6831

cindymasters@livingstonesa.org

Crosswinds Aviation

Matt Dahline 517-672-1099

matt@crosswindsaviation.com

Andrea Dahline 517-410-4184

andrea@crosswindsaviation.com

Julie Liberti – Instructor

517-896-5066

jliberti@crosswindsaviation.com or

jliberti@inghamisd.org

Classroom Location & Address

Crosswinds Aviation

Livingston County Spencer J. Hardy Airport

3808 W. Grand River Ave.

Howell, Michigan 48855

GENERAL INFORMATION

Emergency Contact Information: An emergency contact information sheet is to be completed and returned to class by the end of the 1st week of school. In an emergency situation, 911 will be called first if it appears necessary and then as noted on the contact sheet.

Age of Majority: For students who are or will turn 18 during the school year: Parental consent will still be required for permission slips, acceptance of policies & procedures, be contacted for disciplinary/attendance/grade information, or any other contact as requested or required by either Crosswinds Aviation or the Academy Instructor. Both are responsible for students while attending classes or any activity scheduled for the Academy. This rule will not apply if the student does not reside with a parent(s) or legal guardian.

Courtesy to Visitors/Staff/Business Customers: It is expected that every person at Crosswinds Aviation be treated with courtesy and respect. Crosswinds Aviation is a place of business with many flight instructors, business owners, community leaders, clients, customers, and FAA officials visiting. It is expected students will conduct themselves in a business professional manner at all times while on the premises including but not limited to language, noise levels, common courtesy, helpful assistance to anyone in need, music levels in vehicles, squealing tires, etc. Students will be given warnings twice before official action will be taken. Please see the Discipline – General section for official action details.

Cell Phones: Cell phone usage (social media sites, phone calls, text messages, taking photos, Youtube, internet, etc.) is not allowed during class time unless expressly stated by the Instructor for the purpose of a class activity that requires all students have access to an internet connection. Phones must not be visible or on your person during class time. Acceptable storage locations would be backpacks, purses, satchels, etc. Coat pockets, pant pockets, jacket pockets, etc are not acceptable locations. Students will be given 2 warnings before official action will be taken. Please see the Discipline – General section for official action details. During field trips, phones are allowed on the bus in any capacity and for taking photographs if

it is allowed at the business we are visiting. Those photos may only be shared when students have returned to the bus. Social media sites, texting, emailing, etc. are not allowed while on the field trip business property.

Supplied Equipment: All materials supplied to the student are to be maintained in good condition for the school year. Textbooks, an E6B Flight Computer, and Navigation Plotter are the 3 materials that are returned at the end of the year. If damage has occurred to any of these items, it will be the responsibility of the student and/or parent to pay for the replacement cost of the item. The FAR/AIM and Test Prep Workbook will need to be used the entire year, but are the property of the student upon class completion at the end of the school year. Students also receive the Airman Knowledge Testing Supplement for Sport Pilot, Recreational Pilot, and Private Pilot book that is NOT to be wrote in throughout the year. This book is used often in class, but is also used during exams. It is part of the books that you may keep, but if it is wrote in, you may not use it during the exams, then only access to required figures for exams will be what is supplied in the online testing program. No paper copy will be available for you to use. Students are also supplied with a 2-year subscription to the online testing website program. Parents should request the username and password for your student to be able to check their progress and study time throughout the year. NOTE: No textbooks or supplies are to be left in the classroom unless a particular space has been designated for any particular item.

College Credit Opportunities: LATEC and Crosswinds Aviation are in partnership with Northwestern Michigan College (NMC) in Traverse City, Michigan. Completion of the Aviation Academy earns the student attending NMC 5 (five) credits. A student who completes the required Federal Aviation Administration (FAA) pilot training and passes the Private Pilot Practical Test can earn an additional 5 (five) credits. You may contact Al Laursen at NMC for additional information about their program. A class visit with Mr. Laursen explaining this information in more detail will take place before the end of December.

Laptops/Tablets: Either of these devices may be brought to class to be used by students for classwork. Students may use the laptops or tablets as

a tool towards completing assignments, taking notes, and for specific tasks that require internet access as stated by the Instructor. No website that is not required for class is allowed including but not limited to social media sites, YouTube, games or gaming sites, etc. It is also expected that students will not be working on assignments for other classes during normal Academy hours. Students will be given 2 warnings before official action will be taken. Please see the Discipline – General section for official action details.

