



ELEMENTARY HANDBOOK

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Table of Contents

INTRODUCTION.....	3
ADMISSIONS.....	5
FINANCES.....	7
GENERAL POLICIES AND INFORMATION.....	8
ACADEMICS.....	16
BEHAVIORAL STANDARDS & DISCIPLINE PROCEDURES.....	22
ELEMENTARY UNIFORM CODE	28
ELEMENTARY CHRIST-LIKE CHARACTER.....	31
STUDENT LIFE.....	32

INTRODUCTION

Changes to this Student-Parent Handbook

We reserve the right to modify this handbook policy as deemed necessary or appropriate due to legal compliance requirements, changes in our business practices, or for clarity. The school leadership team will determine if any notifications to parents are necessary for policy modifications made herein.

School History

Achiever Christian School (ACS) opened in 1971 as a ministry of First Baptist Church in San Jose. It initially provided a preschool and kindergarten program. First through fifth grades were added in 1981, sixth grade was added in 1982. ACS maintains yearly membership in the Association of Christian Schools International (ACSI).

School Philosophy and Purpose

ACS is a Christ-centered (*Rom. 1:6*) school, providing whole-child (*Luke 18:16*) education in partnership with our families (*Mark 12:30*). We differentiate ourselves by providing a loving family environment with uncompromising academic standards. We encourage character growth and accountability through unique hands-on opportunities and individualized programs that address the whole child's learning style.

The Purpose

The purpose of Achiever Christian School is to provide a Jesus-Centric, highly academic program.

Mission Statement

The mission of Achiever Christian School is to establish a foundation for our students to follow Jesus and be excellent in all their pursuits.

Core Values

- Provide a biblically integrated approach to academic instruction and extracurricular activities
- Provide an academically excellent program
- Respect all people recognizing God's unique fingerprint on all individuals
- Equip our students with opportunities which foster excellence in their future academic and career endeavors
- Provide a safe and positive environment where students and parents feel connected to our community
- Communicate early and often in a healthy, truthful, productive, and respectful way
- Partner with parents to identify and encourage student's God given potential

- Appreciate all aspects of learning and learning styles
- Serve our school and local community

Statement of Faith

The ACS Statement of Faith is as follows:

- We believe the Bible is the infallible, inerrant, inspired Word of God, in the original writings, and is, therefore, our final authority in matters of faith and practice.
- We believe that there is one God, eternally existent in three persons.
- We believe in the Deity of Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.
- We believe that each individual has an eternal destination, either heaven or hell.
- We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become the children of God.
- We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live godly lives.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Faculty

Teachers are carefully selected to ensure that they have a personal relationship with Jesus Christ and that there is evidence of this relationship in their lives. We also ensure that they have the appropriate academic qualifications and that they are competent as teachers.

Authority

The lead pastor of Church on the Hill is the spiritual leader of all ministries at Church on the Hill, including ACS. The School Committee provides overall guidance and direction to ACS. The committee members are members of Church on the Hill and are approved by the Church's Board of Elders. Appointment implies the willingness to sacrificially donate the time and effort necessary to the operation of a private Christian institution of academic excellence. The principal of ACS is the administrator of ACS and is responsible to operate the school on a day-to-day basis, consistent with ACS policies.

ADMISSIONS

It is a privilege to send children to a Christian school for a distinctively Christian education. Accordingly, admissions policies have been established to ensure that appropriate standards are maintained. All students who meet the academic standards and whose parents are committed to the school's objectives may be enrolled. The programs at ACS are not specifically designed for students with special disciplinary, behavioral or academic needs, though we will accommodate any student to the degree that our program will be the best fit for their long-term academic goals.

ACS's role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

The policies and procedures contained in the Elementary Handbook, the Statement of Agreement, and the Enrollment Contract govern the relationship between Achiever Christian School, our students, and our parents. The policies and procedures contained in the Elementary Handbook are designed to maximize the educational experience of the student, provide guidelines for acceptable conduct, and establish academic standards and procedures. The policies and procedures contained in the Student/Parent Handbook are subject to periodic modification by the Achiever Christian School administrative staff.

New & Current Students

All kindergarten and first grade students will be tested to ensure proper grade placement. Also, based on the discretion of the administration, testing may be required for students entering other grades. In some cases, incoming students may be placed in a grade level for a probationary period. If the student cannot keep up with the grade level skills, the student will be placed in the appropriate grade. Students are re-admitted each school year based on satisfactory performance from the previous year.

The following criteria will be considered in the selection process:

- Class size limitations.
- Willingness of parents to support school policies and programs, particularly in the area of moral and spiritual instruction, discipline, dress code, safety and control of students.
- Adequate performance on entrance academic testing or report cards, grades, and results of standardized testing to suggest student compatibility with levels and standards of ACS.

Statement of Nondiscrimination

ACS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. ACS does not discriminate on the basis of race, color or national and ethnic origin in the administration of its educational or admission policies.

Class Assignments

The policy of ACS is that students be assigned to heterogeneous classrooms. ACS reserves the right to assign students to the appropriate classrooms. The process of student assignments consists of several steps and involves numerous criteria. In elementary, the criteria include requests by parents for a specific teacher, academic achievement, learning style, and the teaching styles of instructors. Consideration is also given to more complex factors such as student leadership, relationships with other children, behavioral characteristics, and work-study habits. Our goal is to balance the classes while meeting individual needs, providing opportunities for growth, and creating classrooms where optimal learning and the most positive experiences can take place for all students.

