

Alamance Christian School

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“Setting a Standard of Excellence” Philippians 1:10

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Dear ACS Families,

We are excited you have chosen to give us the opportunity to help train your children for the kingdom of God. Please be assured we do not take this awesome privilege and responsibility lightly. It is truly our pleasure to serve you throughout this year. Do not hesitate to call or email us if you have any questions or comments as we progress through the school year.

As you read this handbook, please understand that it is our desire to maintain a cultural relevance that finds balance between the extremities of permissiveness and strictness. We realize that our standards and guidelines may not match those that you maintain in your own private lives. Please know that this doesn't mean we judge you or ourselves as being more or less spiritual based on our policies. One of the wonderful blessings found in God's gift of salvation is Christian liberty, allowing each of us to be led by the Holy Spirit in making our own determinations in areas such as dress, music, etc. But, as an academic institution, we have prayerfully tried to establish guidelines that create an effective learning environment while allowing some flexibility and exhibiting the loving grace of God in their exercise. We welcome your feedback as you consider this handbook.

Finally, let us say that far greater than our desire for conformity to rules, policies and guidelines, is our desire to reach the heart of all our students. We want them to see that we love them and care about helping them reach their potential in Christ. We want them to see the abundant grace of a loving God modeled through us, their teachers and administrators. That is our goal this year. Please pray for us as we will you that this may be a year of successes and blessings for the entire ACS family!

May the grace of a loving and magnificent God be yours,

ACS Administration

Our Call, Our Pledge

Throughout the Bible God consistently calls His people out. Sometimes He calls them out to action as He did with Moses in Exodus, and other times to spiritual decisions as He did in Ephesians when He called husbands out to love their wives as Christ loved the church. In response, God made promises and pledges to His people. While we do not presume to stand in the place of God, we do issue this call and pledge to our students this year.

We Call Our Students To:

- * Dedicate themselves to God first and foremost.
- * Treat each other with respect and dignity.
- * Honesty and integrity in their personal lives.
- * Practice courteous conduct.
- * Respect authority, at home, work, church and in our relationship with God.
- * A daily devotional life of Bible study and prayer.
- * Do their best in all things, striving to reach their full potential in Christ.
- * Exercise their Christian liberty in deference to the needs of weaker Christians and the good of the body of Christ as a whole.

We Pledge To:

- * Love our students and treat them with respect and dignity.
- * Pray for our students every day and be a student of the Word ourselves.
- * Model the grace of God before our students in the way we exercise discipline.
- * Maintain a positive and encouraging spirit in our school environment.
- * Be prepared every day to teach our students to the best of our abilities.
- * Be honest and fair in how we treat our students.
- * Do everything possible to help our students reach their God-given potential.
- * View each of our students as wonderful gifts of God whom we have been given the awesome opportunity to teach this year. We pledge never to take this lightly.

1. Purpose and Philosophy

Mission Statement: ACS is a community Christian school assisting Christian families through excellent academics, arts and athletics from a biblical worldview 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. 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.

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. 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. ACS merely extends the same God-centered worldview 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.

In addition, 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.

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, 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—While we recognize that various Bible translations are used by our supporting churches, for purposes of uniformity we have chosen to use the King James Version and the New 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.

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:

- Families with students enrolled should attend the services of a local church whose pastor is not in disagreement 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. We ask our parents 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 Policies

General: In order to ensure that this ministry effectively fulfills its purpose, ACS must limit its admissions to a specific constituency—primarily those students from Christian families who have enrolled their children out of conviction and

who pledge to cooperate consistently with the programs, procedures, and principles identified in our statement of faith. In addition, ACS admits students from families that attend a Bible-preaching church that also subscribes to our statement of faith. Any application for admission to ACS that does not adhere to these standards will be reviewed by the Board of Directors on a case by case basis.

2.1 Divisions

Preschool

Alamance Christian School offers an excellent Preschool for infant through four-year-old. The ACS Preschool is designed to teach learning readiness skills in a structured environment that combines creative play, listening, and learning activities. The ABeka curriculum is utilized in all Preschool classes. Preschool children enrolled at ACS have access to our 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 six weeks 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 infant, one, 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.

Grades K5-5th 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 (K5 students must be five years of age by August 31 to be eligible). *Children whose birthday falls between Sept. 1 and Oct. 15 may be admitted to K5 based on their maturity and recommendation of their Preschool teacher.* 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 five must provide a copy of their last standardized achievement test, if taken. 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.

Grade 6-12 Admissions Policy

Students applying for admission in grades six 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 middle/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. An admissions committee made up of the Administrator, Middle/High School Principal and Guidance Counselor 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 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 (I 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.

