

Anderson Christian School

Student Handbook

School Colors: Purple, Gold, and White

Team Name: ACS Lions

School Motto: “But seek first His kingdom and His
righteousness; and all these things
shall be added to you”
Matthew 6:33

ACS Campus: 4523 Liberty Highway
Anderson, SC 29621
K3-12 Grades

ACS Memberships: South Carolina Independent School Association
(SCISA)

Anderson Christian School does not discriminate on the basis of race, color,
gender, or national and ethnic origin.

“The discerning heart seeks knowledge, but the mouth of a fool feeds on folly.”
Proverbs 15:14

The **Student Handbook** provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Anderson Christian School. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the School. In the Handbook no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for safe, orderly, efficient, and consistent approach to problems.

Commitment to these policies and procedures by students, parents, and staff enables the School to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines, which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

The Board of Directors, which approves all major policies of the School reviews policies as needed. Your written suggestions and input are invited. Please submit your written questions or recommendations to the Principal.

WELCOME TO ANDERSON CHRISTIAN SCHOOL

Our Theme Verses for this year are:

Colossians 3:16- 17

16 “Let the word of Christ richly dwell within you, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God”.

17 “Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father”.

Members of the Board of Directors

Mr. Danny Walker
Mr. Mike Robinson
Mr. Chester Hester
Mr. Gregg Merck
Mrs. Debra Ellenburg

Ex-Officio Members:

Mrs. Kyra Roberts

The Principal reviews the Student Handbook and Board of Directors as needed. The Principal will review the dress code and Board of Directors as deemed appropriate. Comments from parents on any segment of the Handbook are welcomed and should be submitted in writing to the Principal.

“Where there is no guidance, the people fall, but in abundance of counselors there is victory.”
Proverbs 11:14

**Anderson Christian School
Grading Periods
2008-2009**

First Quarter Progress Reports First Quarter Grading Period	September 16 August 19 – October 21
Second Quarter Progress Reports Second Quarter Grading Period Grades 6-12 Mid-Term Exams	November 18 October 22 – December 19 December 15-18
Third Quarter Progress Reports Third Quarter Grading Period	February 3 December 20 – March 10
Fourth Quarter Progress Reports Fourth Quarter Grading Period Senior Exams Grades 6-11 Final Exams	April 17 March 11 – May 22 May 11 - 14 May 19 - 22

Inclement Weather

The closing of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. The Principal will endeavor to make a decision as early as possible. We want the announcement to be made by 6:30 A.M. or earlier when possible. **When school is closed for inclement weather, all events for that day, including practices or evening activities, will be cancelled.** The following stations will officially report the closing of Anderson Christian School:

WYFF - Channel 4

WSPA - Channel 7

Parents may also call into the school office and listen to the Voice Mail (224-7309 Ext.2) to see if school has been cancelled for that day.

When the students are already at school and the school day must be shortened, telephone calls will be made to parents, and, if possible, announcements will be made on the TV stations listed above.

Please be sure to leave current phone information on file with the school office.

Anderson Christian School – Statement of Faith

A Christian school is characterized by its beliefs.
The following statement defines the beliefs of
Anderson Christian School.
Everyone involved in the school must accept these
beliefs.

“Whatever you do,
Work at it with all your heart,
As working for the Lord,
Not for men.”

Colossians 3:23

We Believe:

- The Bible is the inspired, the only infallible, authoritative, inerrant Word of God. II Timothy 3:15, II Peter 1:21.
- There is one God, eternally existent in three persons as Father, Son, and Holy Spirit. Genesis 1:1, Matt. 28:19, John 10:30.
- Jesus Christ is God the Son (John 10:35), virgin born (Isaiah 7:14), (Matthew 1:23) (Luke 1:35), sinless in life (Hebrews 4:15 & 7:26), miracle working in His earthly ministry (2:11), substitutionary and atoning in His death on the cross (1 Corinthians 15:3) (Ephesians 1:7) (Hebrews 2:9), victorious in His bodily resurrection (John 11:25) (I Corinthians 15:4), ascended to the right hand of the Father (Mark 16:19), coming again in power and glory (Acts 1:11) (Revelations 19:11).
- Regeneration by the Holy Spirit is an absolute necessity for salvation, because of the exceeding sinfulness of human nature. Men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved. (Ephesians 2:8-10) (Titus 3:5).
- The saved and the lost will both be resurrected: the saved unto the resurrected life, and the lost unto the resurrection to damnation (John 5:28-29).
- All believers in our Lord Jesus Christ are unified by the Holy Spirit (Romans 8:9) and (I Corinthians 12:12-13).
- Every Christian is indwelt by the Holy Spirit and is enabled by the Spirit to live a godly life (Romans 8:13,14), and exhibits a lifestyle that adheres to Biblical teaching.

Our doctrinal tenets are wholly based on the Bible and the confessions proceeding from the Protestant Reformation such as the Westminster Confession (1645) and the Baptist Confession (1688).

The signature page must be signed by at least one parent. This signature indicates your agreement with the statement of faith of Anderson Christian School and your intention to abide by the school's policies, procedures, and rules.

History – Vision – Mission of Anderson Christian School

In Your unfailing love
You will lead the people you have redeemed. Exodus 15:13

Celebrating Our 21th Year of Education & Service to Anderson County

Statement of History

In 1987, Anderson Christian School opened to serve as a co-laborer with Christian parents in the educational and spiritual development of their children and to establish and maintain Christian elementary and secondary education within the state of South Carolina.

Anderson Christian School is a non-profit corporation, which qualifies as a tax-exempt corporation under Internal Revenue 501(C)(3).

Statement of Vision

Anderson Christian School is continually seeking to provide its students and families with the very best in Christian Education. Continued developments in the areas of academics, athletics, fine arts, and extra-curricular offerings are part of a continued program of development and growth seeking “excellence focused on Christ.”

