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## WHAT WE BELIEVE

Anthem Christian School, though it is not creedal in form, adheres to the following statement of faith.

1. **GOD** is the Creator, Redeemer, Preserver, and Ruler of the Universe. There is one God who reveals Himself to us as the Father, Son (Jesus Christ), and Holy Spirit. This mystery is commonly called the Trinity: each “person” of the Trinity exists simultaneously and has distinct personal attributes, but there is no division of nature, essence, or being in God.
2. **THE SCRIPTURES** were written by those who were divinely inspired. The Bible is the written Word of God, revealing God’s will for humanity. It is the basis for our faith and practice as individual Christians, as churches, and as an association of churches. The life and teachings of Jesus Christ are the criteria by which we interpret the Scriptures.
3. **MANKIND** was created in the image of God. All people sin; therefore, mankind is “fallen” from the position that God designed for it. God’s grace (gift of salvation) in Jesus Christ allows mankind to come back into fellowship with God. Because mankind is created in God’s image, and because Christ died for all, then all people are to be given dignity and respect.
4. **SALVATION** is the gift of God, which we receive by faith in Jesus Christ who died for our sins. It involves fellowship with God and eternal life, beginning at the moment one entrusts himself to Jesus as Lord of his life and continuing on past this life, without end. God patiently seeks the salvation of all people, not desiring for any to perish. The “security of the believer” teaches that salvation, once received, cannot be lost; the believer is safe in the Father’s hand. However, a disobedient believer will be disciplined by the Heavenly Father.
5. **HEAVEN AND HELL** are eternal dwelling places. Heaven—the place where God’s people live with him forever—is a gift to the believer. Heaven is also a place where rewards are received. Salvation itself is a gift from God, and not a reward. Heaven’s rewards vary and are based on individual faithfulness in this life. Those who do not receive the Lord Jesus Christ as their personal Savior in this life will spend eternity apart from the loving presence of God in hell. Hell is a place of suffering where the devil and his followers dwell.
6. **THE CHURCH** is a term that is used in two ways in the Scriptures. In the broadest spiritual sense, the Church is the body of Christ, which includes all Christian believers of all ages. In a more tangible sense, the New Testament most often speaks of the church as a local body of baptized believers. All believers are members of the Church, and should express this through participation in the local church family of faith. Baptist churches are accountable to the membership under the Lordship of Christ and as each member has a voice and vote in the life of the church. All members of the local church family of faith are to be treated with dignity and respect according to the principles of the Scriptures. All members, regardless of gender, race, ethnicity, or national origin are gifted by God to participate in building up the church. The local church should encourage the giftedness of the members.
7. **BAPTISM** is an ordinance of the church: Jesus set it aside (“ordained” it) as a reminder and as an act of obedience. Baptism is by immersion in water and is a statement of one’s faith in Jesus who died, was buried, and rose again. It is also a statement that one has died to sin and is raised to a new life in Christ, looking forward some day to the resurrection from the dead. Baptism portrays a faith already held within the person, and has no saving power in itself.
8. **THE LORD’S SUPPER** is the other “ordinance” of the church. In taking the Lord’s Supper (sometimes called “communion”), we remember especially the sacrifice of Jesus Christ on the cross: the fruit of the vine reminds us of his blood that was shed, and the bread reminds us of his body that was given for us. Taking the Lord’s Supper together regularly as a church body also reminds us that we are united together by our common faith in Jesus and his sacrifice on the cross.

9. **THE KINGDOM OF GOD** is the Lord's spiritual reign over the lives of all who give allegiance to Him, whether they be living on earth or in heaven. It includes all who are in the Church, but also includes believers in God prior to the coming of Jesus Christ and the establishment of His Church.
10. **LAST THINGS** refers to those things that will happen near the end of time. The Bible tells us that Jesus will come again visibly to receive His followers to Himself. The evil forces of Satan and this world will be ultimately defeated and cast into hell, and God's kingdom shall prevail forever.
11. **EVANGELISM** is every Christian's privilege. We are all called to share personally with others how they may be saved by faith in Jesus Christ. By faithful giving, we also support the evangelistic efforts of our local churches, as well as the missions efforts of our denomination in the United States and around the world.
12. **THE PRIESTHOOD OF THE BELIEVER** or "soul competency," means that every believer prays directly to God and may read the Bible to better understand the will of God. Other believers may help our understanding, but each one of us is able to stand before God without any intermediary other than Jesus Christ.
13. **SERVANT LEADERSHIP** is exemplified by the true nature of Jesus Christ. Jesus commanded that the Christian leader should not seek to rule over others, but rather to be the servant of all. The cross mandates laying down our rights for the good of others.

## MISSION STATEMENT

Creating Excellence Through *Christian* Education

## PURPOSE

ACS is a ministry of the Central Coast Baptist Association. The purpose of the school is to provide a Bible-based, Christ-centered, pupil-related kindergarten through junior high school educational opportunity for the children of the citizens of the city of Salinas and its surrounding communities.

Therefore, we purpose to shepherd the whole child to prepare him/her for a life of service to the glory of God by integrating regenerated truth into all education. Christian truth must form the foundation, unification, and permeation of Christian courses or classes.

## PHILOSOPHY

The educational philosophy of ACS is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which is this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim, socially, is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship—all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his/her choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them runs the consistent thread of the spiritual. Therefore, it must be

our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone - the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas—else we become textbook oriented rather than student oriented.

The philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of ACS.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect towards it. (2 Timothy 3:16-17; 2 Peter 1:20, 21)
2. To provide opportunities for the student to confess Christ as Savior and Lord. (Romans 10:9,10)
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (1 Samuel 16:7; Galatians 5:22, 23)
4. To teach the student how to develop the mind of Christ towards godliness. (Philippians 2:5; 1 Timothy 4:7)
5. To encourage the student to develop self-discipline and responsibility from God's perspective. (1 Timothy 4:7; 1 Corinthians 9:24-27)
6. To teach the student the respect for and submission to authority from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
7. To help the student develop a Christian world-view by integrating life and all studies with the Bible. (2 Peter 1:3)
8. To teach the student to hide God's Word in his heart through memorization and meditation. (Psalm 119:11)
9. To help the student develop his life identity in Christ as a unique individual created in the image of God and to attain his fullest potential. (Psalm 139:13-16)
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Philippians 2:1-4; Ephesians 6:1-3)
11. To teach the student how to become a contributing member of his society by realizing his need to serve others. (Galatians 5:13; Romans 2:10)
12. To teach the student physical fitness, good health habits, and wise use of the body as a temple of God. (1 Corinthians 6:19, 20)
13. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory. (1 Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31)
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematical problem solving). (2 Corinthians 5:20)
15. To teach and encourage the student to use good study skills and habits. (2 Timothy 2:3-7)

16. To teach the student how to research and to reason logically from a biblical perspective. (Hebrews 5:14; Romans 12:2)
17. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage (home, church, nation). (1 Corinthians 10:11; Romans 13:1-7)
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
19. To help the parents to understand the school's purpose and program.
20. To assist parents in keeping up with the changing culture, its effects on the home, and its implications for their children.
21. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7; Proverbs 22:6)

## **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)**

ACSI is the largest single Christian school organization in the world. ACS will seek to aspire to the standards of accreditation by the Association of Christian Schools International. Our staff and students will participate in ACSI functions during the course of the year.

## **SUPPORTING THE MISSION AND PURPOSE**

As stated in our purpose, as a Christian school we feel that we are to assist the parent in the training up of a child in the way he/she should go (Proverbs 22:6), in accordance with the principles and ethics as set forth in God's Word, the Bible. Therefore, we expect the parents and/or guardians of those students admitted to ACS to support ACS in the following principles as well as the standards set forth in the remainder of this Parent/Student Handbook, so that this stated purpose may be rightly accomplished.

- A. Attend a one-evening back-to-school orientation meeting for all ACS parents at the beginning of each school year.
- B. Make a concerted effort to attend any school activity that your student is involved in, thereby assuring him/her of your loving support (e.g., scheduled parent/teacher conferences, performances, PTF meetings, etc.).
- C. Support ACS with your prayers, gifts, and volunteer service (parent committees) in assisting with fund-raising and all other school-related activities. Your prayer support of our school is absolutely essential. This is a spiritual battleground, and the battle must be fought with spiritual weapons. (2 Corinthians 10:3-5; Ephesians 6:12; 1 Timothy 2:1-4)
- D. Support ACS rules and policies, understanding that while you may not always agree with a rule or policy per se, your support is still necessary and will be honored by God (Romans 13:1-4; Hebrews 13:17; Deuteronomy 6:7; Hebrews 12:9-10). We must have your heartfelt support if we are to have an effective ministry with your child.
- E. Support the school in all matters of discipline involving your child.
- F. If you have questions involving discipline, school policies, or procedures, there is a proper procedure to follow. The first step in this procedure is to contact the person most immediately involved (e.g., teachers, secretary, et al). You may call the office for an appointment or for a return call.
- G. Uphold the Christian standard of handling differences by not sharing problems with those not directly involved in or a part of the solution (e.g. other parents or students). (Matthew 5:23-24 & 18:15)

- H. Refrain from taking your student out of school unnecessarily, and in the event that you do so, let the teachers know at least one week in advance. Assure the teachers that you will make every provision for your student to make up any missed work. The school cannot assume responsibility for work missed during family vacations. The faculty is willing to help, but you must take the initiative.
- I. If you intend to withdraw your student, contact the principal or school office directly. If you are moving, we could recommend another Christian school.