Withdrawals and Refunds

Withdrawal from ACS is considered official when the school office receives written notice two weeks before the final day. The responsibility of tuition payments continues until written notification is received. Tuition charges to the date of withdrawal or receipt of written notification, whichever occurs later, will be prorated on a weekly basis. Tuition is divided into weekly units for the purpose of withdrawal calculations. Christmas, Easter, and other vacations are not part of tuition cost. Attendance on any one day of the week incurs liability for the full week. Administrative and student fees are not refundable. If you withdraw your child(ren) before the first day of school, but after your first FACTS tuition payment has been in process or received, that payment is non-refundable.

FINANCES

Budget

ACS operates from a budget that is approved each year by the School Committee and Elder Board. The financial support of the school comes primarily from tuition. Other means of support come from fundraisers and from donations made by Church on the Hill church members, staff, parents and interested individuals.

Tuition Discounts

Tuition fees paid by a given family may be reduced for the following reasons:

- Multiple children from the same family unit attend ACS.
- Family members are members of Church on the Hill (\$110 one time per year discount for each family member enrolled).
- ACS employees receive a tuition discount.

Tuition Assistance

There is a small tuition assistance fund available to help families afford Christian Education. It is not intended as a long-term scholarship program, but rather as a means by which, on a short-term basis, families may receive monthly assistance rather than having to remove their students from school. Application for tuition assistance is made completed during the application process. The award of tuition assistance is at the sole discretion of the Tuition Assistance Committee and is not guaranteed to all applicants. Families will be notified upon approval.

GENERAL POLICIES AND INFORMATION

Office Hours and School Hours

Office hours are 8:00 a.m. to 4:00 p.m.

Elementary: Classes begin at 8:30 a.m. No student is to arrive in the classrooms before 8:10 a.m. On regular school days the half-day kindergarten class ends at 12:15 p.m.; full-day kindergarten class ends at 2:45 p.m. First - third grade classes end at 3:00 p.m., and fourth – sixth grade classes end at 3:15 p.m.

The extended care program, Student Life, operates before and after the school day, between 7:00 a.m. and 6:00 p.m. Students who arrive early must check into Student Life or be subject to disciplinary action. No child may be left unattended. This is for the safety of our students.

Collaborative Days (Late Wednesday Morning Drop-off Days)

Wednesday morning the elementary staff meets to build their spiritual lives and to have time for our team members to collaborate. On Wednesdays, Drop-off begins at 9:20 a.m. with classes beginning at 9:30 a.m. School ends at the regular dismissal times. We offer Student Life from 8:30-9:30 a.m. on Late Wednesday Morning Drop-off Days, at no charge. The ACS calendar reflects any changes to the Late Wednesday Morning Drop-off schedule.

Morning Arrival

Classroom doors are open between 8:10 a.m. to 8:30 a.m., just prior to the starting of the school day. This is a crucial bonding time for the teacher and students to begin their day in a positive way. This time is used to organize and prepare for a day of learning. Class begins promptly at 8:30 a.m. If it is necessary to speak with the teacher regarding your child, please schedule an appointment at a time that is convenient for both you and the teacher.

Drop-off/Pick-up Procedures

All students to be picked up at the end of the school day will be directed to wait quietly in designated grade-level areas each day after school. Parents must notify the office and teacher by email or handwritten note if their child will be picked up by someone other than those that regularly pick up the student(s). Anyone picking up a student(s) must be listed on the emergency form. ID must also be provided.

Elementary: Parents will be issued large visor cards with the name(s) of the(ir) child(ren). The visor card must be visible as the driver approaches the designated pick-up area. The teacher will dismiss the students and assist them as they get into the car. All students will be dropped off and picked up at the Elementary Campus. At pick-up, students are to enter cars on the **right side only**, if possible.

Attendance

The State of California Compulsory School Attendance Law requires both punctual and regular attendance on the part of the student. It is both the student's and the parent's responsibility to ensure that the student attends school every day and is on time for class. Excused absences will be granted **only** for the following reasons:

- Personal illness
- Medical appointment
- Death in the family
- Emergency situation beyond the student's or parent's control that renders attendance impossible
- Family vacation, pre-approved in writing, at least 5 days before absence

A phone call, email, app notification, or written excuse is required for each absence. If a student is absent for five or more consecutive days due to personal illness, a written doctor's release must be presented before returning to school.

When a student is absent, it is the student's and parents' responsibility to see the teacher and ask to make up all missed work.

Excessive absences may result in required summer courses or grade-level retention.

Work that is not made up within the time frame allotted by the teacher, will be recorded with zero credit.

Leaving School

Under no circumstances should a student leave the campus during a school day without proper permission. If a student is dropped off on school grounds in the morning, they may not leave the campus until picked up by authorized adult.

Parents must contact the teacher and/or the office to make early dismissal arrangements. Parent(s) or an approved guardian must come to the office to sign student(s) out.

Out of Town Trips

A parent or guardian must notify the school office and teacher at least **five school days** in advance of the trip or extended absence. The student's teacher must also be notified with arrangements made for work to be made up. An absence will not be excused until the office is notified by the student's teacher that all missed work has been completed.