2.3 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 on school property at any time without prior administrative approval.

2.4 Continuous Enrollment Contract

A Continuous Enrollment Contract is signed by parent/guardian which states their child will be continuously enrolled until he or she graduates from ACS or until the signed parent/guardian sends written notification to opt-out of enrollment. (see Continuous Enrollment Contract for further details)

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 available to the families of those students who are eligible for continual enrollment with ACS. 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. Because *we cannot carry delinquent accounts*, any student account that is overdue by thirty (30) days will result in the parent being called to come pick up the student until the account is brought current. 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. Diplomas *will not* be granted to graduates until all tuition and fees for that student are paid in full. Tuition is payable annually, semi-annually, or monthly (ten, eleven or twelve payments). All families who elect a monthly payment option must sign up to us FACTS for their tuition payments. Register with FACTS Tuition Management at www.online.factsmgt.com/signin/4JP04. The only exceptions are for families who pay the full year in advance or two equal payments at the beginning of each semester. A late charge of \$25 will be levied on overdue accounts as of the tenth of each month. If unpaid accounts are delinquent after June 30, students from these families will lose priority for readmission 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 Business Office by phone or in person.* (See Current Tuition and Fee Schedule for updated information)

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 over 50,000 square feet of 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; and a home economics room. Two athletic fields, playgrounds for preschool and elementary students.

4.1 Care of Property

Student respect and care for the appearance and upkeep of our school is very important. Therefore, we ask our students to refrain from sitting on desks or tables, defacing school property, throwing objects, littering, “forcing” locked doors. *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 covers 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 students, 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 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 asked not to be in the classroom building during lunch or on the elementary wing without permission. For purposes of safety we ask that our students not 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 6-12). The excuse should indicate the date and the reason for the absence as *required by state law*. Be aware that three unexcused tardies are equivalent to one absence when determining Perfect Attendance.

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 High School Absences

Absence from school: Students are asked to bring a written excuse with him/her within two days of his/her return to school. Not providing the office with a note of excuse could result in a D-Hall. There will be no academic penalty unless the excuse is not an excusable absence. You will not be permitted to "make up" the time. *Worked missed due to an unexcused absence may not be made up.*

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 or a college visit. *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 10 points for that grading period. 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 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 6 – 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.

5.2 Tardies (K5-12th grade)

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 unexcused 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 pre planned absences will be counted as an unexcused tardy and the appropriate penalties will be assessed. Three unexcused tardies are equivalent to one absence.

5.3 Days Required on 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.

5.4 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.* **After 8 am, All parents and visitors must sign in at the main office prior to visiting a classroom or lunch.**

5.5 Before/After School Care

To assist parents who have to be at 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, and from 3:15 until 5:30 P.M. for K1 through grade ten (See Financial Information Sheet for rates). 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. During various times of the school year (Teacher workdays, Christmas Break, Spring Break, etc.),

families will receive an Optional Day Form to complete and return to secure care for those days.

5.7 School Day and Late Arrival

Students in grades K5-12 who are late are to sign in at the office and receive a note to class, while those in grades PK1 through K4 are to report directly to their classroom. Students who have morning appointments must be in school by 11:30 A.M. to be counted present unless they come to school at the regular time with a parental note for an early dismissal. Half day PK1,2,3,4 students are dismissed at 12:00 pm. General dismissal for Grades K5 through five is at 2:45 pm. Students in grades 6-12 are dismissed at 3:00. All students remaining on campus past 3:15 pm must be in a supervised school activity or supervised area. If your child is not in an after-school activity and is still on campus after 3:15pm, your child will be placed in the after-school program. Accounts will be charged accordingly.

5.8 Withdrawal from School

The office needs to be notified by the parents of the student's withdrawal. ACS will send records to the student's new school upon the new school's request provided the student's financial responsibilities have been met. The book and registration fees are nonrefundable; 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 for the student's records to be forwarded to the school to which he is being transferred.

6. General Information

6.1 Chapel

Our weekly chapels are of great importance. They are designed for the edification of our school family. While chapel is not a church worship service, we take great care to make sure the Bible is taught with clarity, concern, and power. We strive to incorporate a pleasing and godly blend of music and musical styles involving both faculty and student leaders in its presentation. We invite speakers from area churches, missionaries who are in the area, college reps and groups, Christian business people and others who can help prepare our students for life and ministry in their culture.

6.2 School Trips

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. Elementary parents are welcome to attend and are often asked to help as group leaders. We do request that parents who serve in this capacity adhere to the Parent Chaperone Guidelines. Siblings from other grades are not permitted to attend grade specific field trips.

Retreat

During the week of Labor Day, the grades 6-12 students attend a 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. All absences from retreat are considered unexcused without a doctors.

