

# **AIC Operational Manual**

Immediately contact the Chief Operations Officer in case of...

1. Physical altercation between students.
2. Physical altercation between student and teachers.
3. Sickness deemed to need extra care.

- I. **Goals and Statement of Principle**
- II. **Procedure**
- III. **The four laws of dismissal**
- IV. **Minor infractions**
- V. **What can I do?**

## **I. Goals and Statement of Principle:**

1. The AIC Operational Manual has three basic goals:
  - A. To create a stable and safe atmosphere for all students and adults at AIC.
  - B. To create standards and guidelines for discipline.
  - C. To create a structure by which enforcement of AIC rules and by-laws may be upheld.

### 2. Statement of Principle:

This manual shall be used as a set of rules which AIC and its subsidiaries follow in cases of discipline or whenever action is necessary. The Operational Manual shall not be dispensed in any cases.

## **II. Procedure**

### 1. Structure:

- A. All complaints of infraction of these rules shall be taken to the COO immediately.
- B. The COO will investigate the claims; if an actual infraction has been committed, and the infraction is deemed necessary of dismissal or partial dismissal, the COO will immediately submit a Dismissal Request to the Higher Committee.
- C. The Higher Committee will evaluate each case based on the rules in the AIC Operational Manual and determine for or against dismissal. The parents of the student will be immediately informed.
- D. If dismissal is warranted, the parents will be informed and the student shall be dismissed.

### 2. Three kinds of dismissal:

- A. Full immediate dismissal.
- B. Full non-immediate dismissal.
- C. Partial dismissal.

## **III. The four laws of dismissal:**

1. Actions that endanger the safety of students, teachers, staff members, or parents. AIC Staff and/or appropriate authority will be contacted.

2. Disrespect and/or defacement of public or private property. This includes TPA, AIC, rented meeting facility, and personal property of other students, teachers, AIC Staff, or TPA members.
3. Reckless or irresponsible disregard of instruction.
4. Physical or mental illness deemed to be a risk to other students, teachers, and staff.

#### **IV. Minor infractions:**

In a case where minor infractions exist that aren't covered within this manual, or where the infractions aren't deemed necessary of dismissal, teacher should stay in contact with the COO.

#### **V. What can I do?**

##### 1. Christ-like behavior

Teachers will make students aware of behavior that imitates Jesus and explain to them the benefits of Christ-like behavior. Students will be encouraged to imitate those who are like Christ. Teachers can give examples of Christ-like behavior either from the Bible or history.

Christ-like behavior: Defined

- A. Love is the basis for all behavior.
- B. Kindness is the model for treating others.
- C. Selflessness is the result.

##### 2. Behavior that is not Christ-like

Teachers will show the students the result of selfishness, which is the destruction of relationships, trust, godliness, and Christian witness. Students will be encouraged to act with kindness and selflessness.

UnChrist-like behavior: Defined

- A. The basis is selfishness.
- B. Selfishness leads to more selfishness.
- C. The result is destruction of yourself and others.

##### 3. Procedures for regular abuse of Behavior.

The teacher or an assistant should deal with students who show constant selfish behavior. In cases where there is extreme and constant selfish behavior, the COO should be contacted.