Tardy Attendance

All students not in their classrooms when class begins will be considered tardy.

After 8:30 a.m., arriving students, whether excused or unexcused, **must** report to the office with an adult for a late slip. ACS strives to use all educational minutes to benefit learning and the character development of each child. Tardiness interferes with the learning process and flow of the classroom. Persistent tardiness will result in communication or a plan to help resolve this issue, with the principal.

A student's citizenship grade will also drop if student has more than three unexcused tardies per quarter.

Sickness, Medication, and Injuries

If you suspect that your child is not feeling well, please keep your child home from school. Such measures will protect your child as well as the health of other students and staff. If a student becomes ill at school, a parent will be called to pick up the student immediately. **A student must be free from a fever (a fever is considered a temperature of 99.5 degrees or greater) without help from medication, for 24 hours before returning to school. Student(s) who have thrown up or had diarrhea within 24 hours must also stay home.**

Parents are required to complete a **Student Emergency Form** at the beginning of the school year and update it, as necessary. Parents will be contacted immediately for their guidance in securing medical care in emergency situations. If parents cannot be reached, the school will ask public EMS to respond to the situation. The school staff will treat minor injuries unless the parent objects to such treatment.

If at all possible, the parent should dispense any medications at home. **The school does not provide any medications to dispense to students.** If it is not possible to give medication at home, school personnel may be permitted to administer medication that meets the following guidelines:

- All medications must be brought to the school office by the parents, not the students.
- **No medications** including, but not limited to: cough drops, vitamins, etc are to be kept by students in the classrooms, lunches, or backpacks.
- If the medication is prescription, it must be in its original container and be accompanied by a signed physician's note.
- If the medication is "over-the-counter," it must be in its original container.
- For any and all medications, parents must fill out an **Achiever Medical Consent Form**, which contains:
 - The name of the student
 - The name of the drug (including cough drops, vitamins etc.)

- o The dosage
- o The times to be administered
- o The dates the administration of the drug is to begin and end
- o Any special instructions

Injuries

All injuries sustained at school or on school property are reported to a teacher, staff on duty, or the main office, as soon as possible. Head injuries and serious injuries are reported to parents immediately.

Emergency Procedures

The school will regularly conduct fire and earthquake drills to provide training and practice orderly emergency or evacuation procedures.

Safety Procedures/Emergency Plan

ACS has a comprehensive safety disaster plan for emergency situations. ACS conducts regular safety drills during the school year and has met all requirements to comply with the following supervised drills:

- **Fire Drills**

When the fire alarm is sounded, everyone must participate in the fire drill. Pupils must conduct themselves appropriately. These drills are timed, therefore children are to line up quickly, silently, and be alert for instructions from the teacher; they will then proceed to designated safe areas.

- **Earthquake Preparedness**

Earthquake drills are routinely practiced with students. Students are directed in earthquake safety procedures.

ACS has provided emergency kits for each classroom. If the principal, police or government agency declares an emergency during school hours, all students will be required to remain at school or at our alternate safe site under the supervision of ACS staff. The students will remain there until released to the parent/guardian or an adult authorized by the parent or legal guardian. Our Parent Alert program ensures that parents or guardians are notified by phone and email immediately. Please make sure that your contact information is kept current in the office to prevent delays in reaching you.

Asbestos Statement

Our school is in compliance with AHERA legislation, which regulates asbestos in schools. We have a management plan in the administrative office, which is available for review.

Child Abuse Reporting

Public law requires the school to notify authorities when there is evidence or indications to suggest child abuse.

Telephone and/or Address Changes

It is the parent's responsibility to inform the school office and teacher(s) **immediately** if there is a change in address, telephone number(s), emails, or persons to contact in an emergency. This is very important in the event that your child becomes ill or injured.

Binders/Folders and Backpacks

All student binders/folders and backpacks must be free of graffiti or markings, other than the student's name, unless it is God-honoring.

Textbooks

Textbooks are issued at the beginning of school. Unless it is a consumable/one-time use workbook, students are responsible to return them in good condition. A fine or replacement fee will be charged for any lost books or those damaged beyond normal wear.

Vandalism/Tagging

Achiever Christian School prohibits the writing of graffiti on school property or any other items including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism is a punishable offense and will be dealt with severely.

Personal Items

Students may not bring personal items to school, including but not limited to toys, collectible cards, or trendy items, etc. Students are advised to take precautions to keep belongings safe. They may not bring large sums of money, jewelry, and/or other valuables to school. ACS **will not** assume responsibility for lost or stolen items.

Electronic Devices

Cell phones, iPods, Nintendo DS', and other electronic devices are not permitted on the Achiever Christian School campus (except for sixth grade students where iPads are integrated into the program). Use of electronic devices during school hours is grounds for confiscation of the device by school personnel. A parent will be required to retrieve the confiscated device from school personnel. The third time an electronic device is taken away from a student, it will **NOT** be returned until **AFTER** the school year is over. Students may call parents from the elementary office during school hours or from the Student Life office after school hours, if it is necessary.