Junior Trip

During November each year, the Juniors make a trip to the Washington, DC or some other historical venue in conjunction with their U.S. History Class. Industrious students can earn most of their expenses through fundraisers. Because this trip is a curriculum-based trip, those not attending will have an alternate graded assignment. In all fairness to their classmates, students who do not attend this trip will be responsible to pay their fair share of the expenses if they do not inform the administration the Friday following the High School Retreat.

Senior Trip

As a capstone to their high school years, the ACS seniors take a class trip for no more than six days and five nights. If the trip covers a Sunday, the sponsors must arrange for the group to attend a Bible preaching church on Sunday morning. Those seniors who attend pay for their expenses from class fundraisers and/or from their own resources. Students who choose not to attend this class trip will be responsible to pay their portion of the expenses if they do not inform the administration prior to the end of the first quarter of the school year.

College Visit

We encourage our students to visit colleges with parents, the ACS Guidance Counselor, official church groups led by a church pastor or his assistant and the students. Under these conditions these will be excused absences.

- 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 takes an ACS college visit form and receives a signature from the college admissions counselor upon visit.
- Students will be granted a maximum of five (5) college visit days.

6.3 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.

6.4 Health and Safety

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

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. Accidents requiring a phone call to parent or emergency services require a Student Accident Report. This is logged in the Student Services office and a copy is placed in the student's cumulative folder.

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.

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. If a child must take medication during the school day, preschool students are required to give the medication along with appropriate form to his teacher (grades K1 through K4) or to the office (grades K5 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.*

ACS Policy Regarding Lice: If it is suspected that a student has live lice, a designated staff member along with an assistant will check to confirm or deny.

If confirmed, the school will notify a parent to pick up their child from school. Prior to returning to school, the child will need to be treated and the parent must provide proof of purchase of the treatment solution. (See Student Services for more information)

Crisis Management Plan: ACS has a Critical Response Team in the event of an emergency or crisis at the school. In the event of a threat to our students' safety that necessitates evacuation of our facilities, our students will be moved to Greenway Park Baptist Church just up the street from the school. Depending on the nature of the threat, Law Enforcement will decide if we need to relocate further from the area. In that case, students will be transported to The Lamb's Chapel, 415 Roxboro Road, Haw River.

Every effort will be made through our parent communication system to inform parents at the earliest possible time during these types of emergencies. Please do not attempt to call the school or come to the school. The phone lines will be needed for the emergency and traffic will be blocked from accessing the school.

6.5 Library/Internet/Computers

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 twenty-five 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 6th – 12th grades under the librarian's supervision. There is a charge for printing.

Acceptable Use Policy for Computers at ACS

Technology access is provided 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, Facebook etc.
- Eating or drinking near equipment.
- Using disrespectful or abusive language verbally or electronically.
- Harassing, insulting or attacking others via websites or email.
- 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 online time.

Misuse of computing, networking or information resources may result in loss of access, as well as other disciplinary or legal action. 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 workstations, program use, mail accounts and documents.

6.6 Lockers (Grades 6-12)

All students in grades 6-12 are to use the locker assigned. It is their responsibility to keep their locker clean and orderly. Tape or other sticky substances should not be used in lockers as this leaves a residue. Magnets or "plastik" are fine. Open drinks or food are not allowed in lockers. Students are not to put pictures of movie stars, musicians or public figures of questionable character in their lockers. Lockers are school property and regular inspections of lockers may be carried out without warning by the administration or maintenance staff. 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 the safety of the students, 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. Students are not to change assigned lockers without permission from the office.

6.7 Lost and Found

Lost-and-found items are located outside the Fine Arts room or in the main office. 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.

6.8 Lunch Program

Our lunch program is outsourced through My Hot Lunchbox. Meals are ordered and paid for online. Students have access to a microwave to heat food brought from home.

6.9 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.

6.10 Parent-Teacher Conferences

As a general rule, teachers are on campus until 3:30 P.M. each day. Parents are encouraged to call ahead for an appointment since faculty have periodic afterschool duties and may not be available for an unscheduled conference.

6.11 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. Seniors are given a parking permit to display on the rear-view mirror of their vehicle. Students park in designated areas according to their classification. Unauthorized vehicles can be towed at the owner's' 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. Students who drive recklessly on campus 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

6.12 Telephone & Cell Phones

Students may use the Student Services 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 or smart watch during class hours but may use them to make needed calls before or after school. Students in grades 9-12 may use their cell phones during their lunch period and between class periods. Grades 6-8 may only use their cell phones between class periods. Cell phones may not be used with ear buds. Cell phones are permitted on school trips and activities unless otherwise specified. If a student chooses to violate the cell phone policy, the appropriate demerit penalty will be assessed. Cell Phones used or suspected to be used for any inappropriate call's texts, social media, internet searches or questionable material is subject to confiscation and may not be allowed to be brought on campus for the remainder of the semester or a length of time decided by administration.

