

Alamance Christian School

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“The Pursuit of Excellence Through Christ”

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1. Philosophy and Purpose

Mission Statement: ACS is a community Christian school assisting Christian families through excellent academics, arts and athletics from a biblical world view in a nurturing environment so that all students might reach their God-given potential.

In order to assist Christian homes in those academic areas of education that most would find difficult at best, we seek to provide a thorough and balanced learning experience that is grounded in the Word of God as the source of all Truth.³ This effort includes the implementation of policies, procedures and programs of study that challenge our students not only to acknowledge God in their hearts as their holy, sovereign Savior, but also to exalt Him carefully and consistently in their daily habits.⁴

Our philosophy of education further dictates that we seek to foster through our admissions policies, through our faculty, and through our codes of conduct and dress, an atmosphere that is conducive to the spiritual, mental, social and physical development that the Bible expects.⁵ While we can offer no guarantees, we do offer opportunities for success as God defines it in His Word by challenging our students to give their best effort in all areas of growth for the glory of God and the eternal good of men.⁶ ACS merely extends the same God-centered world view to which our students are exposed in their homes and churches in a way that man-centered, secular educational institutions cannot due to their censorship of the Truth.⁷

In addition, the fact that “the world view of the teacher, in so far as he is effective, gradually conditions the world view of the pupil,”⁸ dictates that we employ like-minded, Christian role models who agree in fact and in spirit with the school’s statement of faith, standards of conduct and dress, and position on ecclesiastical and personal separation.¹ “No man teaches out of a philosophical vacuum. In one way or another, every teacher expresses the convictions he lives by, whether they be spiritually positive or negative.”⁸ Alamance Christian School cannot fulfill its purpose without the harmonizing of faith and learning that can only be done by Christian teachers through a Bible-integrated curriculum in a setting where God the Holy Spirit is present and welcomed.⁹

(Footnotes on last page)

1.1 Historical Summary

In 1969 concerned parents and pastors began Alamance Christian School with 110 students in grades one through eight. A grade was added each year thereafter until ACS graduated its first senior class in 1974. The school has steadily matured into an established ministry with an unapologetic testimony, a respected voice in Christian education, and an ever-sharpening focus on our motto, “The Pursuit of Excellence Through Christ.”

1.2 Organization and Church Affiliation

ACS is an independent, non-denominational, non-profit, educational, state-chartered corporation. It is governed by a self-perpetuating Board of Directors who comes from several local, fundamental, Bible-preaching churches. Although ACS is not a “church school,” it is supported on a monthly basis through the home missions program of some area churches. In accordance with the clear teaching of God’s Word, the school recognizes the local church as God’s primary vehicle for edifying the saints, for equipping Christian homes to educate their children, and for evangelizing the unsaved. It is our desire to maintain a position of cooperation and understanding between the school and the nearly seventy churches represented in our student body. In order to do so in all fairness, it is necessary that the following areas be left primarily to the teaching of the home and the local church:

- Church government—authority, discipline
- Foreknowledge, election, predestination
- Time and mode of baptism
- Timing of future events—rapture, premillennial position, etc.
- Translations of the Bible—We use the King James Version in the classroom for memorization and testing purposes.

In honoring this policy concerning the purpose and outreach of the school, there shall be no attempt by board members, students, teachers, or parents to promote their denominational positions concerning the areas listed above within Alamance Christian School. We desire to remain united in the salvation and love of Christ (John 17), avoiding dissension which may be caused by the “pushing” of theological distinctives (I Corinthians 3:1-8; Romans 14; Philippians 2:1-4). Individuals who do not honor this policy will be warned that further violations will result in the board asking them to withdraw or resign from Alamance Christian School.

<p>Alamance Christian School does not cooperate with, nor approve of, the World Council of Churches, the National Council of Churches, the Charismatic Movement or the Ecumenical Movement.</p>

1.3 Statement of Faith

- There is one God eternally existing in three persons—the Father, the Son, and the Holy Ghost.
- The Holy Scriptures are verbally inspired of God and are our only infallible rule of faith and practice.
- Jesus Christ died, shedding His blood for our sins, and was bodily raised from the dead for our justification.
- He will return visibly and bodily with power and great glory.
- Man is by nature and practice a sinner separated from God and can become God’s child only by faith in Jesus Christ and submission to the will of God as revealed in the Gospel.
- Those who are thus born into God’s family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in Hell.
- The Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God.
- The spiritual unity of the believers is in our Lord Jesus Christ.

1.4 General Policy of Cooperation

In order for the school to accomplish its purpose of assisting Christian parents in the education and training of their children, it is essential that those parents who choose to enlist the help of the school understand and cooperate with the following:

- Each student, and at least one parent, is expected to regularly attend the services of a local church whose pastor subscribes to the school’s Statement of Faith
- The discipline of children is committed to those in charge while they are in school. This may include requesting that a parent come to discipline his child should the school deem it necessary after prior attempts to restore acceptable behavior have not achieved the needed cooperation.
- The school administration has the full responsibility for placing each child in the proper grade for the long-term interest of the child and the class. Care will be given to consult with the parents in this matter.
- **Grievances:** Parents’ cooperation, in fact and in spirit, is needed in support of the procedures and disciplines of the school—especially in their communication with others. Parents must agree to follow the pattern of Matthew 18:15-17, Galatians 6:1 and I Corinthians 6:1-8 when handling differences with the school or with its personnel. Problems involving a teacher or staff member should be dealt with on a one-to-one basis. If restoration is not achieved, then the parent is to bring the problem to the administration. If the problem remains unresolved, a meeting with the Grievance Committee of the Board will be scheduled. A griping, divisive spirit cannot be tolerated in any organization and will necessitate withdrawal from the school if a conference does not result in restored cooperation.

- The school reserves the right to dismiss any student who does not abide by its standards and cooperate in its educational endeavor, or whose financial obligation remains unpaid after the due date (See current Financial Information Sheet for additional information).
- If a child does not adjust to the program of the school, parents are to quietly withdraw him rather than attempt to make the school satisfy their interests at the expense of the class.
- Children are to participate in scheduled field trips and other class activities unless providentially hindered.

2. Admissions Policy

General: In order to ensure that this ministry effectively fulfills its purpose, ACS must limit its admissions to a specific constituency—those students from Christian homes who have enrolled their children out of conviction and who pledge to cooperate consistently with the programs, procedures and principles of conduct that the school has adopted. In addition, to prevent the child from being caught in a doctrinal crossfire between the home, the church and the school, ACS admits only those students from families where at least one parent and the child faithfully attend a Bible-preaching church whose pastor subscribes to our Statement of Faith. This would preclude membership in or attendance at Catholic, Mormon, Jehovah’s Witness, Seventh Day Adventist, Christian Science, or other churches whose doctrinal positions would differ from the school’s Statement of Faith (Amos 3:3; Eph. 2:8, 9; Gal. 1:6-9).

2.1.1 Preschool

Alamance Christian School offers an excellent Preschool for two (30 month), three- and four-year-olds. Offering full-day and half-day programs, the ACS Preschool is designed to teach learning readiness skills in a structured environment that combines creative play, listening, and learning activities. The A Beka curriculum is utilized in both K3 & 4 classes. Preschool children enrolled at ACS have access to our excellent playground facilities, gym, and lunchroom. The three- and four-year-old classes are taken on local field trips and receive music and art instruction. Realizing that many parents work outside the home, ACS offers the advantage of an after school program with care until 5:30 p.m.

Preschool Admissions Policy: Each family must be interviewed and the child assessed to determine their physical, mental, and emotional readiness for preschool. Because of North Carolina State Daycare regulations governing ages and numbers, children must be thirty months old to begin the program. We also require that each child in K3 must already be potty trained prior to enrollment at ACS. Children may be placed in the ACS two or three-year-old

program at any time during the year; however, they must have reached their fourth birthday by August 31 in order to qualify for the four-year-old program.

2.1.2 Grades K-6 Admission Policy

It is the policy of the school that those children applying for kindergarten be “interviewed” to determine their physical, mental and emotional readiness for school. It is our strong belief that children should not be exposed to the rigors of formal schooling until they are ready or required by law (K4 and K5 students must be four or five years of age respectively by August 31 to be eligible). Because our curriculum is geared to average students, each applicant in grade one must be verbally tested to determine his grade level. Applicants in grades two through six must provide a copy of their last standardized achievement test. Parents will be asked to supply as detailed an academic history as possible to determine their child’s potential in light of his past performance. *Regardless of previous grades*, the students are required to take the entrance test currently used at the school to verify grade level and strengths and weaknesses. The school reserves the right to refuse the admission of any student who has deficiencies beyond the capabilities of our curriculum and staff to address profitably. Generally speaking, a student who is two years above the chronological age of the grade level to which he is applying will not be considered for enrollment. A history of behavioral problems that are not typical for his age group, or that are considered harmful to the academic atmosphere of the class, may result in a denial of admission, or disciplinary probation. Elementary students are not required to profess Christ as Savior to be considered for admission. The school will guard against undue pressure being placed upon students to “make a decision” to accept Christ; however, consistent exposure to the convicting Word of God will be the norm in accordance with our stated mission and purpose.

2.1.3 Grade 7-8 Admissions Policy

In addition to the general admission guidelines, junior high students must also meet the testing and behavioral criteria expected of students in grades four through six. An administrative interview with the student and his parents will be held to determine past behavior patterns and problem areas, as well as the student’s attitude towards coming to ACS. During the interview, the student’s answers on the questionnaire and his understanding of the school’s behavioral guidelines will be discussed. Each parent and the student must display a satisfactory understanding of the spiritual, academic and social focus of the school and the resulting penalties for infractions of the code of conduct. Profession of faith is not automatically required for a junior high student to be admitted; however, if he exhibits a pattern of being out of harmony with the

school or appears insensitive to the claims of Christ he will receive counsel, and may be asked to withdraw from ACS.

2.1.4 Grade 9-12 Admissions Policy

Students applying for admission in grades nine through twelve must meet the general, academic, and disciplinary requirements, as well as possess a DIQ of ninety or above.** We generally accept only those students who can articulate an assurance of salvation through Jesus Christ because the thrust of our training on the high school level is edification. However, we recognize that although our students come from Christian homes, not all of them are born again. Therefore, the gospel is presented on a regular basis to help them understand their spiritual need and bring them to true faith in Christ. ***Failure on the part of any high school student to demonstrate appreciable sensitivity to the claims of Christ will result in counsel, and a possible request for withdrawal from ACS if he exhibits a pattern of being out of harmony with the school.*** It is of utmost importance that the students evidence a desire to attend ACS and a ***cooperative spirit*** as to his responsibility to comply with the guidelines of the school. The admissions committee reserves the right to assign probationary status to secondary students with academic or character deficiencies, whether actual or perceived, or to deny admission if it is thought to be in the best interest of the student body. The applicant's transcript of courses taken in grade nine and above must allow for a minimum number of scheduling conflicts for the removal of deficiencies and the completion of the school's graduation requirements. Those students who are accepted on academic probation must enter into contract with the school to make up deficiencies through an approved tutor or an approved correspondence course prior to their graduation date.

2.2 Student Application Procedure

- Secure an application packet from the office for the appropriate grade level. Submit a completed and signed application form and immunization record along with a non-refundable application fee for all grade K-12 students. New kindergartners only pay the application fee, not an additional registration fee. Verification of birth certificate is required for all new kindergartners and first graders. (See current Financial Information Sheet)
- When contacted, come to the school with your child for an interview, testing and orientation session. No advance test preparation is necessary; however, parents are reminded of the minimum Designated Intelligence Quotient of 90 required for admission.
- The completed application and references are acted upon by the admissions committee, and a decision is rendered.
- The parents or guardians are notified as to the decision.
- Upon notification of the student's acceptance, the Registration Fee is due.