Thank you for your support in these vital issues.

## **ADMISSIONS AND REGISTRATION**

Attendance at ACS is a privilege and admittance is by application only. Kindergarten students must be five by September 1 to begin kindergarten at ACS. Acceptance of all students, including terms and conditions, is determined by the administration. Applications are available from the school office and must be completed in detail. The enrollment process for new students is as follows:

1. Receive application from the office or download from the website.
2. Complete and return application, including reference forms. An incomplete application will not be accepted.
3. Schedule student for one of the testing dates. (*Kindergarteners are tested in June.*)
4. Schedule an appointment with the principal for parent/student interview and tour of the campus.
5. Parents will be notified of acceptance.
6. Schedule an appointment with the office to sign a financial agreement and pay fees.

## **FINANCIAL POLICIES**

### **BIBLICAL PRINCIPLES ON FINANCES**

The Bible gives abundant counsel in the proper handling of finances. ACS is committed to obedience to this counsel as provided in Scripture. The practical applications of this are:

1. ACS encourages proper parental financial planning in advance to enrolling your child(ren) in school. Christian education requires a financial investment. Plan in advance to meet your financial commitment in full and on time. This allows us to do the same. Luke 14:28 teaches, "For which of you, intending to build a tower, does not sit down first and count the cost, whether he has enough to finish it?"
2. ACS encourages communication between the parents and school to allow a clear understanding and spirit of cooperation in regard to special financial situations. Isaiah 55:8 teaches, "For my thoughts are not your thoughts, nor are your ways My ways, says the Lord." Your family may be experiencing a financial testing which has resulted in your inability to maintain a current account. Please, let us know right away! This will allow us to consider possible alternatives.

### **ENROLLMENT FEES FOR RETURNING STUDENTS**

Returning students may re-enroll starting Feb. 1<sup>st</sup> by completing and returning to ACS the re-enrollment packet, the financial agreement, and paying a fee installment of \$100.00 per child re-enrolling. The remaining fee amount (minus the consumable/technology fee) is due April 1<sup>st</sup>, 2016. For students in Grades K-8<sup>th</sup> \$275.00 would be due on April 1<sup>st</sup>. The consumable/ technology fee is due on or before June 1<sup>st</sup>, 2016. Students who re-enroll by April 1<sup>st</sup> turn in all required paperwork and finish paying all enrollment fees by June 1<sup>st</sup>, 2016, will receive a \$50.00 discount in enrollment fees and may be eligible to receive a refund of all enrollment fees if a qualifying catastrophic event (such as a job loss) occurs and the student is dropped from ACS by July 1<sup>st</sup>, 2016.

Enrollment fees are not refundable for students who enroll after June 1<sup>st</sup>, 2016. Students who enroll after June 1<sup>st</sup>, 2016 are also not eligible for the \$50.00 early enrollment discount.

**Please note that your re-enrollment is not complete until both paperwork and your payments have been processed. All enrollment fees are nonrefundable.** Fee payments must be made on time to guarantee your child's spot on the class roster. Missed or late payments may mean your child is dropped from the enrollment process.

## **TUITION AND PAYMENTS**

When enrolling a student in ACS, you are enrolling your child for the entire 2016-2017 school year. Students are not accepted on a month-to-month basis. Upon enrolling your child, you are morally and financially obligated to maintain enrollment for the complete school year, August through June. If unforeseen circumstances arise and you are not able to complete the school year with ACS, you are still financially responsible to the school for tuition according to the following guidelines:

- \*\*If you withdraw your child prior to July 1<sup>st</sup> you will not be responsible to pay tuition.
- \*\*If you withdraw your child at any time after July 1<sup>st</sup> through the end of the first quarter, you are responsible for one full quarter of tuition (25% of the annual tuition).
- \*\*If you withdraw your child at any time during the second quarter, you are responsible for one semester of tuition (50% of the annual tuition).
- \*\*If you withdraw your child at any time during the third quarter, you are responsible for three quarters of tuition (75% of the annual tuition).
- \*\*If you withdraw your child at any time during the fourth quarter, you are responsible for the full annual tuition amount.

All contracts shall remain in effect during the term until ACS receives written notification from the parents/guardians that the student shall no longer attend ACS. Notification must be given two weeks prior to the "drop" date. If a notice is given with less than two weeks left of the current quarter, you are financially obligated to pay for the next quarter whether or not your child attends school at Anthem Christian School. All school issued books and consumable materials must be returned.

There is a \$25.00 automatic charge on any returned check or electronic funds transfer (EFT) due to non-sufficient funds. A \$75.00 late fee may be added in addition to the non-sufficient fund charge.

A fifteen percent discount will be deducted from the annual tuition for the second child in the same family and subsequent children in the same family will receive a 20% discount. Full tuition applies to the child in the highest grade. This discount does not apply to Little Lambs Preschool or ACS enrollment fees.

Parents may be billed for additional fees charged for students participating in piano lessons, band programs, and other miscellaneous fees including lost or damaged text books or library books, lunch, etc.

Other fees such as fees for field trips, hot lunches, certain electives, yearbook, and eighth grade graduation will be collected at various times during the school year.

## **TUITION IN FULL**

Tuition in full is due on or before July 1<sup>st</sup>, 2016. Payment of the tuition in full shall be made to ACS. Tuition is considered delinquent if not paid in full by the due date. Accounts will automatically move to the eleven-month plan on July 2<sup>nd</sup>.

## **MONTHLY PAYMENT PLAN**

For the 2016-2017 school year, ACS is offering three monthly payment plans through Tuition Express:

Twelve Month Plan - first payment due 6/5/16 or 6/20/16.

Eleven Month Plan - first payment due 7/5/16 or 7/20/16.

Ten Month Plan - first payment due 8/5/16 or 8/20/16.

Several payments plans are available to parents at the time of enrollment. When completing the financial agreements, parents may select the 5<sup>th</sup> or 20<sup>th</sup> of the month as the due date for electronic funds transfer payments. A



\$75.00 late fee will be added to all late payments. An additional \$25.00 charge will be added to all payments returned due to insufficient funds. Accounts more than 30 days in arrears may result in the student being dropped from ACS until the account is made current.

Tuition accounts that require multiple changes or special arrangements may be charged an additional fee to cover the extra cost to the school of managing the account. Parents will be advised in advance before the additional fee is charged.

## **MISCELLANEOUS**

\*\*At the end of each quarter, if accounts are not cleared, the student's report card will be held in the office until all payments have been made and payments have cleared.

\*\*There will be a \$10.00 replacement fee for lost report cards.

\*\*Students' accounts will be charged for replacement of lost or damaged books.

\*\*A hot lunch program is not available. Students are required to bring lunches from home. Please make every effort to include foods from the four basic food groups. Please refrain from packing sodas in lunches. Occasionally, the PTF will provide opportunities for the purchase of special lunches. Parents will be notified in advance of these special times. If a child forgets his/her lunch, a phone call will be made to parents. If the parents cannot be reached, the school will provide a lunch, and a fee of \$6.00 will be charged to the child's account.

\*\*The school office must be notified any time there are changes in phone numbers, addresses, and other pertinent information kept by the school office.

# 2016-2017 TUITION AND FEES

*ALL ENROLLMENT FEES ARE NON-REFUNDABLE.*

FEES	K-6th	7th & 8th
<b>New Students</b>		
Application & Testing Fee	\$80	\$80

**New & Returning Students**

Enrollment Fee	\$675	\$775
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Complete your registration and pay enrollment fees in full by June 1st and receive a \$50.00 discount.

**TUITION**

	Yearly	Monthly
<b>Tuition in Full – All Students K-8th</b>	<b>\$5,895</b>	
or 12 monthly payments beginning 6/1		\$491.25
or 11 monthly payments beginning 7/1		\$535.91
or 10 monthly payments beginning 8/1		\$589.50

**EXTENDED CARE FEES**

<b>Year in Full</b>	<b>\$1,980</b>	
or 12 monthly payments beginning 6/1		\$165.00
or 11 monthly payments beginning 7/1		\$180.00
or 10 monthly payments beginning 8/1		\$198.00

*Hourly Rate – \$6.50*

## **HANDLING DISAGREEMENTS**

As a Christian school, ACS believes that the Bible commands us to make every effort to live at peace and to resolve disputes with others in private or within the Christian community in conformity with the biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24 and Matt. 18:15-20. Therefore, both ACS and the families it serves agree that any claim or dispute shall be settled by Biblically based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, Billings, MT (406) 256-1583, shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation as printed in the Christian Conciliation Handbook. ACS and the families it serves both agree that these methods shall be the sole remedy for any controversy or claim arising out of this relationship and expressly waive the right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her arbitrator and one half the fees and cost of the neutral arbitrator and any other arbitration expenses.

If legal action is commenced to enforce the terms of an agreement, the prevailing party in any such action shall be entitled to recover all attorneys' fees and costs incurred in connection with such action.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS**

Graduates from Anthem Christian School will be able to demonstrate (or will have experienced) the following:

### **SPIRITUAL**

- \*Salvation through a saving knowledge of Jesus Christ as their Lord and Savior.
- \*Growth in the knowledge and understanding of God's purpose for His people.
- \*Response to God's love by sharing that love with others in word and deed.
- \*Application of Biblical standards in everyday life situations.
- \*Modeling Godly character that demonstrates Christ-like attitudes and traits.

