



# **ACHIEVER** *Christian School*

A MINISTRY OF CHURCH ON THE HILL

## **ELEMENTARY STUDENT/PARENT HANDBOOK 2009-2010**

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2009-2010 Student/Parent Handbook

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# **INTRODUCTION**

## **School History**

Achiever Christian School began in 1971, as a ministry of First Baptist Church in San Jose. It initially provided a preschool and kindergarten program. A program for grades one through five was initiated in 1981, with sixth grade being added the following year. In 2000, Achiever Christian Middle School was opened with the addition of seventh grade, and eighth grade was added in 2001. Current enrollment is approximately 400 students. ACS maintains membership in the Association of Christian Schools International (ACSI).

## **School Philosophy of Education**

ACS provides a safe, loving environment in which children may develop spiritually, socially, physically and academically in the knowledge of God's word. Our school serves as an extension of the educational training in the home and the church. *"Train a child in the way he should go, and when he is old he will not turn from it."* (Proverbs 22:6, NIV)

### **Our program is based on the following concepts:**

- God has created each child uniquely in His image and has given that child special talents which should be developed and enhanced in a manner that is glorifying to God.
- The "way he should go" is clearly stated in terms of Christian character development as revealed through the Word of God. Every class follows a biblically based curriculum, which helps the child identify Christlike characteristics that enhance the quality of life. Among these are reverence to God, love for others, kindness, obedience, patience and honesty. Each child is encouraged to place his/her faith and trust in the Lord Jesus Christ for eternal life. *"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life."* - John 3:16 (NIV) Also, *"If you confess with your mouth 'Jesus is Lord' and believe in your heart that God raised him from the dead, you will be saved."* - Romans 10:9-10 (NIV).
- Instructional placement should be determined primarily by a child's developmental level.
- A well-structured learning environment is essential to developing good academic skills and in helping children to feel secure and enjoy their school experiences.
- Children will develop self-discipline and confidence in their own abilities when they are nurtured with love and praise.

## **Mission Statement**

ACS exists to partner with parents to provide an outstanding Christian education that will help students achieve their God-given potential. In challenging and training students to become fully devoted followers of Christ, ACS endeavors to develop a Christian worldview in students through a biblically integrated approach to academic instruction and extra-curricular activities.

## **Vision Statement**

The vision of ACS is to continually grow toward our potential and become a biblically functioning school, so that Christ's purposes can be accomplished in our students, their families, and in our community.

## **Core Values**

The Core Values are as follows:

- We value each child because he/she is created uniquely by God and bestowed with immeasurable potential.
- We value excellent and God-inspired teaching because it changes lives.

- We value each student's relationship with God, because each student matters to God.
- We value excellence in all that we do because it honors God and inspires students, staff and families.
- We value a positive, nurturing, moral community within the school because it provides the right atmosphere for students to learn and practice biblical principles.
- We value a quality academic program consistent with the Word of God.
- We believe that to be effective models, mentors and leaders, our staff must be fully devoted followers of Christ who are continually growing.
- We value, teach and model biblical principles such as respect, responsibility, honesty, compassion, a good attitude and grace.
- We value the family as the unit that is primarily responsible for the education of children, and therefore will support, encourage and strengthen the family unit.

**We believe that as a school we should continually strive toward our potential, while we help fulfill the purposes of our sponsoring church, Church on the Hill.**

### **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. Teachers view their positions as a ministry to which they have been called by God.

### **Authority**

The senior 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 board of deacons. Appointment implies the willingness to sacrificially donate the time and effort necessary to the operation of a private Christian institution of academic excellence. The pastor of ACS is the administrator of ACS and is responsible to operate the school on a day-to-day basis, consistent with ACS policies. God places children under the authority of parents. As parents enroll children in ACS, they delegate parental authority to the teachers and administration as ministers to their children.

# ADMISSIONS

## **General Information**

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 designed to handle students with unusual disciplinary problems, deficient educational backgrounds nor special education requirements.

ACS's role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual/-sexual orientation, or inability to support the moral principles of the school. 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.

All students will be tested to ensure proper grade placement. 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 readmitted each school year on the basis of 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 codes, safety and control of students.
- Adequate performance on entrance academic testing to suggest student compatibility with levels and standards of ACS. Priority is granted in the order that completed applications with fully paid fees are received.