- Transcripts for transfer students will be requested from their former school and a schedule of classes will be completed for new students in grade eight and above.

2.3 Selection of Students

Alamance Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs (1 Corinthians 10:32, 33; Romans 2:28, 29; Galatians 3:26-29). Provided that the admissions requirements are met, students will be accepted on a first-come, first-served basis as space allows. Failure on the part of parents during the interview to disclose past academic or disciplinary problems will be considered a breach of good faith and will result in the denial of admission or the withdrawal of the student if the information was disclosed after acceptance.

2.4 Re-admission of Expelled Students

Students who are expelled, or required to withdraw, from Alamance Christian School are eligible to be considered for re-enrollment after two full semesters have passed provided that their application is accompanied by a favorable recommendation from their pastor and two other adults who are not relatives. NOTE: Expelled students are not allowed to visit the campus during school hours; however, they are welcomed to all extra-curricular activities that are opened to the general public.

2.5 Re-enrollment of Current Students

In February of each year the office will send re-enrollment information to families of current students. Those students who are in good standing will be given priority for the new school year. Siblings of current students who apply for acceptance will also be given priority admittance provided that they meet the admissions requirements. Once the re-enrollment deadline has passed, priority treatment of current students and their siblings will end, and their forms will be processed along with all new applications on a first-come, first-served basis.

3. Financial Information and Payment Policies

A financial information sheet containing the current tuition and fees is included in the application packet for new students and is mailed to the families of those students who are eligible for re-enrollment. Fees are carefully designed to lay the support for a particular program or activity upon those who choose to participate. The school board attempts to keep costs to

parents at a minimum; therefore, prompt payment of all accounts is absolutely necessary. This will enable the school to meet its financial obligations. To help facilitate the prompt payments of accounts, all families who make monthly payments will be required to submit their payments through Smart Tuition who will manage their accounts. Because *we cannot carry delinquent accounts*, the school reserves the right to dismiss any student whose financial obligation remains unpaid after the due date (tenth of each month). In the case of transfers to other elementary or secondary schools, and transcripts for college applications, records will not be released until overdue accounts are satisfied, or parents make suitable arrangements for payments. Tuition is payable annually, semi-annually, or monthly (ten or eleven payments). It is due in advance. The first tuition payment is due no later than August 10 under both payment plans. The last payment is due no later than May 10 for the ten-month plan and June 10 for the eleven-month plan. If tuition is not paid by the tenth of the month, a past due notice requesting remittance will be mailed. A late charge of \$20 and 1.5% per month (computed monthly on the unpaid balance) will be levied on overdue accounts as of the **tenth** of each month. Smart Tuition will also levy an additional late fee to the account. If unpaid accounts are delinquent after July 10, students from these families will lose priority for re-admission the following year and will not be re-enrolled until the amount is paid in full. If a pattern of late payment necessitates frequent reminders, the family may be required to pay in advance by the semester in order to be re-enrolled for the following year. *If your monthly payment is not possible by the due date, please consult with the administration by phone or in person.* (See Current Financial Information Sheet)

4. Facilities and Grounds

People make a place what it is; however, facilities can contribute a great deal to the efficiency, potential and atmosphere of any establishment. The beautiful and spacious ACS campus covers nineteen acres. Well-kept, functional buildings comprising 46,000 square feet house completely air conditioned classrooms which include day care facilities; a library; a science laboratory; a computer laboratory; an art room; an office complex; a gymnasium complete with a stage for dramatic productions, a music room for band and chorale, locker rooms, and a lunchroom area; an assembly room; and a home economics laboratory. Two athletic fields, a playground for elementary students and a paved parking lot complete the campus.

4.1 Care of Property

Student respect and care for the appearance and upkeep of our school is very important. Therefore, sitting on desks or tables, defacing school property, throwing objects, littering, “forcing” locked doors etc. is not permitted and will result in demerits. *The school will not assume financial responsibility for the carelessness of students.* Any accidental or willful destruction or marring

of school property will necessitate that the student cover the repair or replacement costs at the discretion of the school board (Exodus 22:5, 6).

4.2 Off-Limits Areas

For the protection of our pupils, our property, and the personal belongings of others, the following areas are considered off-limits unless specific permission has been granted by a member of the staff or an official activity is scheduled for that area: parking lots before and after school (loitering); the office; all teachers' desks; the chapel; the home economics room; the computer lab; the library; the teachers' lounge; the day care building; classrooms other than your own; lockers other than your own; vehicles other than your own; the concession area; the storage rooms in the gym; the garage and shop. High school students are not to be in the classroom building during lunch or on the elementary wing without permission. Students are not to be on campus when school is not in session unless supervised by a member of the staff.

4.3 Use of Facilities and Grounds

ACS makes its facilities and grounds available to supporting churches in appreciation for their monthly financial gift or designated offering to this ministry. Supporting churches that desire to use our facilities for programs and activities that are in line with the school's philosophy should make their request to the administrator well in advance of the date desired so that their reservation can be placed on the calendar. A member of the ACS faculty, staff or board is to be present during the use of the facility for insurance purposes and to lock the buildings once the activity is complete. The church using the facility is responsible for securing the services of school personnel. Due to the demands upon our facilities, board policy precludes renting them out for use by non-supporting churches, secular organizations, or individuals.

5. Attendance Policies (General)

Regular attendance is important for successful progress in school. Absences and tardies should be avoided if at all possible. Not only do they hurt the student, but they also slow down the whole class and frustrate the teacher. Permissible reasons for excusing an absence include the following: *illness or injury, quarantine, death in the immediate family, medical or dental appointments, court proceedings, educational opportunity (prior approval needed), or other emergencies*. Limited family trips that are necessitated by parents' work schedules may be arranged provided that the student has passing grades and makes arrangements **prior** to the absence to make up missed work. When an absence does occur, please send a written excuse back to the school with your child on the day when he or she returns. This needs to be given either to the teacher (elementary) or to the office (grades 7-12). The excuse should indicate the date and the reason for the absence as *required by state law*. Be aware that three tardies are equivalent to one absence when determining Perfect Attendance.

High School Absences

Absence from school: The student must bring a written excuse with him/her on the day when he/she returns to school. If a student does not have an excuse with him, he/she will be given a 15 Minute D-Hall to be served on the following day. If the student does not have the required excuse on the second day back, he/she will be given one hour of detention and the Attendance Secretary will phone his/her parents to get the excuse orally. There will be no academic penalty unless the excuse is not an excusable absence. *Unexcused absences will carry the penalty of two points on the Quarter Report Card deducted from the missed class or classes.* You will not be permitted to “make up” the time.

Absence from class: A student may not miss more than five class periods of any one class during each nine week grading period for any reason other than a school sponsored activity. *Over 15 minutes missed from any class will be counted as an absence.* If a student misses more than 5 class periods, his/her grade in that class will be reduced by 8 points (one letter grade) for that grading period. (The public school automatically fails the student for the nine weeks.) An appeal may be made directly to the Principal in special hardship cases or for sickness beyond the five class periods. (When scheduling orthodontist and other appointments, please spread them out so they don’t all hit one class.) Spending time in the sickroom will be counted as a class absence. We will try to notify you when a student has five absences from any one class so you can prevent any more from happening.

Planned Absences: If a student in grades 7 – 12 knows that they will have to miss school because of a planned family trip or special event he/she must bring a signed note from a parent with the day and reason for the absence. At that time the office will give the student a “**Planned Absence Form**” to have completed and returned to the office. Failure to do so will result in the absence being counted as Unexcused and the academic penalty will be assessed.

Tardies (General)

Knowing that some tardies are unavoidable, we will allow students to be tardy to school *three times* during each nine weeks without a penalty. Any further tardies in the Nine Weeks will be assessed with a \$5 fine per student. Tardy fines will appear on your monthly bill. If you have questions about the tardy, please contact the attendance secretary. Leaving early for reasons other than sickness, emergencies, doctor appointments, or preplanned absences will be counted as a tardy and the appropriate penalties will be assessed.

A student who has absences in excess of **twenty** days per year subjects himself to failing or summer school regardless of his grades if the school deems it in his best long-range interest. Students who have more than twenty absences from any one class during the year will not be permitted to participate in any extracurricular activities.

5.1 Calendar

The school calendar is designed to enable our faculty and students to participate in activities offered by the North Carolina Christian School Association. In light of this, the ACS calendar does not always parallel the calendars of the public schools. Scheduled Teacher Work Days also double as snow days; therefore, faculty and students may be required to come to school on those dates if too many school days were missed due to inclement weather *prior to the snow day* or due to other providential circumstances.

5.2 Closed Campus Policy

ACS operates according to a closed campus policy for the students' protection and the parents' peace of mind. Students must stay on campus from the time they arrive, even if homeroom has not started, until their normal departure time after school unless parental permission has been verified with the office by note or telephone. *Students leaving campus without checking out at the office will be disciplined.*

5.3 Day Care

In an effort to assist parents who have to be to work early, or who get off after 3:00 P.M., ACS offers before and after school day care from 6:45-7:30 A.M. for all students, from 11:30 A.M. until 3:00 P.M. for kindergarten and from 3:00 until 5:30 P.M. for K3 through grade ten (See Financial Information Sheet for rates). Parents who plan to use the day care need to complete the *Request for Day Care Service* sheet and mail or bring it by the office prior to the first day of school. Parents who fall behind in their payments will not be allowed to use the day care service. Because the state will not allow any group that includes three-year-olds to have over 15 children in it, space is limited to those who consistently use the service on a first come, first served basis. The school will send home a small packet of state-required information once the *Request for Day Care Service* form has been received.

5.4 Make-Up Work (See Academic Information)

5.5 School Day and Late Arrival

Encourage your youngster to be in school and on time (**8:00 AM**) for school every day if possible. Students in grades 1-12 who are late are to sign in at the office and receive a note to class, while those in grades K3 through K5 are

to report directly to their classroom. Students who have morning appointments must be in school by 11:30 A.M. in order to be counted present unless they come to school at the regular time with a parental note for an early dismissal. All Kindergarten students are dismissed at 11:15 A.M. unless they are staying for day care. Students in grades one through sixth finish their day at 2:45 while those in grade seven through eleven are dismissed at 2:54. Seniors are allowed to leave at 1:51 unless they are in a seventh hour elective. Seniors who leave must depart by 2:00 and may not return until 2:54. Seniors who stay will be placed in a study hall. Juniors may leave at 1:54 on Friday's only under the same conditions as the seniors.

5.6 Withdrawal From School

The office needs to be notified by the parents of the student's withdrawal. A Withdrawal-From-ACS Form will be filled out by the office and sent to the student's new school. The book and registration fees are non refundable; tuition, activity fee, and capital assessment fee for the month in which the student is withdrawn will be due and must be paid before records can be sent. In addition, all textbooks, equipment, uniforms and materials must be turned in the day that the student is withdrawn in order for the student's records to be forwarded to the school to which he is being transferred.

6. General Information

6.1 Awards

Near the end of the year, the elementary teachers give out awards in their classrooms and grades 8-12 have a special Awards Ceremony. A variety of academic and citizenship awards are given to deserving students. Parents are encouraged to attend the programs if their work will allow them to do so. (See calendar for dates and times)

The ***FINISHERS*** are *representatives* chosen by the seniors and faculty each year from the senior class who *best* display the Finishing Philosophy of doing one's best for the glory of God and the eternal good of others. The main thrust of the Finishers is to honor excellence in Christian testimony, active involvement in church and in school, academic initiative, and a desire to do their personal best in every endeavor. Specific criteria for the Finishers can be obtained from the school office. Those students who receive the majority of votes from both the faculty and students will be named as Finishers. This award is given on Awards Day.

An annual ***Athletic Awards Program*** is held in the Spring to recognize those students who participated on one of our teams, as well as those who achieved special honors in sportsmanship and athletics on a regional and state level.