### **MENTAL/INTELLECTUAL**

- \*Development of self-discipline and personal responsibility from God's perspective.
- \*Development of a Biblical world-view.
- \*The ability to effectively communicate and deal with others.
- \*Master grade level academic objectives in accordance with California academic standards.
- \*Use good study skills and habits.
- \*The ability to research and to reason logically.
- \*Good citizenship through an understanding and appreciation of our Christian and American heritage (home, church, nation).

### **PHYSICAL**

- \*Personal responsibility for his or her own physical fitness, good health habits, and wise use of the body as a temple of God.

### **SOCIAL/EMOTIONAL**

- \*Character qualities which honor God.
- \*Respect for and submission to authority from God's perspective.
- \*Treat each other with love and respect as unique individuals created in God's image.
- \*The use of God-given gifts, talents, and energy to serve the church, community, and school.
- \*A Biblical view of self-esteem.
- \*A Biblical attitude toward material things and the responsibility to use them for God's glory.

# ACADEMICS

## CURRICULUM

The subjects taught are as follows:

**Kindergarten:** Bible; Language Arts (i.e. Phonics & Reading, Manuscript Writing, Language); Science; Arithmetic; Music; P.E.; Art

**First Grade:** Bible; Language Arts (i.e. Phonics & Reading, Manuscript Writing, Spelling, Language); History & Geography; Science; Mathematics; Health, Safety & Manners; Music; P.E.; Art

**Second Grade:** Bible; Language Arts (i.e. Phonics & Reading, Manuscript and Cursive Writing, Spelling, Language); History & Geography; Science; Mathematics; Health, Safety & Manners; Music; P.E.; Art

**Third Grade:** Bible; Language Arts (i.e. Phonics & Reading, Cursive Writing, Spelling, Language); History & Geography; Science; Mathematics; Health; Safety & Manners; Music; P.E.; Art

**Fourth-Sixth Grades:** Bible; Language Arts (i.e. Reading, Cursive Writing, Spelling, Language); History & Geography; Science; Mathematics; Health; Music; P.E.; Art

**Junior High:** Bible; Language (i.e., Vocabulary, Grammar, Literature, Writing); U.S. and World History and Geography; Life Science and Physical Science; Pre-Algebra, and Algebra; P.E.; Electives (may include Art, Crafts, Music, Choir, Computer and iPad Skills, Spanish Vocabulary)

## BIBLE INSTRUCTION

Four regular class periods per week will be devoted to Bible instruction. This class will include a systematic study of the Word of God, memorization of scripture, and written assignments. Students will be taught application and performance as with other subjects. **Equal value is given to the Bible grade in calculating the student's grade point average.**

Students in grades four through six must have their own Bibles and will be expected to bring them to school for class work. Junior high students will use an iPad Bible app. The New International Version is recommended; however, most translations are acceptable. Paraphrases are not acceptable for classroom study. If you have any questions regarding acceptable translations, please contact the school office or your child's teacher.

## WEEKLY CHAPEL

ACS students attend a chapel service once per week. These services may include singing, prayer, special music, guest speakers, Christian films, or slide presentations. Parents are welcome to attend, but students are required to sit with their classes.

## MUSIC INSTRUCTION

Music instruction begins in Kindergarten. Students are introduced to various aspects of music, which may include theory and practice, vocalization and general music fundamentals. School music programs are a part of the academic year and attendance at performances is required and a part of a student's grade.

Piano lessons are also available for students at 30-minute intervals each week. The charges for fees and materials are in addition to the regular tuition. Applications and fee information for piano lessons are available in the school office.

Instrumental lessons are also available for students at 30-minute intervals each week. The charges for fees and materials are in addition to the regular tuition. Applications and fee information for instrumental lessons are available in the school office.

## PHYSICAL EDUCATION

Students attending ACS must participate in P.E. A note from a parent will excuse a student for up to three days for injury or illness. For a longer duration, a note from a doctor must be on file with the student's teacher.

Seventh and eighth grade students must dress out for P.E. in the school P.E. uniform. **It is expected that students have at least two sets so that there will be a clean set to wear each day.** Uniforms must be labeled before wearing them to class. Biker shorts may be worn under uniform shorts. P.E. t-shirts may not be worn under regular ACS uniform shirts.

A student must never leave the class or the area of instruction without a pass from the P.E. teacher or coach. Doing so is considered cutting class. The P.E. grade is based largely on participation and sportsmanship.

## LIBRARY

Students will be allowed to check out books from the library every week and return them on the due date. Replacement costs for lost or damaged books will be charged to the student's account.

## FIELD TRIPS

Field trips are an extension of the classroom learning experience and students will be expected to participate.

Dress for field trips will normally be school uniforms or the ACS field trip shirt for the current year. Students should not wear field trip shirts from previous years on field trips.

ACS contracts with the Salinas City Elementary District to provide bus transportation to and from our field trips.

As an extension of the classroom, field trips will normally be restricted to ACS students in the participating class (es). All field trip participants must follow the planned itinerary for the trip.

Students who are on suspension or disciplinary probation will not be allowed to attend field trips. Parents will not be allowed to sign a child out of school and attend the school field trip.

Parents who volunteer must be willing to supervise several students as part of the field trip experience and be willing to act solely as a sponsor for the field trip. Field trips are not family outings; **therefore, siblings are not allowed to accompany parents due to distractions.** Parents bringing siblings will not be allowed to participate. Safety and supervision of school children is paramount.

## SCIENCE CAMP AND SAN FRANCISCO TRIPS

Fifth and sixth grades will participate in science camp. A one-time payment and a payment plan option will be available to pay for this extended field trip. All money is due before science camp. Science camp costs are in addition to regular tuition and fees. Camp will cost approximately \$325.00 per student. The final cost of camp will be determined each year.

Seventh and eighth grades will participate in a field trip to San Francisco. A one-time payment and a payment plan option will be available to pay for this extended field trip. All money is due before the trip. Field trip costs are in addition to regular tuition and fees. The total cost of the San Francisco trip is approximately \$600.00. The final cost will be determined each spring. There will be fundraising opportunities to help with the cost.

Due to the length of both the science camp and San Francisco field trips, parent drivers will be used for these two field trips only. All adult sponsors accompanying or driving any children, including their own child, on field trips must be cleared in the office at least three school days before the field trip. The office requires a current copy of proof of insurance, current DMV printout of the driving record, signed Field Trip Driver Authorization form, and background/live scan check for these two trips.

## GRADING SCALE

The following grading scale will be used for kindergarten and first grade:

**M—Mastered    SP—Satisfactorily Progressing    N—Needs Extra Help**

<b>M+</b>	<b>100-98%</b>
<b>M</b>	<b>97-94%</b>
<b>M-</b>	<b>93-90%</b>
<b>SP+</b>	<b>89-87%</b>
<b>SP</b>	<b>86-80%</b>
<b>SP-</b>	<b>79-75%</b>
<b>N</b>	<b>74% and Below</b>

The following scale will be used for grading in grades 2-8 for examinations, report cards, and other class work:

97-100	A+
94-96.999	A
90-93.999	A-
87-89.999	B+
84-86.999	B
80-83.999	B-
77-79.999	C+
74-76.999	C
70-73.999	C-
67-69.999	D+
64-66.999	D
60-63.999	D-

59.999 Or below is an F

Conduct marks will be as follows:

**O--Outstanding    S--Satisfactory    U--Unsatisfactory**

## ACADEMIC HONORS

Academic Honors only apply to grades 2-8. **Any student who receives a “U” in Overall Citizenship** will not be eligible for academic honors during that grading period.

Academic Honors are as follows:

The Principal’s List will be for those students with an overall GPA between 97.000% and 100.000%.

The Honor Roll will be for those students with an overall GPA between 90.000% and 96.999%.

The Honorable Mention will be for those students with an overall GPA between 87.000% and 89.999%.

## **VALEDICTORIAN AND SALUTATORIAN GUIDELINES AND REQUIREMENTS**

Percentage grades in academic subjects from both seventh and eighth grades will be used in calculating the student's overall rank.

A student must have an overall percentage grade average of 95% or higher to be considered.

All junior high academic grades transferred from another school will be used in determining the student's percentage grade average.

Accurate and reliable home school academic grades will be averaged.

If a student does not have calculable percentage grades, he/she is ineligible for the honor.

A student must have a minimum of a C in all subjects for all eight quarters of seventh and eighth grades.

Excellence in both academics and behavior is required of a student in order to be considered for this award. If a student's behavior is deemed unsatisfactory, he/she may be ineligible.

Because attendance and class participation are important, a student may not miss more than 20 school days per year to be considered for this award.

A student must have completed at least one continuous full year at ACS to be considered.

The valedictorian will be the student who meets the above requirements and has the highest academic grade average. The salutatorian will be the student who meets the above requirements and has the second highest academic grade average.

If in a given year no one meets the above requirements, ACS will not have a valedictorian or salutatorian. If only one student meets the above requirements, he/she will be the valedictorian and there will be no salutatorian.

## **ACADEMIC PROBATION**

When a student's quarter grades have fallen below a grade point average of 70.000% or the student receives an F in any subject, the student is placed on academic probation. The student is required to show academic progress in the next four weeks. During this time the teacher and principal will evaluate the student. Every effort will be made to work with the student and to enlist the cooperation of the parents. If the student shows significant progress by the next report card, the student will be removed from academic probation.

While on academic probation, the student is not allowed to participate in extra-curricular school activities.