Field Trips and Guest Speakers: Numerous guest speakers will be coming to our classroom to share information with students; college flight schools, aviation mechanic schools, airline pilots, corporate pilots, prior students, etc. All guests will be treated with the same courtesy and respect as outlined in the **Courtesy to Visitors/Staff/Business Customers** section. Parents are welcome to attend any of these days. It can be a great way to hear about the options available within the Aviation Industry. Field trips occur regularly throughout the school year. A few are during normal class hours, some may be in the morning, while many are for the full school day or longer. Transportation will range from private vehicles to a school bus provided by the Ingham ISD Wilson Talent Center Aviation Academy program that I also teach. Chaperones will be needed for most of our excursions. If not enough volunteers are available, the trip will be cancelled. Full details for each trip will come by email including the cost, if any, associated with it. Chaperone cost will vary depending on how many attend, but is usually discounted or free by the vendor. Appropriate behavior is expected for field trips just as it is in our classroom. Business Casual attire and close toed shoes are required for days with scheduled speakers and field trips. For examples of “business casual” you can look here: <https://www.thebalance.com/business-casual-dress-code-4051117> If a student does not meet this standard, you may not be allowed to attend the trip.

Food and Beverages: Food and drink may be brought into the classroom. All items must be taken with student or disposed of after class in proper receptacles. If the classroom is left a mess after dismissal, this privilege may be revoked at any time throughout the year. The philosophy used is “leave a place better than you found it.”

School Closings: The Aviation Academy follows the Howell School District for any weather related closings. We follow the Howell High School calendar for our yearly schedule including ½ days and the last day of the year. Please note; this is a senior level class and the last day will be the day before senior last day in mid/late May.

Student Valuables: The Aviation Academy does not have lockers or personal space for students to store items. It is advised that any item of value not be brought to class or on field trips. LESA/LATEC, Crosswinds Aviation, and/or the Instructor are not responsible for any lost and/or stolen items.

Crosswinds Aviation Facilities: The Crosswinds Aviation classroom is used for a number of purposes. It is expected that it will be kept clean and treated in a professional manner. All students will pick up their area prior to leaving for the day. This is a place of business; behavior needs to be professional. Students will be walking around various types of equipment and aircraft. It will be imperative to be extremely cautious when doing so. No one is to touch any aircraft unless you have been given permission to do so since not all aircraft in the facility are operated by Crosswinds Aviation. If in doubt whether you should or shouldn't...don't! Students will be given warnings twice before official action will be taken. Please see the Discipline – General section for official action details. NOTE: DESPITE BEING OFF OF YOUR HOME DISTRICT SCHOOL CAMPUS, THIS IS STILL A CLASSROOM AND IS AN EXTENSION OF YOUR SCHOOL. THIS IS NOT A GYMNASIUM OR ROMPER ROOM.

Early Dismissal from Class: If you need to leave before the end of normal class time it is expected that prior notice will have been given to the instructor unless it is a last minute appointment (such as a medical appointment or unexpected school meeting). A note from a parent, coach, counselor, or school will be required in order to leave early. It is the responsibility of the student to know what will be missed in class and make sure any assignment that is due is turned in. Leaving class within the first 40 minutes will count as an absence.

Flight Lessons During Class: The Private Pilot Ground School is just as important as a flight lesson. The information covered in this class is the basis for flying. If you miss class time, you are missing valuable and required material. It is expected that students will schedule their flying lessons either before or after normal class hours. One exception to that is to schedule a 2:00 p.m. flight lesson IF the following criteria are met: the student's grade is 85% or higher, they have turned in a note from a parent in advance, and it does not occur more than once a week.