6.13 Transportation and Traffic Patterns

ACS does not offer bus transportation. Many parents carpool 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 are asked to follow the traffic flow designated by cones. Drivers should not park and leave the car while in the traffic pattern. Drivers should park in the bus lot if there is a need to enter the building. *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 daycare entrance driveway. The vehicles of violators may be towed away at the discretion of the property owner and at the expense of the vehicle owner. **All cell phone use must be discontinued when entering the traffic flow on school grounds.**

6.14 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. *Student visitors who are granted permission to visit during classes or lunch 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. 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. All parents and visitors must sign in at the main office after 8:00am and be given a visitor's badge for identification.

6.15 Weather-Related Closings

The SchoolCast system is used to notify you of weather-related closings. You may also check the school website (www.alamancechristianschool.org), FOX 8 News, Facebook, or the school answering machine (ext. 7).

As a general rule, we follow ABSS for closing. Delays and/or early dismissals due to weather may not always follow ABSS. We will do our best to give you as much advance notice as possible. Parents are to use their own discretion in making a final decision in light of their particular road conditions.

6.16 ParentsWeb

Every school family that has the internet can access information from the school concerning your child via ParentsWeb. You may view homework assignments, grades, the school calendar of events, the athletic schedules, financial information. Report cards and progress reports will be issued through ParentsWeb. If you do not have the internet you will be given all of the above information in the traditional manner.

6.17 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 communication methods. This system will be used to notify you of school closures, emergencies, schedule changes, reminders of events and other time sensitive information. PLEASE take the time to listen to the entire message.

6.18 Consent to Release Photo/Image

Alamance Christian School uses internal and external media to highlight the PreK-12 experience in a variety of ways, which may include the use of photographs and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites and social media, and information about school events and activities provided to external organizations and media outlets. While your child's name may accompany the photo or video, no last name or address will be included with your child's picture when publishing on the Web.

Parents may deny permission for any display or publication of their child's image. You should select this option if you do not want your child's photograph to be used on the ACS website/social media, or school publications, or in release to external organizations (such as PTA and booster clubs) or the media. You may opt out through submitting in writing a Do Not Publish request to the ACS school office.

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 Association of Christian Schools International and AdvancEd. 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 Association of Christian School International.

7.1 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.

7.2 Dual Credit Opportunities

A student may enroll in a dual enrollment course as a Junior or Senior provided that he meets the following criteria:

1. Passing grades in all subjects and a “3.0” cumulative GPA
2. The course cannot interfere with courses taken at ACS.
3. Dual enrollment courses cannot be taken in place of ACS core or Bible courses. (see exceptions explained below)

Courses taken as dual credit will be considered as “elective” courses. In a few instances they may be considered as core courses-

- If a new student experiences a schedule conflict, because they have previously taken a course that is offered at ACS, they can take the required course through a pre-approved dual enrollment program.
- If a current student experiences a schedule conflict, created by our schedule, they can take the required course through a pre-approved dual enrollment program.

7.3 Early Release

Students in grades 10-12 are permitted to leave the school on days they do not have a class after fifth period. A permission slip for early release must be on file in the office.

7.4 Examination Policy

1. Students in grades 9-12 take exams in all major subjects.
2. Exams count 1/5th or 20% for students in grades 9-12.

3. Students in grade 11 and 12 may be exempt for second semester exams provided that they meet the following criteria:
 - a. A minimum of 90% cumulative average in 3rd and 4th Quarters.
 - b. No more than 5 absences in that class during 3rd and 4th Quarters. Administrative review for absences greater than 5 due to extenuating circumstances (death in family).
 - c. The student's grades must qualify by the cut-off date of 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 who take a one-semester course will be eligible for exam exemptions at the end of that semester.
5. 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.
6. Students in grades 11 and 12, who do not have an exam, do not need to come to school during that exam time.
7. Any student who qualifies to exempt the exam but would rather take the exam will be given the opportunity to do so regardless if all of the students are exempt.
8. Online classes are subject to the providers policies concerning exams.