Field Trips

In connection with regular classroom studies, field trips may be scheduled throughout the year. Your child's teacher will send home a permission form with details of the trip. Every child must wear a seatbelt when transported on a field trip in private cars. Children under eight years of age, less than 60 lbs, under 4'9" are required by law to be transported via booster seats. Booster seats **MUST** be provided by the parent of the child needing it. Your child will not be able to attend an off campus field trip without a booster seat, if needed. Teachers will assign students to vehicles. This is a safety precaution, therefore there will be **NO** changes to these assignments. If a parent would like to attend any field trip as a volunteer or driver, all volunteer/background paperwork **MUST** be submitted during the first 2 weeks of school and prior to attending any field trip. Background checks are required to be filled out and cleared at the beginning of **EACH** school year. Reminder, there are no cell phones allowed for students during ACS hours, including field trips. ACS teachers and chaperones will have cell phones to contact parents if needed.

Drivers

Each current school year, drivers must supply proof of a valid driver's license, car registration, and required insurance coverage determined by ACS. Parent drivers must fill out these forms located in the office, or online by the end of the second week of school in order to attend a future field trip during the current school year. Parent must also have already cleared the ACS background check. Anyone other than a parent or legal guardian wishing to chaperone, will need to provide all previous documentation as well as documented permission from our administrator.

To ensure the fullest measure of safety for our students, parents who volunteer to drive on field trips should check their vehicles for signs of wear in the following areas: tires, brakes, lights and general maintenance. Siblings are not allowed to join any field trip.

As a courtesy to parents, ACS works to give any qualified parent a chance to drive on a field trip. If there is a specific driver requested by a parent, it must be written on the permission slip or on a note at least 2 weeks before the event. There are no last minute changes. The teacher will do her best to address the request, but it is not a guarantee. Some field trips are limited by ticket availability. Any parent insisting on driving their child on each field trip will pay his/her way, if needed.

Gum and Food

It is Achiever's policy that gum is **NOT** permitted on school grounds. However, at the discretion of teachers or school personnel, gum may be permitted in a controlled setting with specific guidelines as to its use. Candy and soft drinks are permitted only at special events such as class parties.

Search and Seizure

The staff of ACS reserves the right to search and seizure of any student's belongings located on campus.

Parent-Teacher Conferences

Parent conferences are scheduled during the first quarter for all students. If a student is having a problem that suggests the need for an additional conference, the teacher will contact the parents. If parents desire a conference outside those scheduled, arrangements should be made with the teacher.

If a parent has questions or concerns regarding their student's teacher, please speak directly to the teacher as soon as possible, to gain clarity on the situation or concern before the principal is involved. If help is needed, the principal can hear your concerns and assist you in a healthy conversation and plan of action. We promote the **Matthew 18** principle as our guide to relationships.

Volunteer Assistance

There is an expectation that parents contribute their time, expertise, and other forms of volunteer help to the school whenever possible. We request a commitment of 20 hours per family per school year. Such assistance contributes to an improved quality of education and confirms the community spirit that ACS tries to establish. Parents must sign the volunteer commitment form and communicate with teachers or the office the ways in which they would like to share their time and talents. Just a reminder, all parents must have filled out an ACS **Volunteer/Parent Chaperone Background Check Authorization Form** prior to volunteering in a classroom.

Classroom Visits

Parents must check-in at the office before going to a classroom or remaining on campus. Visits lasting more than 30 minutes must be schedule with the teacher in advance.

Family-School Relations

The Bible instructs us to respect and support authority. "Let everyone be subject to the governing authorities, for there is no authority except that which God has established." Romans 13

Parents are expected to support the school and staff, especially in front of their children and others. Differences should be dealt with according to the principles in Matthew 18:15-17 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses . . .'" If a parent has a complaint, it is expected that the parent handle it within these biblical guidelines. The complaint should be

expressed to the right person in loving truth, as soon as it is appropriate. If parents overhear or are told of a complaint, they should direct the complaint to the person involved so that the situation can be resolved according to these biblical guidelines.

Church Attendance

Believing that the ministry of ACS is to assist the home and church in providing a Christian education for young people, we also welcome you to Church on the Hill. It is our utmost desire to share the gospel with others and help them find a church to attend. Hebrews 10:25 tells us to keep meeting with others so we can encourage one another. If you would like to learn more about Jesus Christ, please talk to any staff member.

ACADEMICS

Academic Philosophy

ACS provides rigorous academics that both reinforce and challenge children in learning and problem-solving. We understand that students have individual learning styles which we foster. We strive to meet and surpass standards with our qualified teaching staff. We integrate biblical principles into each subject as well as teach Bible as a core subject. Our curriculum is carefully selected by a curriculum team and kept current. ACS is a Christ-centered (Rom. 1:6) school, providing whole-child (Luke 18:16) education.

Elementary Learning Objectives

Elementary grade level objectives are available in the office. These objectives are an overview of each subject at all grade levels.

Homework and Classwork

Homework is designed to provide students with additional opportunities for the development and reinforcement of the instructional objectives. ACS distinguishes between classwork and homework. Homework does not include nightly reading.

Homework

ACS realizes that students may need help to complete homework or projects. As your child's primary educator, help them in an honest way that encourages learning. Homework must be completed and turned in on the date requested by the teacher. If homework is not turned in, this may result in a lower grade in that subject. If late homework persists the teacher and parents will determine a course of action.