GRADES/WORK HABITS/COURSE CREDIT

Grading Schedule and Grade Tracking: Since we are located in the Howell district, they allow me to use their grading entry system, PowerSchool. Any Howell student enrolled in the Aviation Academy will have full access to their grades and attendance record. Brighton, Hartland, and Pinckney students will not be able to freely see grades and attendance records. To help keep students and parents informed, grade reports will be printed every 2-3 weeks and personally handed to all students (even Howell students). If any student has a grade below 70%, the report will also be sent to parents/guardians by email. Howell PowerSchool is set up by 4 quarters and reports will be published within those time frames. Parents, if you routinely want to see your student's grades, make sure to ask your child to share the grade reports when they get them.

Grading Scale & Weights: Grades will be given on the following scale:

93-100% A	73-76% C
90-92% A-	70-72% C-
87-89% B+	67-69% D+
83-86% B	63-66% D
80-82% B-	60-62% D-
77-79% C+	59%-0% F

Assignments & Projects:	35%
All Exams:	40%
Work Habits:	25%

Grade Requirements: It is expected a student will maintain a 70% or higher grade. If at the end of semester one, the grade has fallen below a 70%, the student will be dropped from the Aviation Academy program to return to the home district for a full day schedule.

To earn a required FAA endorsement to take the FAA Private Pilot Knowledge Exam from the Aviation Academy Instructor, a student will need to maintain an 80% or higher grade for each semester plus have an 80% or higher grade on both the semester final exam and the yearend final exam.

Work Habits: Work habits are the ways in which a worker goes about doing a job. Developing excellent work habits is as important as developing excellent knowledge and job skills. Students should consider this year of enrollment in the Aviation Academy as their “job” and should make it a top priority for success. Students will be evaluated on their work habit developments and are included as part of the class grade. These work habits are worth 25%. See Appendix A for full grading criteria.

Course Credits: High school credits will be awarded to students by the home districts. If there are questions you have about what your child is earning, you will need to address those with the counseling office. College credits may be earned also. LATEC and Crosswinds Aviation in conjunction with Northwestern Michigan College (NMC) have a signed articulation agreement. Completion of the Aviation Academy will allow you to earn 5 credits at NMC. In addition, if you take flying lessons at Crosswinds Aviation and earn the FAA Private Pilot License you can earn an additional 5 credits at NMC. More information on this will be reviewed when NMC visits the Aviation Academy for a presentation. The cost and time savings are significant.

Exams: Each student will have an online testing program purchased for them to take all exams for our class. ASA Prepware is also an excellent study tool loaded with resources. This system can be accessed anywhere WiFi is available on any applicable device. The ASA Prepware access is good for 2 years from the date of activation. **Parents...you should ask to see your students study history, ask questions, encourage them to use it often and consistently. Not practicing the exam questions will most likely result in poor exam grades.** Exams will be taken on the classroom Chromebooks

provided for each student. Every exam will have a 2.5-hour time limit as per Federal Aviation Administration standards. This time frame is longer than our normal class schedule of 1.6 hours. Students will need to plan for the possibility of staying past the normal class end time if they have not completed the exam by then. A student is free to leave as soon as the exam is completed. The majority of them can be completed during regular school hours.

ATTENDANCE

Absences: Each student can be absent up to 8 (eight) times per semester. This includes ALL absences from class unless it is for end of semester exams or a field trip for another class at the home district. Excused and unexcused are counted equally. Exceeding 8 absences will require a parent/teacher/student meeting within 1 week of that absence. All absences will require an email to the instructor explaining the reason. If there are extenuating circumstances that will cause a lengthy absence (more than 2 consecutive days), please call the instructor to make arrangements for class assignments, material covered, and to discuss a plan of action. Attendance grades are discussed in the Work Habits section.

Parents and students will need to carefully consider how many absences will be needed for extracurricular activities at the home district, how many might need to be saved for illness, bad road conditions, doctor & dentist appointments, college visits, etc and plan accordingly. Due to the fast pace and complexity of the course material, missing class is often detrimental to comprehension, grades, and catching up with the rest of the class. Making this class a top priority will greatly improve grades.

Tardy: 2 tardy arrivals will count as 1 absence and will affect Work Habit grades. Being more than 45 minutes late will count as an absence. In the situation of Howell High School students that have classes scheduled back to back with the Aviation Academy: You will have an extra 8 minutes to arrive to class before being marked tardy.

