

# American Christian School

Parent - Student Handbook

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## **FOREWORD FROM THE HEAD MASTER**

### **Dear Parents,**

At the American Christian School we are committed to providing academic excellence, spiritual development and character formation in all our students. This handbook was created as a guide to equip parents in helping us achieve these goals by providing helpful information about the school. To this end, this handbook outlines our rules, guidelines, policies and procedures. We urge you to read and discuss this handbook with your child, and become familiar with the expectations of the American Christian School.

### **Dear Student,**

As a student of the American Christian School, this is now “your school”. Much of what the American Christian School is and can become depends on students like you. We believe that every student can be a world changer for the Glory of God. However, what you put into your education at ACS will determine how much you will take away with you when you leave. Therefore, strive to do your best in thought, word and deed. Demonstrate His love by being considerate of others. Use your gifting to further His kingdom, and remember above all else, to do it as unto the Lord. *Colossians 3:23.*

## **OUR MISSION**

American Christian School, a Pre-K through 12<sup>th</sup> grade independent college preparatory school, exists to develop students who think critically, communicate effectively and excel academically for Christ.

## **OUR HISTORY**

The American Christian School is an independently chartered school, incorporated in 1965 by a group of Christian men affiliated with the Westminster Bible Presbyterian Church of Dover, N.J. The school operated in a renovated factory building in Dover until the present property was acquired in Succasunna.

## **OUR BOARD**

Because you have selected a private school to meet the unique needs of your child, you want to make sure your school stays on course. In private schools, the final responsibility for such consistency belongs to the Board of Trustees. Its obligation is to support and further the general direction of the school's mission.

The basic work of the Board is to make sure that the founding vision still lives — and will continue to live — within the school. The Board is en“*trust*”ed with keeping a particular kind of educational vision current and viable. To that vision it must remain true.

In public schools, the Board is elected by the residents and is responsible to them. In private schools like the American Christian School, Biblical educational principles, not popular opinion, dictate direction. Our Board's focus is on excellence in Christian education.

The Board offers the expertise and vision necessary to keep the school's mission alive and healthy for generations to come. They

leave the school's daily operation to the Head of School and the school staff.

The Board holds town hall meetings twice a year. Parents are strongly encouraged to attend, and may address the board with questions and/or concerns provided they inform the board in advance in order to be included on the agenda.

## **OUR CAMPUS**

The American Christian School campus sits on 4.37 acres in Succasunna, NJ and consists of three buildings with two playgrounds and a soccer field.

The Lower School Building houses Kindergarten through 6th grade as well as the administrative offices.

The Middle School Building houses the 7<sup>th</sup> and 8<sup>th</sup> grade and high school, as well as the Chapel and Arrowsmith Program. The upper building houses our Preschool 3 and 4.

## **OUR SCHOOL VERSE**

*3 John 4- (I have no greater joy than to hear that my children walk in truth.)*

## **OUR EMBLEM**

Our Emblem is a shield with a banner before it serving as a reminder that God is always with us and our strength comes from Him; we are to always put on the armor of Christ, as He orders our steps. *Finally be strong in the Lord, and in the strength of His might. Put on the full armor of God, that you may be able to stand firm against the schemes of the devil. Ephesians 6:10.*

## **OUR MASCOT**

The school mascot is the American Eagle. This reminds us of the need to wait upon the Lord for His strength. It also reminds us of the need to be good citizens in this country with which God has blessed us. We have named our Eagle Eli, which means “ascension” or “to ascend.”

## **SCHOOL COLORS**

The school colors are red, white, and blue. They remind us of the blood of Christ that was shed for the forgiveness of sins, the holiness of Jesus Christ, which is imputed to His people, and the eternity to be spent in the presence of God in heaven. They also remind us of our wonderful country, and its freedoms with which God has blessed us.

## **OUR VISION**

ACS will develop students who:

- Have been exposed to a wide range of knowledge through the lens of a biblical worldview
- Are confident and competent to articulate, defend and apply Christian Biblical truth to change the world for Christ
- Have been equipped to maximize their God given potential for lifelong learning

## **OUR OBJECTIVE**

In all its levels, programs, and teaching; American Christian School seeks to:

- Teach all subjects as parts of an integrated whole, with the Scriptures at the center (II Timothy 3:16-17)

- Provide a clear model of the Biblical Christian life through our staff and Board. (Matthew 22:37-40);
- Encourage every student to seek the Lord and develop his/her relationship with God the Father through Jesus Christ, by the power of the Holy Spirit (Matthew 28:18-20, Matthew 19:13-15).

## **OUR STATEMENT OF FAITH**

The doctrinal basis of this school is the Scripture of the Old and New Testaments, the Infallible Word of God. While allowing for some doctrinal differences within the community of the Society's membership, since American Christian School is not a denominational body nor is it subject to any ecclesiastical organization, it is required that all active members of the Society subscribe to the following nine irreducible essentials of doctrine:

1. That the Holy Spirit did so inspire, guide and move the writers of Holy Scriptures as to keep the original writings free from all error.
2. That there is one God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal; these three are one true, eternal God, the same in substance, equal in power and glory.
3. That man was created in the image of God, but that he sinned and thereby incurred not only physical death, but also the spiritual death which is separation from God; and that all human beings are born with a sinful nature.
4. That Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true man.
5. That the Lord Jesus Christ showed His power and love by working mighty miracles. This working was not contrary to nature, but superior to it.

6. That the Lord Jesus died for our sins, according to the Scriptures, as our substitute to satisfy divine justice on the ground of His shed blood; and that God pardons all our sins, and accepts us as righteous in his sight, only for the righteousness of Christ imputed to us, and received by faith alone.
7. That on the third day after His crucifixion, our Lord Jesus Christ arose again from the dead with the same body, in which He suffered with which He also ascended into Heaven, and there sits at the right hand of the Father, making intercession for the saints.
8. That our Lord Jesus Christ will in future history return bodily to this world.
9. That there shall be a future day of resurrection in which both the redeemed and the damned shall be raised from the dead, the redeemed to enjoy the estate of eternal blessedness, and the damned to suffer the eternal torment of retribution.
10. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.

## **ADMISSIONS PROCEDURE**

The Admissions process for ACS includes the following steps:

- 1) Submission of student records, and/or testing:  
In order to best serve students that may need special accommodations we request that you submit any professional evaluations that would allow us to better serve your child.
- 2) Parent interview
- 3) Student interview
- 4) Completed application

## 5) Math and reading/writing assessment

After the receipt of the application in its entirety, and the non-refundable application and testing fee, prospective students are screened and/or tested. Parents are notified regarding enrollment decisions in a timely fashion.

Admissions into our Arrowsmith Program follow the same steps as our regular admissions. Once a student has been accepted into the program the admissions committee will decide what program the student will be best suited for:

- Arrowsmith only
- Arrowsmith with one or two core classes
- Arrowsmith with resource classes

### **Notice of Nondiscriminatory Policy for Students**

American Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and scholarship programs.

### **ENROLLMENT, RE-ENROLLMENT**

ACS encourages and welcomes the re-enrollment of its current students. Registration begins in January. To assure your space in the school for the coming year, please return your registration by the first day of Open House. Open House is for new prospective students. At that time we will open registration to the public and space will be on a first come first serve basis. Re-enrollment at ACS is not automatic. Qualified re-enrolling students will be given priority in enrollment. Students who continue to have academic difficulty or who persist in negative, uncooperative, or non-productive attitudes or behavior may be denied re-enrollment.