Mr. and Miss ACS are selected by the high school students and faculty as the boy and girl who manifest a steady growth in their Christian lives and who come closest to meeting the following criteria:

- A-** Attempts to do their best in all areas for the glory of God (I Cor. 10:31).
- C-** Consistently projects a Christian testimony that is above reproach both in and out of their school (I Tim.4:12).
- S-** Shows concern for fellow students and teachers alike (Phil 2:2; Heb. 13:7). Only those Juniors and Seniors who are not former winners of the Mr. and Miss ACS honor may be nominated by grade 9-12 students and faculty. The entire court is introduced and Mr. and Miss ACS are announced at Homecoming in January.

The Principal's Award is given to one boy and one girl. This award is based primarily on citizenship. Christian character is secondary, and scholarship is not considered at all. Citizenship should be interpreted as the quality and quantity of involvement in school, church and community. Most emphasis should be placed on involvement at school. The Principal selects the students who he thinks best qualify for this award. The award is given at graduation.

Perseverance Award is given to those students in grades 8-12 that best exhibit the following academic qualities: Faithfulness in his work, active participation in class, well prepared, does not complain about workload or make excuses, good attitude toward teachers and peers, and orderly conduct. The primary focus is scholastic character. The GPA is not taken into consideration. The faculty chooses candidates from the students that they teach that year. In order to be chosen, a student must receive at least four "Yes" votes and no more than one "No" vote. The recipients are given the award on Awards Day.

6.2 Chapel

Of special importance in the edification of our students are our weekly chapel services. Great care is taken to make these services a highlight where the Bible is taught with clarity, concern and power. Speakers from area churches that are most compatible with the school's Statement of Faith and Philosophy of Christian Education, as well missionaries who are on deputation or furlough, are asked to minister to our students.

6.3 Field Trips, Retreat, Junior & Senior Trips, Colleges

Field Trips: Educational field trips are planned on nearly every grade level. Students are expected to participate unless providentially hindered, and to be on their best behavior throughout the trip as a testimony to those who will see our group. The teachers will let parents know the date, location and other details of the trip in plenty of time for them to make appropriate preparations.

For most field trips, school attire is the norm; however, there may be occasions where the administration will deem it best to inform parents of an alternative. Parents are often asked to help as group leaders for the younger grades. We do request that those who serve in this capacity adhere to the same dress standards that are expected of our staff.

Retreat: During the week of Labor Day, the grade 8-12 students attend a High School Retreat for the important purpose of starting the year off with a spiritual emphasis. Retreat also gives the students an opportunity to renew old friendships and to meet any new students. An information sheet outlining the location, the cost and what the students will need to bring is sent out in late August. Retreat is an important, required school function. A doctor's note must accompany a request for any student not to attend. Those students who are given permission to miss retreat due to providential circumstances are expected to attend school or receive unexcused absences. Family trips should not be planned during Retreat week. These will not be excused and the accompanying penalties will be assessed.

Sixth Grade Trip: As a climax to their elementary years, the sixth grade will be taken on an overnight trip to Williamsburg, VA. Most of the expenses for this trip will be paid from the activity fee.

Junior Trip: During November each year, the Juniors make a trip to the Washington in conjunction with their U.S. History Class. Industrious students can earn most of their expenses through fundraisers. Because this trip is a scheduled school function, Juniors who do not participate due to providential circumstances will need to attend school each day. In all fairness to their classmates, students who cannot attend this trip will be responsible to pay their fair share of the expenses if they do not inform the administration well in advance of the reservation deadlines.

Senior Trip: As a capstone to their high school years, the seniors take a class trip for no more than five days and four nights--no Sundays. Those seniors who attend pay for their expenses from class fundraisers and/or from their own resources. *Those seniors who do not participate are responsible to attend school during the days that are scheduled for the trip.*

College Visits: Students may be excused during school time to visit colleges with parents or official church groups led by a church pastor or his assistant provided the student is in compliance with the following guidelines:

- The student's grades are above passing.
- The group goes in the name of the sponsoring church and not ACS.
- The student's parents notify the administration a few days prior to the upcoming college trip to set up suitable arrangements for missed work.
- The student makes up his missed ACS classroom work before the trip begins or within the first five school days after his return to ACS classes unless granted a special exception due to providential circumstances.

- The student attends an average of at least two college classes each day while on the campus. If the student brings a note signed by his parents upon return to ACS stating that he attended an average of at least two classes each day while visiting the college, he will not be marked absent from school.
- Other educational opportunities may also qualify for attendance purposes such as conferences, governor's page program, or other structured programs. These may be granted on a limited basis. See the principal for approval.

6.4 Fundraising

The position of the school is that *operational* expenses should not rely upon the unstable resources of fundraising, but should be paid for through tuition and systematic giving. In an effort to keep tuition as low as possible and still offer a quality program, it is necessary to support capital expenditures for the *refinement* and *expansion* of our programs and facilities with carefully chosen fundraising efforts.

6.5 Grievance Procedure (See 1.4 General Policy of Cooperation)

Thought: (G.R.E.A.T.) Good Reports Edify And Testify

6.6 Health and Safety

6.6.1 Fire and Health Inspections: Inspections are conducted once each school year by the Alamance County Fire Marshall's Office and the Alamance County Health Department.

6.6.2 Accidents and Insurance: A student accident insurance program is provided for students through the school. If an accident happens on school grounds or at any school sponsored activity, the students are covered by secondary insurance policy up to \$25,000.

6.6.3 Health Records: We are required by state law to have on file the completed ACS Health Record for all PreK-1 students signed on the flip side by their doctor. State requirements call for each student enrolling at ACS to have had several shots that are listed on this form before school starts.

6.6.4 Sickness and Medication: Any student whose temperature is 100 degrees or more, or who complains of nausea within a 24 hour period prior to school, should not be sent to school. Parents will be called and asked to come for their child. Although we have folks on our staff that are trained in first aid and basic health care, our facilities are not equipped to care for a number of sick children. If a child must take medication during the school day, he is to give the medicine and directions to his teacher (grades K3 through 6) or to the office (grades 7 through 12) as soon as he arrives at school. *It is understood*

that parents will hold ACS harmless for administering medicine as directed by parents.

6.6.5 Disaster Plan: In the event of a fire, chemical spill or other threat to our students' safety that necessitates evacuation of our facilities, our students will be transported to Andrews Memorial Baptist Church on Elm Street in Graham. (Phone: 228-7801) Every effort will be made through our parent telephone network to inform parents of this evacuation so that plans can be made to pick up their children at Andrews Memorial.

6.7 Library/Internet/Computers

In order to standardize and validate the academic work of the school, as well as provide adequate reference materials, it is sometimes necessary to include in the library books whose entire contents ACS cannot completely endorse; however, under no circumstances do we want books in our library that violate the principles of God's Word or that portray their violation in a favorable light. Any material that falls into these categories is to be brought privately to the attention of the school librarian. Students in elementary may check out books for one week and may renew them for an additional week. High School students may check out books for two weeks. Overdue books are assessed a ten-cent fine per day. Students will not be allowed to check out more books until all fines are paid and books returned. Reference books and magazines are to be used only in the library. The purchase price for lost or damaged books must be paid as soon as possible so that a replacement can be ordered. The internet computers in the library may be used by students in 7th – 12th grades under the librarian's supervision. There is no charge for doing research for a class but students will be charged a small amount to surf. There is also a charge for printing off the internet.

Acceptable Use Policy for Computers at ACS

At Alamance Christian School we want our computer system to be used and enjoyed by all. Technology access is provided in order for students to conduct research and produce assignments. We stress that this access is a privilege rather than a right, and entails considerable student responsibility. We believe that students should ensure that all technology software and hardware are cared for and used appropriately, and that they should exercise common sense, care and courtesy to others, and abide by established guidelines and rules at all times.

The following are not permitted:

- Copying or distributing school software for home use, unless specifically allowed by the license agreement.
- Installing software of any kind on school computers or in private network accounts without permission.
- Vandalizing computer or video hardware or software.

- Taking without authorization any hardware or software.
- No chat rooms or instant messaging including My Space, Face Book etc.
- Eating or drinking near equipment.
- Using disrespectful or abusive language verbally or electronically.
- Harassing, insulting or attacking others via websites or e-mail.
- Using private network accounts on school servers inappropriately.
- Sending or displaying offensive pictures.
- Using the ACS networks to enter or try to enter unauthorized systems, i.e. circumvent established security procedures.
- Using another's password.
- Using accounts for which one has not been legitimately registered as an account holder, or for which permission has not been given by a supervising faculty member.
- Trespassing in or manipulating another's work or files.
- Plagiarizing or making use of information without giving due credit. (Bibliographic citations)
- Intentionally wasting resources: e.g. file storage space, paper and on-line time.

Misuse of computing, networking or information resources may result in loss of access, as well as other disciplinary or legal action. The Internet and World Wide Web offer vast, diverse and valuable resources to teachers and students alike. While it is possible that students may encounter material of no educational value, we believe the advantages of Internet usage far outweigh the disadvantages. The school limits access to the Internet and makes every attempt to supervise and monitor student use of the Internet.

NOTE: System administrators reserve the right to electronically monitor work stations, program use, mail accounts and documents.

6.8 Lockers (Grades 8-12)

All students in grades 8-12 are to use the locker assigned to them unless special arrangements have been made with the administration. It is their responsibility to keep their locker clean and orderly for the sake of their testimony and for the protection of the school's books. Books should be stacked in the bottom of the locker or on the shelf provided in such a way as to protect the bindings. Loose paper and other debris should be disposed of on a regular basis. Tape or other sticky substances should not be used in lockers as this leaves a residue. Magnets or "plastitak" are fine. Students are not to put pictures of movie stars, musicians or public figures of questionable character in their lockers. Lockers are school property and are subject to periodic inspections. The administration reserves the right to ask students to remove any pictures, etc. deemed unwholesome. Students are not to be in the lockers of others. For appearance sake, nothing is to be placed on the tops of lockers.

Students may retrieve unauthorized items from the office. Hall shelves are NOT to be used as lockers. Only lunch boxes, gym bags, musical instruments and other items too large for your lockers are to be on these shelves.

6.9 Lost and Found

The lost-and-found is located in the gym. Periodically, lost-and-found items will be placed on a table for students to claim. Students are reminded to see if any of the items belong to them. Anyone taking items that do not belong to them will be disciplined for stealing. Items not claimed after several weeks will be disposed of.

6.10 Lunch Program

A menu of foods prepared through our lunchroom will be sent home each month. Students may choose to bring their own lunches and supplement them with cookies, chips, ice cream and milk purchased at the school. Students have access to a microwave to heat things brought from home. You may purchase vouchers from the Business Office to keep from sending in money each day you want to buy lunch. You may check the amount remaining on your voucher on InfoDirect.

6.11 Office Hours

The ACS Office is open from 7:35 A.M. until 4:00 P.M. each regular school day. Please call the office at (336) 578-0318 if you would like an appointment with a member of the administration or if you have any questions.

6.12 Parent-Teacher Conferences

As a general rule, teachers are on campus until 3:20 P.M. each day. Parents are encouraged to call ahead for an appointment since faculty have periodic after-school duties and may not be available for an unscheduled conference. Check the calendar for the scheduled Parent-Teacher Visitation date.

6.13 Parent-Teacher Fellowship (PTF)

The PTF consists of all ACS parents and teachers. Its purpose is to promote unity in our school family and excellence in our school programs through the coordination of parent activities and fundraisers. Officers are appointed each year on the basis of their testimony, involvement with the school and abilities that they bring to the position. They work closely with a school board member and the administration to make certain that suggested projects and fundraisers do not violate school policies nor infringe upon other programs.

6.14 Scholarships

A limited amount of student sponsorship money is available. Details about this program and an application may be obtained from the business office.

6.15 School Store

There is no school store for school supplies. However, P.E. uniforms may be purchased through the office.