Make-up Work: If a student misses assignments due to an absence, it is their responsibility to find out what they missed and ask any questions they

may have about the assignment. **Note: The instructor will not remind you to turn them in. (You will need to include "Absent Make-up Assignment" on your paper below your name.)** You will have 2 days after returning to class to complete EACH assignment missed. If a student is absent on an exam day, they will take the exam on the day they return. If there has been a lengthy absence due to illness, the make-up exam day will be arranged on a case by case basis.

STUDENT CODE OF CONDUCT

This program maintains a professional and positive business-like atmosphere for students, visitors, and staff while providing a safe and supportive learning environment. This requires appropriate behavior on the part of students, and that students respond positively to reasonable requests to correct behavior. It is necessary that students always maintain self-respect, respect for others, respect for Crosswinds Aviation's business, and appropriate behavior that allows everyone an equal opportunity to learn. Behavior which disturbs the learning environment or business atmosphere of the classroom and/or Crosswinds Aviation is not acceptable. The instructor and business staff will employ appropriate consequences for unacceptable student conduct while on property, during field trips, and on a school bus.

Assignments: Assignments and due dates will be noted daily for the class. It is up to a student to check it as soon as they arrive. It will also include upcoming events, field trips, and guest speakers. It is highly recommended that a student purchase & use a planner. Making notes each class day will help with organization of assignments, projects, exam dates, and events. Unless a student has asked for an extension of a due date for any assignment/project BEFORE the end of the class day on which it is due, no late work will be accepted and results in a zero grade. Most requests will be granted as long as this policy is not taken advantage of or it is not near a grade report deadline set by school district calendars.

Projects: Projects are assigned throughout the year. (Each large project will require a signed contract by students and parents.) Some will be working in pairs while others will be in groups. Most of the projects will require use of computers. It is helpful if students have laptops to bring them to class. Typically, it is helpful to use Google Docs so each student can have access to the project outside of class. Some projects will have 2 parts for grading; a group part and an individual part. They may also include a

presentation. Projects will not be granted due date extensions except in extenuating circumstances such as extended illness or family emergencies.

DISCIPLINE

General: Minor behavior infractions may result in progressive discipline. Repeated instances of any such behavior will result in progressive discipline. Examples of unacceptable student behavior include but are not limited to: leaving the classroom without prior notice and/or permission for flight lessons, home district activities, appointments, etc; not participating as directed by the instructor; doing any homework during guided discussions or guest speaker visits; abusing class materials and resources; cell phone use during class; inappropriate language; disrespect to staff; discourteous behavior to Crosswinds Aviation customers and/or staff; inappropriate conduct on Crosswinds property that violates prior sections; etc. A student will be given 2 verbal warnings. A 3rd infraction will require a conversation with a parent(s) within 2 school days. Upon completion of the instructor/parent conversation, the student will need to write an explanation for a course of correction. A 4th warning will necessitate a meeting as soon as possible with a parent(s) and could result in possible removal from the program at the semester or expulsion from the class for a number of days not to exceed 5.

Cheating: Representing someone else's work as one's own or giving a signature or using someone else's initials is unethical and in some cases illegal. (The FAA has extremely stringent repercussions for cheating on exams.) Occurrences will result in loss of credit for work and possible suspension. **NOTE: Using online websites during "open book" tests or exams will be considered cheating. Example: Quizlet**

Computer Misuse: Students are not to misuse school computer equipment. Appropriate use of school computers is only using the websites for the activity assigned. Examples of Aviation Academy sites: ASA Prepware, FAA website, AOPA website, EAA website, Sporty's Private Pilot Video Course website, DUATS, aviation weather sites.

Bullying, Intimidation & Harassment: Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated in the classroom or any school related activity. Disciplinary action will be taken for any verbal, physical, or visual conduct that is considered bullying, intimidating, or harassment by any student, instructor, staff, or customer of Crosswinds Aviation. An offensive educational environment will not be tolerated in any way. The 1st violation will result in an immediate phone call to parent(s), notification to the home school district, and removal from the classroom. A 2nd violation will result in a class suspension in addition to the items for the first violation.

Insubordination and Defiance of Authority: Students are to obey the reasonable request of any instructor or staff member on Crosswinds Aviation property, and are to treat them with respect. This includes but is not limited to being rude, obscene language or gestures, disregarding a request, and disparaging remarks about Crosswinds staff and/or customers.