Statement of Mission

Our mission is to partner with Christian parents in providing a quality education integrated by a Biblical worldview that will prepare the students for a life of service to the Lord Jesus Christ. Anderson Christian School has established goals that guide every facet of the work of the school. These goals are listed on the following pages.

Statement of Goals

- To teach that the Lord Jesus Christ is the Son of God, the Second Person of the Trinity, Who came to earth to die for man's sins.
- To endeavor to bring every student to a saving knowledge of Christ, by the work of the Holy Spirit, through repentance of sin and to the trust in Jesus Christ as Lord and Savior.
- To teach that Biblical truth is the foundation for the proper understanding of all academic subjects and to show how it relates to every area of the student's life.
- To impart to students a working knowledge of the Scriptures which allows them to rejoice in its promises and directs their thoughts and actions in every area of life.
- To teach that God is then Creator and Sustainer of the universe, all life, and man.
- To promote a broad appreciation of the various aspects of creation and encourage a spirit of inquiry and discovery.
- To teach that Christianity is a way of life (not a religion) through the application of Biblical principles to every part of daily life.
- To show students that growth in the Christian life depends upon fellowship with God through regular Bible study, prayer, and service.
- To stress the urgency of world missions through the teaching and practice of the Great Commission.
- To teach courtesy, respect, manners, and a proper Christian attitude toward others.
- To prepare students to relate properly to non-Christians and to Christians who differ with them.
- To teach the student to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself.

Statement of Goals (Continued)

- To develop the capacity of each student for incisive and logical thinking.
- To assist the student in developing his God-given abilities and creative skills.
- To teach American history and current events from a Biblical perspective and to teach what are our responsibilities as citizens.
- To provide opportunity for students to develop a world vision through exposure to other cultures and international needs.
- To enable students to communicate ideas clearly in both speech and writing.
- To provide the highest quality education through qualified Christian teachers and educationally sound curriculum.
- To provide an orderly and safe environment where students can focus their attention on academic and spiritual growth.
- To model for students the joy of learning as we actively engage them in the teaching/learning process.
- To provide a well-rounded educational program that includes the arts, physical education, and technology training.
- To provide an interscholastic athletic program.
- To involve parents in the life of the school through parent conferences, a volunteer program, committees, all-school functions, and association meetings.

Administrative Policies of Anderson Christian School

General Philosophy

Attending Anderson Christian School is a privilege that is extended to families and individuals that are committed to the Lord Jesus Christ and to the principles and programs of the school.

Admission into Anderson Christian School focuses on the parent. The following Criteria for parents have been established:

- The parent or parents will concur with the purpose, goals, and statement of faith of Anderson Christian School and indicate such by the signing of the initial application and also the handbook signature page.
- At least one parent must profess faith in Jesus Christ as Lord and Savior; and be active in a Christian church.
- The parent or parents will support the school by accepting its regulations and working toward its continued improvement.
- **If at any time the qualifying parent does not meet the above guidelines, the school reserves the right to review the continued enrollment of the child at Anderson Christian School.**
- **If a parent is enrolling a new student in high school, the student must be interviewed by the principal and display a willingness to accept our Christian standards, Bible classes, chapel, etc.**

Admissions and Enrollment

General: Anderson Christian School does not discriminate on the basis of race, color, gender, or national origin. Students must score on grade level and complete the application process to be eligible for enrollment. The school does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff.

Admissions Process:

1. Submission of a completed application as found in the admissions packet with a non-refundable application fee of \$75.00 per family.

These forms include a Pastor's Confidential Recommendation that must be completed by the family's pastor.

A copy of the student's complete academic records must also be included. (This applies to both students coming from other schools as well as homeschoolers.)

Evidence of recent Standardized Test Results. Students may also schedule an Entrance Test in lieu of not having a Standardized Test score within the past year. Prospective students must pass the Entrance Test by obtaining a grade level score.

Students in Grades K3-8 will be accepted throughout the course of the school year, as space is available. However, no student will be accepted during the final quarter of the school year unless special circumstances merit the possibility.

High School Students in Grades 9-12 will not be accepted after January 1st unless they meet the following criteria:

- a) Evidence of a recent job transfer or re-location by their parents or other extenuating circumstances which merit possible admission
 - b) Evidence of maintaining passing grades (C average or above) from the school most recently attended
 - c) Provision of three written letters of recommendation from: Principal, teacher, and guidance officer
2. Parents must sign the signature page of the Student Handbook to be returned with the completed application.

Returning families must turn in a new signature page each year by the Friday of the first week of school.

3. An interview /orientation session with the Principal.
4. Students transferring to Anderson Christian School may be tested for math and reading skill level.
5. Students with less than a "C" in their primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement at A.C.S.
6. The first semester may be considered a Probationary Period for all new students entering Anderson Christian School if they did not attain satisfactory grades in their prior school.
7. Parents will be notified concerning the outcome of the enrollment process when the above procedures have been completed. Students may be placed on a waiting list, depending on space availability. For grades K3 through grade 5, acceptance of students on the waiting list is based on date of application. For grades 6-12, acceptance of students is based on a thorough evaluation of the student's qualifications: enrollment will not be determined on the date of application.

Anderson Christian School reserves the right to seek additional information regarding the student before admission is determined. The school also reserves the right to reject the application of a student whose educational needs cannot be adequately met. If, after acceptance and reasonable accommodation, it is found that an individual's educational needs cannot be met or continued disciplinary issues have arisen, the school may ask that the student be withdrawn from Anderson Christian School.

Age Requirements

Students entering K-3 must be 3 years old by September 1. Students entering K-4 must be 4 years old by September 1. Students entering K-5 must be 5 years old by September 1. Students entering 1st grade must be 6 years of age by September 1.

This is in compliance with the South Carolina state policy effective September 1, 1996.

The Principal may make exceptions to age requirement when deemed appropriate in consultation with the student's parents and teacher.