6.16 Student Drivers and Parking Permits

Students who are legally eligible to drive are to secure a Student Drive-to-School Form from the office. Once they have read the form and secured the required signatures, they are to return it to the office for future reference by the administration. They will then be given a parking permit to display on the rear windshield of their vehicle. Students park in designated areas according to their classification. Vehicles without permits can be towed at the owners' expense. Driving to school is a privilege that will be forfeited if the student does not abide by the safety and procedural guidelines outlined on the form. For their own safety and testimony, students who drive recklessly will be dealt with in the following way:

First offense: Warning letter

Second offense: Loss of drive to school privilege for two weeks

Third offense: Drive to school privilege revoked for the rest of the year

6.17 Telephone, Cell Phones, Electronic gadgets

Students may use the lobby telephone before and after school or during their lunch period provided they secure permission from the office and limit their call to three minutes. We cannot tie up our business phones for personal calls. Permission to use the phone may be denied if the student has a pattern of tardiness to class.

Cell Phone Policy

Students may have cell phones in their cars or in their lockers, or may turn them into the office for safe keeping each day. Students are not allowed to use a cell phone during school hours. Cell phones are permitted on school trips and activities unless otherwise specified. If a student chooses to violate this policy, the demerits for unauthorized material will be applied and the student will be required to turn his/her phone into the office each morning for 45 school days. He/She may pick up the phone at the end of the day. Students who do not cooperate with this policy will receive thirty demerits if they are caught with their phone.

iPod/MP3/CD player Policy

New technology brings with it new challenges as to how to control the trash of the internet and the entertainment industry. Of course the technology is not evil but what it is used for can be very spiritually and morally damaging. Since there is no good way to police what they students listen to, we have no choice but to not allow students to bring the following items to school or any school activity: iPods, MP3 players, CD players, etc. These devices are considered unauthorized items/materials and the appropriate penalties will be enforced.

Students listening to unacceptable music or watching an unacceptable video, will be given 10 demerits as stated in our current student handbook

6.18 Transportation and Traffic Patterns

ACS does not offer bus transportation. Many parents car pool with other families from their area. Parents who drop off or pick up children from the school are asked to enter the circle drive from the Haw River side and to leave the center lane open at all times. Please park on the left or the right side of the circle drive. **DO NOT STOP IN THE MIDDLE LANE** as this causes a dangerous bottleneck. Parents should report offenders to the office so that we can remind them of this important safety policy. *The speed limit during school hours and after-school activities is 15 mph for the safety of pedestrians.* Please do not block at any time the private drive on the circle. The vehicles of violators may be towed away at the discretion of the property owner and at the expense of the vehicle owner.

6.19 Visiting Classes

We welcome alumni, family of current students, and prospective students to ACS; however, we do ask that all visits be arranged in advance through the office. As part of our efforts to protect our students and our property, guests will be issued a visitor's pass for identification purposes. *Students who are granted permission to visit classes are expected to conform to our dress and conduct guidelines.* As a general rule, student-visitors are not permitted on exam days or the last day before a school holiday. **We do not allow student visitors during the lunch break.** Parents are welcomed to visit classes. On behalf of the teacher, we do ask for the courtesy of one day's prior notice. We also ask that parents who come to visit their child's class abide by the dress standards set forth for our staff and students.

6.20 Weather-Related Closings

The SchoolCast system is used to notify you of weather-related closings. You may also check the school web site (www.alamancechristianschool.org) or the school answering machine (ext. 7).

As a general rule, we will have school unless conditions are dangerous for a majority of our school family. In most cases, we follow the county school system for closing; however, there are times when we can have school when they cannot due to their buses and long routes. Parents are to use their own discretion in making a final decision in light of their particular road conditions.

6.21 InfoDirect

Every school family that has the internet can access information from the school concerning your child via InfoDirect. You may view homework assignments, grades, the school calendar of events, the athletic schedules, lunch menus, financial information. InfoDirect also provides a means for parents to contact school personnel through the message center. Report cards and progress reports will be issued through InfoDirect. If you do not have the internet you will be given all of the above information in the traditional manner.

6.22 SchoolCast

SchoolCast is a rapid alert and notification system that enables schools to reach parents, faculty and staff, emergency contacts, guardians, first responders, and the media within moments through a variety of popular communications methods and devices including: landline phones, cell phones (voice and text), fax machines, email, pagers, and PDAs. This cutting edge technology will be used to notify you of school closures, emergencies, bus arrival times, schedule changes, reminders of events and other time sensitive information.

7. Academic Information (Accreditation/Certification)

ACS is registered with the North Carolina Office of Non-Public Education as a private educational institution. We are also accredited with the North Carolina Christian Schools Association. ACS does not desire state accreditation due to the very real danger of entanglement and compromise in the area of curriculum. Our curriculum meets or exceeds state requirements as well as the general college admissions standards of most state, private and Christian colleges and universities. ACS graduates have successfully completed degrees at many state and private colleges and universities. ACS teachers are certified through the North Carolina Christian School Association.

7.1 Academic Eligibility for Extra-Curricular Participation

To be academically eligible for participation in extra-curricular activities, a student must maintain a seventy or above average in each subject. If a student receives a failing progress report he/she will be on probation for five days during which he/she can practice and play. If the student's grade is still failing after the fifth day he/she may not play but will be allowed to practice with the team until the grade is up to passing. If the grade is still not up to passing on the next progress report or report card, then the student will be dropped from the team. If a student receives a failing grade on a report card, he/she will not be permitted to play for five school days, but will be allowed to attend practice. Before being re-instated to game participation, the athlete must bring a note to the Athletic Director indicating that he is now passing the problem subject(s). If the course is not brought up to passing by the next Progress Report the student will be dropped off the team. An athlete on game probation is to attend all home games and sit on the team bench in school attire during the game. If an athlete travels on his own to an away game while on probation, he/she is to sit on the team bench in school attire. [Special administrative discretion may be used for cases with extenuating circumstances.]

7.2 Book Reports

Because *reading is a vital key to learning*, each ACS student in grades 7-12 is required to read a minimum of six books per year from the following categories: biographies, autobiographies, fiction and non-fiction. In addition to being on the student's grade level and of appropriate length, his selections **must come from the ACS library. *Failure to completely read six approved books and to turn in a well-written summary will result in summer school.*** As a general rule, students in grades 1-7 read considerably more than the minimum high school requirement of six. **Books may not be repeated from one year to the next.**

Students who take Honors English (10, 11, or 12) will be required to read a book over the summer and will be tested on it during the first week of school.

7.3 Drop/Add Procedure (Grades 9-12)

Students who desire to drop or add a course must bring a note from their parents giving permission for the administration to make the change. Courses cannot be dropped or added after the first week of school unless unusual circumstances dictate that it is in the long-range interest of the student. ***Students will be charged five dollars for each change made to their schedule after the first week of school.***

7.4 Dual Enrollment

A Student may enroll in a course at Alamance Community College provided that he meets the following criteria:

1. Passing grades in all subjects and a “C” average overall on the previous semester or quarter report card.
2. The course cannot interfere with courses taken at ACS.

7.5 Early work release

In order for a junior or senior to leave at 1:51 for work, he must have the following:

1. A note from his parent asking for early release.
2. A note from the employer stating what time the student will begin work and on what days: No earlier than 2:00 and no later than 3:00 P.M.
3. Passing grades in all of his subjects. If a student receives a failing grade in any subject on a UPR or a report card, he may not leave early until the next UPR or report card comes out.

7.6 Examination Policy

1. Students in grades 7-12 take exams in all major subjects.
2. Exams count 1/5th or 20% for students in grades 7-12.
3. Students in grade 11 may be exempt for second semester exams provided that they meet the following criteria:
 - a. A minimum of 90% average in 3rd and 4th Quarters.
 - b. No more than 5 absences in that class during 3rd and 4th Quarters.
 - c. The student’s grades must qualify by the cut-off date about one week before exams.
 - d. Each quarter is looked at separately and not in combination with each other.
 - e. *Students who receive more than ten demerits in a semester will not be eligible for exam exemptions for that semester.*
4. Students in grade 12 may be exempt for second semester exams provided that they meet the following criteria:
 - a. A minimum of 85% average in 3rd and 4th Quarters.
 - b. No more than 5 absences from that class during 3rd and 4th Quarters.
 - c. Each quarter is looked at separately and not in combination with each other.
5. Students who take a one-semester course will be eligible for exam exemptions at the end of that semester.
6. Exam exemptions are for the purpose of motivating students to excel in the day-to-day work especially during second semester when it is harder to keep focused and there isn’t as much in sports and fine arts to motivate students to keep up their grades.
7. Students who do not have an exam do not need to come to school during that exam time.

8. Any student who qualifies to exempt the exam but would rather take the exam must be given the opportunity to do so regardless if all of the students are exempt.
9. *Students who receive more than ten demerits in a semester will NOT be eligible for exam exemptions for that semester.*

7.7 Grading Scale, Report Cards, and Progress Reports

<u>Grading Scale</u>	<u>Quality Points</u>	<u>Rating</u>
A (93-100)	3.77 – 4.00	Excellent
B (85-92)	2.86 – 3.73	Good
C (77-84)	1.70 – 2.73	Fair
D (70-76)	.79 – 1.30	Poor
F (Below 70)	0	Failing

Gr.1-7 Citizen., art, music, P.E., writing

- A.....Above average
- S.....Satisfactory
- N....Needs improvement
- U....Unsatisfactory

Grades 7-12 follow the same numeric grading scale for academic work. Additional information is recorded on report cards to offer insights as to the student's study skills and effort. Report cards are issued each nine weeks. In order to keep parents informed and to enable them to address deficiencies, **Progress Reports** (P.R.'s) are issued at the mid-point during the *each* nine-week period.

GPA: Class rank is calculated using the students' GPA on a graduated four-point scale. This is used in grade 11 to determine **Junior Marshals** and in grade 12 to determine the **valedictorian** and **salutatorian**, as well as in any other area where class rank is used. Courses that are given honors designation will receive for an "A" - 4.77 – 5.00 quality points; and for a B - 3.86 – 4.73 quality points.

7.8 Graduation Requirements for High School

College/University Track

Bible	2 units	Speech	1/2 unit
English	4 units	Physical Ed.	1/2 unit
Mathematics	4 units	Health	1/2 unit
Science	4 units	Literature 12	1 unit
Social Studies	3.5 units	Computer	1 unit
Foreign Language	2 units	Electives	2 units
Total -	25 units		

Class of 2011	2 unit electives	Total	25 units
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College/Technical Track			
Bible	2 units	Speech	1/2 unit
English	4 units	Physical Ed.	1/2 unit
Mathematics	3 units	Health	1/2 unit
Science	3 units	Computer	1 unit
Social Studies	3.5 units	Electives	3 units
Career Prep	1 unit	Total -	22 units

Class of 2011	2 unit electives	Total	22 units

Occupational Track

English	4 units	Health & P.E.	1 unit
Math	3 units	Home Ec./Ind. Arts	4 units
Science	2 units	Fine Arts	1 unit
Social Studies	2 units	Occ. Prep.	4 units
Computer	1 unit	Bible	2 units
Total	24		

Successfully completing these requirements will lead to a High School Diploma marked "Occupational". Modified grades and requirements will be allowed for students in this program. More information can be obtained from the Principal or Guidance Counselor.

A variety of current electives are listed on the Student Schedule Selector as well as the specific titles for the required courses.

Adjustments that will not jeopardize the student's acceptance into college are made for those who transfer into ACS after grade nine. A minimum of five major courses per year is required for graduation from ACS.

Students will need to choose a track by the end of their sophomore year.