## **ACADEMIC DISQUALIFICATION**

While on academic probation, if a student's academic work does not show sufficient progress, the Anthem Christian School Academic Review Board will review the student's records and determine eligibility to continue study at the school. If the student fails to raise his/her G.P.A., said student may be asked to withdraw from Anthem Christian School at the end of the semester.

## **RETENTION**

Repeating a grade by any student may be based upon the failure of no less than two basic subjects except in grades K-3 where it can be based on either reading or arithmetic.

## **ANNUAL ACHIEVEMENT TESTING**

The Terra Nova achievement tests are given to each of the students at ACS in the spring of each year (usually April). These tests measure the student's progress annually and test results are given to the parents.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are important times of communication between school and home. ACS plans two conferences per year for kindergarten through eighth grades, one at the end of the first quarter and the second at the end of the fourth quarter. It is expected that all parents participate in these conferences. Information about the student is shared between school and home as together we strive for God's best for each of His children.

You may check the school calendar for the dates set aside for conferences. Your child's teacher will contact you to arrange a time for your conference on those dates.

## **PROGRESS REPORTS**

Progress reports are given at mid-quarter and are used to communicate to the parent the student's progress to that point in the quarter. This report is not part of the student's permanent record (report card).

## **HOMEWORK**

Teachers may assign homework when the need arises. Students who have missed school due to illness may have an extension of time (i.e. one-day missed gives a one-day extension of time). Any work not finished in class may be considered additional homework.

All assignments are due the next day unless the teacher has directed otherwise. Work turned in one day late will be counted at half credit. Work turned in more than one day late may not receive any credit.

In addition to daily homework, long-term assignments or special projects requiring outside research at the public library and/or internet research at home may also be assigned in each class.

If a family emergency or illness arises and the student is not able to complete homework for the following day, **the student must bring a note written and signed by the parent to the teacher for a one-day extension.**

Students in grades five-eight are required in each class to fill out assignment pages. Assignments must be copied "word for word" as posted by the teacher. **THERE ARE NO EXCEPTIONS TO THIS RULE.** Extra credit work in any given subject may only be assigned to students who have turned in every assignment. Students will not be able to raise their grades just by doing extra credit.

## **TUTORING**

From time to time students may need extra help in subjects where they are weak. Parents may inquire in the office for possible tutors. There is an additional fee for tutoring. Payment arrangements must be made with the tutor. Individual teachers may offer tutoring after school for an additional fee.

## **ATTENDANCE**

Regular attendance is vital to the student's success in school. Good attendance by all students promotes learning without interruption. In order to be counted present for the school day, a student must be in class for a minimum of four hours. If a student arrives late to school or leaves early and is not in school four or more hours, he/she will be counted absent for the day. When a student is absent, he/she misses classroom instruction and discussion that is impossible to adequately make up; therefore, the student's ability to do his/her best is decreased. **All**



**parents are asked to use good judgment and not allow their child to be absent unless it is absolutely necessary.** Students who are absent three or more days due to illness may be required to provide a doctor's note. Students who are absent more than five days in one quarter may be subject to disciplinary action.

While it is not always possible, parents are asked to make all appointments, including medical and dental, outside of school hours.

## SCHOOL HOURS

School Day	Grades K-2	8:10 a.m.-2:45 p.m.
	Grades 3-8	8:10 a.m.-3:00 p.m.
Extended Care		7:00 a.m.-6:00 p.m.

*Students are not to arrive at the school more than 10 minutes prior to the start of school and are to be off the school campus no later than 10 minutes following the end of school. Students on campus other than the above times will be placed into extended care and their accounts charged accordingly.*

## ARRIVAL

Students must proceed directly to their classroom. Please do not park your vehicle in the drop off/fire lane. **At no time should anyone exceed 5 MPH while on school grounds.** To avoid extended care charges, students may not be dropped off any earlier than 8:00 a.m.

## DEPARTURE

At the end of the school day, the students will be taken to specific locations and should be picked up at that location by their parents, or parents may use the pick up lane. Your child's teacher will specify the pick-up location the first week of school. In the event of bad weather, students will need to be picked up in their classrooms. To avoid extended care charges, students must be picked up no later than 2:55 p.m. for Grades K-2 and 3:10 p.m. for Grades 3-8. **Once released to his/her parent, a student must stay with the parent and not roam the campus unsupervised. This includes the downstairs hallway and playground areas.**

Due to our concern for your child's safety and as a general rule, older siblings under the age of 18 may not pick up younger siblings. An exception can be made, however, for 16 or 17-year-old siblings who have a valid driver's license and who are registered on the authorized pick up list.

Please do not detain the teacher at the opening or closing of class. If you wish to have a conference, please arrange one with the teacher for another time.

**REMEMBER: SPEED LIMIT ON SCHOOL PROPERTY IS 5 MPH.**

## AUTHORIZED PICK-UP PERSON

Only those authorized by the parents or guardians may pick up their students from school. Changes to the pick-up list must be communicated **in writing** to the office.

## PARKING LOT POLICY

Our parking lot is very busy every morning before school and every afternoon as school is dismissed. We need everyone's help to ensure all students are safe as they walk across the parking lot to and from class.

- If you are parking your car, please park in the section of the parking lot closest to San Juan Grade Road.
- The section of the parking lot closest to the building will be used for drop off and pick up only. Please

do not park by the building.

- Please drop students off between the two speed bumps only. Students need to be ready to quickly get out of the vehicle. If your children are not ready to hop out, please be considerate of other parents and park your vehicle. Please do not drop them off in front of the front modular.
- Students and parents crossing the drop-off lane need to cross by the lunch area. This will be our crosswalk area. Please do not stop your vehicle in the crosswalk to drop off or pick up students. Junior high students may also cross at the other end of the parking lot.
- Parking is not allowed in front of the fence or under the trees.

## **ABSENCES**

The following are considered excused absences: illness, medical appointments, funeral of a relative or close friend, court appearance, or severe family emergency.

All other absences are unexcused. If arrangements are made in advance in writing with the teacher, the student will be allowed to make up the work missed in each class. If the absence is for an extended period of time, please make arrangements with the teachers at least one week in advance. For unexcused absences, i.e., family vacations, church activities, etc., makeup work is accepted for credit. If arrangements for unexcused absences are not made in advance, the student will not be allowed to make up the work for credit. **All work for the days to be missed must be completed and turned in on the day the student returns.** Students with less than a 70.000% average are encouraged not to miss class unless absolutely necessary.

**PLEASE NOTE:** Students who have five or more unexcused absences in any one grading period may be subject to dismissal from ACS.

## **RE-ADMISSION FOLLOWING AN ABSENCE**

Following an absence of any kind, a dated note signed by a parent or guardian explaining the absence is to be given to the student's teacher. The note is to be specific as to the cause of the absence. **A phone call to the school is not sufficient for an absence.** If a written note is not received, the absence is considered unexcused.

## **MAKE UP WORK**

All previously assigned work due on the day of the absence must be handed in on the day the student returns from the absence. This includes tests that were to be taken on the day of the absence. **Parents wishing to pick up homework for absent students must contact the office by 9:00 a.m. Parents may pick up the homework after school. Any calls made after 9:00 a.m. may have to be handled the next school day.**

Special arrangements can be made for long-term absences due to illness.

Absences for any other reason must be arranged in advance (more than one day) with the teacher. All work for the days to be missed must be completed and turned in on the day the student returns. Students with less than a 70.000% average will not be considered eligible to have long-term absences unless due to illness.

## **TARDINESS**

Tardiness is an almost inexcusable form of rudeness and lack of planning. A tardy student disrupts the learning of an entire class. The teacher must stop what is being done when the tardy person enters the room. School years are habit-forming years and bad habits may cause a lifetime of problems. Tardies will be given to those who are not ready for class when class begins. It is also appropriate to express apologies for this inconvenience even when it has been beyond the student's control.

\*A tardy student will **not** be admitted to class without an admit slip.

\*All tardy students must report to the school office before going to class.

**\*A parent must accompany a tardy student into the office to give a verbal explanation or a dated note of explanation must accompany the tardy student. A telephone call from a parent will also be acceptable.**

\*A tardy is excused for the following reasonable occurrences:

\*\*Family emergencies, illness, doctor's appointments.

\*\*Extreme weather conditions.

\*\*Other excuses will be considered on a case-by-case basis.

\*The following will be considered unexcused:

\*\*Woke up late

\*\*Ran out of gas

\*\*Forgot something at home

\*\*Siblings/parents running late

\*\*Carpool running late

\*\*Traffic

**Any excessive unexcused tardies in a quarter may result in a suspension from school for one day.**

IF A STUDENT HAS THREE UNEXCUSED TARDIES IN ANY ONE QUARTER, HE/SHE WILL NOT BE ELIGIBLE FOR THE END OF THE YEAR PERFECT ATTENDANCE AWARD.

## **EARLY DISMISSAL FROM CLASS**

While it is not always possible, parents are asked to make all appointments, including medical and dental, outside of school hours. If a student must be dismissed early, the parent must send a note of explanation to the teacher the morning of the appointment. A student who must leave before the close of the school day for any reason must be signed out in the office. Parents must wait in the office for the student to arrive. To minimize the amount of time the student will be absent from class, the office will not call students out of class until the parent has arrived at school.