Documentation Requirements

1. A current South Carolina Certificate of Immunization record signed by a responsible health source.
2. A certified copy of the child's birth certificate—not a ceremonial copy.

Anderson Christian School is both a Community outreach and Ministry to the families of Anderson County

“The Body is a unit, though it is made up of many parts; and though all its parts are many, they form one body.”

I Corinthians 12:12

Obviously, we are a **community** of people dedicated to educating children of Christian families. There is a lot of caring that transpires between all of us through the year in various ways and opportunities. It shows forth from Parents who volunteer, who support us and encourage us as well as one another. It shows forth in the way the school is administered. It shows forth in the classrooms. It shows forth among the students.

We are a **ministry**. We are called to Christian education. We seek to disciple children coming from Christian families. We use a Bible centered curriculum and Christ-centered teaching. We have devotions, Bible study, and Chapels. Our decisions are based on the leadership of the Bible and prayer. We receive gifts from people who support our vision and mission.

Many people do not realize that a school is a **business** as an education provider. We must operate according to business principles. We must observe legalities. We provide jobs for our faculty and staff, and we also provide business for local businesses, such as office supplies, books, curriculum, food program items, business machines, etc. We run on a budget, which dictates our operating expenses. Our budget is derived from tuition and gifts from those who want to help.

Thus we are a **community institution** that provides a needed service and strengthens the opportunities for those *who* live and move into our area. This is part of the vision for our near and distant future as we plan and build a building of our own in the community setting. We are making the effort to establish strong foundations of administration and education that will continue to build Anderson Christian School a reputation for community pride.

Association Business Meeting

Parents are expected to attend the regularly scheduled Fall & Spring Meeting of the school association each year. Participation in these meetings is an encouragement to everyone. Important business deserves everyone's attention.

Attendance Policies

Attendance at Anderson Christian School is a privilege. It needs to be guarded carefully. Being regularly present for classes is absolutely essential to the progress of a student. Regular attendance promotes dependability. It also promotes and displays respect for education.

School Day

K3, K4, and 1/2 day K5	8:10-11:45
Elementary and full day K5	8:10-2:50
Middle and High School	8:10-3:10

Supervision begins at 7:30 A.M. Students are asked not to arrive before that time. K3, K4, & K5 students arriving before 8:00 A.M. will be escorted to the “preschool waiting room” .

All other students arriving before 8:00 A.M. should go to the gym.

Students may not go to their classroom before 8:00 A.M. without permission.

Students arriving after 8:00 A.M. but before 8:10 A.M. should proceed to their classroom.

K5-12th grade students arriving after 8:10 AM should first come to the Office to obtain a Tardy Slip. K3 – K4 students arriving after 8:10 A.M. should be escorted by their parent directly to their classroom.

Parent/Teacher Conferences

After the first quarter grading period, parent/teacher conferences are scheduled. Parents are asked to call the office to schedule a conference with their child’s teacher. Conferences are required, and are often very helpful in allowing both the teacher and parents to cooperatively work together for the betterment of the child.

Conferences following the succeeding quarters will be for those students who are having academic or behavioral difficulties. These may requested by the parent or teacher.

Teachers or parents are encouraged to schedule other conferences as the need arises. Good communication between parents and teachers is vital and encouraged.

Student Graded Papers and Work

Graded papers (grades K3-5th) are sent home each week in a folder from their child's classroom teacher. Teachers in grades 6-12 will send home graded tests, papers, etc. for parent's to review throughout the course of each grading period. Parents are asked to look at the papers carefully and sign them as the teacher requests (either individually or as a group) **AND RETURN THEM TO THE APPROPRIATE TEACHER THE NEXT SCHOOL DAY.** These papers will allow parents to see how the student is progressing and help them to be involved in the education of the student.

Student Absences

Please be Sensitive to the Consequences of Sending a Child who is not Entirely Well to School.

Student Illness – Please notify the school office by 9:30 A.M. on days when your child will be absent.

Students must be present by 10:00 A.M. to be considered Present.

Students who leave before 11:30 A.M. (excluding seniors on shortened schedules) and who fail to return to school that day will be considered Absent.

Please do not send your child to school with any fever, even though a medication may have broken the fever by the time school begins. Please keep your child home until he/she has had a full day without fever. This will help ensure that others are not exposed to whatever caused the fever. It also allows the child to fully recover, getting his/her resistance up, before getting back into a group situation.

If a child is in the early stages of a cold, sneezing continually, it is better to keep the child at home until medication can bring the symptoms under control, because there are many people exposed in this situation. A continual cough requires the same rest and medication at home. It is tiring for the child and contagious for the class.

If a child is feeling nauseous, it is better to keep them home for a day until you can analyze the situation than to put them in an awkward position of illness at school and exposing others.

If a child has had a serious illness such as strep throat, please do not send them back to school until they are completely recovered. There can be serious conditions following strep throat, and the child needs to fully recover, even if they are not considered "contagious".

We are sympathetic to the child's need to keep up with his class work, and the teacher will make every effort to send the day's assignment and books home with a sibling or to place them in the office for parental pick-up. Students have a day for every day absent to make-up previously missed work and assignments.

Excused Absences

1. Advance notification from parents or a legal guardian not required:
 - a) Illness or injury prohibiting a child from coming to school
 - b) Students participating in School-Sponsored activities during the school day.
 - c) Serious illness or death in the family.
 - d) Doctor or dental appointments which can not be made outside of school.
2. Advance (24-hour minimum) written notification from the parents or legal guardian is required for the following absences to be excused:
 - a) Marriage in the immediate family.
3. College Visitation
 - a) Juniors may take one day during their junior year. A signed statement from the college Admissions Office will be required upon their return to school.
 - b) Seniors may take three days during their senior year. A signed statement from the college Admissions Office will be required upon their return to school.
4. Unavoidable Absences or Checkouts
 - a) Business trips where both parents and legal guardians are required to be out-of-town and the children are too young or have no other place to stay. Advance written notification is required.
 - b) Help at home of an emergency nature will also be given consideration.