7.5 Grading Scales, Report Cards, and Progress Reports

1st – 5th Grading Scale

<u>Grading Scale</u>	<u>Rating</u>
A (93-100)	Excellent
B (85-92)	Good
C (77-84)	Average
D (70-76)	Poor
F (Below 70)	Failing

6th – 12th Grading Scale

<u>Grading Scale</u>	<u>Quality Points</u>	<u>Rating</u>
A (90-100)	4.00	Excellent
B (80-89)	3.00	Good
C (70-79)	2.0	Fair
D (60-69)	1.0	Poor
F (Below 60)	0	Failing

Gr K5-5th Citizenship, Art, Music, Spanish, P.E.,

A.....Above average

S.....Satisfactory

N.....Needs improvement

U.....Unsatisfactory

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.

7.6 Graduation Requirements for High School

College/University Track –entrance into a UNC system college

Bible	2 units	Speech	1 unit
English	4 units	Physical Ed.	1/2 unit
Mathematics	4 units	Health	1/2 unit
Science	4 units	Social Studies	4 units
Electives	2 units	Foreign Language	2 units
		Total -	24 units

Community College/Technical Track

Bible	2 units	Speech	1 unit
English	4 units	Physical Ed.	1/2 unit
Mathematics	3 units	Health	1/2 unit
Science	3 units	Electives	4 units
Social Studies	4 units		
		Total -	22 units

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.

Honors Courses: As a general rule, “honors designation” will require **25-50% more work and more essay questions on tests.** These courses will also have the following impact on our four-point scale: **one-half** additional quality point will be added based on the scale above (7.6).

AP Courses: Advanced Placement courses are **college level** courses and will receive **one** additional quality point based on the scale above (7.6). Students may receive college credit based on their performance on the AP Exam from the College Board and the policy of the college they apply to. ACS cannot guarantee college credit. Students must have permission of the instructor to register for AP courses.

7.7 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 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 the Parent Web to get current assignments and grades.

7.8 Awards and Special Honors

Near the end of the year, the elementary teachers give out awards in their classrooms and grades 6-12 have a special Awards Ceremony. A variety of academic and citizenship awards are given to deserving students. Parents are welcome to attend these programs (See calendar for dates and times).

Honor Rolls

Grades 4-12 students will be recognized on one of two honor rolls according to the following guidelines:

"A" Honor Roll: All "A's" for the nine weeks

"AB" Honor Roll: All "A's" and "B's" for the nine weeks

NOTE: 9-12 Grade Honor Rolls are based on core courses only.

Athletic Awards Program is held at the end of each sports season 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.

National Honor Society: Yearly 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. Sophomores, juniors, and seniors are eligible for induction; however, freshmen are encouraged to have NHS as an objective.

Sophomore Honor Guard are the sophomores with the three highest cumulative grade point averages (all major and minor subjects considered equally) at the end of the third nine weeks grading period of the sophomore year.

Junior Marshals are the juniors with the five 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 quarter of their 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 his graduation.
- 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 four subjects: Pre-Calculus, Algebra II, Chemistry or Physics.

7.9 Make-Up Work (standards and procedures)

As a general rule, students have twice the number of days that they were absent to make up work missed. For example, if a student misses one day, he must submit missed work or make up tests in two days. If he misses two days, the first day's work is due in two days and the second day's work is due in four days. In grades nine 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.

7.10 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 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.

7.11 Prohibited Articles

We ask that the following articles not be brought to school or to activities sponsored by ACS: knives, guns, explosives of any kind, narcotics, alcoholic beverages, tobacco, vaping products, electronic games or the recordings, posters or literature of rock and country musicians. Weapons and drugs may necessitate involving the law.

7.12 Promotion Policy & Summer School

In grades kindergarten through five, a student will be promoted on their academic achievement by using both the teacher assessment as well as the Iowa Test of Basic Skills. If a student scores under the 35th percentile on the Iowa Test of Basic Skills, he 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. Elementary students who fail a core subject must complete 20 hours of summer tutoring with an approved educator. A student's report card will indicate whether he has been promoted or retained.

Grade 6-11 students who receive two "F's" in academic subjects will be promoted if they complete and pass a credit recovery course or summer school at ACS. Final course grades will be an average of a credit recovery and a regular course grade. 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.

Grade 12 students who fail two or fewer courses must take credit recovery courses and satisfactorily pass each course. Seniors that fail three courses or more will not take part in the graduation ceremony and will not receive a diploma. (*See Minimum Graduation Requirements*)

7.13 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.

7.14 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.

7.15 Standardized Testing

The Iowa Test of Basic Skills 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. Each year, sophomores and juniors are required to take the Preliminary Scholastic Aptitude Test (PSAT) which is a practice test for the SAT Test. All college-bound seniors

who have not already done so are encouraged to take the ACT (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 10.0 on the basic battery of the Iowa Test of Basic Skills 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. Students with a Personal Learning Plan will be reviewed by the administration.