7.9 Homework Policy

Reasonable amounts of homework are given for practice and mastery of concepts taught, for drill, for remedial activity, for enrichment or for special projects. A set schedule and a proper place to work quietly are essential to doing well on homework. Parents should check with their child's teacher(s) if their child is spending an inordinate amount of time on homework to find out if the child is using his time wisely at school. Teachers are instructed to go lightly on homework assigned for Wednesday nights in order to encourage attendance at mid-week services. *Parents should be aware that work that is due on Thursday might have been assigned several days earlier.*

Outside assignments are given in most subjects. Depending on the specific grade level, it will take an average of 1 to 3 hours to complete these assignments. Some, but not necessarily all, of this work can be completed during school if the student uses study hall time wisely. Check on InfoDirect

to get current assignments and grades. Notify the office if you cannot find this information on InfoDirect.

1. Communicate with teacher(s) to determine his **effort** at school, and **when** assignments were given.
2. See that he has an organized way of **recording** assignments.
3. Be sure he is provided with a quiet, secluded **study place**.
4. Check to see **how much** and **what kind** of work is being done.
5. Emphasize **learning** and appreciation, not just grades.
6. Ensure that he gets adequate **sleep**.

7.10 Honor Roll, Honor Society, Junior Marshals, Valedictorian and Salutatorian

In grades 4-12, students will be recognized on one of two honor rolls according to the following qualifications:

"A" Average Honor Roll: Over-all "A" average with no D's, F's, Incompletes or Unsatisfactories on the nine weeks' report card.

"B" Average Honor Roll: Over-all "B" average with no D's, F's, Incompletes or Unsatisfactories on the nine weeks' report card.

In order to receive recognition on Award's Day, the student must maintain his "A" or "B" average through each of the first three nine-week grading periods.

National Honor Society: Twice each year the faculty meets to select new members, to consider warnings for those members who are in jeopardy of falling below the national minimum GPA (Grade-Point Average) of 3.0, and to consider dismissals for those current members whose performance has fallen below the NHS minimum average. In addition, students who are placed on disciplinary probation will be considered for dismissal from NHS. The four areas that are given *equal* consideration are character, scholarship, leadership and service. Students who are interested in pursuing NHS may stop by the office to get a copy of our guidelines taken from the National NHS Handbook. Only juniors and seniors are eligible for induction; however, freshmen and sophomores are encouraged to have NHS as an objective.

ACS National Honor Society Pledge

"In gratitude for my election to the National Honor Society
I will endeavor to uphold its ideals and to encourage them in others.
As a member of the National Honor Society
I pledge to maintain my high academic standing;
To hold as fundamental
An untarnished and commendable character;
To endeavor intelligently and courageously
To be a positive leader,
And to give of myself freely in service to others.

As a student leader at Alamance Christian School,
I will sincerely endeavor to be above reproach both
At and away from school,
And thereby set a good example for my fellow students.
In so doing, I shall prove myself worthy
Of a place in the National Honor Society

Junior Marshals are the juniors with the four highest cumulative grade point averages (all major and minor subjects considered equally) at the end of the third nine weeks grading period of the junior year. In addition, the junior class marshals must:

- Have successfully completed at least three consecutive semesters at ACS prior to the semester of their selection as junior class marshals (must have been ACS students since, at least, the start of their sophomore year).
- Have carried at least five major subjects (those meeting four to five times per week) during each of their six semesters in grades 9-11 and have successfully completed or be currently enrolled in one of these two subjects: Algebra II, Chemistry.

Valedictorian and Salutatorian

The valedictorian is the senior with the highest weighted cumulative grade point average at the end of the third nine weeks grading period of the senior year. The salutatorian is the senior with the second highest overall grade point average on a four point scale. In addition, the student must:

- Have successfully completed at least four consecutive semesters at ACS prior to the semester of his graduation (must have been an ACS student since, at least, the start of the second semester of his sophomore year).
- Have carried at least five major subjects (those meeting four or five times per week) during each of his eight high school semesters in grades 9-12.
- Have successfully completed, or be currently enrolled in, two of these five subjects: Pre-Calculus, Algebra II, Chemistry, Physics or Anatomy.

7.11 Tutoring and Special Education

Students who need extra help can be referred to our in house tutor who will be able to help students on a limited basis. This service is provided with no additional fees. Although we do not have a learning center, we will make modifications in the classrooms for students with documented learning disabilities as we are reasonably able.

7.12 Make-Up Work (standards and procedures)

As a general rule, students have the same number of days that they were absent to make up work missed. In grades eight and above, it is the students' responsibility to contact their teacher(s) to determine what assignments, tests,

quizzes and projects were missed. Make-up work for extended illnesses that are documented by a doctor's note is considered on an individual basis. Make-up work not turned in by the deadline will result in a "zero" unless *very* unusual circumstances dictate a brief extension.

7.13 Probation (Academic)

A student is placed on Academic Probation for a specified period of time when there is concern that the student may not be able to handle adequately the academic level of work at ACS, or when additional pressure is needed to encourage a student to develop more self-motivation. If, during this specific period of time, the student on academic probation cannot demonstrate that he can or will do ACS academic work, his parents will probably be asked to consider securing a tutor, or to withdraw the student. A student who, at the end of the year, is retained in his current grade will be automatically placed on probation for the following year. If he is retained in the same grade the next year, he will not be allowed to return to ACS the *third* year to repeat the *same* grade.

7.14 Prohibited Articles

The following articles are not permitted at school or at activities sponsored by ACS: knives, guns, explosives of any kind, narcotics, alcoholic beverages, tobacco, playing cards associated with gambling, dice, radios, electronic games or the recordings, posters or literature of rock and country musicians. Magazines and books that are not directly related to a class assignment are not permitted at school. Any prohibited articles may be confiscated by the Administration. **Weapons and drugs may necessitate involving the law.**

7.15 Promotion Policy

Children in K4 and 5 will be given the Gesell Developmental Screener and assessed by the teacher and their progress in the class to determine if they are academically and developmentally ready for the next grade.

In grades one through six, a student will be promoted on their academic achievement by using both the teacher assessment as well as the Stanford Achievement Test. If a student scores under 35%ile on the Stanford he/she may be retained or be required to receive approved tutoring during the summer or a school sponsored summer enrichment program. Summer work may also be required for perceived academic weaknesses observed by the teacher. A student's report card will indicate whether he has been promoted or retained.

Grade 7-12 students who receive two "F's" in academic subjects will be promoted if they complete a school-approved summer tutorial program that brings their failing yearly average to at least a 70% (See Tutoring and Summer School). Three "F's" in academic courses will result in automatic retention. Grade 9-11 students must have *accumulated* the following units of credit to be promoted to the next level: Grade 9: five units; Grade 10: ten units; Grade 11:

fifteen units. *Any required subjects that are failed in grades 9-12 must be passed through an approved summer tutorial program or correspondence course prior to graduation. (See Minimum Graduation Requirements)*

7.16 Records (student)

As a general rule, student records will be *mailed* to another school upon request from the school to which the student is transferring. School records will not be transferred, either verbally or in writing, until all financial obligations to ACS have been met.

7.17 Solicitation

ACS does not allow the soliciting of anything on school property without the explicit permission of the administration. This includes the sale of items, the distribution of literature and the circulation of petitions. Church announcements for special meetings may be placed on the hall bulletin board by the office personnel.

7.18 Standardized Testing

A nationally recognized standardized achievement test is administered each spring to students in grades one through eleven. The tests are computer scored and the resulting report becomes a part of the student's permanent record. Also in the spring, standardized school ability tests (I.Q. tests) are administered to grades one, four, seven and ten. Each year, sophomores are required to take the ACT PLAN. This test is both an achievement test and an interest inventory. It has the same testing categories as the ACT Test and is the practice test for the ACT. College-bound Juniors are required to take the Preliminary Scholastic Aptitude Test (PSAT) which is a practice test for the SAT I Reasoning Test. All college-bound seniors who have not already done so are required to take the A.C.T. (American College Test) or the SAT (Scholastic Aptitude Test) before graduation from ACS.

State Competency Test: All students who graduate from ACS must pass the state required competency test. At ACS the student must make a score of 25 percentile or G.E. of 9.0 on the basic battery of the Stanford Achievement Test given in the 11th grade. If they do not achieve this level of competency, they will have to retake the same test in 12th grade after remedial work.

7.19 Study Halls

In-School Study Hall: Study hall guidelines are designed to enable conscientious students to accomplish academic work without distractions. Students are to be in their assigned seats and on time for study halls. They should bring enough school-related work to do without having to return to their locker during the period. Five minutes after the tardy bell, the teacher may allow students to go to the restroom one at a time as needed. Students are not to interrupt another class unless the teacher with whom they wish to speak

has given *prior written* permission (plan ahead). As a general rule, students are not allowed to study together as this causes a distraction for others.

7.20 Textbooks and Curriculum

Because our primary focus is assisting Christian homes, we seek to provide a Bible-integrated, liberal arts education that presents all subjects from a world view that is unapologetically God-centered. To ensure a logical and comprehensive educational experience, our curriculum utilizes the textbooks and follows the scope and sequence of like-minded Christian publishers within each subject area whenever possible. In conjunction with enabling parents to comply with compulsory attendance laws, our school has fashioned its curriculum to meet, or exceed where deemed necessary, the requirements of the North Carolina Department of Public Instruction. For some subject areas, viable alternatives are substituted in the interest of conscience or practicality (Acts 5:28, 29).

Please be good stewards by insuring that textbooks are properly covered. Students in grades 7-12 will be fined \$5 for each book that is not properly covered after given a warning to get it covered.

7.21 Tutoring and Summer School

In an effort to help students make up academic deficiencies, ACS offers a tutorial Summer School Program. In grades 1 – 8 a maximum of two subjects may be taken in Summer School and in grades 9-12, a maximum of two credits in *major* courses may be made up in summer school. The summer school grade is averaged with the student's failing grade to determine the final average. In order to receive credit for the course, the final average must be 70% or above (See Promotion Policy). The Principal or teacher will contact those who fail and give more specific information concerning summer school requirements.

8. Dress Guidelines

8.1 General Guidelines

Indicative of a Christian's esteem for his testimony are his attitude, his actions and his appearance. In the area of appearance, the Bible offers at least three guidelines for Christians.

Modesty: Christians are admonished to dress in a manner that personifies the principle that we are the temple of God. Our dress should show sensitivity to the spiritual well-being of those who see us; it should reflect a desire to glorify God in a manner that is not vain, boastful, bold or forward (I Tim. 2:9; II Tim. 2:22).

Distinction: Failure to dress in a manner that honors God's obvious distinction between men and women is an "abomination to the Lord (Deut. 22:5; I Cor. 11: 14, 15).

Identification: God expects His people to declare plainly through their appearance that they are "seeking a country" and that, while they are in the world, they are not of the world (I Tim. 4:12; Rom. 12:1, 2; I John 2:15, 16; Heb. 11:13, 14). *No matter where a family or an institution "draws the line" for dress guidelines, it will be up for debate.* The selection of the dress guidelines for our grade K-6 students may seem arbitrary to some, but, *while not condemning those who may disagree with us, we believe that the guidelines are conducive to creating an academic and moral atmosphere that will enhance the education and edification of children from Christian homes.* In that it is impossible to cover every area that might pose a problem; we reserve the right to ask that students not wear particular items that detract from the "class atmosphere." We are confident that a majority of our school family sees the connection between actions and appearance as they impact the atmosphere of the school, and what is accomplished in the lives of our students.

Special note concerning Abercrombie and Fitch clothing:

A & F has crossed the line of decency to soft porn in their marketing strategies and therefore students are not permitted to wear clothing that advertises this brand in any way.

8.2 Preschool and Kindergarten

Girls: Girls may wear pants, dresses, shorts and skorts (mid thigh length). Dresses need to have a sleeve – no spaghetti straps or halter tops - and be of appropriate fit and length – no higher than 2 inches above the knee. We ask that the girls wear shorts under dresses so that they are modest during playtime. Imprinted tops should not glorify the world with pictures of movie stars, rock or country singers, or questionable establishments. Hair is to be kept neat and conservatively styled.