Other Absences or Checkouts

1. Requests to excuse a student for any other absence must be made to the Principal in writing by the parent or guardian a minimum of four days in advance.
2. Educational trips must be of an educationally redeeming nature. Extended weekend vacations, trips to the mountains, camping trips, or other such trips will normally not be considered excused. Great care will be taken in excusing trips and in no case will more than seven (7) school days be granted. The Principal will make the final decision concerning the absence.
3. Occasionally, special situations may develop where student may have an opportunity to represent his church, serve on a missions team, a scout troop trip. The decision to excuse special situations will be made by the Principal.

Unexcused Absences

1. The following are examples of unexcused absences:
 - a) Any of the above listed excused or unavoidable absences which were not requested in writing, and approved in advance of the absence.
 - b) Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excused (as defined above) reason.

Participation in Athletics/Extracurricular Activities

1. Normally, any student involved in athletics or extra-curricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate he must check-in by 10:00 A.M. and complete the rest of the school day.

Procedure for Re-entering School After an Absence (Excused or Unexcused)

1. Grades K3-5th. A signed note must be taken directly to the classroom teacher who in turn will send it to the school office.
2. Grades 6-12. The student is required to bring from his parents or legal guardian, a signed, dated statement of explanation for the absence. This note must be contain the specific reason for the absence. The student must present the note to the office before school on the day the student returns or upon returning to school in the event only part of a day is missed.

Make-up or Missed Work

It will be necessary for missed work, including make-up tests, to be made up. The student will have the same number of days absent in order to make-up their work (Example: two days out allows for two days upon returning to complete all missed work). If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

Maximum Number of Absences Allowed

For a student to receive credit in any class, **total semester absences may not exceed ten (10) or the yearly absences may not exceed twenty (20)**. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under “unusual circumstances” after parental consultation with the Principal. However, the ruling at that time will be final.

Tardies

Punctuality is a character trait that we seek to instill in all of our students at ACS. Parents are encouraged to assist us in the prompt arrival and departure from school.

- Students will go to class at 8 A.M. to prepare for the day.
- After 8:10, students will be considered tardy.

All K5-12th grade **tardy students** need to report to the office first and receive a note to enter the classroom. A tardy will be excused with a note from the parent or guardian indicating the reason. Example: medical appointment, car or traffic problems, and unavoidable situations.

- The number of tardy days will be noted on the report cards and on the student's permanent record.
- **Three unexcused tardies per quarter will result in the student receiving ONE unexcused absence.**
- Tardies begin at zero for each individual quarter.
- Whenever a student's tardiness becomes a problem for the classroom, the teacher will notify the parents with a phone call. If the problem is not solved, they may request a parent conference to rectify the problem. The Principal will aid in devising a plan with the family to remedy the problem.

Leaving School Prior to the End of the Regular School Day

Any child leaving school early must bring a note advising the teacher, who will advise the office, of the reason for the early dismissal. This allows the elementary teacher to work with the situation and the 6-12 teachers to prepare the work the student will need to take with them.

The parent or assigned person must come to the office and sign out the student. The Office will notify the teacher when the parent has arrived and signed their child out.

Seniors who have met their Academic Requirements/Courses may be dismissed at the end of their last scheduled class.

Christian Conduct and Discipline

Anderson Christian School has as its objective to encourage the spiritual and academic development of each student. By maintaining a Christ honoring environment, students are trained to establish guidelines for a lifetime of working with others in a Christian manner.

(Discipline)...produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

...Train yourself to be godly....godliness has value for all things, holding promise for both the present life and the life to come. I Timothy 4:7-8b.

... Whatever you do, do it all for the glory of God. I Corinthians 10:31

Conduct Becoming to Christian School Students K3-12th Grade

1. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
2. Respect for others: adults and classmates is expected of each student. Any student who is disrespectful to a staff member, another student or a parent may be subject to disciplinary action, which may include suspension or expulsion.
3. Courtesy at all times; Safety at all times
 - a) Greeting teaches, adult visitors, and one another in the halls
 - b) Entering classrooms in an orderly manner
 - c) Receiving permission to talk in the classrooms
 - d) Leaving seat in classroom only at permissible times
 - e) Leaving classrooms in an orderly manner
 - f) Moving through the halls quietly and in an orderly manner
 - g) Walking, not running or racing through the halls or up/down the stairs
 - h) Keeping hands, feet, and objects to themselves
 - i) Refraining from consuming food or drinks in the hallways and classrooms
 - j) Not chewing gum during the school day or in Kingdom Kids (aftercare)
4. Responsibility for:
 - a) Being prompt for school and classes
 - b) Knowing and obeying school rules
 - c) Turning in assignments on time
 - d) Taking care of church and school property
 - e) Proper care of their own and others' personal property
 - f) Proper care of school texts and supplies for the classroom

Teachers will give warnings, and they have options for correction and discipline within the class setting, however, if there are repeated infractions of the above expectations or an indication that a student is unwilling to be cooperative, the student will be given a **Discipline referral** to the Principal with a description of the behavior. Demerits will be administered to 6th-12th graders when infractions occur. Please see page 25 for more details. The Principal will contact the student's parent(s) if a student has a serious or repeated infraction.