8. Dress Guidelines

In determining dress guidelines, the administration considers the setting, representation of ACS, modern culture, climate, and occasion. Students are asked to honor them while on campus at ACS.

8.1 Pre-School Dress Guidelines

Girls:

- * Girls may wear pants, capris, dresses, mid-thigh length shorts or skirts.
- * Sleeveless dresses are acceptable.
- * We ask that if girls wear dresses or skirts that they wear shorts under them for modesty on the playground.
- * Please avoid wearing tops that promote things that glorify the world such as movie stars, musicians or questionable establishments of activities.

Boys:

- * Boys may wear long pants or shorts.
- * T-Shirts, sweatshirts or collared shirts are acceptable.
- * We ask that imprints on shirts not promote things that glorify the world such as movie stars, musicians or questionable activities or establishments. *
- Boys' hair should be off the eyes, ears and collar.

Both We ask that flip-flops and the clog style shoes only be worn with an ankle strap.

8.2 Elementary Dress Guidelines – Grades K5-5th

NOTE: Please keep growth spurts in mind when purchasing clothing. Clothing that is at the knee in August may be much shorter by spring.

General:

- * Dress shoes, casual shoes, tennis shoes and sandals with a back strap are acceptable. Students wearing sandals should bring an alternate closed toed pair of shoes appropriate for recess. We ask that flip-flops and the clog style Crocs only be worn with an ankle strap.

- * Shirts should not promote things that glorify the world such as movie stars, musicians or questionable activities or establishments.
- * Hair should be maintained in a natural color.

Girls:

- * Girls may wear casual pants, jeans, capris, skirt, dress, walking/Bermuda shorts. No athletic type shorts or pants please.
- * All girls' apparel must not be higher than the top of the knee including the slit of the skirts.
- * Any garment that is that is form fitting in the seat area should be accompanied with a top or blouse long enough to cover the fitted area.
- * Leggings and jeggings are considered to be an undergarment and may only be worn as such with an appropriate knee length dress or skirt.
- * All necklines must be cut high enough to cover appropriately.
- * Tank tops may only be worn as under-layer.
- * Sleeveless tops or dresses must be tight fitting under the arms.
- * Spaghetti strap dresses and tops should not be worn.
- * Clothing that reveals the undergarments, midriff, or back are not be worn.
- * Sheer clothing must include an under-layer that meet the school's dress standard for coverage.
- * If girls are permitted to wear make-up, we ask that it present a natural appearance.

Boys:

- * Boys may wear casual pants, jeans, cargo or Bermuda type shorts. No athletic type shorts or pants please.
- * Pants should be kept at the natural waistline. A belt should be worn if necessary.
- * Boys may wear button up shirts, polo shirts or T-shirts. Shirts should remain tucked in.
- * Boy's hair length must be maintained as "off the eyes, ears and collar". Mohawks, faux-hawks, racing stripes, bowl cuts, man buns and dreadlocks, etc. are not allowed.

Elementary Physical Education Attire

The Physical Education dress guidelines will be set and distributed by the Physical Education Department.

8.3 Middle/High School Dress Guidelines – Grades 6-12

General Guidelines for Dress:

- * Gym shorts, sweatpants, jogging pants, T-shirts, etc. are not acceptable classroom attire.
- * Pants, jeans, or capris will not have fraying, holes, or the appearance of holes.
- * Any tattoos must be covered at all times.
- * Young ladies and men may not wear hats in the academic buildings.

Young Ladies (Grades 6-12)

- * Ladies may wear casual pants, mid-calf length capris, jeans, skirt or a dress.
- * All ladies' dresses and skirts must be no higher than the top of the knee including the slit of the skirts.
- * Any garment that is that is form fitting in the seat area should be accompanied with a top or blouse long enough to cover the fitted area.
- * Leggings and jeggings are considered to be an undergarment and may only be worn as such with an appropriate knee length dress or skirt.
- * Acceptable attire for young ladies will be a modest top, blouse or ACS spirit T-shirt with appropriate coverage.
- * All necklines must be cut high enough to cover appropriately.
- * Tank tops may only be worn as under-layer.
- * Sleeveless tops or dresses must be tight fitting under the arms.
- * Spaghetti strap dresses and tops are not to be worn.
- * Clothing that reveals the undergarments, midriff, or back are not be worn.
- * Sheer clothing must include an under-layer that meet the school's dress standard for coverage.
- * Shoes worn by young ladies must be feminine in nature and proper for a school setting. Sandals and flip flops are acceptable for young ladies.
- * Hair and make-up is to be worn so as to not draw undue attention. Unnatural hair coloring is not allowed.
- * Face piercings and visible body piercings may not be worn. Students will be asked to remove any inappropriate jewelry.