## **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 classroom. The process of student assignments consists of several steps and involves numerous criteria. The criteria include requests by parents for a specific teacher, gender, academic achievement, learning style and teaching style 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. Application and registration fees are not refundable.

If you withdraw your child(ren) before the 1<sup>st</sup> day of school, but after your 1<sup>st</sup> Checkfree tuition payment, that payment is non-refundable.

## **ACADEMICS**

### **Learning Objectives**

Grade level objectives are available in the office. Objectives are specific to each subject at all grade levels. Objectives provide parents, students and teachers with goals in each subject. Learning objectives are the specific concepts, skills and ideas that students are taught during the year in school.

### **Curriculum (K – 5)**

The curriculum for kindergarten through fifth grade is as follows:

**Bible** – The clear teaching of the Bible is the best foundation for all learning.

**Reading and Phonics (primary grades)** – These are two crucial subjects and therefore receive prime time in all classes. One goal of reading is that students may read the Bible for themselves.

**Language Arts - English** – These subjects (e.g., Spelling, Grammar, Writing, Penmanship and Speech) are taught with the goal of teaching children to express thoughts in the best possible way. A second goal is to guide students in the creative use of written and oral expression.

**Math and Science** – These subjects are taught from a Christian worldview, knowing that God's works are great, and a delight to those who study them. Each subject is a study of certain aspects of God's order and the reasonableness of His universe. Creationism is presented.

**History and Geography** – History is the story of what man has done with the time God has given. Significance is given to our American heritage and our responsibilities in understanding and preserving it. Geography is the study of the earth as the home God gave to man.

**Physical Education and Health** – Both areas are important subjects directly affecting the students in the classroom. All grade levels receive Physical Education. Our goal is to teach the importance of keeping fit and building endurance. We will teach and address proper nutrition, health and physical skills development.

**Arts** – The Arts Program at ACS Elementary includes performing arts, vocal instruction as well as drawing and painting. Students become aware that God is the author of all forms of artistic expression and that he has given it to us to enjoy and use for his glory.

**Spanish** – The ability to speak a foreign language is an asset that enhances a student's education, as well as enriching them throughout their life. Spanish is taught to all students, Kindergarten through 5th grade, beginning with common words and phrases, and progressing to complex sentences and conversation.

**Instrumental Music** - ACS partners with The Music Place to provide on-site instrumental instruction for a reasonable fee. ACS offers violin, flute, trumpet, guitar, harp, recorder, percussion instruments and hand bells. Students are required to treat their teachers with respect, participate in lessons properly, practice what is assigned and make up any missed class work. Recitals are scheduled during the school year.

**Chapel** – Chapels are conducted for kindergarten through fifth grades to provide a worship experience for both students and faculty. The goal of chapel is to provide students with tangible ways they can apply

God's Word to their lives. Students are given the opportunity to worship the Lord and meditate on scripture. Emphasis is put on applying God's Word in their lives.

**Library** – The goals of our library are to encourage reading, and to train students in basic library skills. Elementary classes visit the library every other week.

**Technology Program** - The goal of our computer lab is to give students hands-on experience in using computers to further their learning. Students learn typing, word processing skills, graphics programs, internet navigation skills, multi-media skills and technological awareness. Academic subjects are also reinforced.

### **Internet Rules and Regulations**

The network is provided for students to conduct research and communicate with others. 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. Access entails responsibility.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. 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.

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

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

The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's passwords.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Copying any unauthorized software onto the network or onto an individual workstation.
- Any unauthorized 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 all computer use restricted or banned. In addition, the normal school discipline plan will be followed.

### **Student Work Rules**

ACS realizes that students need to complete in-class work, homework and at home projects independently. At times, varying degrees of assistance are required for student work. At home projects may require varying degrees of participation from parents as well. Please adhere to the teacher's guidelines.

### **Homework and Class Work**

ACS distinguishes between class work and homework. Homework does not include nightly reading. Homework must be completed and turned in on the date requested by teacher. If homework is not turned in, this will be communicated to parents in a timely manner. In some cases, this may result in a lower grade in that subject. If late homework persists, the administrator, teacher and parents will determine a course of action.