ACS cares about the family unit and desires to give a reasonable amount of homework. Teachers will try to balance the weekly load, especially when extensive projects are due.

Classwork

A reasonable amount of time will be given during class for the average student to complete classwork. Assignments not completed during this time are to be taken to recess (for some added work time) and/or home, to be finished and returned the next day. This will be in addition to the assigned homework. Parents should help their child plan and budget the appropriate amount of study time for the completion of homework.

ACS believes that parents and/or guardians have the following responsibilities:

- Recognize the important role of homework to the total instructional program of their child.

- Provide a suitable place and environment in the home for the completion of homework assignments.
- Help their child plan and budget the appropriate amount of study time for the completion of homework.
- Make themselves informed by staying up with all forms of school communication.

Homework guidelines

Grade	Homework time per day
Kindergarten	10 min.
1 st	20 min.
2 nd	30 min.
3 rd	40 min.
4 th	50 min.
5 th	60 min.
6 th	70 min.

Academic Grading Scale

Kindergarten

S – Satisfactory

N – Needs Improvement

I – Introduced

X – Not introduced

Grades 1-2

E – Excellent

G – Good

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Grades 3-5

A+ = 97%

A = 94%

A- = 90%

B+ = 87%

B = 84%

B- = 80%

C+ = 77%

C = 74%

C- = 70%

D+ = 67%

D = 64%

D- = 60%

F = 0%

INC = incomplete

Citizenship Grade

The following traits and attitudes will be considered when citizenship grades are given:

- **BHR: Building Healthy Relationships:** Respects authority, courteous to peers, acts and speaks in an appropriate manner
- **Attendance:** Unexcused absences and tardies
- **Participation:** Well-mannered and attentive in class, starts and completes classwork on time, engages in the learning process
- **Homework:** Shows the development of organizational skills, completes homework neatly and on time, always applies themselves by engaging in the learning process

Late Assignments

Late assignments will be accepted with a maximum 10% deduction for each day it is late.

Academic Honesty

Students are expected to demonstrate academic honesty at all times. Looking on another student's paper, copying homework or other materials are examples of academic dishonesty.

Internet Rules and Regulations

The internet and computer lab are provided for students as an academic tool. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. It can be withdrawn by the ACS administration. Rules are detailed in the signed agreement each student is required to abide by in the **Student Computer Use Agreement Form**.

Network storage areas are considered property of ACS. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the ACS server will always be private. ACS reserves the right to inspect files.

Students are responsible for good behavior on school computer networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior and communications apply. Individual users of the ACS computer network are responsible for their behavior and communications over that network. It is presumed that users will comply with ACS standards and will honor the agreements they have made by signing the **Student Computer Use Agreement Form**.

Outside of school, families bear responsibility for such guidance and must also exercise caution with information sources such as television, cell phones, movies, radio, and other potentially offensive media.

The following are not permitted on the ACS network:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging devices, computer systems, or computer networks
- Committing plagiarism
- Using another user's password
- Trespassing in another's folders, work, or files
- Downloading any unauthorized software onto the network or onto an individual workstation
- Any attempt to access student records

Achiever Christian School reserves the right to establish additional rules or take disciplinary action regarding the misuse of computers or networks that may not be anticipated in this policy. For violations of this policy, the student will have his/her network/Internet access restricted and/or banned. In addition, the normal school discipline plan will be followed.

Academic Probation Plan

An **Academic Probation Plan** is invoked when a student has serious academic obstacles. It is intended to give a student the tools he/she needs to be academically successful. Notice will be given to the parent(s) and student that a significant gap has been identified. There must be a willing partnership on the part of the parent(s) with ACS to correct the academic deficiency. After being on academic probation, if a student's academic work has not shown adequate progress, the student may be ruled academically disqualified and ineligible to promote to the next grade or in extreme cases, continue further study at ACS.

Steps in the Academic Probation Plan:

1. Teachers will be in communication with the parent(s) when their child's academic performance is below grade level.
2. A conference will be held with the parent(s), the student (if appropriate), and the teacher to develop a plan of action.
3. After given a reasonable amount of time, measurable improvement must be made, which will be reflected in the school's assessments.
4. If significant improvement has not been made, the student's teacher will strongly recommend the parents seek other professional resources (including tutoring), as appropriate for the situation. This financial responsibility belongs to the parents. If the parent(s) does not act on these recommendations, the principal may become

directly involved in requiring action. When professional services are in place, academic improvement should be seen.

5. If the academic plan has not been successful, academic probation will be instated.
6. The principal will meet with the teacher to review the academic status of the student at the end of the next grading period to reevaluate the probationary plan.
7. After being on probation, if a student is working toward meeting grade level expectations he/she may be removed from probation at the principal's and teacher's discretion.
8. A student who is consistently below grade level across core curriculum at or near the conclusion of the grading period and the **Academic Probation Plan** has not been a successful tool to help the student, parent(s) may be ask to seek other educational avenues for their child.

If the student is promoted while on probation, the student's eligibility to continue at the promoted grade level once the fall semester begins will be dependent upon progress made by the student over the summer, with mandatory tutoring. The staff will determine what qualifies as progress over the summer and how it will be measured. Academic probation may be invoked in a similar fashion for elementary primary students who receive a "U" for two consecutive quarters.