1. Mild disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with school policy. This could include, but are not limited to: missing a recess, cleaning a room, silent lunch, after school detention, etc.
2. Moderate disciplinary cases will be handled by the teacher and/or Lead Teacher. The Principal may also become involved.
3. Serious disciplinary cases - The Principal will handle serious cases.
Serious discipline usually results in suspension or expulsion from school.
Suspensions may be given for a period of up to five days and may be either in-school or out-of-school. A suspension is an unexcused absence from school. The suspended student must make up all assigned work during the absence. Very Serious cases will result in expulsion, which is permanent dismissal from school. The Principal will administer expulsion.
Appeals of an expulsion may be made in writing to the Principal within three days of the expulsion. Such appeals will be brought before the Board of Directors for discussion. The decision made will be final.

a) Examples of Serious to Very Serious cases:

- Fighting on school property or at school-sponsored functions;
- Flagrantly abusive language,
- Bullying, racial disrespect and/or disrespectful conduct;
- Carrying knives or weapons to school;
- Cheating on a test or class assignment (student's found cheating will receive a zero on that particular test or assignment);
- Unauthorized use and/or entry of computer files; skipping class or leaving school without permission;
- Possession or use of tobacco or tobacco products;
- Possession or use of alcohol/illegal drugs
- Use of internet for defiant, pornographic, or vicious purposes.

Parental Support When Discipline Issues Arise

Discipline is an effort to restore the student to an acceptable Christian behavior and attitude. If there is any misunderstanding between a student and a teacher, the following steps should lead to a restoration of understanding:

When a student takes a problem home to the parents, (2nd grade – 12th), the first step is to encourage the student, him/herself, to request a time to talk personally with the teacher. Their relationship is very important. Hopefully they can resolve the problem together.

If the problem is not completely resolved, the parent(s) and the teacher should be in contact. Often a telephone conversation or a conference will clear up the situation. If a child is to feel secure in the relationship with his teacher and within the school environment, it is most important that he not be put in the "middle" because of parental disagreement. It is not unusual for people to have to talk, think, and pray to come to an agreeable understanding.

If the problem persists, and all avenues and attempts have proven unsuccessful, a conference with the Principal should be scheduled to encourage resolution of the issue.

Parents and students may address their concerns to the Board of Directors after the above has been attempted to resolve disciplinary issues.

Safety Control Issues

Our school building is kept locked during school hours. All visitors must sign in at the office.

Due to the safety of our students, our administration reserves the right to search lockers, purses, and bookbags with one additional staff member as a witness.

The Administration and Board of ACS does not condone "senior pranks" that would damage school or personal property.

Demerit Procedures For Grades 6-12

Demerits	Offense	Demerits	Offense
1	Tardy for Class, Chewing Gum	10	Inappropriate driving practices speeding in parking lot
2	Disruptive in class (talking, making noise, horseplay)	10	Intentionally harming another student physically/ fighting
3	*Cell phone/ I-Pods usage during school	10	Destruction of school property
3	Dress/Hair code Violations	10	Cheating
7	Disrespectful to teacher/staff	12	Leaving campus w/o permission
8	Using Foul Language		

Demerits	Consequence
3-4	½ hour after school detention
5-6	1 hour after school detention
7-10	1 day ISS
11-13	2 day ISS
14-20	Suspended
21 or more	Expelled

- Demerits will accumulate with each offense. Students will receive a “clean slate” at the beginning of each quarter.

*** Cell phone usage:**

1st offense – warning, phone taken by teacher & returned at the end of class

2nd offense – written up w/3 demerits and ½ hour afterschool detention. Phone returned to student at the end of the day from the office.

3rd offense- 3 additional demerits administered and consequences, plus the parent must pick up the phone from the office.

Non-Tolerance Issues Which May Result in Out-Of-School Suspension or Possible Expulsion

- Taking God's name in vain
- Profanity or vulgarity in speech or action
- Stealing
- Fighting
- Cheating
- Lying
- Verbal abuse
- Disrespect directed toward a faculty or staff member
- Threats of harm
- Any action or attitude of parents or students that seriously harms the name of Christ, Anderson Christian School's reputation in the community, and/or the school's ability to accomplish its educational goals
- Possession or use of weapons, drugs, alcoholic beverages, or tobacco products on school grounds or at school functions
- Destruction, vandalism, or abuse of school or church property, including building, equipment, books, desks, cars, etc.
- Any sexual misconduct in direct opposition to Biblical standards
- Any behavior or lifestyle that brings reproach upon our school as a Christian institution.

Level III - Expulsion

Expulsion is utilized when all other means of correction have failed, or the infraction is severe, and/or the infraction is in direct opposition to the standards of conduct for Anderson Christian School.

A student may not return for the school year in which the expulsion takes place, but they may reapply for the next school year. A completed application must be submitted and an approval granted by the Board of Directors of Anderson Christian School before re-admittance is granted.

No refund of tuition and/or fees will be granted to those students who are expelled.

The Principal will immediately report to the parent(s) and also to the Chairperson of the Board of Directors notification of expulsion.

A record of the expulsion will be submitted into the student's cumulative file.

The Principal and Board of Directors are allowed to change discipline codes at their discretion.

Dress Standards for Students of Anderson Christian School

**Do not conform any longer to the pattern of this world, but be transformed
by the renewing of your mind. Romans 12:2**

**Obey your leaders and submit to their authority. They keep watch over you
as men who must give an account. Hebrews 13:17**

**I also want women to dress modestly, with decency and propriety,
appropriate for women who profess to worship God. I Timothy 2:9**

Policy Statement – Dress

Students must always be neatly and modestly dressed. When a student is observed by a teacher or administrative staff to be in violation of following code, the student may be sent home or clothes may be brought by their parents or guardian to correct the violation. The student will be held out of class until suitable attire has either been brought to them by their parents or they have been taken home and returned in a reasonable amount of time with proper attire.