### **Uncompleted Class Work**

Class work to be completed in class may, at the teacher's discretion, be assigned as homework. Classroom work not completed is not to be considered within the homework schedule. If class work must be completed at home, this must be for no more than 30 additional minutes. If the student is consistently bringing home incomplete work the parent and teacher need to meet to discuss where the problem lies.

### **Late Assignments**

Long term projects and reports will be accepted with a 10% deduction for each late day.

### **Test Taking Rules**

Absolutely no talking

Keep eyes on your own paper

No papers out of desk or books open (unless specified by teacher)

No exchanging of notes

No turning around in your seat

No changing of answers once test is turned in

### **Standardized Testing**

The Stanford Achievement Test, adopted by the Association of Christian Schools International (ACSI), is given to grades 2-5 for one week during the spring. If absent for testing, there are make ups. Other school-wide assessments are given in math and writing.

### **Homework**

ACS recognizes the educational value and importance of homework for students. Homework is designed to provide the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable. It is encouraged when it contributes to the student's education through teaching responsibility, completion of projects and the establishment of good individual study habits. Christlike character, qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework.

ACS is concerned about the family unit and desires to give a reasonable amount of homework so we do not take too much time away from each family. On special school nights, such as Open House, Back to School Night or concerts, there will be no homework. Teachers will try to balance the weekly load, especially when extensive projects are due. A reasonable amount of time will be given during class for the average student to complete in-class assignments. Assignments not completed during this time are to be taken home, finished, and returned the next day. This will be in addition to the assigned homework.

A nightly reading goal for all students is encouraged, which is ten minutes or more for kindergarten through second grade and twenty minutes or more for third through fifth grade. To fulfill this goal, students may be read to, read to others or read to themselves. ACS believes that parents and/or guardians also have the following responsibilities:

- Recognizing the important role of homework to the total instructional program of their child.
- Making themselves aware of the assignments and expectations of the school and the individual teacher.

- Providing a suitable place and environment in the home for the completion of homework assignments.
- Helping their child plan and budget the appropriate amount of study time for the completion of homework.

**The following are guidelines for the time an average student will spend on homework, and we will attempt to keep homework assignments within these guidelines.**

Grade	Time per day
Kindergarten	10 min.
1 <sup>st</sup>	20 min.
2 <sup>nd</sup>	30 min.
3 <sup>rd</sup>	40 min.
4 <sup>th</sup>	50 min.
5 <sup>th</sup>	65 min.

**Academic Grading Scale**

**Kindergarten**

- G – Goes Beyond Expectation
- S – Satisfactory
- N – Needs Improvement
- I – Introduced
- Blank – Not introduced

**Grades 1-2**

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

**Grades 3-5**

- A+ = 100% 4.0
- A = 94-99% 4.0
- A- = 90-93% 4.0
- B+ = 87-89% 3.6
- B = 84-86% 3.3
- B- = 80-83% 3.0
- C+ = 77-79% 2.6
- C = 74-76% 2.3
- C- = 70-73% 2.0
- D = 64-66% 1.3
- D- = 60-63%
- F = 59% and below

**Enhancement Classes/Character and Citizenship Grades**

**The grading scale is as follows:**

- |                 |                       |
|-----------------|-----------------------|
| E- Excellent    | U - Unsatisfactory    |
| G- Good         | N – Needs Improvement |
| S- Satisfactory |                       |

The following traits and attitudes of the students are important and will be considered when citizenship grades are given.

- Respects authority.
- Courteous to peers.
- Punctual.
- Well-mannered and attentive in class.
- Shows organizational traits.
- Starts and completes class work on time.
- Completes homework.
- Acts and speaks in an appropriate manner.

### **Learning Assistance**

If a child needs tutoring, a list of tutors will be provided from the office. When a child struggles academically, the teacher will inform the parent of the problem. If the source of the struggle is not determined, then an assessment test may be necessary. Once the results of the test have been reviewed, teacher, administrator and parents will determine the best course of action for the student. Learning assistance outside of the class may include during school and after school tutoring, for a fee.