Boys: Boys may wear long or short pants (mid thigh length). T-Shirts and collared shirts with sleeves are acceptable. Shirts need not be tucked in unless it has a tail. Imprinted tops should not glorify the world with pictures of movie stars, rock or country singers, or questionable establishments. Boy's hair must be closely trimmed, tapered, with hair off the ears, off the collar, and above the eyebrows.

Clothing that does not fit into the spiritual and educational atmosphere of ACS should not be worn. The administration reserves the right to make judgments concerning styles and clothing not specifically addressed in the handbook.

8.3 Elementary (Grades 1 through 6)

8.3.1 General: Fads that become educational distractions are not acceptable as classroom attire. Outdoor coats and jackets are not to be worn in the classroom unless unusual circumstances dictate otherwise; however, sweaters are fine for classroom wear.

8.3.2 Girls: No shorts, jeans, culottes, or faded/"worn-looking" material for the classroom, please. Girls in grades 1-6 may wear skirts and dresses and pants that adhere to the given standard written below.

Girls may wear nice looking casual pants to school on Monday, Tuesday and Friday only. These may not include jeans of any color, wind pants, or sweat pants (capris – mid calf or longer - are permitted). Pants should not be made of "stretch" material that makes them form fitting or of thin revealing fabric. Please help us keep our girls looking modest and also in keeping with the generally accepted norms in Christian homes and churches represented in our student body.

Culottes and walking shorts that adhere to the dress guidelines, and loose-fitting slacks, sweat pants, or warm-ups are fine for physical education class, day care and organized extra-curricular activities. (Soccer-style shorts and jeans have consistently posed problems in the past.) A PE-type T-shirt or sweatshirt for cold weather is fine. No tank tops, halter tops, or midriff shirts. Tops must have a sleeve. Low cut tops must have a tank top (not a camisole) worn underneath for modesty. Tops should be no lower than the width of the wearer's four fingers below the collar bone. Girls should wear dresses of appropriate fit and length--no higher than two inches above the knee in grades 1 to 3 to allow for growth spurts; middle of the knee for grades 4 to 7. Girls in grade 1 to 3 may wear "skorts" of appropriate fit that come no higher than two inches above the knee. Modest tops (neckline, armholes, tightness) that are neat and feminine are to be worn (I Tim. 2:9, 10; I Peter 3:1-5) No imprinted tops are to be worn which glorify the world (TV or movie stars, rock or country singers, questionable establishments or products, etc.). Hair is to be kept neat and conservatively styled (I Cor. 11:15). Bangs, if worn, should be above the eyebrows, and longer hair styled or fastened to keep it out of the eyes. Make-up, if used at all by upper elementary or junior high girls, should present a "natural appearance" and not draw undue attention. Tennis shoes, flip flops, and sandals are acceptable footwear for girls. "Heelies" may not be worn to school.

8.3.3 Boys: Boys must have closely trimmed, tapered, conventional haircuts (no "whitewalls," "sidestripes," or "bowl" cuts), including hair off the ears, off the collar and above the eyebrows. Boys' school clothes should consist of neat looking pants (including blue jeans but no athletic apparel), and button-up shirts, turtle necks, neat sweatshirts, sweaters or *dressy* pull-over shirts with a band type collar and T-shirts. *No plain white T-shirts.* No imprinted tops

which glorify the world (TV or movie stars, rock or country singers, entertainers, questionable establishments or products, etc.). Shirts with defined tails are to be tucked in. Rounded bottomed shirts need not be tucked in. Socks are to be worn (except in sandals) and shoes shined (if applicable). Neat tennis shoes and shoes with a back strap (i.e. sandals) are permissible; however, multi-cleated athletic shoes are not acceptable school attire as they track too much dirt into the buildings. Boys should try to avoid shoes that leave marks on the floor. “Heelies” may not be worn to school. Boys are not to wear earrings. Necklaces are permitted as long as they hang no longer than one hand width below the collar bone and have no pendants or ornaments. Bermuda-type shorts to the top of the knee, jams, sweat pants or warm-ups are fine for physical education class, day care and organized extra-curricular activities. A PE-type shirt or sweatshirt for cold weather is fine. No tank tops or midriff shirts.

Boys in elementary are permitted to wear knee length shorts to school for the months of August, September and October. Shorts must be knee length, in a neat Bermuda or cargo style, made of cotton or cotton blend with either elastic or belted waistband. These shorts may not include any athletic type short, or be made of nylon or stretchy type material, knits, or sweat pant material

When a student’s dress does not conform to the dress code the parents will be notified of the infraction and asked to correct the situation.

8.4 Junior/Senior High (Grades 7-12)

8.4.1 General: (“Clothes and company tell true tales about character.” Written by J.C. Ryle in the 1800’s) Standards for dress are always open for debate whether in the home, church or school. Some will look upon the group standards as too restrictive and complain that they infringe upon their personal rights. Others will view the standards as being too loose and complain that they foster license. No matter where the standards fall on the continuum between “conservative” and “liberal, the standards of any institution are part of what make it distinct and effective. Believers from both perspectives must practice the non-judgmental love of Romans fourteen as they focus on glorifying the Lord Jesus Christ and edifying brothers in Christ with whom they may differ on non-essential issues. **Parents are asked to keep in mind that our young people are a “captive audience” all day long throughout the year. They cannot always “flee youthful lusts.”** It is with that sobering truth in mind and with the desire to foster an academic and moral atmosphere that Alamance Christian School asks for your cooperation in the following areas:

- Clothing should be modest--of adequate fit and not too tight.
- Clothing should not be of a nature that it may be related to unwholesome associations.

- Clothing should present an "image" befitting a Christian.
- Clothing should be attractive and not overly casual.
- At the end of the regular school day, students should depart from school in classroom attire. Seventh-hour P.E. students may leave in P.E. attire ***provided they do so right after class and do not go to the front hall or on front campus***. Those involved in official school practices may wear their practice clothing home provided that they do not loiter on campus once their practice is finished. These guidelines are an effort to guard against teens lounging around in practice attire.
- The above guidelines are applicable at all school functions and activities unless specified otherwise.

8.4.2 Girls attire and grooming

- Skirts and dresses must reach at least to the middle of the kneecap when standing.

- Girls may wear nice looking casual pants to school on Monday, Tuesday and Friday only. These may not include jeans of any color, wind pants, capris, or sweat pants. Pants should not be made of "stretch" material that makes them form fitting. Please help us keep our girls looking modest and also in keeping with the generally accepted norms in Christian homes and churches represented in our student body.

- Blouses, dresses, and skirts must not be too tight (**pinch an inch of loose cloth on both sides at the same time**) or draw unwholesome attention (Matt. 5:27, 28; I Tim. 2:9, 10; I Peter 3:1-5)
- Faded jean skirts, or other faded, worn-looking apparel are not suitable for the classroom.
- Slit skirts and dresses are permitted as long as the slit opens no higher than the **middle** of the kneecap when standing. Slits above this guideline must be sewn before being worn to school--absolutely no pinning of slits. (They invariably come undone.)
- Low-cut, scooped or loose-fitting necklines (front or back) that draw unwholesome attention are unacceptable. Low cut tops must have a tank top (not a camisole) worn underneath for modesty. Neck lines should not be more than the width of the hand below the bottom of the collarbone.
- Tops should have a sleeve – no sleeveless tops, crop tops, tank tops or loose-fitting armholes that reveal undergarments.
- No imprinted tops are to be worn which glorify the world (TV or movie stars, rock or country singers, questionable establishments or products, etc.).
- Thin, "transparent" blouses can only be worn with a camisole or full slip.
- Shorts and culottes or other casual apparel are not suitable for the classroom.
- Jewelry may be worn with moderation (I Peter 3:3, 4).
- Footwear should be feminine.

- Hair should be neat, well-groomed, conservatively styled (I Cor. 11:15) and of a natural looking color.
- Hair should require a minimum of care during school hours.
- Make-up, if used, should present a natural appearance and should not be ostentatious.

Clothing that does not fit into the spiritual and educational atmosphere of ACS should not be worn. The administration reserves the right to make judgments concerning styles and clothing not specifically addressed in the handbook.

8.4.3 Boys

- Trousers should be of a casual, (including blue jeans) or dress type—no faded worn-looking material or extreme fads for classroom attire.
- Trousers should fit comfortably and not tightly.
- Shirts should be dressy polo-type shirts with a collar, oxford-style button-up shirts. Sweaters or neat sweatshirts may be worn over a collared shirt. Sweatshirts may be worn over a collared shirt. **No T-shirts.** No imprinted tops which glorify the world (TV or movie stars, rock or country singers, questionable establishments or products, etc.). All shirts are to be tucked in.
- Button-up shirts should be buttoned except for the *top* button.
- Pants must be worn at the waistline and not slung low where they will drag on the ground. Belts must be worn. Socks are to be worn and shoes shined (if applicable).
- Multi-cleated turf shoes, hiking boots and army boots are not suitable for the classroom. (They leave black marks on the floors.) NEAT low-top or high-top tennis shoes are fine. Flip flops are not appropriate attire.
- Boys are to refrain from wearing earrings, etc. Necklaces are permitted as long as they hang no longer than one hand width below the collar bone and have no pendants or ornaments. “Senior keys” are permitted for seniors.
- Hair should be kept cut and trimmed off the ears, off the collar, above the eyebrows and tapered to the natural hairline on the sides and in the back.
- Hair should be styled in a conservative manner that is not shaggy or unkept (no "whitewalls," "sidestripes," or "bowl" cuts), and of a natural hair color.
- Sideburns are to be no longer than the bottom of the ear and neatly trimmed to present a "clean-cut" appearance.
- Boys are to be cleanly shaved (if applicable)--no mustaches or beards.
- *At the discretion of the administration, boys may be permitted to wear other attire for specific activities.*

Clothing that does not fit into the spiritual and educational atmosphere of ACS should not be worn. The administration reserves the right to make

judgments concerning styles and clothing not specifically addressed in the handbook.

Ball Game Attire: Boys may wear shorts that come to the top of the knee or *neat loose-fitting pants* for games. Girls may wear pants, including jeans that are modest and loose fitting (avoid stretch material), skirts, dresses, capris, knee length shorts, sweat suits and wind suits. Hip-huggers, crop tops, tank tops and bare midriffs on girls are not acceptable at ACS. Students violating these guidelines will be given demerits.

9. Behavior and Discipline Guidelines

Some keys to being "a cut above the crowd--"

- Be on time.
- Treat authority figures with respect.
- Do your very best.
- Dress "up" and not "down."

9.1 Philosophy

ACS students constitute a school family. Every family must have guidelines to ensure orderliness, direction, cooperation and accomplishment (I Cor. 14:40). The behavior of individual students affects others and also reflects favorably or unfavorably upon the family name of the school (Prov.22:1). We, therefore, request the help of parents to ensure that their child refrains from any conduct away from school which may bring a reproach upon the Lord, his family or his school.

9.2 Boy/Girl Relationships

We make no apology for doing what we can to guard the purity of our students. Boys and girls are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public, whether at school or away from school, will subject the student to expulsion. In addition, hand-holding, embracing or other such physical contact between the sexes is not permitted at school or at school-related functions. Couples are not to be alone at any time while under the school's supervision (Romans 13:14; I Thes. 5:22). Students who marry during the school year will automatically be required to withdraw from ACS.