Sixth Grade Promotion Criteria

Promotion from sixth grade requires students to meet the academic goals set by the teacher and the standards adopted by the school. Those students not meeting these requirements will have been part of the **Academic Probation Plan** section of this document. Furthermore, the sixth grade promotional activities are a privilege and not a right. They may be taken away for one or more of the following reasons:

- A student has had a suspension during the school year
- A student has an "F" in any subject on the final report card
- A student has an outstanding library or school indebtedness

Assessment

At ACS, teachers correct tests, quizzes, and other assessments students take. At times, teachers rely on parents to help. In class, if appropriate, students may correct their own work or other student's work.

Standardized Testing

Terra Nova Testing, adopted by the Association of Christian Schools International (ACSI), is given to grades first through sixth for one week during the spring. If absent for testing, make-up tests will be given during the scheduled make up test period.

Progress Reports, Report Cards, and Promotion

Parents are kept informed of the academic progress of their children by several means. ParentsWeb, our online grading system, may be viewed regularly and will keep you informed of grades, as well as assignments missing or due. Progress reporting may also include teacher-parent conferences, teacher-student conferences, telephone calls, or emails.

Grades are the result of careful evaluation in learning, attitudes, and effort. Report cards are issued after the second and fourth quarter grading periods. First and third quarter grades are available to be viewed on ParentsWeb. Report cards are not issued to students whose financial accounts are not current at the end of the school year.

Promotion is granted to every student who meets the grade level requirements as determined by their assessments, learning, effort, and grades. The report card and promotion will be granted when all financial obligations to ACS have been met.

Student Support Team (SST)

The **Student Support Team** is available throughout the year for students with specific needs and/or concerns (e.g., behavioral or academic). This includes students with an IEP in place. However, it may also include those without an official IEP but may need accommodations. This team may include, but is not limited to, administrators, teachers, parents, the student, parent provided educational therapists, or other staff members.

SST's may convene for the following reasons:

- Academic
 - There is insufficient progress
 - Failure to turn in assigned homework or class work
 - For failure of the parents to obtain recommended professional help
- Attitude
 - A student's rebellious spirit is unchanged after much effort by the teachers and administration
 - If a child's negative attitude or bad influence toward other students continues
- Behavior
 - A student continues deliberate disobedience
 - Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony
 - Failure of the parent(s) to comply with the disciplinary procedures of the school

BEHAVIORAL STANDARDS & DISCIPLINE

PROCEDURES

Behavioral Statement

ACS exists to equip and inspire our students to be His light in the world. We set behavioral standards that are consistent with biblical principles and are designed to help young people develop Christlike character. The following are a few of our goals:

- Create a common language and vocabulary about student respect and behavior expectations among all members of the school community — students, parents and caregivers, teachers and staff.
- Help students develop skills to handle physical, verbal, relational, and digital bullying and to STAND UP if they see someone else being bullied.
- Contribute to a positive school climate where every student feels valued and supported to achieve and thrive.

Discipline is more than control or punishment. From the common root comes our word **DISCIPLE**. Therefore, we must consider discipline a learning experience.

Bullying Definition

Definition:

Bullying is an unwanted, aggressive behavior that involves a real or perceived power imbalance. This behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include the following:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity, or intimidation—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, excluding someone from a group on purpose, and cyber bullying. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as other communication tools including social media sites, text messages, chat, and websites.

Behavior Strategy

At Achiever Christian School, it is our goal to provide a positive and encouraging environment where our students can mature and grow to be people with great character and a good understanding of how to treat others. We will use a variety of

techniques to achieve these goals including focusing each month on one character trait which will be taught in Chapel, practiced and recognized in the classroom, and encouraged on the playground. In class we have a variety of rewards and consequences for behaviors. There are times when a student's behavior requires additional support. We will implement a comprehensive program to communicate with students, parents, and staff to make sure we are all working together to achieve the greatest good for each student.

- Timeouts will be given for behavior that is not being managed with in-class consequences. Each timeout will be communicated with parents as a "talking-opportunity" that keeps them current on events.
- Once a student receives a third time out he/she will receive a citation. With each citation, the student will have to talk with our Character Champion who will encourage the student to make great choices.
- If a student earns three citations in a school year, a one-day suspension will be assigned.

Throughout this process we promote effective communication between our staff, parents, and administration to assure that we are all working together to help support our students as they grow and learn.

Discipline Philosophy

Our philosophy is to provide a positive and rewarding discipline process with the understanding that when a child's behavior cannot be redirected, there must be an appropriate and logical consequence, as soon as possible. Below is an overview of our philosophy, which gives each teacher freedom to differentiate the response to a student's behavior. In class consequences may include:

- 5, 10, or 15 minutes off recess or playtime.
 - This may include behavior-related incomplete work.
- In class privileges may be revoked.
- Community service in the classroom.

Consequences may never include corporal punishment, taking away snack or lunch foods, or an exclusion from an enhancement class. When faced with a conflict, we never resort to a "threat or a punishment" We will not use a learning skill (like writing or reading) as a punishment, since our aim is to correlate a positive feeling toward learning.

Hebrews 12:6-11

⁶ because the Lord disciplines the one he loves, and he chastens everyone he accepts as his son.