### **Academic Probation**

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student, so a mutual effort on the part of both school and home may be made to correct the academic deficiency. When, after academic probation, a student's academic work has not shown adequate progress, the student may be ruled academically disqualified and ineligible to continue study at Achiever Christian School.

#### **Academic probation will be invoked in the following manner:**

- A student who received an "F" at the conclusion of a grading period will be placed on academic probation for one grading period.
- Parents will be notified.
- When appropriate, a conference will be held with the parents, the student (if appropriate), the teacher(s), and the principal to give an explanation of the probation and recommendations for remediation.
- The principal will review the academic status of the student at the end of the next grading period.
- After being placed on probation, a student who does not receive any "F's" the next grading period will be removed from probation.
- After being placed on probation, if a student receives an "F" the following grading period, the principal will decide if the student will be allowed to remain in the school.
- 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.
- Academic probation may be invoked in a similar fashion for primary students who receive a "U" for two consecutive quarters.

### **Report Cards, Progress Reports, and Promotion**

Parents are kept informed of the academic progress of their children by several means. Teachers may send home papers and/or academic performance update forms to be signed and returned. Report cards are issued after each grading period. Grades are the result of careful evaluation of classroom learning, attitudes and efforts. Report cards are not issued to students whose financial accounts are not current.

Progress Reports will be issued in the middle of each quarter, for those students who are struggling academically, to allow parents and students to have academic information in the middle of the grading period. Progress Reports are issued once per quarter. Report Cards provide the grades for each marking period and are issued four times per year. Both reports come home in envelopes, and can be kept by parents. Progress reporting may also include parent-teacher conferences, teacher-pupil conferences, or telephone conferences. At the end of the school year, promotion will be based on improvement, achievement, capability of the student and the professional judgment of the teacher and principal.

### **Principal's Honor Roll**

Each semester, the principal will recognize those students with straight A's or the highest GPA above a 90% during a chapel awards assembly.

### **Assessment**

At ACS teachers correct tests, quizzes and other assessments students take. At times, teachers rely on

parents to handle the correcting load. In class, students may correct their own work or other student work.

### **5<sup>th</sup> Grade Promotion Criteria**

In order to participate in 5<sup>th</sup> Grade promotional activities at the end of the school year, a student:

- May not have more than one suspension for the second semester.
- May not have more than one “F” in any subject on the final report card.
- May not have more than one “U” in any subject on the final report card.
- May not have any outstanding library or school indebtedness.

### **Student Support Teams**

The Student Support Teams (SSTs) will convene throughout the year to discuss specific student needs and/or concerns (e.g., behavioral or academic). These teams may include, but are not limited to, administrators, teachers, parents, the student, educational therapists and other staff members.

**SSTs may convene for, but not limited to, reasons listed below:**

- Academically, an SST may be convene because of insufficient academic progress, failure to turn in assigned homework, class work, or for failure of the parents to obtain recommended professional help.
- For attitudinal reasons, an SST may convene because of a student’s rebellious spirit that is unchanged after much effort by the teachers and administration, or if a negative attitude toward and bad influence upon the other students continues.
- For behavioral reasons, SSTs may convene because of continued deliberate disobedience; committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the school’s testimony; or failure of the parents to comply with the disciplinary procedures of the school.

## **BEHAVIORAL STANDARDS & DISCIPLINE PROCEDURES**

### **Behavioral Standards**

ACS attempts to set behavioral standards that are consistent with biblical principals and are designed to help young people develop Christlike character. A crucial principle is that God wants young people to exercise self-control. *“...And to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness..” - 2 Peter 1:6 (NIV)* This self-control is developed during the application of external control. *“My son, do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.” ~ Proverbs 3:11-12 (NIV).*

Also, *“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.” Hebrews 12:11 (NIV)* Students will be taught the biblical principle as well as the standard of behavior so that they can learn to live by *principles*, not just by rules.

### **What Is Discipline?**

Discipline is the process of changing a student’s wrong behavior into the right behavior. *“Because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.” - Hebrews 12:6, 12:11 (NIV)* Our staff will never be satisfied with merely stopping wrong behavior, but desires to teach the student to do what is right. The proper motivation for discipline is *love* (Proverbs 3:12). The first step in an effective discipline program is making sure the students understand the school’s guidelines.