## **EXTENDED CARE**

Extended care students proceed directly to extended care 10 minutes after the end of school. Teachers will be responsible for making sure children not picked up on time will be placed in extended care. Extended care may be paid annually or hourly. Annual extended care will be billed on a monthly basis beginning with the first tuition payment. Hourly care will be billed at the end of the month for hours used in the month. A late charge of \$1.00 per minute will be charged for students picked up after 6:00PM.

## **WITHDRAWALS AND TRANSFERS**

Any student who withdraws or transfers must give two weeks notice by completing the necessary forms with the school office. Prior to withdrawal, all textbooks and school property must be returned and all bills paid in full.

## **STUDENT CONDUCT**

### **GENERAL**

We expect the highest in Christian behavior and attitude at ACS. We do not expect everyone to live under a lengthy system of burdensome laws; however, we do expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the Spirit (Galatians 5:22).

The following “laws” are given simply as a tutor to the greater law of love:

1. **Respect for authority.**
2. **Respect for other students.**
3. **Respect for school property.**

These are the “Big Three” from which all others are derived. They should be discussed at home with the parents. They will also be discussed within the classroom early in the year. In addition to these “Big Three,” the following specifics are necessary to help the school run smoothly and safely and in a godly manner:

1. Students are not to damage or deface school property. This includes all textbooks. Damaged property will be repaired or replaced and the cost charged to the student’s account.
2. Students are not to use ungodly, vulgar, rude, cruel, or derogatory language.
3. Students are not to cheat, lie (misrepresent or hide the truth), or practice deceit.
4. There is to be no chewing gum on campus. Candy and other foods may not be eaten in the classroom except on special occasions with the teacher’s permission.
5. Laser pointers, cell phones, hand-held games, music players, or other personal electronic devices are not allowed. Students are not to bring their own computer games for use in school computers. In cases approved by the teacher, some electronic equipment may be allowed if it furthers the educational objective.  
**NO TOYS OF ANY KIND MAY BE BROUGHT TO SCHOOL EXCEPT FOR SPECIAL SHARE DAYS PLANNED BY THE CLASSROOM TEACHER.**
6. Knives, guns, or articles resembling weapons of any kind, matches, lighters, flammable liquids, and explosive devices are not allowed. Disobedience may mean immediate expulsion from ACS and notification of law enforcement agencies when appropriate.
7. Movies, secular music, or celebrity pictures, CD’s, DVD’s, videos, computer memory devices, personal magazines, or any items depicting drugs, tobacco, alcohol, or pornography are not allowed on campus. Teachers must approve any item brought on campus.
8. Students are not to grab, fight, kick, or hit each other, or act in any other disorderly manner. “Horseplay” is not allowed.
9. Use or possession of tobacco, alcohol, or illegal drugs is not permitted at any time or place. Disobedience may mean immediate expulsion from ACS and notification of law enforcement agencies when appropriate.
10. Running and/or shouting in the hallways is strictly forbidden.
11. Students are not to be any place other than the classroom on campus without permission. A hall pass will be given to students when they must go to the restroom, office, or another classroom.
12. General classroom standards are:
  - Be respectful of all other students and property.
  - Be respectful of the teacher and authority.
  - Do not pass notes.
  - Sit in assigned seat.
  - Do not disrupt the learning environment of the classroom.
  - Pay attention at all times.
  - Do not talk without permission.
  - Be ready for class with proper books, paper, pencils, and pens, etc.
  - Be responsible for your actions and your reactions.

13. Students are expected to care for school property and grounds. This includes books, furniture, lavatories, walls, ceilings, light fixtures, etc. Parents will be held responsible for the cost of books or property that has been lost or damaged.

## **SCHOOL WIDE DISCIPLINE PLAN- POSITIVE BEHAVIORAL INVENTION STRATEGIES**

### **WHAT IS PBIS?**

1. DEFINE - Clear and concise definition of behavior expectations
2. TEACH - Direct teaching of behavior expectations
3. REMIND - Daily reminders and supervision – “The Positive Nag”
4. CELEBRATE - Consistent acknowledgement of the expected behaviors
5. CORRECT - Consistent corrections of the problem behaviors

### **DEFINING OUR EXPECTATIONS AND RULES**

The school will focus on three behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors.

#### **EXPECTATIONS**

- Be Safe.
- Be Responsible.
- Be Respectful.

DETERMINING INCENTIVES/REWARDS AND CONSEQUENCES-Must be the same school wide and must be implemented fairly and consistently.

HOW ARE WE GOING TO TEACH OUR STUDENTS? Students must know our expectations and rules. Each area needs an established routine that is clearly explained to students and consistently followed.

### **EXPECTATIONS AND SETTINGS MATRIX**

<b>Setting</b>	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Safe</b>
<b>Chapel</b>	Observe proper etiquette	Listen attentively  Use applause appropriately  Listen & respond politely to adult directions	Arrive & leave in an orderly and quiet manner
<b>Bathroom</b>	Keep bathroom neat and clean  Report any concerns	Respect privacy of others	Observe time limits  Practice good hygiene
<b>Recess and Before/ After School</b>	Follow the rules  Line up immediately when whistle blows  Return equipment to its proper place	Be polite to everyone  Take Turns  Listen & respond politely to adult directions  Use appropriate language & tone of voice (2-4)	Follow playground rules  Keep your hands and feet to yourself  Report problems to adult  Freeze when you hear 3 whistles

<b>Lunch Tables</b>	Eat a healthy lunch Do not share food Keep eating area clean Ask to be excused	Use appropriate language & tone of voice (2-3) Respect others & their space Use good manners Listen & respond politely to adult directions	Arrive & leave quietly Keep your hands and feet to yourself Freeze when you hear 3 whistles
<b>Classroom</b>	Follow Classroom Rules Complete work on time Use class time wisely Follow homework policy	Respect others' space Listen & respond politely to adult directions Use appropriate language & tone of voice (0 - 2)	Be in your seat ready to begin class before 8:10 AM Bring required materials every day Keep area around your desk neat and tidy
<b>Computer Lab and iPads</b>	Follow Computer Lab and iPad agreement/rules Report problems	Leave food or drink out of computer lab Use equipment correctly Use appropriate language & tone of voice (0-2)	Follow guidelines of the Acceptable Use Plan Use equipment appropriately
<b>Library</b>	Follow Library Rules Re-shelve books in the proper place	Listen & respond politely to adult directions Use appropriate Language & tone of voice (0 - 2)	Keep your hands and feet to yourself Listen and follow teacher direction
<b>Hallways/ Walkways</b>	Pick up after yourself Go straight to your destination	Respect others' space Listen & respond politely to adult directions Use appropriate language & tone of voice (0-2)	Keep your hands and feet to yourself Listen and follow teacher direction

Voice Levels: 0-No talking; 1-Whisper only; 2-quiet voice; 3-normal voice; 4-outside voice

## PLAYGROUND RULES

- Students are to be walked to the playground by the teacher. No running.
- One child on the slide at a time. Students may not slide down the slide head first.
- Balls cannot be kicked during recess time, including football. They must be passed or thrown. Soccer may be allowed if it can be played safely.
- If a child cannot get himself onto a piece of equipment, he/she may not play on that piece of equipment. No teacher, aide, or other student may place a child on a piece of equipment.
- Students must keep their hands to themselves at all times. There must be no grabbing, no pulling on, and no hanging onto another student during recess. Tag games are acceptable as long as that is what they are, tag only! NO EXCEPTIONS!
- Tetherballs are not to be kicked. Roping is also not allowed.
- Students must immediately correct inappropriate behavior on the playground.
- No student is allowed to leave the playground area without the permission of the on-duty staff person.

Students may not:

- Play tackle football.
- Climb on, over, or lean on fences, gates, or rails.
- Throw, kick, or bounce balls against, onto, or inside any part of the building.

- Throw rocks, dirt, or anything else that can cause injury.
- Continue to play after the whistle has been blown.
- Use jump ropes for anything other than jumping rope.
- Throw balls at others in such a way as to intentionally hurt them.

## Acceptable Use Policy

Anthem Christian School offers internet access for student use. This document contains the Acceptable Use Policy for student use at ACS.

### A. Educational Purpose

1. Anthem Christian School provides internet access for educational purposes (i.e. research, practicing curriculum skills, completing class assignments) and as a tool to better prepare our students to be educated, effective Christians in the world today. All usage of the internet is to be directed with the premise of building positive Christian character. The use of a web-filter is in operation at all times to ensure safety.
2. Anthem Christian School's network has not been established as a public access service or a public forum. Anthem Christian School has the right to place reasonable restrictions on the material accessed or posted through the network.
3. Internet access, the use of the computers and/or the iPads is a privilege. The use of computers and iPads are monitored at all times by the teacher.

### B. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. Students are expected to follow the rules set forth in Anthem Christian School's disciplinary code as well as all local, state and federal laws governing use of the Internet.
2. No unauthorized files may be downloaded from the Internet. This includes, but is not limited to any freeware, shareware and/or demo programs. Under absolutely no circumstances may any games or MP3 files be downloaded. Any video streaming through such applications as QuickTime, Real Video, Windows Media Player, etc. may be viewed only as part of a valid class assignment or research project.

### C. Unacceptable Uses

The following uses of Anthem Christian School's network are considered unacceptable:

#### Personal Safety

1. You will not post personal contact information about yourself or other people. Personal contact information includes your home address, home telephone, cell phone number, school address, work address, pager, class schedule, etc.
2. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
3. You will promptly disclose to your teacher or other school employee any communication you receive that is inappropriate or makes you feel uncomfortable.