Guidelines – Females:

1. Girls may wear jeans, dresses, skirts, slacks, shorts, capris, and skorts. All garments, including shorts must be no more than 3 inches above mid-knee for middle/high school and fingertip length for K-3 – 5th. Leggings may be worn with long shirt, dresses, or skirts that meet the length requirement above. Extremes in styles that call undue attention is not appropriate and should be a voided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears and no excessive ear piercing. No visible tattoos are permitted. No “gothic”- type attire.
2. Open back or low-neck blouses or dresses are inappropriate. Halter-tops, tube tops and any other blouse that leaves any part of the midriff or back bare are inappropriate. Tank tops may only be worn if covered by a blouse with sleeves.
3. Care should be given to wear blouses that are loose fitting, modest, not tight, or see through. Undergarments including sport straps should not be visible. No cleavage is to be visible. Inappropriate logos or statements are not allowed on shirts.
4. Hats, caps and kerchiefs are inappropriate to be worn during school hours.
5. Jeans and slacks must **not** be frayed or torn at the bottom and have no holes in them.
6. Sandals are permitted. No rubber beach style flip flops are permitted.
7. No unnatural hair color. (blue, green, etc.)
8. Shorts and sweat pants must not have writing or pictures across the back.
9. Pajama pants and lounge wear are not permitted.
10. Swim attire at school sponsored pool parties is one piece bathing suits, tankinis (that cover the midriff), or two piece bathing suits with a t-shirt over it.

Guidelines – Males:

1. Male students must be neatly groomed and clean-shaven. The hair should be worn in a masculine style, neatly trimmed, not obscuring the eyebrows or hanging below the collar in the back. It should be worn no longer than the middle of the ear. Extremes in hair styles that call undue attention to the haircut are not appropriate and should be avoided. Example: dyeing hair in unnatural hair colors. Other examples of calling undue attention which will not be allowed are wearing earrings, piercing of body parts or having a visible tattoo.
2. Shirts may either be appropriate tee-shirts or collar-type dress or polo shirts. Tee shirts may not have inappropriate logos or statements on them.
3. Slacks and pants must be worn at the waist the length appropriate when worn correctly. While belts are not required, if slacks or pants cannot fit properly without a belt, one will be required. Pants that are torn and/or faded from excessive wear (including holes) are inappropriate.
4. Hats, caps, or headbands of any type are inappropriate to be worn during school hours and should not be worn inside of the building.
5. No beach style flip flops are permitted.

The principal reserves the right to remove a student from the classroom due to non compliance. The student will be removed from class until appropriate clothing can be provided.

A second offense regarding dress will result in ISS being assigned to the student.

Office Policies and Procedures

Student Records

The school maintains a permanent cumulative file on all Anderson students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

1. Transcripts. A transcript of a student's grades will be provided free upon request to the student's parent or guardian or to the student if he/she has attained the age of 18. The transcript will include the full High School record of grades plus any achievement type standardized testing, and college entrance testing results (SAT, ACT scores).
2. Release of Records. Anderson will release student grades, standardized test scores and medical information upon the written request of another school system, when such request contains both the signature of an authorized school official and the signature of at least one parent or legal guardian on a form to be supplied by the receiving school.
3. No school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any other agency than another school.
4. The confidentiality of cumulative records will be maintained at all times.
5. Records and transcripts **will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.**

Delinquent Accounts

Anderson Christian School serves as a ministry to the Christian families supporting our school. However, it is a business and in order to be run effectively, tuition accounts and fees must be paid accordingly. The FACTS program is designed to aid families in helping them to remain current in regards to tuition and fees.

Delinquent accounts must be made current within thirty (30) days in order for a child to remain a student at Anderson Christian School. Families who experience difficulty or hardship through poor health, loss of job, etc. are asked to set a time to meet with the Chief Administrator to work out a reasonable plan to aid both the school and the family.

Families which fall behind more than thirty days (30) will be requested to provide the Business Manager with a Major Credit Card in order to make their account current. Failure to comply will result in removal of child(ren) from the school.

School Phone

Students are permitted to use the Office phone when it is needed and available. Calls to students during school hours are to be limited to emergency messages.

Lost and Found

Clothing, books, and personal articles will be collected by the School Staff and placed in a central depository. The school assumes no responsibility for articles left lying about the building or improperly stored.

Students are encouraged not to bring large amounts of cash to school. The school cannot repay money, which has been lost, stolen or left about the building or improperly stored.

Designated Gifts Policy

Anderson Christian School will accept **tax deductible**, designated gifts only for the following purposes and under the conditions set out in this policy statement:

1. Gifts solicited by the school for specific purposes as set out by appeal or solicitation. For example, a capital funds campaign that provides for designation to one or more of the funds or activities stated in the campaign description.
2. Gifts received for one or more of the funds established by the school such as its General Scholarship Fund, Academic Enrichment Fund, etc.
3. Gifts received for a separate scholarship fund to be named in memory or in honor of a person. The donor must not have any control over the award of scholarships from the fund.
4. Gifts for the general fund.
5. Gifts for any regular program or established activity such as academic, athletic, enrichment, etc.

Lockers

Each Anderson student in grades 6-12 will be assigned a locker at the beginning of the school year. These lockers are for personal use of students. At ACS we utilize the "honor system" whereby students may leave items (non-valuables) in their lockers without placing a lock on their locker.

Textbooks and Supplies

Textbooks and supplementary books will be provided for each student. It must be emphasized that these books are the property of Anderson Christian School and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in the full replacement price being assessed to the parents or legal guardian. Students may retain possession of “consumable” books.

Withdrawals

If a student is voluntarily withdrawn during the school year, the entire year’s tuition is due and payable. No records or transcripts will be forwarded until this obligation is met in full. The only exceptions to this policy are:

1. A student being asked to leave Anderson due to academic or behavioral reasons during the school year.
2. A student’s family moving out of the area.

Appointment with Teachers

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their son’s or daughter’s progress. Teachers are available after school (3:15 P.M.) or during their normal break times throughout the day. Parents are asked to call the Office to confirm availability of the teacher they wish to see and to set an appointment.

Parent/Teacher Conferences

Regularly scheduled conferences will be held each school year for grades K3 through 12. Parents will be given the opportunity to request scheduled conferences with as many teachers as they wish to see. Conferences may also be scheduled at other times at the discretion of either the parent or the teacher using the procedure outlined above.

School Communications

The school is committed to effective communication. If a parent needs further information concerning school activities, please call the Main Office.