## **Unacceptable Behavior**

Unacceptable behavior is defined by such examples as the following:

- Any action or attitude that interferes with the learning process in the classroom.
- Any action or attitude that directly or indirectly contributes to the personal harm of students, teachers or school personnel.
- Any action or attitude that violates a school guideline.
- Any action or attitude demonstrating willful disrespect toward the teacher or school personnel.
- Any action that damages school property.
- Use of profane or unwholesome language or action.
- Any use of illegal drugs, tobacco, or alcohol.
- Possession of any pornography.

## **Rules of Conduct:**

### **Class Conduct**

The rules of conduct include the following:

- I will treat others with respect and care.
- I will stay on task with my eyes on the teacher and my mind on work.
- I will, after an adult has finished speaking, communicate respectfully by raising my hand to speak.
- I will remain seated unless permission is granted to do otherwise.
- I will turn assignments in on time and be prepared for class.
- I will walk, on campus and in the classroom.
- I will get a pass when leaving the classroom with my partner.
- I will be sure there is teacher supervision when I am in a classroom.
- I will show respect to other students by using encouraging speech, by working quietly and not participating in inappropriate contact (fighting, pushing, tackling, or hitting).

### **Campus Conduct**

- I will respond when the whistle is blown at recess and continue quietly to the correct amphitheater seat.
- I will wait silently to be dismissed and walk quietly to the classroom.
- I will stay to the right (single file) walking up and down the hill. I will be silent when reaching the top of the hill.
- I will be silent and will walk (not run) when in the church building.
- I will remain seated, or stay in my position, in the pick-up line. I will not have food, drinks, visit the bathroom or return to the classroom while in line.
- I will respect school and personal property.
- I will respond immediately and respectfully to anyone in authority without arguing, using improper facial expressions or ignoring their directions.
- I will follow the lunch and snack recess rules, playground rules and the specific playground/sports equipment rules; and I will play safely and kindly at all times.
- I will not bring toys to school as they distract me from learning.

## **Disciplinary Procedures**

Students are expected to behave in an appropriate manner at all times. Respect for guidelines, policies, property, fellow students and those in authority are essential. A student whose wrong behavior is disruptive or involves an inordinate amount of the teacher's time in corrective measures will be dealt with in accordance with biblical principles, with the goal of instilling proper self-control in the individual and with Christlike behavior as our standard.

### **Disciplinary measures may include any or all of the following actions:**

- Counseling from scripture.
- Restricted privileges.
- Student conference with the dean of students.
- Parent conference with the teacher, elementary director, dean of students and/or principal.
- Probation.
- Suspension.
- Dismissal.

The disciplinary option(s) selected will be appropriate to the student, the nature of the offense, and the overall impact on order and discipline within the school. Office consequences include verbal counseling, and/or a call home. A student study team will need to occur if a behavioral problem persists.

## **Discipline Consequences**

A consequence system is in place, both in our classrooms and campus-wide, with age appropriate consequences. Please note that: citations are only kept for a quarter.

## **Parents and School Discipline**

When student behavior requires disciplinary action, the parents of the student will be contacted either by the teacher or administrator. The incident or infraction will be relayed to the parent, along with the consequences implemented. In order that this be a learning experience for the student, it is expected that parents support the school.

### **Academics**

- Attend school every day and be punctual.
- Participate fully in all learning activities.
- Be attentive and focused.
- Plan, prepare, and dedicate time to homework and studying.
- Read for pleasure in a book each day.

### **Cooperation**

- Respect and appreciate the effort and contribution of others.
- Respect and cooperate with those in authority.
- Conduct yourselves in accordance with the school's Code of Discipline.
- Report to class on time with appropriate materials.
- Protect those who need protection.