## **TUITION**

Tuition for every family is set up as an automatic withdrawal through FACTS. (Withdrawals will be made from a bank account or credit card)

- Payment schedules are made out over a 10 month period, with the first payment paid to the office by August 1<sup>st</sup>, and the other 9 payments made through FACTS
- Tuition paid in full should be made by August 1<sup>st</sup>
- Semi- annual payments are made in two equal parts, with the first payment due on August 1<sup>st</sup> and the second due on January 1<sup>st</sup>.

If the payment due has not been received ten days after the due date, all children of the non-paying family will not be allowed to attend the school until payment is made. After two consecutive failed FACTS withdrawals, you will be terminated from FACTS and payment in full will be required. In addition, a returned check or ACH return fee of \$30 will be assessed on any payment returned to ACS.

## **FINANCIAL ASSISTANCE**

Financial aid may be requested by picking up an application in the office.

- The family must submit an application along with the most recent tax returns and \$25 fee in cash or check.
- Your application will be reviewed and you will be notified of your eligibility for the program and the percentage of aid allocated.

## **ACADEMIC AND SOCIAL STANDING**

Only students enrolled at the American Christian School can attend classes or participate on field trips, graduation or extracurricular activities. Any family that withdraws or is expelled is no longer considered enrolled. Exceptions for children who are home educated may be granted for certain activities. The exceptions are at the discretion of the Head of School.

## **SUPPLIES**

Students are required to acquire all basic school supplies as requested by their teacher. When these supplies need to be replaced, we ask that parents provide them.

## **MEDICAL FORMS AND AUTHORIZATION**

It is the responsibility of the parent to provide all medical and health information required for their child to attend school at ACS. Students without current health forms will not be allowed to attend school until all forms have been submitted.

## **MEDICAL CERTIFICATE AND RECORDS**

All students are required to have a health form completed by a physician. This must include an up-to-date record of all immunizations physical exams and all other medical records prior to attending school at ACS. State mandated screening of hearing, vision and scoliosis will be offered to all ACS students during the year.

## **EMERGENCY MEDICAL AUTHORIZATION**

Every student must have a parent authorization for medical treatment on file. The school office provides these forms or they can be downloaded from our website. Students must have this form in order to attend school or any school function or field trip.

# Parent and School Communication

## General communication

Our website [www.americanchristianschool.org](http://www.americanchristianschool.org) is one source of information between the school and parents. Weekly events as well as a yearly calendar of events are posted on the website.

Class newsletters are sent home on Friday for the upcoming week. Graded work is sent home on Mondays for parents viewing and signature in the Grammar school. ACS will send out a monthly newsletter keeping parents informed of all events happening at ACS.

## Communication with Parents

We strive to create a positive and safe environment at ACS and seek to partner with parents when problems or concerns arise. When a problem or concern arises involving your child, always attempt to discuss it with the teacher first. If it is not resolved with the teacher, an administrator will step in. If questions arise concerning policy or procedure as well as enrollment, please contact the Head of School.

## Planners and Communication Logs

Students (2<sup>nd</sup>-8<sup>th</sup>) are supplied with a student planner in the beginning of the year. Students are expected to write down all homework assignments for parents to view and sign. Students (K-8) are also provided with a composition notebook known as a communication log. Students must have the communication log with them for all classes. This book is for communication between parents and teachers. It is important that you check both the student planner and the communication log daily, as notes on behavior, missed assignments and other pertinent information may be written in it. In middle school, all test grades are recorded for

parents to view. It is also a good tool for parents to use to communicate with teachers. High school students are expected to manage their own homework.

### **Communication with Faculty Members**

Messages for faculty members may be left with the receptionist in the school office. Teachers will attempt to return calls within 24 hours. In order to respect the teacher's family life and privacy, please refrain from calling him/her at home for school related issues unless absolutely necessary. Email is an excellent way of contacting teachers. Every teacher can be reached at [firstinitiallastname@acs-nj.org](mailto:firstname.lastname@acs-nj.org). Please use email for polite brief communication. Difficult issues are best addressed in person or in a phone conversation.

### **Conferences**

During the school year parent-teacher conferences will be arranged. Formal conferences are scheduled during the 1<sup>st</sup> quarter. It is important that both parents be involved in the educational development of their child. Three conference days are set aside for school-wide parent/teacher conferences. They are held in the first quarter, usually around Thanksgiving week. Consult the calendar for details. Teachers usually have a sign-up sheet outside their rooms where you may choose the day and time for your conference.

### **Informal Conferences**

Informal conferences with classroom teachers may be set up at any time in the year by request of parent or teacher. Setting up an appointed time that works best for the teacher and parent is always encouraged. Parents are asked not to confer with teachers in the morning before class, during pick-up, or any unscheduled time during the day.

### **Problem Solving with Our School Community**

The following guidelines should be followed when attempting to resolve any problems or concerns within our school. While severe or urgent circumstances may warrant an immediate meeting with an administrator, most matters should be handled by taking these steps:

1. All concerns or disagreements about the classroom should be presented to the teacher by the parent. Students mature enough to address a concern with a teacher should do so using a respectful approach at all times.
2. If the matter has not been resolved with the teacher, the parent and/or student may bring the concern to the appropriate administrator.
3. If the problem or concern does not come to an agreed resolution, the parents may appeal the decision to the ACS Board of Trustees.

Under all circumstances, Biblical principles should be exercised and communication of such concerns should be limited to the parties involved.

### **School Events and Updates**

Parents are encouraged to visit our school's website at [www.americanchristianschool.org](http://www.americanchristianschool.org) for information about our school. In addition our monthly newsletter as well as upcoming events, forms and updates are posted.

### **Inclement Weather or Emergency Announcements**

In the event of bad weather, parents will be notified of school delays and closings via telephone. Parents should always seek to keep their children safe.

## **Distribution of Literature or Information**

American Christian School families are involved in many worthwhile activities and projects. Occasionally a parent may wish to make other school families aware of an event or opportunity. All requests to distribute or display information regarding non-school events should be brought to the office for approval. Please do not ask a teacher or staff member to distribute or display brochures, flyers, newsletters, newspapers, or magazines.

# **Student Life**

## **Arrival and Dismissal Procedures**

### **Arrival**

The grammar school, middle school and high school day begins promptly at 8:15 a.m. Doors open at 7:55a.m. Any student not in the classroom by 8:15 is considered tardy. Doors will close promptly at 8:15, if arriving after 8:15 please go to the main office for a tardy slip.

- High school and middle school students must be dropped off at the middle school building and enter through the designated door by the preschool playground.
- Grammar school students must be dropped off at the lower building where a staff member will assist the child/ren out of the car. Parents are encouraged to stay inside the vehicle in order to keep traffic moving smoothly.
- Please do not drop children off on the road; wait until you have pulled up to the curb before allowing children out of the car.

Preschool students begin their day promptly at 8:30 a.m. Doors open at 8:15a.m. Preschoolers arriving after 8:30 are considered tardy. Doors will close promptly at 8:30, if arriving after 8:30am please go to the main office to receive a tardy slip.

- Preschool parents will drop off at the designated area where a teacher will assist with the child.