#### Illegal Activities

1. You will not attempt to gain unauthorized access to a computer or network. This includes attempting to access another person's files. These actions are not only against school policy, but they are illegal (see appendix C- United States Code TITLE 18 - CRIMES AND CRIMINAL PROCEDURE - PART I - CHAPTER 47 - Sec. 1030).
2. You will not make any attempts to disrupt the computer network or destroy data by spreading computer viruses, deleting system files or by any other means. These actions are not only against school policy, but they are illegal (see appendix C- United States Code TITLE 18 - CRIMES AND CRIMINAL PROCEDURE - PART I - CHAPTER 47 - Sec. 1030).

3. You will not use the network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
4. You must not willfully cause damage to the equipment (i.e. CPU, monitors, printers, scanners, digital cameras, disks, keyboards, mice, iPads, etc.). Engaging in activities that directly or indirectly cause damage to the equipment may result in your expulsion from school, fines, and/or cost of repair/replacement.

### **Inappropriate Language**

1. Restrictions against inappropriate language apply to public messages, personal messages, and material posted on web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not post information that could cause damage or a danger of disruption.
4. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. You will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
6. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

1. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
2. You will not post private information about another person.

### **Plagiarism and Copyright Infringement**

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as your own.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

### **Inappropriate Access to Material**

1. You will not use the internet to access material that is profane or obscene such as pornography, or any material that advocates illegal acts, violence or discrimination towards other people (hate literature).
2. If you mistakenly access inappropriate information, you should immediately tell your instructor or a campus administrator. This will protect you against a claim that you have intentionally violated this policy.
3. Your parents should instruct you if there is additional material that they consider inappropriate for you to access. Anthem Christian School fully expects that you will follow your parent's instructions in this matter.

## **D. Your Rights**

### **1. Search and Seizure.**

You should not expect privacy in the contents of your personal files or messages on the Network. You should not assume any privacy right in any information that is uploaded, downloaded or temporarily or permanently stored in the system. Anthem Christian School reserves the right to gain access to all information in the network as well as information and material transmitted or received with the aid of the network. It may do so for any purpose, including but not limited to, protecting the integrity of the network from unauthorized or improper use and monitoring and enforcing this policy. This may occur with or without prior notice to anyone, before, during or after such events take place.

- a. Maintenance and monitoring of Anthem Christian School Network may lead to discovery that you have violated this policy, the disciplinary code, or the law.



- b. An individual search will be conducted if there is suspicion that you have violated this policy, the disciplinary code, or the law.

## 2. Due Process

- a. Anthem Christian School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the internet.
- b. In the event there is a claim that you have violated this Policy or disciplinary code in your use of the internet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator. Depending on the nature of the suspected violation, your network access may be suspended until the problem is resolved.
- c. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of your internet.

## E. Limitation of Liability

Anthem Christian School makes no guarantee that the functions or the services provided by or through internet will be error-free or without defect. Anthem Christian School will not be responsible for any damages you may suffer, including but not limited to, loss of data or interruptions of service. Anthem Christian School is not responsible for the accuracy or quality of the information obtained through or stored on the network. Anthem Christian School will not be responsible for financial obligations arising through the unauthorized or authorized use of the network or internet.

## F. Personal Responsibility

Be sure to conduct yourself in a manner representative of your true character when accessing the internet. As in life, there are pitfalls in cyberspace. Do not be tempted to do things on the internet under cloak of anonymity. You will leave “electronic footprints” which will get you in trouble with your school. More importantly, remain mindful of your commitment and relationship with the Lord.

# DISCIPLINE

ACS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We appreciate your confidence in asking our staff to assist you in training your child. Discipline is maintained which is firm, consistent, just, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

The basic responsibility for discipline resides with the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. **It is impossible to be of any real help to your child unless you are in active sympathy with our disciplinary efforts (Proverbs 19:18; I Timothy 3:4, 5).**

An “Incident Report” will be sent home with the student for infractions of rules for which parents need to be made aware. **This form must be brought back the next morning signed by one of the student’s parents, or the student will not be readmitted to the class. If the student returns with the report unsigned, the student’s parents will be notified by phone, and the student will be placed on “in-house suspension” until the parent is notified.** This action will be noted on the student’s discipline record.

In cases of continued deliberate disobedience and/or severe infractions of the student conduct code, the student will be referred to the principal or assistant principal. Parents will be notified immediately. Parents are expected to support the school by helping to curb inappropriate behavior when notified.

# DISCIPLINARY PROBATION

Disciplinary probation will be based on continued deliberate disobedience, repetition of office referrals, or committing a serious breach of the student conduct code inside or outside of the school, which may have an adverse effect on the school’s testimony in the community. The lack of parental support in dealing with a

student's discipline may also be a cause for disciplinary probation. A student on disciplinary probation may not participate in any extra curricular school activities.

The principal will determine the length and terms of the probation by completing a disciplinary probation report. If the student does not meet the terms of the probation within the required time, the student may be suspended or expelled from ACS.

## **SUSPENSION**

If a student's behavior warrants suspension from school, the student will be dismissed from school for a specified number of days following the consultation of the parents, teacher, and principal. A suspension report will be completed and filed in the student's permanent record. The student will be expected to do his/her regular class work, but no grade or credit will be given for the work completed. The student will return to school on disciplinary probation for a specified period of time.

## **EXPULSION**

If previous disciplinary steps have not worked; if a student is potentially harmful to other students; or if the student and/or parents will not adhere to school rules, the student may be dismissed from ACS. Expulsion will be noted on the student's permanent record. In the event of dismissal during any academic grading period, tuition is payable for the entire period.

## **CLOSED CAMPUS**

ACS has a closed campus policy. Once students arrive at school they may not leave until the school day is over, unless approved by the administration and by a parent. A school activity supervised by a teacher or other ACS representative is the exception and then only with the permission of the parent. Closed campus also means that students may not have friends who are not enrolled in ACS visit them on campus during school hours.

Anyone needing to drop off a lunch at school for their child must do so at least 30 minutes before the beginning of lunchtime. **The lunch must be dropped off in the office.** Please do not disrupt the learning environment of your child's classroom by dropping his/her lunch off in the classroom. Lunchtime is a teacher-directed activity. No child may be called away from the lunch tables to go out to a car to pick up a lunch. Siblings who do not attend our school **are not allowed** on campus during school hours. If you wish to eat lunch with your child, please remember to sign in at the office upon arrival. **All of the above rules are for the protection of your children.** ACS is a closed campus, and these rules must not be violated.

**All parent volunteers, lunch visitors, and other visitors must sign in and obtain a Visitor's Pass in the school office. THIS IS NOT AN OPTION.** Closed campus also means that students may not leave for lunch under any circumstances unless accompanied by their parent, guardian, or teacher.

## **PUBLIC DISPLAY OF BOY/GIRL AFFECTION**

Students are expected to conduct themselves in a manner that will bring honor to the name of Jesus Christ. Undue display of affection and unwholesome conversations are not allowed. ACS holds a **DAYLIGHT** policy concerning boy/girl relations. Students are to maintain space between their bodies and may not hold hands, walk arm-in-arm, etc. This policy is in effect whether on or off school campus during school activities.

## **HARASSMENT POLICY**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Bullying is defined as “unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with an individual’s school performance or participation; and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of property; and cyber bullying.” Bullying has no place in a Christian school. The school will educate students on improving relationships through classroom character education, Bible classes, chapels and special assembly.

If you know that bullying is taking place, please contact your child’s teacher and/or the administration so that they can investigate the matter.

## **CELL PHONE/ELECTRONIC DEVICES**

Cell phones and other electronic devices are not allowed at school without the approval of the administration. If a cell phone or other electronic device is seen or heard it will be confiscated and turned in to the administration until the end of the day. Confiscated phones and devices may be examined, including but not limited to phone numbers called, pictures stored, and text messages/e-mail sent and received. Inappropriate materials found may result in further punishment.

In keeping with the school’s responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of *sexting*. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## **DRESS CODE**

ACS requires that all students wear the approved school uniform to school. Although there are many philosophies concerning proper school dress, ACS feels that the uniform approach leads to a much better learning and social atmosphere. Also, most parents find the cost of purchasing uniforms is more reasonable than attempting to keep up with changing fads and styles.

It should be noted that parents are expected to make sure that their students are dressed in the clean, proper uniform. Uniforms should be neat, clean, and in good condition-no rips, holes or excessive fading. Students who are not properly dressed will not be admitted to class. All personal belongings are to have **identification labels**. Students may wear only clothing belonging to them. Clothing including jackets and coats may not be decorated with insignias, logos, or pictures, etc., other than that which may be awarded by this school. At no time should any clothing item display evil, skulls, etc.

## **GIRLS’ DRESS CODE FOR GRADES K-4**

1. French Toast brand khaki uniform jumpers and skirts may not be shorter than 2” from the floor when the student is on her knees. The uniform jumper is optional, but the jumper and white blouse must be purchased from ACE High Designs as the jumper will have the logo embroidered. Uniforms may only be altered to achieve a better fit and the basic style of the uniform must remain the same. Before altering a uniform, please check with the office.
2. French Toast brand khaki twill uniform pants (no cargo pockets, no tight fitting) may be worn. These may be purchased from Ace High Designs or at any department store. A black leather belt must be worn with the uniform pants that have belt loops. No denim jean pants.