Notices of special events and activities will be sent home by students and or via e-mail, web site, (Mane Event sent out each month), during the year. Contents of the communications must be limited to school news of general interest. The Principal must approve all notices and announcements.

Classroom Visiting

Parents and guardians are invited to visit any classroom, but must first check in at the office and be issued a visitor's pass. Parents may not go to a classroom without a pass.

Other visitors are not permitted to visit class or be on campus during the school day without approval from the Principal or her designated official.

Complaint or Problem Procedure

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and the student, teacher and parent, parent and the school, or any one of several possible areas. The following is a set policy established by the Board for these situations. Complaints or problems will be considered in no other way than prescribed below (cf. Matthew 18:15-17), unless they involve a specific disciplinary action taken by the Board itself:

1. All questions, problems, or complaints should be brought directly to the **teacher first before anyone else is involved.**
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.
3. If it is still not solved at this level, it should be presented to the Principal in writing, and the principal will call the parent and arrange a conference. If the situation is still not resolved the board will be notified.
4. Students and parents should know that concerns, complaints and problems will not be validated by the petition method. Any petition received by a teacher will be given to the Principal. If the Principal feels disciplinary action is necessary, it will be dealt with accordingly; otherwise, it will be discarded.

No Person should attempt to contact individual Board members when issues or concerns arise. They are to follow the above-outlined procedure to ensure that the matter will be handled in a way, which honors God and brings resolution.

Education Practices in The Classroom

**These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them as you sit at home and when you walk along the road, and when you lie down and get up.
Deuteronomy 6:6-7**

Academic Grading Scale

A+	100	
A	96-99	
A-	93-95	Academic achievement will be recognized at the end of each quarter to include students in grades 1-12 for the Honor Roll.
B+	90-92	
B	87-89	
B-	85-86	Principal's Honor Roll --All A's
C+	83-84	
C	80-82	Honor Roll — All A's and B's
C-	77-79	
D+	75-76	
D	72-74	
D-	70-71	
F	0-69	

Report Cards

Kindergarten students will receive quarterly reports on specific areas of progress and development.

All students (1-12) will receive Report Cards for each quarter of the school year. Students who receive a "D" or below in any subject during the first 4 weeks of the last three quarters will receive a Progress Report at that time. This Progress Report mid-way in a quarter signals that attention needs to be given to the subject before the grade is finalized for the quarter.

After two quarters the grades will be averaged for a Semester Grade. This is not the final grade for the elementary students, but is for any subjects in the Middle or High School that is taught for only a semester (two quarters).

Semester exams and final exams will be given for all students in grades 6-12. Middle school exams count two test grades while high school exams count 20% of the semester grade. Students may exempt their final exams if they carry a 93 average or above in that particular subject.

The four-quarter grades and exam grades (students in grades 6-12 only) will be averaged and recorded on the student’s permanent record.

Honor Roll

Academic achievement will be recognized at the end of each quarter to include students in grades 1-12 for the Honor Roll.

Principal’s Honor Roll – All A’s

Honor Roll – All A’s and B’s

High School Credit Offerings

All students in grades 9-12 are required to earn the following units in order to be eligible for graduation from Anderson Christian School.

English	4 Units	(English I-IV)
Math	3 Units	(Algebra I, Geometry, Algebra II, Pre-Calculus Calculus, Business Math, Prob., & Stat.)
Science	3 Units	(Physical Science, Biology, Chemistry, Physics)
Bible	4 Units	(Bible I-IV)
History	3 Units	(Geography/Civics, World History, US History, Government/Economics)
Foreign Language	2 Units	Spanish I & II
PE/Health	1 Unit	
Elective Offerings	4 Units	Business Computer Applications, other Social Studies, Spanish 3, Yearbook, Driver’s Ed, other Science, & other Math

24 TOTAL UNITS ARE REQUIRED FOR GRADUATION FROM ACS

Dual Enrollees – seniors taking college credit classes will receive both credits at ACS and at the college they are taking classes from.

A Student must attend ACS at least 2 years (junior & senior year) to qualify for Valedictorian or Salutatorian status.

Curriculum

The A Beka Book Curriculum, Bob Jones Curriculum, Christian Schools International Curriculum, Association of Christian Schools International Curriculum, is used for grades K3-12. Secular texts when applicable (math & Science in high school) are also implemented at the discretion of the teacher.

Kingdom Kids (Aftercare Program)

The goal of Anderson Christian School is to provide a safe, supervised, and controlled environment for students in extended care.

Ages: K3-Middle School

Hours: 11:45 A.M.-5:30 P.M.

Cost: \$3.00/hour

Late Pick-up: \$1.00/minute after 5:30 P.M.

Kingdom Kids for early education students (K3 & K4) is added in the annual tuition price. After school care is offered from 3:00-5:30 P.M. daily while school is in session @ \$3.00 per hour. The time is billed in five-minute increments with a ½ hour minimum. Charges will be billed Friday through Thursday of each week. The charges for the week will be with the Kingdom Kids Director every Friday. Charges are to be paid weekly. Any account becoming two or more weeks behind will not be able to utilize our services until the account is paid up to date. Once an account is behind, current card information must be supplied and maintained in the office. ACS reserves the right to charge your weekly Kingdom Kids invoices in order to keep the account current.

Parents need to notify the office if they know they will be later than the normal pick-up time, or if their child, who doesn't normally go to Kingdom Kids, is to be placed in Kingdom Kids for the afternoon.

Special days and events for Kingdom Kids will be sent through **The Mane Event**.

Important Information

Board of Directors

Field Trips

Holidays

Cell Phones

Student Driver Privilege

Promotion and Retention

Board of Directors

The members of the School Board are selected by the current Board and elected by the Association.

Board members must sign and be committed to the basis and purpose of the school as outlined in the Articles I and II of the Anderson Christian School Constitution.

The School Board meets monthly. It determines policy, and appoints the Principal, who in turn oversees the Day-to-Day activities of the school.