#### Dismissal

- Students in preschool dismiss at 2:45p.m. Parents picking up children should pull up to the designated area and wait for staff to escort child/ren into the cars.
- Grammar, middle and high school students dismiss at 3:00p.m.
  - If you are picking up children in these grades, we ask that you not arrive before 3:00p.m.
- When picking up in the lower building, please pull up to the designated area. A staff member will assist your child into the car.
- If you desire to park and walk to pick up students, we ask that you park in the parking area and have appointed staff call for your child. The teachers and students must be able to hear names when they are called, therefore please do not use this time as a time to conference with the teacher. Please do not call for your child to come to you without the knowledge of the teacher.

#### **SPECIAL DAYS**

The following is a list of holidays and special days that may be discussed or celebrated in class: (PLEASE NOTE: In the event that all our snow days become used up, the administration may choose to take away one or more of the following holidays off the school calendar.)

**Veteran's Day-** Teachers are encouraged to emphasize the importance of this day. The school may choose to recognize veterans from within our school family.

**Thanksgiving** – Students are off to celebrate Thanksgiving. Special emphasis is given during Chapel with a celebration in the classrooms for students.

**Christmas-** Special emphasis is given to Christ’s birth. Christmas trees and the like are often seen at the school. Individual classes will have parties.

**Martin Luther King, Jr. Day-** Students are off on this day; teachers have an in-service training day at ACS.

**Presidents Day-** This is a traditional holiday and students receive Friday and Monday off. Special recognition is given to famous past presidents on this day.

**Valentine’s Day-** Students are reminded about the legends associated with St. Valentines. Friendship and caring for one another is emphasized. Grammar school classes have afternoon parties on this day.

**Easter Break-** Special emphasis is given to the death and resurrection of Jesus Christ. Students are off on Good Friday and through the week of Easter.

**Grandparent’s Day-** This day is set aside to recognize and honor our Grandparents and special person in the life of each student. Time is set aside in our preschool and grammar school to host our special guests.

**Mother’s Day and Father’s Day-** recognition of these days is appropriate as an act of honoring our parents.

**Memorial Day-** Monday and Friday are off to honor those in the armed forces who died for our country.

## **LUNCH**

Students have two options for lunch: students may bring their lunch to school or they may purchase lunch through the ACS lunch program.

- Microwave ovens are not available to students. Please ensure that lunches sent from home do not require warming or refrigeration.
- Please make every effort to send in a healthy lunch and snack for your child. No soft drinks are allowed.
- If a child forgets his/her lunch, ACS will do their best to provide one for them. Parents will be billed for this lunch.
- Every grammar school student is expected to sit and eat lunch with their class for at least 15-20 minutes before going out for recess. All students are expected to use good manners and appropriate voice levels at lunch.

### **Snacks**

Students in the Grammar school have a scheduled snack time daily. Healthy snacks must be provided.

### **Food Allergies**

Parents must inform the nurse and administration of any food allergies their child may have in order for us to appropriately manage the student's safety.

## **OUTDOOR RECESS**

Every grade has recess time after lunch. Whenever possible this time will be spent outside.

The following set of principles should be followed by ACS students when interacting with adults and peers at recess:

- Respect for teachers and volunteers
- Respect for others and the property of others
- Good sportsmanship

- Safety for others around you, which includes but is not limited to
  - No throwing rocks or throwing rocks down the slide
  - Always go down the slide feet first
  - No standing in front of the swings when others are swinging
  - No jumping off the swing
  - No pushing or shoving
  - No playing with branches
  - No running in the playground

Self-control should always be used when playing outside. Remember recess should be a time of enjoyment for everyone.

### **Indoor Recess**

When indoor recess is necessary due to inclement weather, students are required to stay in the Chapel or classrooms for recess. Activities such as board games are offered to entertain children.

### **CHAPEL**

Chapel meets weekly with the purpose of having a time of worship and service together. Students are expected to maintain a reverent and respectful attitude. Parents and family members are welcome to attend chapel.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations may take place during the day as determined by each teacher, yet should be limited to recess, lunch or snack time. Instructional time will not be used for birthday parties. Teachers may choose to celebrate several students by week or month. Summer birthdays can also be celebrated during the school

year. Students should not disrupt other class instruction when passing out treats.

### **Party Invitation Distribution**

Passing out party invitations in school is permitted as long as all students are invited. Any parties that do not include the class as a whole should be done privately and off campus. An exception would be if it is a “girl only or “boy only” party and all girls or all boys are invited.

## **PARENT VOLUNTEERS**

As parents working toward the education and development of your child, your service is invaluable to us. Therefore, it is necessary for all parents to actively participate in the life of the school. Each family is required to complete volunteer hours as specified in their contract. The school office will be glad to recommend different opportunities for your volunteer hours. Volunteers must fill out the volunteer form with the amount of hours worked and submit it to the office. A record of these hours will be kept in the office.

When volunteering, every visitor must check in at the office before proceeding to any of the classrooms or to the Chapel cafeteria. Visitors will be issued a guest ID to identify them. If you are volunteering in the classroom, parents should be considerate of the teacher’s time; therefore, we ask that all volunteers coordinate all activities with the classroom teacher ahead of time.

### **Homeroom Parents**

Homeroom parents are valuable helpers to the classroom teacher. It is not the responsibility of the homeroom parent to field questions or complaints about the classroom. All such matters need to be taken up with the teacher. The homeroom parent is responsible for the following:

- Planning class parties

- Organizing Christmas, birthday , and year-end gifts for the teacher
- Assisting teachers with organizing carpools for field trips
- Communicating with class parties
- Calling parents with volunteer needs

## **FIELD TRIPS AND SCHOOL- SPONSORED EVENTS**

ACS strongly believes that field trips are an extension of the learning experience. Faculty members and parent volunteers supervise these excursions, and parents provide the transportation in private cars. The following standards apply to all chaperones and/or drivers for ACS events:

- All trips must be approved by the Head of School, before notification is sent home.
- Appropriate attire and decorum is required at all times for students, teachers and parents.
- Enrolled siblings or children not in the class are not permitted on the school sponsored trips or activities.
- Parent chaperones that are responsible for ACS students may not bring younger siblings.
- Volunteer drivers agree to use their cars unless the school arranges other transportation.
- The school does not cover admissions fees or other costs for drivers or other chaperones.

### **Leadership on Trips**

ACS staff is the official leader of all school-sponsored trips. Staff members will make all decisions relating to itinerary, agenda, logistics and attire. Parents are not to alter the plans in any way unless they arrange this with the staff beforehand.

ACS staff has the final say and the sole responsibility for the discipline of the students. All adults and students are expected to respect the authority of the ACS staff.

Parent chaperones play a critical role in the success of the trip. Chaperones have the responsibility for the students assigned to them by the teacher, including their safety and conduct. Chaperones must be familiar with all chaperone responsibilities as outlined in each field trip package.

## Code of Conduct

American Christian School strives to maintain a Godly setting for the daily instruction of our children. We believe that the Bible clearly instructs *parents* not the Church or State to “bring children up in the discipline and instruction on the Lord”.

### Attitudes

American Christian School is committed to student growth in Christian maturity and is concerned about both attitudes and behavior. The following are to indicate the tone we wish to establish:

- Treat all you meet with the respect due one made in the image of God; this includes avoiding cliques, unkind gossip, ridicule, and harassment.
- Be prompt to obey those placed in authority over you, and be just in exercising your authority over others.
- Do all work with diligence, honesty, and integrity as if you were doing it for Christ.
- Be a good steward of your own property and that of others at all times and in all circumstances.
- Remember that you are your brother’s keeper and that you are commanded to love and encourage your neighbor.
- Christ-like conduct and attitudes should be reflected in and out of school. Be an example of a Believer in word and deed.