Young Men (Grades 6-12)

- * Young men may wear casual slacks or blue jeans every day.
- * Young men may wear collared polo shirts, oxford style dress shirts or ACS Spirit T-shirts.
- * Shirts must not promote worldly or unchristian activities, groups or items.
- * Pants must be kept at the natural waistline.
- * Sweaters, sweatshirts, or hoodies may be worn without a collared shirt underneath.
- * Young men may not wear hiking boots, army boots, etc. that will leave black marks on the tile floors. Tennis shoes and casual shoes are acceptable. Flip flops or sandals are not to be worn.

- * Hair length must be maintained as “off the eyes, ears and collar”. Unnatural hair coloring, mohawks, faux-hawks, racing stripes, bowl cuts, man buns and dreadlocks, etc. are not allowed.
- * Young men should keep sideburns no longer than bottom of the ear and be clean shaven.
- * Young men may not wear earrings.

If a student has clothing that they are unsure if it is within the ACS Dress Guidelines they may bring it to the Principal or Administrative Assistant for a consultation prior to wearing.

The faculty and administration reserve the right to make decisions concerning the dress standards as given above. Further, the administration reserves the right to set other attire for specific activities.

9. Behavior and Discipline Guidelines

9.1 Philosophy

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

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 can reflect favorably or unfavorably upon the Lord, his family or his school (Prov.22:1). We ask our students to live a life on and off campus which will glorify the Lord in all things.

Corporal Punishment

While ACS does not employ corporal punishment as a disciplinary measure we reserve the right to give the parent the privilege to either come in and administer corporal punishment at the school or remove the child from school for the day to administer the proper discipline at home.

9.2 Student Relationships

We make no apology for doing what we can to guard the purity of our students. We ask our students 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 is not permitted at school or at school-related functions. Couples should not 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 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.

9.4 ACS Anti-Bullying Policy

KEY POINTS:

- Childhood bullying is a significant problem nationwide. It contributes to absenteeism, mental and physical stress, poor school performance, poor self-esteem, and, in some cases, school violence.
- Statistics show that 160,000 children in the United States miss school each day as a result of being bullied.
- The faculty, staff, administration and Board of Governors assisted in the development of the proposed Anti-Bullying policy.
- By adopting a clearly articulated policy on anti-bullying the School Board will reinforce the position that, “BULLYING IS NOT OK AT ALAMANCE CHRISTIAN SCHOOL”. The school can make a positive statement on behalf of victims by standing firm against bullying behaviors.

ACS Response to Bullying

Alamance Christian School is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, “school” includes school buildings, school grounds, and school sponsored social events, trips, sporting events, and on buses. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying

Bullying is a *pattern* of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Preventative Measures:

1. Student Instruction/Awareness: Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Character Education, chapel focus, and other instruction programs in Alamance Christian School.
2. Staff Awareness/Action: School personnel shall receive in-service training on anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.
3. Student/Parent Action: The school encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences, up to and including expulsion.

Complaint/Investigation Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may initiate a complaint by completing a confidential reporting form and returning it to an ACS administrator.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement.

9.5 Discipline System (Grades 6-12)

The demerit system is a guide for discipline in grades 6-12 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.

Guidelines and penalties

<u>Infraction #</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Gum, food, drink	05	05	05	05
Horseplay	05	05	05	05
Off limits area (Refer to section 4.2)	10	10	10	10
Chapel infraction	10	10	10	10
Leaving class w/o permission	10	10	10	10
Misuse of off-campus permission	10	10	10	10
Computer Infraction	10	10	10	10
Dress code	05	05	05	05
Failure to report to D-Hall	10	10	10	10
Unauthorized materials (The item may be confiscated. <i>Some</i> examples: fireworks, mace, smoke bombs, stink bombs, IPODS, etc.) (Electronic devices will be confiscated and kept one, three or five days, depending on the infraction)	10	10	10	10
Cell Phone	10	20	30	40
Social infractions	10	10	10	10
Direct disobedience	10	10	10	10
Display of affection (<i>kissing, etc.</i>)	10	10	10	10
Skippping class	10	10	10	10
Defacing school property	20 and financial restitution			
Intimidation/bullying	20 to expulsion			
Disrespect/attitude	20	20	20	20
Language (verbal or written)				
Crude or inappropriate	10	10	10	10
Profanity	20	40	40	
Vulgarity	40	40	Up to Expulsion	
Fighting	20	20	20	20
Forms of dishonesty				
Leaving campus w/o permission	20	40	40	
Lying	20	20	20	
Forgery	20	20	20	
Cheating on class/homework, quiz	20	20	20	
Cheating on test, project	40	40	Up to Expulsion	
Plagiarism	40	40	Up to Expulsion	
Aiding someone to cheat	20	20	20	
Indecent Exposure	40 to expulsion			
Sexual Harassment (Verbal or Physical)	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 or Vaping products	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.