⁷ Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father? ⁸ If you are not disciplined—and everyone undergoes discipline—then you are not legitimate, not true sons and daughters at all. ⁹ Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of spirits and live!

¹⁰ They disciplined us for a little while as they thought best; but God disciplines us for our good, in order that we may share in his holiness.

¹¹ No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Discipline Plan

Definitions:

Classroom Management: Effective teachers manage their classrooms primarily with procedures and routines, which organize the school day and teach students a sense of responsibility. To ensure effectiveness, they will:

1. Plan ahead
2. Be prepared
3. Provide consistency

Discipline: Discipline deals with correcting behavior. It is our calling to guide and bring children up to learn self-discipline as they mature.

Proverbs 22:6

Start children off on the way they should go, and even when they are old they will not turn from it.

Holy Purpose: The object of discipline is the training of the child for self-government, in order to share in God's holiness. We remember **Hebrews 12** is our authority!

Rules and Procedures in the Classroom

Rules: All rules will be under the umbrella of the administrative rules. They are few, positive, and clearly posted in the classroom/ (Bible referenced)

Procedures: Starting the first day of school and throughout the year, the teacher develops how they want the classroom to be managed. They are well thought out and students are must be taught to practice these procedures.

School-wide Rules

All rules will be under the umbrella of the administrative rules. They are few, positive, and clearly posted in the classroom (Bible References). A **teacher support team** will partner with any teacher who has a student creating a classroom management problem. This team consists of the lead teacher, Mr. Culley, & Principal Sands.

The essence of our desired behavior includes the “Bee Attitudes!”

“Bee Attitudes”

Be respectful. Be kind. Be honest. Be a member of our learning community.

Consequences

Procedures for infractions that can no longer be managed in the classroom:

1. A referral will be written by the teacher with an explanation and will be sent with the child to the office to be seen by Mr. Culley. (Call the office ahead of time to get logistics information.) The teacher must notify the parent that a referral has been given and why. Partnership with parents for help and support, in a non-confrontational way, is a critical step in our discipline strategies.

2. Mr. Culley will determine if a child needs a citation (the next level of consequences), and he will determine the right course of actions for the consequences. Be assured that this will include prayer and spiritual guidance as well as problem solving with the student. All courses of action will be communicated with the teacher. (Parents MUST be notified by Mr. Culley.)

3. If the targeted behavior is not changed, Mr. Culley will send a citation to Principal Sands, who meet with the student and parents.

4. If this does not remedy the behavior, Principal Sands will decide on any further steps, which may include suspension or expulsion of the school.

5. Communication: This is weaved throughout the plan but it is so important that it gets its own step. **COMMUNICATION IS THE KEY TO HEALTHY RELATIONSHIPS!**

Healthy communication is important to each of the members of ACS:

Teacher to Student

Teacher to Parent

Teacher to Team Leaders

Teacher to Mr. Culley

Mr. Culley to Principal Sands

Principal Sands to Parents

6. Attitude: At all times, every member involved in the disciplinary process must be caring, encouraging, creative, and personable partnerships, while speaking the truth in love.

Harassment Policy

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

Notice of Student Non-Discrimination

Achiever Christian School is committed to equal opportunity for all individuals in education. ACS programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, physical or mental disability. ACS shall promote programs which ensure that discriminatory practices are eliminated and will take steps to assure that the lack of English will not be a barrier to admission and participation in school programs. Any student who engages in discrimination of another student or staff may be subject to disciplinary action up to and including dismissal. Any student or parent who feels that discrimination has occurred should immediately contact a teacher or administration for resolution.

Student Sexual Harassment Policy

ACS is committed to making the school free from sexual harassment. This means that ACS prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual or physical conduct of a sexual nature.

ACS prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

ACS further prohibits sexual harassment in which a student's grades, benefits, services, honors, programs, or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school Principal, administrator, or teacher. Students who violate this policy shall be disciplined appropriately. This includes

suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures. ACS believes that it can resolve harassment issues at the school level.

DO NOT ALLOW SEXUAL HARASSMENT AT ACS

If you observe or experience sexual harassment at ACS:

- **TELL** the harasser to **stop** the behavior. Call it by its real name, and let the harasser know that it is unacceptable and you will report it.
- **REPORT IT!** If the behavior continues, or the first offense is serious, tell a trusted adult (teacher, counselor, administrator, or parent). If it happens to someone you know, who is too embarrassed to tell, encourage that person to report it. Report it yourself if he/she will not. Do not be a victim.

ELEMENTARY UNIFORM CODE

All Students in kindergarten through sixth grade are required to be in proper uniform. The goal of our uniform code is to establish an environment conducive to learning. We desire that our students be free to work and play in an environment that honors the Lord, free from the distractions of inappropriate or unsafe dress. This code cannot predict every fashion scenario. Therefore, parents are asked to understand the basic purpose and spirit of our uniform code as stated above.

All ACS items may be purchased online at Tommy Hilfiger School Uniforms <https://www.globalschoolwear.com/>, or Merry Mart, located at 33 Washington Street, Santa Clara, CA. Other non-ACS items may be purchased at a department store.

The school runs a recycled uniform program (the Uniform Closet) where recycled uniforms may be purchased at reduced prices. If you are interested in donating or purchasing uniforms from the Uniform Closet, please contact the Elementary Office.