## **Deporment**

- Students are required to dress appropriately and modestly according to the uniform policy for school and all school-related activities.
- Running in the hallways is dangerous and is not permitted.
- Students must remain in the classroom until permission to leave is given by the teacher.
- Food and drink may be consumed only at lunch or at a designated snack time, unless the teacher gives other instructions.
- Students are not permitted to bring radios or other music devices, video games, or other similar devices to school. If a teacher has confiscated such a device, parents must reclaim it from the head of school.
- Cell phones are to be kept off and put away during school hours. If a student is caught using his/her phone or a phone causes a distraction during school hours, the phone will be confiscated and must be picked up by parent.
- Students may not use school owned devices except as directed by a teacher.
- Students may not bring toys or games to school without the teacher's permission.
- Public displays of romantic affection are not permitted in school or at school-sponsored functions.
- Students should treat all school material, equipment, and facilities with respect and care.

## **Academic Honesty**

All students are expected to be academically honest in school work, homework, projects, papers, tests and group assignments.

- Students should follow the instructions given by the teacher regarding the amount of outside help allowable on school work, homework and projects.

- On papers and homework plagiarism is specifically prohibited and parental editing should follow the teacher's directive as to the allowable amount.
- Tests are individual assessments unless specified as otherwise by the teacher. Each student must participate in group assignments according to the assigned role.
- Academic dishonesty of any kind will be handled as an offense with academic and/or social consequences.

### **Grade Reporting**

Report cards are issued at the end of each quarter, with a total of four report cards issued in a year.

- Pre-school receives a progress report for each semester, with a total of two reports for the year.
- First through second grades receive scores on the A-F scale with the addition of a numeric range.
- Third through High School will be scored on a numerical scale.

Mid-quarter progress reports will be issued to all students for the first quarter, and to any student "at risk of failing" thereafter. Teachers will notify parents earlier, either by phone, or by email requesting a parent/teacher conference if the risk is imminent.

### **Student Responsibility for Campus**

Students at the American Christian School are responsible with other members of the school community for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the school. Everyone helps to keep our campus clean by picking up trash, even when it is not our own, this is especially true in the cafeteria.

If specific tasks are assigned students are expected to complete that task promptly and with a cheerful attitude. Personal responsibility, camaraderie, and satisfaction for a job well done are

significant goals of a student service approach. Students are expected to be good stewards of this property.

## **DISCIPLINE POLICY**

### **Grammar**

Matters of discipline will be handled in the classroom first by the classroom teacher. Each teacher will communicate to parents and students the discipline procedure for the classroom. The standard discipline procedure for elementary school after a reminder has been given is as follows,

- Name on the board
- Repeated correction= check next to name
- If behavior continues, child receives a second check and teacher will appropriately deal with the situation or send student to the office if necessary

The classroom teacher may send a correspondence via communication log or email or seek a parent conference as a follow up to any discipline. Occasionally in the grammar school an office visit may be more a matter of instruction and guidance and not necessarily considered an offense that could lead to dismissal.

### **Middle and High School**

Middle and High School students are expected to adhere to the rules of conduct in their classrooms. Violations of the rules will result in a demerit and/or an email or phone call from the teacher.

Parents will be notified if a student is sent to the office. After three visits to the office, suspension is likely. After four visits expulsions will be considered.

## **DEMERITS**

Certain levels of misconduct or repetitive misconduct may require a demerit as a step toward correction. The demerit system is designed for sixth grade through high school to ensure compliance for specific standards of conduct. Demerits may be issued at the discretion of any faculty member when observing inappropriate behavior or attitudes. A copy of each demerit will be turned into the Vice Principal while the original demerit slip will be sent home for a parent's signature. Demerits may be issued for breaking the rules of conduct including these specific actions;

- Uniform violations
- Chewing gum
- Late arrival to school or class
- Arriving to class without books, supplies, etc.
- Failure to respect the person or property of another student
- Failure to respect school property
- Inappropriate language
- Failure to abide by the rules of the class
- Failure to return signed demerit slip within two days

## **DETENTIONS/DEMERITS**

A detention will be issued by the Vice Principal when a student receives five demerits; a second detention will be issued after an additional 5 demerits are received and so on. In the event a behavior or action is an egregious breach of the standards of conduct, a detention, probation, suspension or expulsion may be issued in place of a demerit. Some behaviors may also warrant multiple detentions.

- Detention begins promptly at 6:50a.m. and ends at 7:50a.m., to ensure the academic schedule is not affected.
- Students are tardy for detention at 6:55a.m. and will need to report the following week to serve their full detention.

- Under most circumstances a student will be required to sit silently without reading, studying or sleeping.

## **OFFICE VISIT**

Certain instances of misconduct in the classroom may require that a teacher bring an offending student to an administrator immediately. A visit to the office should be considered a serious matter for any student, and as a result the parent will be notified.

If an office visit becomes necessary, the following steps will be taken;

- On the first visit, the administrator will likely contact the student's parents the same day, depending on the nature of the offense, or the teachers may do so.
- On the second visit the administrator will contact the parent and request a conference. A warning will be issued to the student that he/she is in danger of being suspended.
- On a third office visit, suspension is likely. This suspension (either in-school or out of school) may be for the remaining portions of that day or for several days as determined by the Head of School.
- Expulsion (dismissal from school) may result if a fourth visit occurs.
- Of course, depending on the seriousness of the offense, expulsion or suspension may occur at any office visit.

## **SUSPENSION**

A suspended student is not allowed to attend classes, participate in any school related activities, or represent the school in any manner during the term of his or her suspension. In-school suspension will be served on campus and the student will work on completing class assignments. Students who are suspended will make up classwork missed; students will also be responsible for completing any

homework or assignments given during the suspension. Middle and High School students should personally contact their teachers to get their assignments and be prepared to turn them in and/or take tests on the day that they return to class unless they make other arrangements with the teacher. Students who have been suspended during the year will not automatically be eligible for re-enrollment.

## **PROBATION**

ACS may place a student on a short-term probation as a preventive measure before expulsion. During this time the student will not be permitted to participate in any non-academic activities, i.e. field trips, games, fun days, meetings, practices.

## **EXPULSION**

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of ACS may be asked to withdraw or may be expelled. After a substantial period of separation, the student may apply for consideration for re-enrollment.

## **SERIOUS OFFENSE DISCIPLINE POLICY**

There are certain behaviors and languages that are never permitted at school without serious consequences. These behaviors include but are not limited to:

### **Violent Behavior**

- **Violence:** Causing or threatening to cause physical harm at any time whether directed at a particular person or persons or by causing unintended harm through loss of self-control, violent language or fighting.