Field Trips

Field trips are valuable aids to learning and will be scheduled by teachers. Permission slips/trip information will be sent home to be signed for each individual trip planned by a particular class or grade.

All dress standards and discipline policies established for the school will apply. Attendance on field trips is credited as a regular school day.

Absence from a field trip will be counted as an absence from school, unless the Principal gives special permission.

Holidays

Halloween: Anderson Christian School does not sanction the celebration of Halloween. The emphasis on the evil supernatural and the danger of taking lightly the reality of supernatural "principalities and powers" makes the recognition of Halloween inappropriate for our school.

We encourage the emphasis of this time of the year to point to God's creation in the harvest and the fall season of beauty that He has given us to enjoy. If treats are to be sent to school, we request that the theme be upon these aspects. One educator has said that to look on God's beauty during this lifetime is to anticipate the beauty of Heaven.

Christmas: Our emphasis will be the true meaning of the season, which is the Advent of Jesus Christ as the virgin born Son of God. Secular traditions of Christmas are secondary and will not dominate our decorations and celebration of Christmas. Our God commanded His people to celebrate as a way of remembering His work for them. We will present traditions with the spiritual connotations to remember God's grace in giving His Son for our redemption.

Easter: Such a holy day for the Church will be celebrated at Anderson Christian School as the remembrance of Christ's saving work for us through the crucifixion and the glorious hope we have of eternal life through His Resurrection. There are many traditional ways of celebrating our New Life in Christ by seeing the new life in the spring season. However, in society, the meaning attached to God and Christ is often ignored or unknown. We will endeavor to use any of these symbols with the Christian meaning to teach the students the eternal Truth.

Cell Phones and other Electronic Devices

Cell phones and other electronic devices, such as I-Pod are not to be used by students at school between the hours of 7:30 A.M. and 3:15 P.M. Students using cell phones during this time will have them taken away and given demerits.

Student Driver Privilege

High School students are allowed to drive to school. They must park in the lower level parking area. Student drivers must use caution.

No speeding or spinning of wheels is allowed on church or school property. Violators of this rule will be fined \$25.00 and lose the school driving privilege for one week. Repeated violations will lead to greater fines and the possible revoking of the school driving privilege.

All student drivers are to complete a Student Driver Application supplied through the school office. Attached to the application must be a copy of the student's driver's license and current insurance information.

A.C.S. may suspend or revoke a student's driving privilege based on the student's driving record on ACS property.

Carpooling is allowed in accordance with the information supplied in the Student Driver Application. Carpooling that varies from the application must be cleared through School office with written permission from the parents involved (Both driver's and passenger's). Telephone permission is not acceptable except in emergencies.

Students are not allowed to drive on class field trips, or any school sponsored event, with the exception of transportation to athletic practices that have been pre- approved by the parent.

Library Books

Library books are supplemental to the curriculum and are very important to the reading program.

Lost or damaged books must be replaced by the student with a replacement fee.

Donations of new books in honor of a child's birthday or to honor a parent or grandparent may be made to the school library.

Promotion and Retention

Advancement to the next school grade is dependent upon the student maintaining grade level reading, language, and math and not having excessive absences, plus the recommendation of the teacher who has worked with the child during the school year.

Anderson Christian School does not practice social promotion. We believe that automatically promoting a child without adequate skills to the next grade with its higher expectations is putting the child in an unfair, perhaps stressful, situation.

If a child is in a doubtful academic situation, the teacher will confer with the Principal who will make the final decision regarding retention. Students failing two or more core-based subject areas (Math, Science, History, English, Bible) are deemed a candidate for retention.

Medication Guidelines

Medications taken at school require written authorization by their parent or guardian. All prescribed medications are to be kept in the school office. No student is to have any medication (prescription drugs included) in his/her possession unless it has been cleared through the school office.

Medications must be kept in their original bottle or container.

Medication is to be administered at the time and in the dosage prescribed by the physician.

Over the counter medications (Tylenol, Advil, etc.) may be administered only if a student has a written note indicating the dosage allowed and the name of the student as well as how often.

APPENDIX D - STUDENT DRIVER APPLICATION

Date _____

Student's Name _____

Address _____

Telephone No. Home: _____

Parents' Work: _____

Date of Birth _____

Social Security Number _____

Names of students and siblings riding with you to Anderson
Christian School:

Passenger Name

Parent Signature

_____	_____
_____	_____
_____	_____
_____	_____

In signing this application, I understand that my parents and I are responsible for the safety of the passengers in my car. I also agree to abide by all the regulations of the school related to student drivers as detailed in the Student Handbook.

Parent Signature: _____ Date _____

Student Signature _____ Date _____

Please attach a copy of the student's driver's license and current insurance information. Permission to drive to school cannot be granted until this information is supplied.

ANDERSON CHRISTIAN SCHOOL HANDBOOK FORM

As a step in the application process, we ask that both the student and parents read the Handbook carefully and discuss the principles and guidelines it present. Then sign the statement below if you understand and are willing to support them both at school and in your home.

It is essential for a community of people seeking to reach a common goal to have a set of guidelines, which creates an appropriate environment to accomplish that goal. Our goal is that our children will become more like Christ as they grow mentally, spiritually, and physically. In an effort to achieve this goal, the Anderson Christian School Parent/Student Handbook outlines the principles and guidelines deemed necessary to maintain an atmosphere, which promotes learning and growth by all students.

We understand the principles and guidelines outlined in the Parent/Student Handbook. We will seek to support them and abide by them while a part of the Anderson Christian School family.

Parent's Name (Please Print)

Signature

Parent's Name (Please Print)

Signature

Student's Name (Please Print)

Signature

Student's Name (Please Print)

Signature

Student's Name (Please Print)

Signature

Student's Name (Please Print)

Signature

Date: _____

Please return this form with your Application. Please keep the Handbook for future reference. Returning families need to read the Handbook and sign the Handbook form each year, and return it during the first week of school by way of the classroom teacher.