3. Polo shirts (white, purple, black, and forest green) must be worn at all times. **Polo shirts must be purchased from Ace High Designs.** Only the collar button may be unfastened and the shirt must be tucked in. Turtlenecks must be plain, white, and without any trim. They may be worn under the polo shirt during the winter months (November-February).
4. Approved ACS uniform sweaters, pullovers, sweatshirts, or jackets are the only outer garments that may be worn in class. These items must be purchased from Ace High Designs. The ACS field trip t-shirts and sweatshirts are not part of our school uniform. Students may choose their own jackets to be worn outside, provided they have no emblems or insignias on them.
5. Black form-fitting shorts (for example, biker shorts) must be worn under the jumper and skirt at all times. (Maximum length 2" above length of skirt.)
6. Knee socks and anklets are to be black or white and must be a matching pair of socks. Leg warmth may be added by wearing opaque black tights. If tights are worn, socks do not have to be worn over them. Black full length plain leggings (to the ankle) may be worn with socks for warmth.
7. Shoes are to be solid black, or black with small white, gray or silver accents, (**no other accent colors allowed**) and can be oxford, loafer, or athletic style (no boots or clogs). Shoes must be closed toed and have rubber soles for safety. Small buckles on dress-type shoes are allowable. Shoelaces must be solid black.
8. Makeup or fingernail polish may not be worn. Artificial nails are unacceptable.
9. Only small post earrings are acceptable for those with pierced ears. No other piercings are allowed. Necklaces, if worn, must be small chains, with or without pendant. Narrow bracelets are acceptable. Heavy metal jewelry is not allowed.
10. Hair must be neat, clean and out of the eyes. Radical hairstyles and colors are not permissible. Hair accessories must match the school uniform.
11. Black leather belts must be worn with girls' pants with belt loops.
12. Backpacks, book satchels, book covers, and lunch boxes may have small brand name logos such as Jansport or Nike. They may have shapes or simple designs on them such as plain flowers, hearts, dots, geometric shapes, or camouflage. They may not have symbols, characters, sports teams, insignias, or emblems.
13. Folders and binders must be plain, solid colors. They cannot have any designs, pictures, logos, or other decorations on them.

## **GIRLS' DRESS CODE FOR GRADES 5-8**

1. French Toast brand khaki or black uniform skirts or jumpers must fit properly. They must be no shorter than 4" from the floor (measured from the back) when the student is on her knees. The uniform jumper is optional, but the jumper and white blouse must be purchased from ACE High Designs as the jumper will have the logo embroidered. Skirts may not be rolled up at the waist to appear shorter. Uniforms may only be altered to achieve a better fit and the basic style of the uniform must remain the same. Before altering a uniform, please check with the office.
2. French Toast brand khaki or black twill uniform pants (no cargo pockets, no tight fitting) may be worn. These may be purchased from Ace High Designs or at any department store. A black leather belt must be worn with the uniform pants that have belt loops. No denim jean pants.
3. Polo shirts (white, purple, black, and forest green) must be worn at all times. **Polo shirts must be purchased from Ace High Designs.** Only the collar button may be unfastened and the shirt must be tucked in. Turtlenecks must be plain, white, and without any trim. They may be worn under the polo shirt during the winter months (November-February).

4. White tank tops, undershirts or camisoles may be worn under the uniform polo shirt. The undershirt may not show through or hang below the uniform shirt or PE shirt.
5. Approved ACS uniform sweaters, pullovers, sweatshirts, or jackets are the only outer garments that may be worn in class. The ACS field trip t-shirts and sweatshirts are not part of our school uniform. Students may choose their own jackets to be worn outside, provided they have no emblems or insignias on them.
6. Black form-fitting shorts (for example, biker shorts), must be worn under the skirt and jumper at all times. (Maximum length 2" above length of skirt.)
7. Socks are to be black or white and must be a matching pair of socks. Opaque black tights may be worn. If tights are worn, socks do not have to be worn over them. Black full length plain leggings (to the ankle) may be worn with socks for warmth.
8. Shoes are to be solid black, or black with small white, gray or silver accents, (**no other accent colors allowed**) and can be oxford, loafer, or athletic style (no boots or clogs). Shoes must be closed toed and have rubber soles for safety. Small buckles on dress-type shoes are allowable. Shoelaces must be solid black. No heels higher than 1/2 inch are allowed.
9. Makeup or colored fingernail polish may not be worn. Artificial nails are unacceptable.
10. Necklaces, if worn, may be narrow chokers, beaded, or chain. Bracelets are acceptable. No piercings other than ears are allowed. Hoop earrings, up to two centimeters in diameter, or studs, may be worn (no dangling earrings). Please limit earrings to two per ear. Heavy metal jewelry is not allowed.
11. Hair must be neat, clean, and out of the eyes. Radical hairstyles or colors are not permissible. Hair accessories must match the school uniform.
12. Backpacks, book satchels, book covers, and lunch boxes may have small brand name logos such as Jansport or Nike. They may have shapes or simple designs on them such as plain flowers, hearts, dots, geometric shapes, or camouflage. They may not have symbols, characters, sports teams, insignias, or emblems.
13. Folders and binders must be plain, solid colors. They cannot have any designs, pictures, logos, or other decorations on them.

## **BOYS' DRESS CODE FOR GRADES K-4**

1. Polo shirts (white, purple, black, and forest green) must be worn at all times. **Polo shirts must be purchased from Ace High Designs.** Only the collar button may be unfastened and the shirt must be tucked in. Turtlenecks must be plain, white, and without any trim. They may be worn under the polo shirt during the winter months (November-February).
2. Solid white undershirts may be worn under the uniform shirt.
3. Approved ACS uniform sweaters, pullovers, sweatshirts, or jackets are the only outer garments that may be worn in class. These items must be purchased from Ace High Designs. The ACS field trip t-shirts and sweatshirts are not part of our school uniform. Students may choose their own jackets to be worn outside, provided they have no emblems or insignias on them.
4. French Toast brand khaki twill uniform pants or shorts (no cargo pockets) may be worn. These may be purchased from Ace High Designs or at any department store. A black leather belt must be worn with the uniform pants. No denim jean pants. Pants must be belted at the waist and must be the proper size. **No baggy or sagging pants or denim jeans may be worn.**
5. Black leather belts must be worn with pants and shorts.
6. Socks are to be black or white and must be a matching pair.

7. Shoes are to be solid black, or black with small white or silver accents, (**no other accent colors allowed**) and can be oxford, loafer, or athletic style (no boots or clogs). Shoes must be closed toed and have rubber soles for safety. Small buckles on dress-type shoes are allowable. Shoelaces must be solid black.
8. Necklaces, if worn, may be narrow chains, with or without small pendant. Narrow bracelets are acceptable. Heavy metal jewelry is not allowed. Earrings or other piercings are not acceptable.
9. Hair must be neat, clean, and out of the eyes. Hair is not to extend over the eyebrows, collar, or earlobes. Radical hairstyles or colors are not permissible.
10. Backpacks, book satchels, book covers, and lunch boxes may have small brand name logos such as Jansport or Nike. They may have shapes or simple designs on them such as plain flowers, hearts, dots, geometric shapes, or camouflage. They may not have symbols, characters, sports teams, insignias, or emblems.
11. Folders and binders must be plain, solid colors. They cannot have any designs, pictures, logos, or other decorations on them.

## **BOYS' DRESS CODE FOR GRADES 5-8**

1. Polo shirts (white, purple, black, and forest green) must be worn at all times. **Polo shirts must be purchased from Ace High Designs.** Only the collar button may be unfastened and the shirt must be tucked in. Turtlenecks must be plain, white, and without any trim. They may be worn under the polo shirt during the winter months (November-February).
2. Solid white undershirts may be worn under the uniform shirt. A long sleeve white t-shirt may be worn under the polo shirt during the winter months (November-February). P.E. shirts may not be worn under the uniform shirt.
3. Approved ACS uniform sweaters, pullovers, sweatshirts, or jackets are the only outer garments that may be worn in class. These items must be purchased from Ace High Designs. The ACS field trip t-shirts and sweatshirts are not part of our school uniform. Students may choose their own jackets to be worn outside, provided they have no emblems or insignias on them.
4. French Toast brand khaki twill uniform pants or shorts (no cargo pockets) may be worn. These may be purchased from Ace High Designs or at any department store. A black leather belt must be worn with the uniform pants. No denim jean pants. Pants must be belted at the waist and must be the proper size. **No baggy or sagging pants or denim jeans may be worn.**
5. Black leather belts must be worn with pants and shorts.
6. Socks are to be black or white and must be a matching pair.
7. Shoes are to be solid black, or black with small white or silver accents, (**no other accent colors allowed**) and can be oxford, loafer, or athletic style (no boots or clogs). Shoes must be closed toed and have rubber soles for safety. Small buckles on dress-type shoes are allowable. Shoelaces must be solid black.
8. Necklaces, if worn, may be narrow chain or beaded, with or without small pendant. Bracelets are acceptable. Heavy metal jewelry is not allowed. Earrings or other piercings are not allowed.
9. Hair must be neat, clean, and out of the eyes. Hair is not to extend over the eyebrows, collar, or earlobes. Radical hairstyles or colors are not permissible.
10. Backpacks, book satchels, book covers, and lunch boxes may have small brand name logos such as Jansport or Nike. They may have shapes or simple designs on them such as plain flowers, hearts, dots,

geometric shapes, or camouflage. They may not have symbols, characters, sports teams, insignias, or emblems.