- **Bullying:** A repeated pattern of hurtful behavior intended to marginalize, exclude, and maintain an imbalance of power. This may include, but is not limited to threats, intimidation, and causing physical, emotional or psychological harm.
- **Physical bullying:** violent behavior including but not limited to , hitting, pushing, shoving, kicking, destruction of property, knocking books out of one’s hands, throwing objects at someone, stealing someone’s property.
- **Verbal bullying:** words or comments with the intent to hurt someone, including name-calling, mocking, yelling, teasing, taunting, racial or discriminatory remarks, and unwanted nicknames.
- **Relational bullying:** exclusion from a social group, gossiping, shunning, rumors, or behavior that has the intent to degrade, demean or embarrass another in front of others.
- **Cyber bullying:** The use of hurtful and defamatory information and communication over the internet (e-mail, instant messages), mobile phones, pictures phones, blogs, or any other technology with the intent to harm another person.
- **Vulgarity and Crude Behavior:** words and/or behavior that explicitly refer to obscene or coarse behavior or crude issues, words that are inappropriate for children, words that are used to purposely hurt others. This includes, but is not limited to the following:
  - **Crude body language:** using private/sensitive parts of the body to engage laughter or cause embarrassment.
  - **Vulgar gestures:** hand or body language, mouthing vulgarity.
  - **Cursing:** using words that are known to be slanderous, crude, or taking God’s name in vain.

Any actions representing the above descriptions that are expressed, written or communicated in any way are to be seen as breaking the code of conduct for ACS.

The Head of School, in consultation with the administrative staff, will determine the disciplinary consequences at that time. Depending on the severity and/or regularity of the offense, disciplinary measures may include detention, suspension or expulsion.

## **Academic Standards**

ACS uses the Classical Christian approach to teaching; the following excerpt from Doug Wilson’s book, *Recovering the Lost Tools of Learning* gives us a brief overview. “The structure of our curriculum is traditional with a strong emphasis on “the basics.” We understand the basics to be subjects such as mathematics, history, grammar and language studies. Not only are these subjects covered, they are also covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, Logic, and Rhetoric will be emphasized in all subjects.

By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, *A* does not equal not *A*. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between

the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.”

### **Grading and Testing**

Teachers will use a variety of ways to assess the students’ progress. These could include narrated presentations, written papers, oral tests, written tests, problem solving exercises, discussion and participation.

- One assignment or assessment will not be given more weight than 20% of a student’s quarterly grade.
- One assignment can yield grades for more than one subject. For example, a history assignment can be used for a history grade in its content and for a writing grade in its spelling and writing mechanics.
- Teachers may use class participation in compiling the subject area grades as long as specific instances of participation are recorded. Behavior considerations are generally not factored into subject area grades. An exception would be participation grades.
- Grades are not assigned based on a curve but rather on mastery of objectives.
- Extra assignments are not used as a disciplinary tool.

- In the grammar school no more than two core assessments, tests, or projects should be due on a single day for grammar school.
- In the grammar school parents will be given notice of major tests at least one week in advance via weekly class newsletter.
- Comprehensive or semester exams are not given in grammar school with the exception of Latin vocabulary reviews. Middle and high school students will have comprehensive exams in some academic subjects.
- In grades 3-5, assignments and special projects that are turned in after the due date will be penalized at least 5 points for that day. If assignment is not turned in the next day, the student will receive a zero for that assignment.
- Middle and high school students will receive 10 points off for missing assignments. If assignment is not turned in the next day, the student will receive a zero for that assignment.
- Parents will be notified via email or phone call if student continues to miss assignments.
- Any work that is required to be emailed to teachers must be sent directly to the teacher by the due date, with a copy going to the parent. Students are not allowed to send any assignments to the office for printing.

## **STUDENT DISABILITIES**

American Christian School recognizes physical and mental disabilities and, provided that the student is otherwise qualified to attend American Christian School, provides reasonable accommodations once the disability is adequately documented. Any student applicant with a disability will be considered by the staff to determine what reasonable accommodations may be provided. If the student's needs can be met successfully through

reasonable accommodations, American Christian School will then consider all factors when making a final determination if placement is possible.

American Christian School offers reasonable accommodations to students that do not significantly alter school standards or make fundamental alterations to the nature of its programs e.g., classroom instruction or expectations. Accommodations allow students to complete the same material or tests as other students but with a change in the timing, formatting, setting, scheduling, response and/or presentation.

Classroom accommodations do not significantly alter classroom instruction or expectations. When accommodations are provided regularly for any student, standardized educational assessment and documentation is necessary. If parents believe an accommodation is needed that is not being provided, a parent-teacher-administrator conference may be held to discuss the issue. Standardized disability assessment and documentation will be required.

## **STUDENTS WITH DISABILITIES AND SPECIAL NEEDS**

### ***Definitions:***

*Severe Learning Disability:* Any condition in a potential student which would require a separate classroom, program, [special handicap accessible facilities, resources or furniture] and staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, hearing or visually impaired, etc.

*Learning Disability:* Any condition in a potential student or enrolled student which does not require a separate classroom, program [special handicap accessible facilities, resources or furniture], and staff in order to provide the education services desired by the parents e.g. hyperactivity, Attention Deficit Disorder, dyslexia. For the purposes of this policy, it is not important

whether or not the condition was accurately diagnosed or if it was a genuine learning disability.

***Guidelines and Policy:***

*Severe Disability:* Students with a severe disability will not be admitted to ACS due to the lack of adequate staff, resources and facilities.

*Learning Disability:* Students at ACS with learning disabilities will be given as much individual instruction and encouragement as their classmates. Students who have been diagnosed as having a learning disability will be allowed to enroll provided they meet all admission requirements.

We have instituted a new program at ACS called the Arrowsmith Program, which provides specific individual attention to students with learning disabilities. Any parent interested should contact the office for more information.

**HOMEWORK AND DAILY WORKLOAD**

Homework should be expected at American Christian School. Homework includes all assignments such as those related to specific subjects, completion of math lessons that were started in class, spelling, corrections, daily Latin review, math fact review, book reports, music memory work, student reading, and any special projects that are assigned by the classroom teacher. From time to time, a student may have additional homework because he or she did not finish assignments that were to be completed in class. Students may also experience a heavier workload due to special projects or assignments. The underlying purpose of homework is to equip students with the necessary tools for learning and to reinforce the concepts presented by the curriculum during the day.

With each student and at every grade level the amount of homework will vary daily. Some students will finish their

homework before they get home and others will take longer than the average student. Parents should consult with the teacher for specific questions about the amount or difficulty of the student workload. If an elementary aged child is consistently taking more than an hour to complete homework assignments (not including independent reading), parents should not delay seeking assistance from the teacher. For Middle and High School students, the homework load should not normally exceed 2 hours (excluding reading). Homework is specifically assigned for Elementary students on Monday through Thursday evenings. Occasionally, weekend homework may be assigned. Middle and High school students are assigned homework Monday through Friday and weekend homework is normal. Homework is not given over holidays except for extended assignments or in exceptional circumstances.

### **Make-up Work**

When students are absent from school due to illness or emergency, they are not expected to have completed all assignments upon returning. Teachers will consult individually with the student and parents when he returns to develop plans to make up necessary work. Ordinarily, students will have an amount of time allotted to complete their work that corresponds to the number of days they were absent. Tests should be made up within the same time frame as other make-up work. Parents should come by the school at the end of the day to get missed assignments. Teachers will cooperate with parents in getting the assignments to them. When absences are voluntary (e.g., family holiday) all schoolwork must still be completed upon returning to school. Parents and students must coordinate all such absences in advance (3-4 days) with the teachers. Prior to a planned absence, the student should work ahead as much as possible. While teachers will assist the student in remembering to complete make-up assignments, the primary responsibility for completing and turning in make-up work belongs to the student.

## **Homework and Study Habits**

Allow your child a little break before he begins homework. Do homework around the same time and in the same place every day. Using time limits for each assignment may help. (Kitchen timers are useful.) Always check for completion of work and packing of books and don't forget to sign the communication log every day. Your signature tells the teacher that you know what is happening. Write notes to the teacher with your observations or concerns.