## **Disciplinary Actions for Grades 3-5**

As a school, we understand that students will occasionally step outside the boundaries of appropriate behavior. It is our expectation that when a student is confronted and or disciplined for his/her behavior, they will tell the truth, repent, and respond to authority with the proper attitude. The Bible clearly warns us of the danger of not properly responding to discipline: "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Proverbs 10:17

OSS = Out of School Suspension

ISS = In School Suspension

<b>Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Willful disregard for the safety of others. Committing acts that endanger other students, i.e., throwing objects, running in crowded area, pushing, shoving.	Citation.	1-3 days OSS, restricted privileges, or restricted movement.
Verbal altercation - also includes any abusive, threatening, willfully defiant behavior.	Citation.	1-3 days OSS.
Physical altercation - this also can include any abusive, threatening, willfully defiant behavior that may lead to a physical altercation.	OSS.	Expulsion.
Fighting—a mutually joined physical altercation involving two or more students.	1-3 days OSS.	Expulsion and referral to law enforcement.
Horseplay/roughhousing/physical contact including play hitting, slapping, wrestling, throwing objects, etc.	Citation.	1-3 days ISS, restricted privileges, or restricted movement.
Causing physical injury to another student.	1-5 days OSS.	Expulsion and referral to law enforcement.
Repeated classroom disruptions.	Citation.	Pre-expulsion meeting.
Talking back to teacher.	Citation.	Pre-expulsion meeting.
Argumentative attitude.	Citation.	1 day ISS.
Inappropriate noise.	Time-out.	Citation.
Possession of knife (including pocket knife) or other dangerous object that could be used as a weapon.	OSS.	Expulsion and referral to law enforcement.
Interfering with the rights of others.	Citation.	1-3 days ISS.
Not following directions.	Possible time-out.	Citation.
Malicious teasing. Repeated teasing or a pattern of teasing.	Citation.	1-3 days OSS Parent conference.
Name Calling.	Time-out.	Citation.
Lying or attempting to deceive a staff member.	Citation.	1-3 days ISS.
Possession of Disruptive Devices including unapproved electronic devices.	Citation and confiscation.	1 day ISS and parent conference.
Disrespect of authority.	Citation and 1 day ISS.	1-3 days OSS. Expulsion.

<b>Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Excluding classmates from play (recess, lunch, Student Life)	Time-out.	Citation.
Vandalism - willful damage to, or destruction or defacement of school property or personal property of other students or adults.	1-3 days OSS and restitution.	Expulsion, restitution and referral to law enforcement.
Damaging the property of the school or another student through horseplay or negligence.	Citation and restitution.	1-3 days ISS and restitution.
Theft or robbery or extortion.	1-3 days OSS and restitution.	Long-term OSS, restitution, referral to law enforcement, and possible expulsion.
Setting off false fire / emergency alarm.	OSS.	1-3 days OSS and referral to Fire Marshall.
Willful disobedience/ open defiance - the conscious choice on the student's part to fail to act as instructed by a staff member.	Citation, immediate removal from situation, and parent conference.	1-3 days OSS, restricted privileges, or expulsion.
Forging, tampering, or falsification of notes.	1 day OSS and parent conference.	5 days OSS, restricted privileges, and parent conference.
Profanity and unacceptable language.	Citation and 1 day ISS. Parent conference.	1-3 days OSS.
Obscene gestures, obscene acts (including attempts to pull down pants) or unsanitary acts.	Citation and 1 day ISS. Parent conference.	1-3 days OSS.
Ethnic/racial type slurs or hate violence.	Citation, 1 day OSS and parent conference.	1-3 days OSS and expulsion.
Jokes involving any ethnic group.	Citation.	OSS.
Attendance - 3 unexcused absences.	Possible lowering of citizenship grade and/or parent Conference.	Citation and 1 day ISS.
Leaving class without permission.	Citation.	OSS.
Tardy - 3 unexcused tardies.	Tardy is recorded. Letter sent home.	Parent conference. 1 day ISS.
Cheating.	Citation and teacher consequence.	1-3 days OSS.
Littering.	Campus cleanup (during recess, lunch, or after school).	