11. Folders and binders must be plain, solid colors. They cannot have any designs, pictures, logos, or other decorations on them.

## **FREE DRESS DAYS**

ACS throughout the year allows for students to participate in “free dress” days or dressing based on a theme. Rules may vary considering the theme; therefore, students must follow the guidelines given for each “free dress” day. If the student does not wish to participate in theme dress days, he/she must come dressed in school uniform.

Free dress may not include anything tight-fitting or low-cut, sandals, tank tops, sheer blouses, short skirts, short shorts, or shirts with inappropriate pictures or logos printed on them. All students are to dress modestly. Shirts must be long enough that the midriff is covered when arms are raised above the head. No revealing clothing is allowed. If parents have a question concerning the appropriateness of certain clothing, they should ask. The administration reserves the privilege of final approval of dress. If the teacher deems clothing inappropriate, either the parents must bring appropriate clothing, or the school will provide a cover-up t-shirt if available.

Free dress/theme dress is meant to be a fun, relaxing experience. Please follow these guidelines to ensure a great day for all! If you are not sure an article of clothing is allowed, please ask before you wear it to school.

1. Belts are not required, but please wear them if needed (no saggy or baggy pants allowed).
2. Shoes need to be close-toed. Athletic shoes are great. For safety reasons - no sandals, flip-flops, or boots.
3. Skirt/dress/short length must be no more than four inches from the ground when kneeling.
4. All clothing needs to be neat, clean, and in good condition-no holes or rips.
5. Shirts must have sleeves, even if worn under a sweater or jacket.
6. Shirts must be long enough to cover the top of the pants when hands are raised above the head even if worn under a sweater or jacket.
7. Clothing must be modest and fit properly. No tight pants or form-fitting shirts, no low rise pants, and no cleavage. Underwear (underpants or bras) should never be visible, even when bending over.
8. Hats and sunglasses may be worn outside only.
9. Appropriate logos are allowed. Examples of inappropriate logos include those pertaining to alcohol, drugs, profanity, sex, music groups, violence, or evil.
10. Jewelry must follow uniform guidelines.

## **P.E. UNIFORMS – Grades 7 and 8**

T-shirts**	ACS imprinted P.E. Shirt
Sweatpants/sweat shorts	Black
ACS Sweatshirts**	Black
Socks	White or black
Athletic Shoes	Any color or brand

\*\*P.E. sweatshirts and T-shirts must be purchased from Ace High Designs. Sweatpants/sweat shorts must be black but do not have to be purchased from the uniform company.

## **UNIFORM PURCHASES**

Uniforms can be purchased from Ace High Designs prior to the opening of school. The distributor brings all uniforms to the school and the sale takes place at that time. Please check school calendar for sale date. A list of uniform prices is available in the office.

# **GENERAL INFORMATION**

## **CLASS PARTIES**

**Halloween** is not observed in any way at ACS.

**Thanksgiving observance** is not counted as a party. Classes may have no more than one class party per quarter.

**Birthday Parties:** Invitations for student birthday parties may be passed out at school provided all students in the classroom receive an invitation. With teacher approval, a snack (i.e., donuts, cookies, or cupcakes) may be provided for the entire class, **if arrangements have been made well in advance.**

**Deliveries:** If parents choose to honor their child with a delivery at school (balloons or flowers), the delivery will be kept in the school office until the end of the day.

## **ROOM PARENTS**

We appreciate help given by parents at party times and other special events. If you would care to be a room parent, please contact your child's teacher. Room parents also work closely with the PTF in planning and carrying out social events and fundraisers.

## **LOST AND FOUND**

**All personal belongings of our students must have identification labels on them.** All abandoned personal articles will be placed in "Lost and Found." At the end of each month these articles will be held for an additional thirty-day period, after which time they will be donated or removed permanently for resale at the Uniform Sale.

## **PRESCRIPTION AND NON-PRESCRIPTION DRUGS**

The school office will administer prescription and non-prescription drugs. We request that parents fill out the need for medication form in the school office and leave all medication in the school office for safekeeping.

**PLEASE DO NOT SEND ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATION FOR THE STUDENT TO TAKE UNSUPERVISED.** The school cannot administer any medication without a completed form. The form will be posted online for easy access. ACS students may be given over-the-counter medicines with the parent's written approval. ACS students will need the physician's written approval for all prescription medications administered at school.

The school office must have all medication in the original container including prescriptions specifically for the student and the medication involved (plastic baggies are not acceptable). It must be labeled with the student's name, name of medication, time to be given, proper dosage, and the physician's name. Medications left for emergencies (i.e., bee sting kit, asthma medication) must be properly labeled and **must include complete instructions** provided by the physician.

We **will not** administer medication that does not comply with the policy outlined above. If a non-prescription drug has been sent to school, and it must be administered, the parent will be called to come to school and complete the necessary paperwork before the medication may be administered. Procedures for sending non-prescription drugs to school must be followed according to the instructions above.

Parents are asked to supply all medication a student takes at school including pain medication such as Tylenol or Motrin. Please be sure your child's teacher knows that there is medicine in the office.



## ILLNESS

Children who become ill at school will be kept in the office until someone comes for them. **We require children to be picked up within 30 minutes of notification.** Back-up plans should be made in the event that a parent is unable to arrive in that 30-minute period. If child's parent(s) are unavailable, the school secretary will call the person(s) who are authorized to take the child from school. Children cannot be readmitted to school for **24 hours** after any of the following has subsided:

1. **FEVER:** Do not send your child to school until he/she has been free from fever for 24 hours.
2. **VOMITING:** Do not send your child to school until he/she has been free from vomiting for 24 hours.
3. **DIARRHEA:** Do not send your child to school until he/she has been free from diarrhea for 24 hours.
4. **DRAINING EARS:** Do not send your child to school with draining ears. You may wish to take your child to your family doctor (Public Health Administrative Code 17, Section 2951).
5. **COLDS:** Do not send your child to school if nasal mucus is excessive, yellow, green or thick (pus-like) or is accompanied by fever or if the child's chest sounds congested. It is suggested that if a cough persists, or if the child's chest is congested, parent(s) may wish to take the child to their family doctor.
6. **EARACHE, SEVERE HEADACHE, SORE THROAT:** Do not send your child to school with any of these conditions. If these conditions persist, you may wish to obtain medical care.
7. **CONTAGIOUS DISEASES:**
  - **Chicken Pox:** Do not send your child to school until all lesions are scabbed over. This is usually 7-10 days (Control of Communicable Disease in California, page 104).
  - **Flu:** Do not send your child to school until he/she has been free from all symptoms for 24 hours.
  - **Pink eye:** Do not send your child to school until medical treatment is obtained. The child will not be allowed to return to school without a note from a doctor indicating the child has been treated.
8. **INFECTIOUS SKIN RASHES:**  
Ringworm, impetigo, scabies, etc.: Do not send your child to school until medical treatment is obtained. The child will not be allowed to return to school without a note from a doctor indicating the condition has been treated (California Administrative Code 2502).
9. **LICE: Do not send your child to school until this condition has been treated.**

**This list does not mention every ill condition; if your child is ill, please keep him/her at home. If your child is too ill to be outside at recess, please keep him/her at home.**

**DO NOT SEND YOUR CHILD TO SCHOOL IF YOU SUSPECT ILLNESS.**

## FIRST AID EMERGENCIES

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. **It is essential that the parents' emergency call numbers are in the school office and that they be kept up-to-date.** We encourage a parent to have two emergency numbers available.

### *The School Office Cannot:*

1. Treat old wounds.
2. Treat skin diseases (i.e., itch, impetigo, poison oak, et al).
3. Treat pinkeye.
4. Administer any remedy (i.e., Tylenol, Motrin, et al) without proper forms filled out by parents.
5. Diagnose illness.

## USE OF TELEPHONE

Parents who find it necessary in an emergency to call students should leave the message with the office to be delivered to the student. Students will not be called from class to the telephone, except in the case of an extreme emergency. Students are not to use the office phone for personal calls.

## **PARENT/TEACHER FELLOWSHIP MEETINGS**

Parent/Teacher Fellowship meetings are designed to be informative and enlightening in regard to issues concerning the position of the family and school roles in the growth of our students. Films, discussions, special speakers, etc., may be planned along with an informal time of fellowship. From time to time, ways in which parents and friends of ACS can assist the school are discussed. All parents and friends of ACS are encouraged to attend these very special times. Please check the school update for meeting dates.

## **PETS ON CAMPUS**

No pets are allowed on campus at ANY TIME without prior approval of the administration.

## **NOTICE OF NONDISCRIMINATORY POLICY**

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

The Nondiscriminatory Policy of the Anthem Christian School also include hiring of faculty or administrative staff who agree, in its entirety, with the Statement of Faith, mission and philosophy and Christian role model statements included in our handbooks.

Member schools of ACSI make no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18).

The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations, academic or behavioral standards.

## **REPORTING OF SUSPECTED CHILD ABUSE**

The State of California requires Anthem Christian School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the wellbeing of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. The school is not required to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## **SCHOOL CALENDAR**

Each year the school publishes a calendar for the school year. Parents should consult this calendar at the beginning of each year so they may keep abreast of all events and special days that affect their students. Days of report card and progress report issuance are also noted on the calendar so parents may know when to expect them to arrive at home.

## **SALUTES**

Salutes are part of the curriculum of ACS. Each student is expected to know the salutes and participate in them.

### **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.