When it comes to studying, waiting for the night before to review is never recommended. Students should pace themselves to review a little at a time. Small amounts on the weekend can also be helpful for some students.

## **Corrections and Tests**

On occasion teachers may send home assignments for corrections. It is important that a student make corrections in a timely manner. Once behind, it can become an insurmountable task to catch up. Always initial papers your child has corrected. This helps the teacher know what you have seen. All major tests should be signed by a parent and/or signed off in the communication log and returned the next day.

## **Grade Promotion**

Students are promoted to the next grade level based upon passing grades in core subjects and teacher recommendations. In upper grades, successful completion of a course with a passing grade is required to promote to the next course. Parent-teacher conferences and communication will occur before a decision not to promote a student occurs. All promotion decisions are subject to the Head of School and the appropriate administrator.

## **TUTORING**

Tutorials are valuable opportunities for students to receive extra help or to make up work they have missed. Tutorials do not necessarily indicate that a child has serious academic trouble.

Teachers are available for limited voluntary lunch or after-school tutorials depending on their schedules. These teacher tutorials take precedence over extracurricular student activities. Tutoring that is needed beyond this is the parents' responsibility to arrange with tutors either inside or outside the school. Parents with students that need long term weekly tutoring that would cover many months should seek a paid tutor. Classroom teachers may not be paid for tutoring students they have in class. Another teacher who agrees to tutor may be paid.

## **Expectations and Procedures**

Parents should be clear about the standards for student attendance.

We understand that events occur that are beyond our control and as a result make us tardy. We do not penalize for that, however we do need to address those students that arrive late on a regular basis. In trying to create the best learning environment for the students please take into account that it is very disruptive to the class when late arrivals rush in to catch up with the class. We are also trying to instill good habits in our students so we encourage parents to partner with us in this endeavor. Therefore, if a child is late we ask that the parent sign him/her in and allow the child to go to the class unaccompanied by the parent to lessen the disruption to the class.

### **General Requirements**

- Doors open for students in grammar school through high school at 7:55am.
- Students not at their desks ready to begin school by 8:15am are considered tardy.
- Doors for Preschool open from 8:15am-8:30am, students arriving after this time are considered tardy.

Students are expected to be present and on time at school every day school is in session. The actual number of days school is in session is indicated in the annual School Calendar. *Unnecessary absences are highly discouraged.* The following are our guidelines:

- Not being ready to start class at the starting time constitutes a tardy.
- Accumulation of five tardies is equivalent to 1 absence.
- In the Middle and High School a tardy results in a demerit.
- Arriving after 11:00 a.m. constitutes an absence for the day.
- Leaving school before 11:00 a.m. and not returning is an absence.
- Accumulation of more than 4 unexcused absences in any given semester (2 quarters) may seriously impair a student's ability to sufficiently cover the material and receive a passing grade.
- Administration will notify parents if their child's absences or tardies are excessive.

If a student is late for reasons beyond his/her control, the parent should send an explanatory note with the student to the office.

## **ABSENCES**

When students are absent from the elementary school and they need their homework assignments, parents should come by the office at the end of the day or pick them up the next morning before school starts. When returning to the school, students must bring a note from their parents explaining their absence. Students in middle and high school should contact their teacher via email for all missed homework assignments, if a student needs any books from school while absent, parents should notify the office and they will be left at the main office for pick up.

Leaving during the school day for appointments is **strongly** discouraged. Medical appointments should be arranged for after

school hours whenever possible. If there is no alternative, **parents should provide a note to the teacher early in the day.** Parents must sign students in and out with the office staff whenever they leave or return to campus. The office will give the student a pass to be re-admitted to class. A student waiting to be picked up must remain in the office until the parent arrives. Upper building students must wait in the lower building office.

### **Excused Absences:**

Absences resulting from illness, family emergency, or planned family vacations will be excused. The Head of School considers other valid reasons for absences on a case-by-case basis. Students will be permitted to make up work missed due to an excused absence only. All other absences will be counted as unexcused.

## **ILLNESS**

Medical concerns are taken seriously by all personnel at American Christian School. For the health and safety of all our students the following standards will apply. Parents are expected to cooperate fully.

### **Medicine Authorization**

Medication required by any student during school activities must be supplied by a parent and brought to school in the original container.

- Properly label with the name of the student and identification of medication, dosage, and the time to be administered.
- If possible, medications should be taken before and after school. At no time may a student bring medicine (including over-the-counter types) to school to self-administer without the direction of the office staff unless written



pneumonia. Students who contract these diseases may not return to school until certified as healthy and not contagious by a physician.

### **Lice**

Although head lice are not a major health problem, it is highly spreadable and can be difficult to contain. We ask that parents notify the school immediately if your child has been infected. If lice are discovered in school, the child will be sent home. A student will be allowed back in school 48 hours after treatment, and the removal of nits has taken place.

## **DRESS CODE AND SCHOOL UNIFORM**

Students should be clean, well-groomed, and conservatively dressed on campus and at all school functions. Excesses of hair style and attire are out of place. Shoes and socks are always required on campus. Students may wear watches that do not have alarm beepers. Modest jewelry may be worn. Boys may not wear earrings nor may girls wear multiple earrings. Visible tattoos, body piercing, or other markings are not allowed. During the school day, students are required to wear the American Christian School uniform, unless otherwise directed by the American Christian School administration. A detailed uniform description for the school day, physical education, and chapel is outlined. The administration reserves the right to determine if a student's attire is not appropriate and to take whatever action is required to remedy the problem.

### **Spirit Wear**

Students are encouraged to show their school spirit. There are occasions when doing so can be enhanced with our spirit wear attire. On these days students and parents can wear sweatshirts, hats, jackets and t-shirts with our mascot and/or logo.

**Please note that spirit wear can only be worn on designated days and should not take the place of uniform attire.**

### **Student Dress Code**

Students attending American Christian School are expected to comply with the following guidelines for student attire. Please make sure to use the school code when ordering uniforms. All clothing, unless otherwise specified, is to be bought from;

- Lands' End at [www.landsend.com](http://www.landsend.com) or
- By calling (1800.963.4816)
- Lands' end school number is #90004162-5.

OR

- French Toast at [www.frenchtoast.com](http://www.frenchtoast.com) or
- By calling (1.800.frenchtoast)
- French Toast school code is #QS4BPY

All children are required to purchase the chapel, physical education (available through landsend only) and school day uniforms.

Shoes and belts may be purchased elsewhere. (Clothing with old circular logos will be grandfathered in through the spring of 2014.)

Free dress is an opportunity for students to wear regular clothes. On free dress days, costumes, hats, excessively fancy or casual dress are not intended. As a guideline students should refrain from any type of dress or accessory that will be distracting.

### **Guidelines:**

- In the classroom, only uniform clothing is allowed. Any jackets worn to school must be put away before class begins.

- On School and Chapel days, navy cardigans (logo optional) can be worn for grammar and middle school. High school students also have the option of wearing a navy blazer.
- Coats will be allowed at recess and on field trips.

Cold weather uniform adjustments: Boots may be worn on days when the temperature is low.

- Girls in grammar and middle school may wear navy or black boots.
- High school girls may wear black, navy or brown dress boots in the classroom.
- No casual boots (ugg-like or snow boots are not permitted in the classroom).
- Students may change into school shoes during homeroom if they wear snow boots to school. They may also wear them at recess.
- Girls may wear plain navy blue leggings or tights with skirts.
- White t-shirts may be used for layering under shirts as long as they cannot be seen on the sleeve and only one button is unbuttoned at the collar. Colored t-shirts should not be used for layering.