Safety in hangars: Students will need to exercise extreme caution when in any aircraft hangar. It requires a watchful eye and being cognizant of mechanics or pilots working with an aircraft. There are numerous items that can be tripped over or walked in to that will cause damage to craft or person. Walking through the Crosswinds Aviation hangar or any hangar when on a field trip, will require that students not touch any aircraft they have not been given permission for. Not all of the aircraft in the hangar at our classroom are owned/operated by Crosswinds. Running, throwing items, wrestling, jumping, chasing, etc. will not be tolerated. Replacement of damaged items will be expected by the perpetrators.

RETURN TO HOME SCHOOL

Every effort will be made to support all students attending the LATEC Aviation Academy and ensure they complete the course. Our staff provide students with a caring environment to learn skills and the embedded academics to succeed in college and careers. Occasionally, students who do not meet academic requirements and/or repeatedly violate the Student Code of Conduct as outlined in various sections of this handbook, may be sent back to his/her home school.

DRESS CODE

In Class: The Aviation Academy will follow the same dress code as local school districts. A reasonable cleanliness of person and of wearing apparel, as well as decent coverage of the body is expected at all times. Shoes must be worn at all times. Clothing with references to alcohol, drugs, tobacco, or gangs is prohibited. Writing on clothing cannot contain objectionable phrases, words or pictures. Shorts and skirts must be at a length at least in line with finger tips when arms are straight down. Halters, midriff tops, and tank tops with less than 2" shoulder bands are not allowed. No clothing should have rips and tears from the knees up. A student wearing inappropriate clothing will be sent home and marked absent for the day.

Field Trips and Guest Speaker Visits: The Aviation Academy has adopted a business casual dress code for guest speaker visits and all field trips. For examples of business casual dress please visit this link: <https://www.thebalance.com/business-casual-dress-code-4051117>

TRANSPORTATION

Driving Policy: Crosswinds Aviation is a company that has a lot of traffic. Students driving to the Aviation Academy shall always drive in a lawful, courteous and professional manner. Squealing of tires, racing at faster than safe speeds into or out of the parking lot, listening to loud music in the vehicle, etc. will not be tolerated. With parking spaces and spacing at a premium, it may require that students carpool from another airport parking lot. This will be discussed at orientation and on the 1st day of classes. It is expected that all students will comply with the driving/carpooling schedule created. If anyone fails to follow this policy, you may be denied parking rights for the remainder of the school year.

APPENDIX A

WORK HABITS

Attendance:

- *Being on time
- *Meeting attendance policy

0-4 absences	100%
5 absences	90%
6-7 absences	80%
8 absences	75%
9 absences	70%
10 absences	65%
11 absences	0%

BeCare & Maintenance:

- *Put equipment/tools/supplies away in proper location
- *Report faulty equipment/tools/supplies
- *Treating ALL items with care/respect
- *Leave it better than you found it

Work Quantity & Quality:

- *Completing tasks on time
- *Apply what has been learned
- *Check/Verify/Proof your work
- *Showing pride in your work
- *Work to full capability
- *Complete tasks accurately
- *Doing work of high quality

0 missing assignments	100%
1 missing assignment	90%
2 missing assignments	80%
3 missing assignments	70%
4 missing assignments	60%
5 or more missing assignments	0%

*Quality of work will be graded from the "quantity" base grade as the starting point. Example...student has 1 missing assignment and earns a 90% grade. Quality of work is good, but instructor struggles to read students handwriting a quarter of the time. The grade will drop from the 90% starting point by 15% to a final grade of a 75%.