Demerit Accumulation

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:

- 40 – One day of Out of School suspension which carries an academic penalty for all work missed. Forfeit any class or student body leadership position to include Mr./Miss ACS for the remainder of the school year.
- 60 – one day of Out of School Suspension and probation for 45 school days. This carries an academic penalty for all work missed.
- 80 – Subject to expulsion

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. To be fair to all, this could carry over into the next school year.
- Must be counseled once per week or as deemed necessary by the counselor and administration while on probation or by a member of their pastoral staff. *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 with the exception of state or national fine arts competition.

A student who accumulates 60 or more demerits in either semester will not be permitted to re-enroll 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 an email will be sent to parents.

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

Detention Hall

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

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

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. *Detention for grades 6-8 will be observed during a silent lunch period.*

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

A student will be assessed 10 demerits if he/she receives 5 or more D-Halls in a quarter.

Suspension

Suspensions are given out for accumulation of demerits. Out of School Suspensions are counted as an unexcused absence and will carry the appropriate penalty (See section 5). 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.*

9.6 Discipline System (Grades K5-5th)

The first implementation of discipline, at the elementary level, will be conducted by the classroom teacher. Each teacher will use her individualized discipline procedures prior to implementing the point/demerit system. The second implementation of discipline will result in a point/demerit system that provides another level of accountability to students and parents.

The levels of accountability are as follows:

Level 1

- Continuous talking in class = 5 points
- Talking in the hall = 2 points
- Misbehaving in Chapel = 5 points
- Unfinished Classwork = 3 points
- Unfinished Homework = 5 points

(Repeated offenses will result in a phone call to parents.)

Level 2 (Parents Contacted)

- Direct Disobedience/Defiance = 10 points
- Threatening bodily harm to another student = 20 points
- Bullying = 20 points
- Disrespectful actions towards an adult = 20 points
- Destroying school property = 15 points and cost of replacement
- Inappropriate Language = 25 points
- Cheating = 20 points
- Lying = 15 points
- Stealing = 15 points and cost of replacement

Level 3 (Parents Contacted)

- Inappropriate Behavior = 30 points
- Fighting/Physical injury to another student = 50 points
- Items that cause bodily harm = 40 - 50 points

Discipline Points Process

10 points = Lost recess

20 points = Writing rules multiple times and lost recess

30 points = Visit to the principal and meeting with parents

40 points = Removal of Student

- Parents required to remove student from the campus for the remainder of the day
- Verify disciplinary action by parent/s

45 points and above = Removal of Student/Out of School Suspension

- Parents required to remove student from the campus for the remainder of the day

- Students will serve an Out of School Suspension the following day
- Zero's on all graded work given on the day of suspension

50 points = Out of School Suspension

- Student will be suspended for 2 academic school days
- Zero's on all graded work given on the days of suspension
- Suspension will be noted on student's record
- Parents required to meet with Board Members upon board request

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 Participation

Students are encouraged to participate in extracurricular 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.

10.2 Eligibility

To be academically eligible for participation in extracurricular activities, a middle school student must maintain a seventy or above average in each subject and high school students must maintain a sixty 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 reinstated 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.

10.3 Programs Offered

Extra-curricular activities offered by the school include competitive interscholastic programs in Soccer, Basketball and Baseball for boys. Volleyball, Basketball and Soccer is offered for girls. Golf, Cross Country and Hunter Safety/Skills are offered 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.

10.4 Officers--Class (Gr. 9-12) and Student Body

All class and student body offices are open to both boys and girls. For students to be considered for a position of leadership, they must meet the following qualifications:

Spiritual: The student should show a sincere desire to present an unapologetic Christian testimony (I Tim.4:12). He/she should evidence the courage, the convictions and the desire to do right (Titus 2:7, 8). He/she should be faithful in attendance to the services of his local church (Heb.10:25; Psa. 25:8; Psa.96:9). He/she should participate in all general aspects of chapel. He/she must not be on disciplinary probation.

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

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

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

Conduct: *Students should be good examples in their conduct in school. Students who run for office should 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 should maintain this standard of conduct while they remain in office.*

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.***

10.5 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, full time ACS Junior Class members hosts a formal banquet for the fulltime ACS seniors. The meal for fulltime *ACS seniors* is provided free if they were a junior class host the previous year; however, a ticket must be purchased for any student who is not a fulltime 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 the banquet 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.

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 royal 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