9.3 Conduct

9.3.1 Entertainment: Everything that we receive visually or audibly, especially what we voluntarily take in as entertainment, works to create the moral climate for all our thinking and behaving. For this reason, it is vital that the moral absolutes of God's holy law as summarized in the Ten Commandments be conscientiously applied as the standard by which all

entertainment is measured to determine its moral value. Even though God's law can neither justify the ungodly nor condemn the justified, it stands as the final standard of what is right and what is wrong. Furthermore, it is God's purpose that the righteousness of the law be worked out in the lives of His children by the enablement of the Holy Spirit (Rom.8:3,4). It is crucial that believers judge each aspect of their living by God's law. This is particularly essential with respect to entertainment because of the availability of questionable material in movies, cassettes, and television. Any presentation which either violates the principles of the Ten Commandments or which portrays their violation in a favorable light is itself sin against God and must be avoided (I Jn. 3:4). This covers such common evils as taking God's Name in vain, making light of God's holy things, physical violence, vengeful attitudes (Matt. 5:21, 22), fornication (including words, music, gestures, and dress which suggest fornication--Matt. 5:27, 28), thievery, deceit, and all which makes for covetousness. Video and audio presentations are not necessarily evil; however, all that violates the moral law of God is evil and is forbidden (I Thes. 5:22; Rom. 12:21; 13:14). The close application of God's holy standard often results in painful *self-denial* in areas that may be *naturally appealing*. Dying to sin and living for God are results of that repentance and righteousness which belong to God's great salvation (Rom. 8:13; Eph. 4:20-24). **Let us never forget that Christ came to save us from our sins and to make us holy** (Matt. 1:21; Rom. 6:2, 4, 6, 22; I Jn.3:5-10). Therefore, in accord with all which God commands in Scripture and all which Christ has accomplished, it is required that the use of all forms of video entertainment (and audio as well) be regulated by the Word of God. With these Biblical principles in view, we simply ask parents to make careful moral judgments as to the entertainment which they approve for their children (I Cor. 10:31; Psalm 101:2, 3). The discovery of consistent violations of God's law in this or any other area will be construed as willful rebellion against God and for that reason must result in discipline (Prov. 28:13; 19:25; 21:11; 22:10; II Thes. 3:14, 15).

9.3.2 Attitude: Students are expected to manifest a submissive attitude. A critical, sarcastic, flippant, generally uncooperative or destructive spirit will not be tolerated. Students exhibiting such negative influences, or who are found to be out of harmony with the general school atmosphere, will subject themselves to dismissal.

9.3.3 Honesty: No cheating, stealing, or other forms of dishonesty will be allowed. Any offender will be subject to discipline including expulsion.

9.3.4 Music: Worldly music--whether rock, country, or popular--that has immoral, degrading, violent lyrics or rhythms is to be avoided (Phil. 4:8; II Cor. 7:1; Col.3:1-3; Titus 2:12-14; James 4:4; I Peter 2:9).

9.3.5 Procedural Guidelines

- Students should not be out of their seats without permission (I Cor. 14:40).
- Students must not speak out during class without advance permission (I Thes. 4:11).
- Students must always respond to authority with respect (I Thes. 5:12, 13)
- Students should maintain Christian standards in courtesy and kindness (Phil. 2:3-5; Matt. 7:12; I Thes. 5:11).

9.3.6 Property and Horseplay: Student respect for the appearance and care of our school property is very important; therefore, sitting on desks or tables, defacing school property, throwing objects, littering, etc., is not permitted. . Disorderly conduct (running, shoving in the classrooms or hallways, roughhousing or horseplay) is not conducive to self-control and can lead to destruction of property and/or injury; therefore, it cannot be tolerated.

9.3.7 General Expectations Alamance Christian School expects our students to refrain from illegal activities including but not limited to the use of alcoholic beverages, illegal drugs, and any form of tobacco products. In addition, we strongly encourage our students to avoid bars, lounges, night clubs, rock concerts, and any other activities that may present the appearance of evil or put them in a position of being associated with evil doers. Other activities unbecoming a Christian such as disorderly and boisterous behavior, gambling, and indecent language or physical gestures should be avoided at all times. A student involved in the afore-mentioned activities may be subject to disciplinary action and possible dismissal from Alamance Christian School at the discretion of the school board.

9.4 Demerit System (Grades 7-12)

The demerit system is a guide for discipline in grades 7-12 at ACS and is designed to foster consistency in administration and clarity of expectations. A secondary purpose is to indicate the level of cooperation and self-control that a student has as well as to determine if any undesirable *patterns of behavior* have developed. Students who wish to appeal demerits respectfully are welcome to talk with the Principal who will then call the Discipline Committee if needed. Every year a number of ACS High School Students go through the entire term with no demerits at all. Most of the following guidelines for decency and order will have little impact on the majority of our high school students:

Guidelines and penalties.

Infraction #	1	2	3	4
Loitering	05	05	10	10
Gum, food, drink	05	10	10	
Pestering	05	05	10	10
Horseplay	05	05	10	10
Off limits area	10	10	10	10
Chapel infraction	10	10	10	10
Leaving class w/o permission	10	10	10	10
Misuse of pass	10	10	10	10
Misuse of off-campus permission	10	10	10	10
Computer Infraction	10	10	10	10
Dress code	5	5	10	10
Failure to report to D-Hall	10	20	20	
Unauthorized materials	10	10	20	20

(The item may be confiscated. *Some* examples: fire works, mace, smoke bombs, stink bombs, I PODS, MP3 Players, CD Players, Cell Phones, etc.) (Electronic devices will be confiscated and kept one, three or five days, depending on the infraction)

Social infractions	10	10	20	20
Direct disobedience	10	10	20	20
Skipping class	10	10	20	20
Skipping day care	10	10	20	20
Defacing school property	20 and financial restitution			
Intimidation/bullying	5	5	10	20
Disrespect/attitude	20	20	20	20
Unacceptable music	10	10	20	20
Truancy	40	40		
Defiance	40	40		

Language (verbal or written)

Crude or inappropriate	10	20	20	20
Vulgarity	20	20	40	
Profanity	40	40		

Fighting

	20	20	40
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Forms of dishonesty

Leaving campus w/o permission	20	20	40
Lying	20	20	40
Forgery	20	20	40
Cheating on class/homework	20	20	40
Pretense of cheating	20	20	40
Cheating on test, project, or quiz	40	40	
Aiding someone to cheat	20	20	40
Indecent Exposure	40 to expulsion		
Sexual Harassment	40 to expulsion		
Willful destruction of property	40 and repair or replacement		

Stealing	40 to expulsion
Pornography	40 to expulsion
Use or possession of tobacco	40 to expulsion
Use or possession of alcohol	subject to expulsion
Use of or possession of illegal drugs or any pretense thereof	subject to expulsion and arrest
Immorality	subject to expulsion
Weapons on school property	subject to expulsion
Criminal offence	review by board

Every possible offence cannot be anticipated; therefore, any matters not listed will be decided by the Discipline Committee Review Board.

Students who *accumulate* the following demerit totals anytime during a semester will receive the corresponding penalties in an effort to focus them on the seriousness of their offense or pattern of offenses:

- 20 – one day of In-School Suspension (no academic penalty) Forfeit any class or student body officer position.
- 40 – two *additional* days of In-School Suspension and a meeting with the parents
- 60 – one *additional* day of Out of School Suspension and probation for 45 school days. This carries an academic penalty as well since OSS is considered an unexcused absence.
- 80 – Subject to expulsion

Students who receive in-school suspension will be required to pay a \$20 fee per day to compensate a substitute teacher who will monitor them.

Probation: Students who receive 60 demerits during any one semester will be placed on disciplinary probation for 45 school days with the following stipulations: (See Table of Contents under Discipline—Probation)

- Duration of 45 school days from the day the student reached 60 demerits. In an effort to be fair to all, this could carry over into the next school year.
- No class or student body leadership positions
- May not be a teacher’s aide
- May not go on any class or field trip
- Must be counseled once per week or as deemed necessary by the counselor and administration while on probation. *The objective is restoration..* If a student is involved in an ACS sports team he/she must sit out the next five (5) regularly scheduled games. If he/she is in fine arts he/she must miss the next major production.

A student who accumulates 60 or more demerits in either semester will not be permitted to reenroll without approval of the administration, faculty and board.

Demerits are tallied on a semester basis. Everyone’s demerit totals revert to 0 demerits at the beginning of second semester.

To ensure that parents are kept informed, each time demerits are given, the parent will be sent a form to be signed and returned to the office.

- The administration and the Discipline Committee reserve the option of other forms of discipline including corporal punishment for those who do not respond to rebuke or demerits with a change of behavior.

Two objectives of our discipline are individual self-control and the insurance of an atmosphere that is conducive to spiritual and academic growth.

9.5 Detention Hall

The following offences will be dealt with by 15 Minute Detention Halls.

Tardy to Class – A student must have a written excuse from a teacher or the office.

- Unprepared for Class – If a student fails to bring the necessary books, writing implements or other required materials to class. This does not mean not having homework complete.
- Disorderly Conduct in class – If a student is caught talking out of turn, passing notes, making unnecessary noise/distractions, not paying attention, sleeping, etc.
- Dress Code – Shirt untucked or skirt slit too high. Other problems will be dealt with by the Demerit System.
- Failing to Return Signed Papers – This includes anything a teacher or the office sends home to have signed as well as not bringing an excuse for a Tardy or Absence.

15-Minute Detentions must be served on the school day assigned from 3:05 – 3:20 in the assigned room. Students must be there on time with the D-Hall notice signed by a parent. They will not be allowed to phone parents instead of getting signatures on detention notices. Failure to do so will result in One Hour of Detention being assigned. A student may choose to reschedule a detention once for a fee of \$2. Requests to reschedule detentions must be received and the money paid by 3:00 P.M. the day it was to be served. Only for sickness, a doctor's appointment, or excused absences will a student be excused from serving on the day assigned.

If a student receives more than one 15 Minute D-Hall on one day he/she will be assigned D-Hall on the following basis:

2nd 15 Minute D-Hall – One Hour Detention

3rd 15 Minute D-Hall – One Hour Detention plus 15 Minute D-Hall

4th 15 Minute D-Hall – 2 Hours of Detention

Repeated offences in the same class period by younger students may result in alternative discipline such as paddling.

The following penalties will be enforced for those whose lack of self-control cause them to accumulate 15-Minute D-Halls in a *Nine-Week Period*:

5th 15 Minute D-Hall - Student will forfeit student body of class officer position.

10th 15 Minute D-Hall – One day of In-School Suspension (ISS)

15th 15 Minute D-Hall – One day of In-School Suspension (ISS)

20th 15-Minute D-Hall – One day of Out of School Suspension (this includes further penalties since OSS is an unexcused absence.)

Hour Detentions:

If a student receives six hour detentions in a Quarter he will be placed on probation. All of the probation limitations will apply. A student may reschedule a detention once for a \$5 fee. Requests to reschedule detentions must be received and the money paid by 3:00 P.M. the day it was to be served. Only for sickness or excused absences will a student be excused from serving *on the day assigned*. Home or away games DO NOT constitute an excuse for not serving detention.

At the end of each Nine-Week Period the cycle will begin again with everyone's D-Hall at 0.

9.6 Passes (Grades 7-12)

In an effort to foster orderliness in the high school, ACS uses a pass system. Students who need to use the restroom, or who need to go to their locker, the library or the office are issued a pass. This system limits the number of students who are in the hallways at any given time. Misuse of a pass results in demerits.

9.7 Probation (Disciplinary)

Students are placed on disciplinary probation for a specific period of time when the school administration deems it is appropriate for a student's infraction of a school rule. When a student is on disciplinary probation, he is then vulnerable to expulsion at any time for any repeat of that rule infraction or for any other major or minor infraction of a school rule. While on disciplinary probation, a student cannot continue to retain any student leadership positions he may have held prior to his probation. (See demerit system)

9.8 Stealing

In addition to receiving demerits/tallies, students found guilty of stealing will make reasonable restitution (Exodus 22:1-4). Students are cautioned not to bring large amounts of money or valuables to school. If it is necessary to bring more money than is needed for lunch, consider leaving it with the teacher, or, in the case of high school students, with the office. Although we

will do our best to protect students' property, the school cannot be held accountable for unattended items that have been stolen.