#### **Physical Education:**

- Shirts do not need to be tucked in. However, no other color may be shown at collar or below the hem of the shirt.
- Please print your child's name on the tags of all uniforms and other clothing worn to school.
- If student is not in proper attire for gym, student will receive a zero for the day and parents will be notified.

#### **General Notes:**

- All school attire should be clean and neat.

- Shirts are to be tucked in at all times. (gym shirts are an exception)
- Clothing, especially white Chapel shirts, should be ironed and not wrinkled.
- Belts are to be worn with all shorts and pants with loops.
- Shoes must be tied at all times.
- Pants must be worn at the waist without undergarments showing.
- The hem of the pants may not touch the floor.
- Skirts and jumpers should be no shorter than two inches above the knee.
- Low socks are permitted. “No-show” socks are not permitted.
- Hair bows, barrettes and headbands must match the school colors and be worn tastefully with little fuss.
- Boys’ and girls’ jewelry needs to be kept simple.
- Earrings may be worn by girls only. Simplicity is always the rule.
- Boys’ hair may not cover the eye brows, ears or collars.
- ACS will operate a uniform trade periodically to give families an opportunity to share gently worn uniform pieces.
- Administration and teachers are responsible to hold children and families accountable. “Uniform Reminders” will be sent home with children who come to school out of dress code in addition to the above-mentioned phone call to parents to bring missing items to school.

## **ELEMENTARY (K-6) UNIFORM STANDARDS**

**\*PHYSICAL ED. ATTIRE AVAILABLE THROUGH LANSEND.COM ONLY.**

### **PHY. ED ATTIRE (2X a week)**

#### **TOPS:**

Red T-shirt long and/or short sleeve  
(ACS logo required)

- Essential Tee *OR*
- Performance Tee

#### **SWEATSHIRTS:**

Red sweatshirt (ACS logo required)

- Hooded Pullover style *OR*
- Zip-front style *OR*
- Crew style

#### **BOTTOMS:**

Sweatpants:

- Solid navy sweatpants (No stripes on side)

Shorts:

- Navy Mesh Shorts (No stripes on side)

#### **FOOTWEAR:**

- White sweat socks (No-show ankle socks NOT permitted)
- Appropriate gym sneakers (No heelies or fat colorful laces)

### **CHAPEL ATTIRE (Wednesday only)**

#### **TOPS:**

- White button down dress shirt long and/or short sleeve for boys (long enough to be tucked in)
- White button down dress shirt long and/or short sleeve for girls (long enough to be tucked in)

**SWEATERS:**

Boy's navy cardigan sweater

- Drifter Zip Front Cardigan *OR*
- Drifter Cardigan
- \*Zipper Front Sweater *OR*
- \*V-neck Sweater (Frenchtoast)

Girls navy sweater

- Drifter V-neck Cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- \*Crew Neck Cardigan (Frenchtoast)

**BOTTOMS:**

- Navy dress pants (No cargo or Capri style)
- Navy skirt *OR* jumper for girls
- Navy dress shorts for boys (spring/summer) ( no more than 2 inches above the knee)
- Navy skirt and/ or skort (spring/summer) ( no more than 2 inches above the knee)

**FOOTWEAR:**

- Navy or black dress shoes boys and girls
- Navy or black socks boys
- Navy or white socks *OR* tights for girls

**ACCESSORIES:**

- Dark Russet ties boys
  - **Item # 08222-2BP0**
  - **\*Item #10312 (Frenchtoast)**
- Navy or black belt required
- Headbands, jewelry and other accessories should be kept modest

## **POLO ATTIRE (2X a week)**

### **TOPS:**

Red polo shirt long and/or short sleeve (ACS logo required)

#### **boys and girls**

- Performance Mesh Polo *OR*
- Performance Interlock Polo
- Feminine Fit Polo (**girls only**)
- \*Interlock or Pique polo (Frenchtoast)

### **SWEATERS:**

Boy's navy Cardigan sweater

- Drifter Zip Front Cardigan *OR*
- Drifter Cardigan
- \*Zipper front sweater *OR*
- \*V-neck Sweater (Frenchtoast)

Girls navy sweater

- Drifter V-neck Cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- \*Crew Neck Cardigan (Frenchtoast)

### **BOTTOMS:**

- Navy dress pants (No cargo or Capri style)
- Navy skirt for girls
- Navy dress shorts for boys (spring/summer)  
(No more than 2 inches above the knee)
- Navy short, skirt and/ or skorts  
(No more than 2 inches above the knee)

### **FOOTWEAR:**

- Navy or black dress shoes **boys and girls**
- Navy or black socks **boys**
- Navy or white socks *OR* tights **girls**

### **ACCESSORIES:**

- Navy or black belt required

- Headbands, jewelry and other accessories should be kept modest

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### **MIDDLE SCHOOL (7-8) UNIFORM STANDARDS**

**\*PHYSICAL EDUCATION ATTIRE AVAILABLE THROUGH  
LANDSEND.COM ONLY.**

#### **PHYSICAL ED. ATTIRE (2X a week)**

##### **TOPS:**

Red T-shirt long and/or short  
(ACS logo required)

- Essential Tee *OR*
- Performance Tee

##### **SWEATSHIRTS:**

Red sweatshirt (ACS logo required)

- Hooded Pullover style *OR*
- Zip-front style *OR*
- Crew style

##### **BOTTOMS:**

Sweatpants:

- Solid navy sweatpants (No stripes on side)

Shorts:

- Navy Mesh Shorts (No stripes on side)

##### **FOOTWEAR:**

- White sweat socks (No-show ankle socks NOT permitted)
- Appropriate gym sneakers (No hee-lies or fat colorful laces)

#### **CHAPEL ATTIRE (Wednesday only)**

##### **TOPS:**

- White button down dress shirt long and/or short sleeve  
for **boys** (long enough to be tucked in)

- White button down dress shirt long and/or short sleeve for **girls** (long enough to be tucked in)

**SWEATERS:**

Boy's navy cardigan sweater

- Drifter Zip Front Cardigan *OR*
- Drifter Cardigan
- \*Zipper Front Sweater *OR*
- \*V-neck Sweater (Frenchtoast)

Girls navy sweater

- Drifter V-neck Cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- \*Crew Neck Cardigan (Frenchtoast)

**BOTTOMS:**

- Navy dress pants (No cargo or Capri style)
- Navy skirt *OR* jumper for girls
- Navy dress shorts for boys (spring/summer)  
(No more than 2 inches above the knee)
- Navy skirt and/ or skort (spring/summer)  
(No more than 2 inches above the knee)

**FOOTWEAR:**

- Navy or black dress shoes **boys and girls**
- Navy or black socks **boys**
- Navy or white socks *OR* tights for **girls**

**ACCESSORIES:**

- Classic navy large plaid tie **boys**
  - Item # 08735-6BP1
  - Item #11333 (Frenchtoast)
- Navy or black belt required
- Headbands, jewelry and other accessories should be kept modest

## **POLO ATTIRE (2X a week)**

### **TOPS:**

- White polo shirt long and/or short sleeve ( ACS logo required) **boys and girls**
  - Performance Mesh Polo *OR*
  - Performance Interlock Polo
  - Feminine Fit Polo (**girls only**)  
\*Interlock or Pique polo  
(Frenchtoast)