Lost uniform items appear daily in our Lost and Found, which is located in the elementary office. Please mark all articles of clothing with your child's name clearly and with permanent ink.

Elementary School Dress Code

Daily School Dress Uniform consists of:

- Red, white, or navy polo shirts must be embroidered with the ACS logo. Red, white, or navy turtlenecks OR white, collared, button-up, plain dress shirts/blouses are allowed without our logo.
- The official ACS pants are twill navy or khaki. Twill shorts of the same color are allowed. (Cargo-type pants and shorts are not allowed).
- Girls' plaid, navy, or khaki twill skirts, jumpers or skorts, which need to be no shorter than two inches from the knee. Solid-colored red, navy, blue, black, or white shorts must be worn under skirts or dresses. See below for allowed tights or leggings.
- Cardigan sweaters (navy), Achiever logo sweatshirts may be worn inside the classroom, as needed. Achiever logo jackets may be worn outside only.
- Athletic shoes, oxford type shoes, and slip-ons are appropriate footwear. The following shoes are **NOT ALLOWED**: open-toe, open-heel, or high-heels. Shoe design and theme should be suitable for a Christian environment.
- Solid colored red, white, navy, black, grey, or pastel socks are permitted. Tights or leggings may also be worn (in the above colors) under skirts jumpers and shorts (for girls).

Elementary Standards for All Students

- Any non-ACS outerwear (jacket, coat, sweatshirt, vest, hat, etc.) may be worn to and from school and at recess. Imprints must be suitable for our environment.

- Extreme or distracting hairstyles (length, color or design) are not acceptable. Hair should be clean and combed.
- Girls may wear small, age appropriate stud earrings only. Other piercings are not acceptable.
- No make-up is permitted. Pastel nail polish is acceptable.
- No clothing should be oversized, baggy, or have rips or holes.

Elementary P.E. Uniforms (Boys and Girls)

P.E. uniform consists of:

- P.E. uniform shirt OR past Achiever event t-shirts
- Achiever sweatshirt (Non-ACS jackets and sweatshirts may be worn outside during cold weather).
- Navy or black sweatpants (no rips or holes) or navy or black knee-length basketball shorts should be worn (no shorter than two to three inches above the knee, no cargo or oversize type).
- Athletic shoes.

Elementary Field Trips

Proper uniform must be worn on all field trips, unless otherwise specified by the teacher. Achiever P.E. uniform shirts are to be worn with blue or black jeans on field trips, unless otherwise directed by the teacher. Achiever sweatshirts or jackets are the only outerwear permissible on field trips. (Non-ACS jackets may be worn during cold weather).

Elementary Free Dress and Spirit Days

- Pants, shorts, skirts, and dresses are subject to regular dress code length restrictions.
- T-shirts should not have unsuitable logos or pictures such as violent themes, improper language, witchcraft, illegal or immoral activities, put downs, or anything perceived to be inappropriate.
- For boys: No low cut sports tanks will be allowed.
- For girls:
 - Proper fitting (not overly tight) tank tops are permitted with a 1" wide strap, but **no** spaghetti strap tops are allowed.
 - The hemline of dresses and skirts should be modest, no shorter than two-inches above the knee.
 - No low cut necklines are permitted.
 - No sundresses with spaghetti straps may be worn, unless a T-shirt is worn underneath.
 - Makeup is not permitted; nor is any temporary hair coloring with the exception of Spirit Week.
 - Oversized shirts are not permitted.
- Individual Free Dress Passes that have been earned or awarded may be used on Friday's only (or Thursday if your child's PE day is on Friday). No passes may be used on off-campus field trips.

Elementary Dress Code Enforcement

Students who are not in proper uniform will be issued the proper attire from the Uniform Closet. A parent will be contacted when a child is completely out of uniform.

ELEMENTARY CHRIST-LIKE CHARACTER

Spiritual Growth Goals

Psalm 1:1-3 expresses our ultimate desire for all of the students at Achiever. It reads, "Blessed is the one who does not walk in step with the wicked or stand in the way that sinners take or sit in the company of mockers, but whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither-- whatever they do prospers."

Specific campus-wide character goals are also emphasized and various character qualities embracing the Fruit of the Spirit are highlighted. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." Galatians 5:22-23

Awards for Behavior and Christlike Character

Students are recognized for positive behavior in various ways. The **Achiever Hawk Award** is presented to students from each class who have shown exemplary effort in developing positive and Christlike character traits in their lives.

Students are recognized in their classrooms, and honored in front of their peers and parents during our **Hawk Awards Chapel**.

STUDENT LIFE PROGRAM

The **Student Life Program** is our extended care program, which operates before and after class between the hours of 7:00 a.m. and 6:00 p.m. Student Life does **NOT** operate during half days, holidays, or school vacations. It is available on **Late Start Wednesdays** free of charge from 8:10 a.m. to 9:30 am.

The goal of Student Life is to provide a safe environment that encourages loving attitudes, good moral values, and opportunities for spiritual, social, emotional, and physical growth. Student Life is a safe place for children to learn how to be a better friend, use creativity in a less structured environment, work on homework, practice good sportsmanship, and create valuable relationships with other students and the staff.

If you would like more information, please contact David Culley at 408-264-6789 ext. 124 or go to our website <http://www.achieverchristian.com/after-care/>.