9.9 Suspension

Suspensions are given out for accumulation of demerits or detentions. In-School Suspensions do not carry an academic penalty, nor will they be counted as an absence from class. The student will work on assignments during the ISS. Out of School Suspensions are counted as an unexcused absence and therefore carry an academic penalty of two points off each grade for the nine weeks. Out of School Suspensions will count towards the five-day maximum allowed per quarter. (See Section 5) *Suspensions will be noted in the student's permanent record and on his transcript.*

9.10 Discipline System (Grades K-6)

9.10.1 Tally System - H.O.W. I. A.C.T. :

The Tally System is a method of addressing and recording student misbehavior in a way that allows the child, the teacher and the child's parents to see areas where the child needs to develop more self-control. Teachers on the various grade levels will hand out specific guidelines during the first week of school that pertain to their class. Parents are encouraged to praise their child if few or no tallies are received. When considered by themselves, some tallies can seem "picky;" however, *it is vital for parents to understand that a major purpose of the tally system is to make them aware of patterns in their child's behavior.* This enables them to work on those patterns at home while the teacher does so at school.

H—Has not conformed to Dress Code (1 tally)

O--Out of Order (1 tally): Given for throwing objects, general rowdiness and misbehavior in the restroom.

W--Work Not In: (1 tally): Given for homework, projects, unprepared due to books and school materials left home.

I-- Intentional Disobedience (5 tallies): Given for open defiance or refusal to obey a directive. This category also applies to other serious misbehavior such as cheating, lying, fighting, stealing, etc.

A--Attitude Lacking (1 or more tallies): Given for facial expressions that show defiance, lack of respect, lack of reverence, haughtiness, uncooperativeness, negativism, sarcasm, worldliness.

C--Courtesy Lacking (1 tally): Given for a lack of manners or politeness that should be expected from a student at that particular grade level.

T--Talking (1 tally): Talking or other forms of communication that is done without permission.

As a general rule, teachers will give one or more warnings during a given day prior to assigning conduct tallies to a student.

9.10.2 Corporal Punishment

Knowing that the Bible teaches us that the rod of correction is to be used to deal with childhood foolishness, (Prov. 22:15, Prov. 13:24) we believe that it is necessary at times to paddle students who have either shown a pattern of foolish behavior or who have demonstrated a rebellious spirit. We require that all parents who enroll their children at ACS agree to support the use of corporal punishment. Realizing that this is a very serious matter, we require that the paddle be administered only by one of the administration and that another adult be there also to witness the event. If parents prefer to paddle the child themselves, they may do so but they will have to come to the school to administer the paddling before the child will be permitted back in the classroom.

9.10.3 Disciplinary Referral Forms (Elementary)

Disciplinary Referral Forms are used at the discretion of the teachers/office to make parents aware of an incident of a more serious nature (ex. cheating, fighting, repeated offenses) requiring discipline, and to enlist their help in correcting the problem. The form shares with the parents the reason for the referral, what has been done by the school thus far, recommendations for restoration, and the reaction of the student to the school's concerns and efforts to restore him. (Gal. 6:1, 2)

10. Extra-curricular Activities

Realizing the need for balance, ACS complements its liberal arts curriculum by offering a God-honoring format for physical recreation and social refinement. The focus of our extra-curricular program is to provide financially feasible activities that will contribute to the balanced development of our students (Luke 2:52). Great care is taken to prevent these activities from undermining the spiritual and academic emphasis of our school, from monopolizing too much family time, and from competing with church-sponsored student functions (Prov. 11:1; I Tim. 4:7, 8). Every activity at ACS is to foster and to teach the Finishing Philosophy--giving one's best for the glory of God and the eternal good of others. Should an activity or an entire program jeopardize the fulfillment of our stated mission and purpose, or violate our philosophy in any way, it will be subject to revision or cancellation. By God's enabling, we will not allow extra-curricular activities to become a liability to the spiritual and academic growth of our students. (See Athletic Handbook)

10.1 Eligibility (Also see Section 7.1, Academic Eligibility)

To be academically eligible for participation in extra-curricular activities, a student must maintain a seventy or above average in each subject. If a student receives a failing progress report he/she will be on probation for five days during which he/she can practice and play. If the student's grade is still failing after the fifth day he/she may not play but will be allowed to practice with the team until the grade is up to passing. If the grade is still not up to passing on the next progress report or report card, then the student will be dropped from the team. If a student receives a failing grade on a report card, he/she will not be permitted to play for five school days, but will be allowed to attend practice. Before being re-instated to game participation, the athlete must bring a note to the Athletic Director indicating that he is now passing the problem subject(s). If the course is not brought up to passing by the next Progress Report the student will be dropped off the team. An athlete on game probation is to attend all home games and sit on the team bench in school attire during the game. If an athlete travels on his own to an away game while on probation, he/she is to sit on the team bench in school attire. [Special administrative discretion may be used for cases with extenuating circumstances.]

Students who have more than twenty absences from any one class during the year will not be permitted to participate in any extracurricular activities.

10.2 Officers--Class (Gr. 8-12) and Student Body

In order for students to be considered for a position of leadership, they must meet the following qualifications:

Spiritual: The student must show a sincere desire to present an unapologetic Christian testimony (I Tim.4:12). He must evidence the courage, the convictions and the desire to do right (Titus 2:7, 8). He must be faithful in attendance to the Sunday morning, Sunday evening and mid-week services of his local church (Heb.10:25; Psa. 25:8; Psa.96.9). He must participate in all general aspects of chapel. He must not be on disciplinary probation.

Academic: The student must have no more than two subject grade averages less than 77% based on the average of the first semester (elections take place in the spring for the following year) and no failing grades. He must exhibit a genuine desire to work up to his potential (Prov.6:6-11; Prov. 10:5). He must not be on academic probation.

Social: The student must evidence a wholesome comradery with his fellow students (II Tim.2:15; Prov. 10:23). He must exhibit respect for those in authority--pastor, parents, teachers, etc. (I Tim.6:1; Prov.5:11-13; Prov.13:18). He must exert a positive, constructive influence in class and outside of school (Rom.14:13-21). He must possess leadership qualities. He must have been enrolled at ACS for a minimum of one semester.

Extracurricular: The student must be actively involved in extracurricular fine arts or sports activities

Conduct: *Students must be good examples in their conduct in school. Students who run for office must have less than twenty demerits on their record for the current semester and less than five D-Halls per quarter in the current semester. Students must maintain this standard of conduct while they remain in office.*

Note: The office of President is open first to the boys. If no boys qualify or do not submit their names for consideration, then girls who have submitted their names for Vice President may be considered for President if they so desire. Details concerning campaign guidelines will be handed out prior to the week for the election process. ***Those students who run for office must be willing to sign and abide by the Participant's Pledge. They must also be re-enrolled for the next year prior to running for office.***

10.3 Participation

Students are encouraged to participate in extra-curricular activities offered by the school; however, they are reminded to count the cost prior to committing themselves to membership on a team or cast. They may be dropped from a group for irregular attendance at practice, poor effort, divisiveness, selfishness, a lack of self-control and/or unwillingness to pay a realistic price to achieve ability to perform at the standard set for the group.

10.4 Parties and Junior-Senior Banquet

Parties: Any event planned by students and/or their parents and held away from school does not constitute a school function, and should not be promoted as such. All official activities involving school faculty and/or facilities are approved on an *ACS Activities Form* through the office. This enables parents to call the office for details; it also keeps in-school parties in line and well-organized.

Junior-Senior Banquet: Each year, the Junior Class hosts a formal banquet for the seniors. The meal for *ACS seniors* is provided free; however, a ticket must be purchased for any student who is not an ACS senior. **Fundraising opportunities are scheduled to enable each junior to raise his share of the cost for the banquet.** Juniors may opt out of the banquet provided that they make this known no later than the end of first quarter after which they will be required to pay the designated amount. If they (those who opt out) decide to attend in their Senior year they may do so by paying the ticket price plus ten dollars per ticket. ACS high school students are instructed in proper etiquette just prior to the banquet making this an educational as well as entertaining social event. Sophomore Class Officers may attend the banquet as well as other freshmen or sophomores who are the guests of ACS students. Students who bring guests from other schools are responsible to inform them of the

dress guidelines for the banquet. This information is handed out early in the year to enable girls to shop for formals. The formals for all girls, whether ACS students or guests, are to be checked ahead of time during one of several announced opportunities. Parents are encouraged to keep purchase slips until the formal has been approved for the banquet.

10.5 Programs Offered

Extra-curricular activities offered by the school include competitive inter-scholastic programs in soccer and basketball for boys, and in volleyball, basketball and soccer for girls as well as golf for both boys and girls. ACS offers students an opportunity to get involved a drama as well as in state-wide competition in speech, art, vocal and instrumental music, journalism, Bible, and academic testing through the North Carolina Christian School Association. State winners normally go on to the Nationals sponsored by the American Association of Christian Schools.

11. Closing Comments

We want to expose our students to God's mandate for success--meditating upon His Word and applying it to every area of life with the objective of gaining His approval (Joshua 1:8; Eccles. 12:13, 14). With that goal in mind, we will continue to pursue the following objectives:

- Tailor our programs to the Bible with the full assurance that God will give His chosen increase in the lives of those students who make Christ-honoring use of the balanced opportunities offered at ACS.
- Teach our students to practice in their daily habits what their homes and churches have instilled in their heads and what the Holy Spirit instills in their hearts (Psa. 119:30-32).
- Provide a learning environment conducive to academic excellence by cutting down on educational distracters.
- Maintain a moral environment that minimizes temptations and encourages doing what is right and glorifying to God.
- Ensure a safe environment where children are protected, nurtured and loved.
- Challenge our students to place God's glory and the eternal good of others before their own ambitions.
- Emphasize the importance of the local church in God's plan for the ages.
- Expose our students to a variety of Christians who are godly role models and who are salt and light in the world around them as citizens, employees and neighbors.
- Endeavor to be sensitive to the specific beliefs of Christian homes with the understanding that in any Christian organization there needs to be flexibility in the area of *preference* for the good of the *whole* without the compromise of truly Biblical *convictions* on the part of individuals.

Alamance Christian School Distinctives

Colors: Red, white and blue

Focus: *Finishing!* ("Doing my best for the glory of God and the eternal good of others.") II Chronicles 31:21 "And in *every* work that he began in the service of the house of God, and in the law, and in the commandments, *to seek his God*, he did it with *all his heart*, and prospered."

Mascot: Christian Warrior

Motto: "The Pursuit of Excellence Through Christ"

Verse: Colossians 3:23 "And whatsoever ye do, do it heartily, as to the Lord, and not unto men."

Yearbook: The Alpha Mega

Footnotes from Philosophy and Purpose Section:

1 Amos 3:3

2 Deuteronomy 6:6, 7; Proverbs 1:8; 4:1-4; 22:6; Ephesians 6:4; II Timothy 1:5; 3:14, 15

3 John 17:17; John 16:13

4 Proverbs 3:5,6; 9:10; Ecclesiastes 12:13, 14; II Corinthians 10:5; Colossians 1:16-18

5 Luke 2:52; Colossians 2:6-10; II Timothy 2:15

6 Joshua 1:9; Proverbs 1:7; 2:1-9; 3:1-7; 9:9-12; Matthew 6:19-34; I Corinthians 10:31-33

7 Luke 11:23; Romans 8:6-8; II Timothy 3:7; John 14:6; II Corinthians 6:14-18; Proverbs 19:27; Isaiah 30:1-3; 31:1; Psalm 1:1, 2

8 Frank E. Gabelein, *Pattern of God's Truth*, (Chicago, 1954) p. 37

9 Matthew 18:20; John 14:16