### **SWEATERS:**

Boy's navy Cardigan sweater

- Drifter Zip Front Cardigan *OR*
- Drifter Cardigan
- \*Zipper front sweater *OR*
- \*V-neck Sweater (Frenchtoast)

Girls navy sweater

- Drifter V-neck Cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- \*Crew Neck Cardigan (Frenchtoast)

### **BOTTOMS:**

- Navy dress pants (No cargo or Capri style)
- Navy skirt for girls
- Navy dress shorts for boys (spring/summer)  
(no more than 2 inches above the knee)
- Navy short, skirt and/ or skorts  
(no more than 2 inches above the knee)

### **FOOTWEAR:**

- Navy or black dress shoes **boys and girls**
- Navy or black socks **boys**
- Navy or white socks *OR* tights **girls**

### **ACCESSORIES:**

- Navy or black belt required
  - Headbands, jewelry and other accessories should be kept modest.
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**HIGH SCHOOL UNIFORM STANDARDS**  
**PHYSICAL EDUCATION UNIFORMS AVAILABLE THROUGH  
LANSEND.COM ONLY.**

**PHYSICAL ED. ATTIRE (2X a week)**

**TOPS:**

Gray heather T-shirt (ACS logo required)

- Essential Tee *OR*
- Performance Tee

**SWEATSHIRTS:**

Pewter heather sweatshirt (ACS logo required)

- Hooded Pullover style *OR*
- Zip-front style *OR*
- Crew style

**BOTTOMS:**

Sweatpants

- Solid pewter heather sweatpants ( No stripes on side)

Shorts:

- Stone gray mesh shorts (No stripes on side)

**FOOTWEAR:**

- White sweat socks (No-show ankle socks NOT permitted)
- Appropriate gym sneakers

**CHAPEL ATTIRE (Wednesday only)**

**TOPS:**

- White button down dress shirt for young men (long enough to be tucked in)
- White button down blouse for ladies (long enough to be tucked in)

**SWEATERS:**

Navy Cardigan sweater for boys *OR* Navy blazer

- Drifter zip front cardigan *OR*
- Drifter cardigan
- Hopsack blazer

Navy sweater for girls *OR* Navy blazer

- Drifter V-neck cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- Hopsack blazer

**BOTTOMS:**

- Khaki pants (No cargo or Capri style)
- Khaki skirt /skort (for ladies)  
(No more than 2 inches above the knee)
- Khaki dress shorts for boys (spring/summer)  
(No more than 2 inches above the knee)

**FOOTWEAR:**

- Brown or black shoes
- Black or navy socks ( for young men)
- Navy socks for ladies *OR*
- Patterned knee socks (for ladies) Item #383652-4U1

**ACCESSORIES:**

- Classic navy/dark crimson tie (for young men and ladies)
  - Item # 08221-9BP9
- Brown or navy belt required

Headbands, jewelry and other accessories should be kept modest

**POLO ATTIRE (2X a week)**

**TOPS:**

Navy polo shirt long and/or short sleeve ( ACS logo required)  
unisex

- Performance Mesh Polo *OR*
- Performance Interlock Polo
- Feminine Fit Polo (ladies only)
- \*Interlock or Pique polo

**SWEATERS:**

Navy Cardigan sweater young men

- Drifter Zip Front Cardigan *OR*
- Drifter Cardigan
- \*Zipper front sweater *OR*
- \*V-neck Sweater (Frenchtoast

Navy sweater for ladies

- Drifter V-neck Cardigan *OR*
- Hooded Cable Cardigan
- Fine Gauge Cotton Cardigan
- \*Crew Neck Cardigan (Frenchtoast)

**BOTTOMS:**

- Khaki pants (No cargo or Capri style) or Khaki dress shorts for boys (spring/summer)
- Khaki skirt /skort/short (for ladies) (No more than 2 inches above the knee)
- \*Kick pleat scooter (Frenchtoast) (No more than 2 inches above the knee)

**FOOTWEAR:**

- Brown or black shoes
- Black or blue socks ( for young men)
- Navy socks for ladies *OR*
- Patterned knee socks (for ladies) Item #383652-4U1

**ACCESSORIES:**

- Brown or navy belt required
- Headbands, jewelry and other accessories should be kept modest

## **MONEY AT SCHOOL**

Elementary students should not bring money to school. Parents may consult the teacher when exceptions need to be made regarding school projects, excursions or the sale of occasional items in the cafeteria. Middle and High School students are responsible for any money brought to school.

### **Selling items at school**

Selling of personal items in school is prohibited.

## **Toys at School**

Toys should not be sent into school. Teachers may allow items from home for presentation purposes only, these items should remain away until needed.

## **AFTER-SCHOOL PROGRAM**

ACS offers 3 hours of extended care after school, from 3:00 pm-6:00 pm at an hourly cost. Students should be picked up by 3:15, unless involved in an official ACS after-school practice, club or game extending beyond this time or enrolled in after-school program, pre-arranged before care is also available from 7:15-7:55. The following procedures will be used for late pick-up from extended care:

- If a student is not picked up on time, the office will contact the student's parents.
- After 6:00pm the parent will be charged a dollar a minute for every minute the child is left in aftercare.

## **Drills and Emergency Procedures**

The procedures for fire, tornado and lock-down drills are followed in accordance with state law. The step-by-step procedure for leaving the building will be explained to each class by the classroom teacher at the beginning of the school year. Fire drills will be held frequently throughout the year. Tornado and lock-down drills are held once in each semester. Evacuation procedures are posted inside each room. In the unlikely event of some other emergency, children will be safely supervised by the classroom teacher. The procedures will be dependent upon the nature of the emergency. Safety of the student is our highest priority.

## **Expenditure Reimbursement**

Parents who desire to be reimbursed for expenses related to an approved activity must obtain written approval prior to expending

the funds. Expenses incurred without prior written approval must be considered donations, and there is no guarantee they will be reimbursed. Parents must also obtain a tax exempt form from the office before purchasing anything. If parents do not use a tax exempt form they will not be reimbursed for the taxes. Parents may receive a written acknowledgement of the donation from the school for tax purposes.

## **Teacher Gifts**

Expressing appreciation to ACS teachers is appropriate. Group gifts are kind gestures that do not cause difficulties. A personal note of thanks is always appreciated. Individual gifts, if given at all, should be given in a way so as to not make other students or parents feel pressured or uncomfortable. The best gifts you can give your teacher are things that are handmade or homemade by you and your children and do not cause competition. Any gifts other than the kind just mentioned need to be given discreetly.

Another way parents can share with the school is through the classroom wish list. Many times parents want to give something that will benefit their child's class. On occasion the school office may have such a list for each classroom, please feel free to come in and peruse the list.

## **Lost-and-Found**

Articles found on campus should be turned into the office or placed in the designated lost-and-found area. Parents should check the office periodically for any missing items. Remember to clearly mark all clothing, book bags, backpacks, lunch bags and the like with the student's name. Periodically, the school donates unclaimed items to charity.

## **Textbooks, Equipment and Supplies**

School-owned textbooks and resource materials are issued at the beginning of the school year and at other times as assigned by the teacher. Parents will be responsible for paying for any textbooks or equipment that are lost and damaged by their child. Supplies should be purchased prior to the start of the school year. Lists are available at the American Christian School website. Lost text books will be charged at cost plus \$5.