Dress/Grooming:

- *Wear appropriate clothes for policy
- *Good grooming and hygiene
- *Proper attire and footwear for field trips/class guests

Exceed basic requirements	100%
Meet basic requirements	85%
Less than basic requirements	75%
Wearing inappropriate attire	65%

Good Judgement:

- | | |
|-------------------------------------|---------------------------|
| *Setting and meeting goals | *Solving problems |
| *Appropriate and reasonable choices | *Managing time well |
| *Ask questions when necessary | *Not causing distractions |

Effort:

- | | |
|--|-----------------------------|
| *Completing assigned work on time | *Sharing constructive ideas |
| *Working steadily the entire class time | *Following directions |
| *Making an earnest attempt to do the assigned task | |
| *Striving to improve yourself | |
| *Doing additional work when other is complete (Ex: studying for an exam) | |

Cooperation:

- | | |
|--|-----------------------------|
| *Working with others towards a common goal | *Communicating positively |
| *Respecting others & their property | *Using appropriate language |
| *Working quietly and not disturbing others | *Complying w/out argument |
| *Listen and consider other opinions | |
| *Support classroom policies and procedures | |
| *Following verbal and written directions | |

Self-Discipline – Responsibility:

- | | |
|---|-------------------------------|
| *Start work without being asked | *Come prepared to work |
| *Work responsibly without supervision | *Work in spite of distraction |
| *Use constructive feedback to improve | |
| *Keep your voice at a reasonable level | |
| *Accountable for your own actions | |
| *Make rational decisions independently | |
| *Each tardy/leave early reduces score by 2% | |

Crosswinds Aviation Core Values

At the heart of any business's success or failure are the core values that all employees hold in every action, decision, or interaction with each other and customers while working in that business.

At Crosswinds Aviation we believe that the following core values are not only what sets us apart from our competitors, but also what attracts and keeps people involved in aviation. These are not tasks or items to check off a list. Our core values are the way we interact with our each other as employees, our families and our clients. They are what we make our daily decisions on and what action to be in. They are what bring us together as a single unit which makes a great offer to people who want to be involved in aviation. Consistent Core values within all of us is not a nice to have, it is a requirement to work here. We hire, review performance, and fire based on them.

Authentic

More than just telling the truth or not lying, being authentic is having the words you speak be consistent with any other conversations in your head. We have all been around people who say things, then later we find out the truth didn't really match what was portrayed. This leads to distrust and a breakdown coordination over time. It is fundamentally imperative that for the success of Crosswinds Aviation, we are always genuine and truthful in what we say. Not because it's "good", but because it strengthens trust and relationships between each other and with our clients.

Genuinely Caring for Others

We are in business to make money. Everybody knows that. But we are people, our clients are people, and we all have challenges, frustrations, aspirations and goals. We are making money in this business in order to take care of those things we care about for ourselves and our families. Our clients are taking care of their concerns by taking advantage of what we have to offer. By understanding this, and

genuinely caring about each other's stories, we can build strong bonds between all of us that are positive for everyone. This is not about making money for us; it is about taking care of our family, and taking care of other people at the same time. If we always maintain this core value, being authentic is a natural by-product.

High Throttle – Adventurous and Fun







We are passionate about what we do and we're willing to work hard for our passion. There is only so much time we have to achieve what we want to in life, and we are committed to achieving it. It will take long days, nights, weekends and it won't be easy. But we love what we do so much, that we are having fun doing it. We are also a little bit weird, we like adventure, we like to explore and push the limits of our abilities.

Highest Standards – Impeccable, Competent yet Humble

We don't settle for second best, we want to be THE best at what we do. When we don't understand something, we seek the answers. We're humble enough to know when we don't know, and get help. We will be fanatical about serving each other and serving our students at the highest standards possible.

LESA/LATEC & CROSSWINDS AVIATION
AVIATION ACADEMY STUDENT POLICIES
www.crosswindsaviation.com/lesapolicies

We have read and understand all the policies in the HANDBOOK, especially the following:

-  ATTENDANCE
-  CELL PHONES
-  DRESS CODE
-  CODE OF CONDUCT
-  WORK HABITS
-  FLIGHT LESSONS DURING CLASS TIME

ETHICAL USE OF TECHNOLOGY DEVICES

When staff learns of possible inappropriate use of computing systems or networks on any piece of technology used during normal class hours, appropriate discipline will be taken. In order to prevent further possible unauthorized activity or use, staff may temporarily or permanently disconnect user from those devices.

I, and my student, agree to adhere to these responsibilities.

Student Signature

Date

Parent Signature

Date

Student Name: _____

Allergies (Food, medication, etc.) _____

RETURN TO SCHOOL AT THE END OF ORIENTATION