<b>Behavior</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Misuse of internet.	1 day ISS, parent conference, and restricted computer privileges.	1-3 days OSS and restricted computer privileges.
Inappropriate displays of affection.	Citation.	1-3 days OSS.
Bullying Behavior - when a student does something mean or hurtful to another student.	Citation, meeting with administration, and restricted privileges or movement.	1-5 days OSS, parent conference and/or expulsion.
Harassment - remarks directed toward a student, staff, or staff member designed to demean, embarrass, or humiliate; physical intimidation; other actions intended to be destructive to the person.	OSS, depending upon the severity.	Long-term OSS, expulsion, and/or referral to law enforcement.
Sexual Harassment - sexual remarks directed toward a student or staff member designed to demean, embarrass, or humiliate.	1-5 days OSS.	Expulsion and referral to law enforcement.
Dress Code Violations.	Ask office.	Citation.
Excessive incomplete assignments, or homework not turned in.	After the 5 <sup>th</sup> warning in one quarter, each subsequent warning may result in a citation.	Parent conference. Possible Academic Probation.
Cumulative violations - documented misconduct which occurs frequently enough to show lack of intent to abide by school rules.	Behavior probation or pre-expulsive meeting.	Expulsion.
Excessive citations in a given quarter or within a school year.	After the 3 <sup>rd</sup> citation in one quarter, student will be placed on behavioral probation and will receive one day suspension.	Disenrollment or Expulsion.

### **Search**

The administration reserves the right to search students and student backpacks if in the opinion of the administration there may be articles in the student's possession that might be detrimental to the student or to the student body.

### **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.

## **Student Nondiscrimination and Sexual Harassment Policy**

### **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.

## **ELEMENTARY CHRISTLIKE CURRICULUM**

### **Spiritual Growth Goals**

Psalm 1:1-3 (NIV) expresses our ultimate desire for all of the students at Achiever. It reads, *“Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on His law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.”*

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

### **Awards for Behavior and Character**

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

Students are recognized not only in their classrooms, but also are honored in front of their peers and parents during our regular chapel program. Teachers denote the character trait that their student exhibited and they are praised specifically for that character trait being evident in their lives.

## **UNIFORM AND DRESS CODE**

### **Elementary Uniform Code**

The goal of our uniform dress code is to assist in establishing an environment conducive to learning. This uniform code was originally established through the efforts of the PTF and ACS administration. 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.

All students in kindergarten through fifth grade are required to be in proper uniform. We recognize that this code could not possibly specify our rules on any and every new fashion trend. Therefore, we request that parents understand the basic purpose and spirit of our uniform code and ask that you apply it to your child’s daily apparel. The school reserves the right to make the final judgment in these manners. A positive reinforcement policy is in place to assist us in enforcing the Uniform Code; we appreciate your help and support. Students with incomplete or improper uniforms will be given the correct items to change into from the uniform closet. We will call parents when a child is completely out of uniform.

## **Elementary Uniform Code for Boys**

- Boys may wear red, white or navy shirts. Polo, turtleneck, long or short-sleeved, collared shirts are acceptable.
- Navy cardigan sweaters, Achiever Sweatshirts or Achiever navy fleece vests or jackets.
- Regular jackets or zippered sweatshirts (hooded or unhooded) may be worn to and from school and at recess only.
- Athletic shoes or oxfords may be worn. Shoes with wording other than brand names and shoes with wheels are not allowed.
- Socks must be worn. Only solid colors are acceptable.
- Navy or khaki twill pants and shorts. Cargo type pants and shorts are not allowed.
- Boys may wear hats, facing forward, when not in classroom. No unsuitable imprints or logos are allowed.
- Hair should be neat and clean. Hairstyles with extreme cuts or color are not allowed. Hairstyles will not be allowed that: 1) are a distraction to your child or other students; 2) are a hindrance to your child's learning process; or 3) draw undue attention to your child while at school.
- No earrings or body ornaments are acceptable.

## **Elementary Uniform Code for Girls**

- Achiever plaid or solid, navy or khaki twill skirts, jumpers or skorts (need to be no shorter than three inches from the floor when kneeling). Solid colored red, navy, blue, black or white shorts need to be worn under skirts or dresses.
- Long or short-sleeved, white collared blouses; blouses are to be plain and free of trimming. Red, white or navy polo shirt or turtleneck shirt. Girl's polo shirts may have a same-color feminine trim/edge on the cuffs or collar.
- Navy cardigan sweater, Achiever sweatshirt or navy Fleece Vest or Jacket. Regular jackets or zippered sweatshirts (hooded or unhooded) may be worn to and from school and at recess only.
- Socks or tights must be worn. Only solid white, red or navy blue are acceptable.
- Athletic shoes or low-heeled slip-ons. Platform shoes, sandals, shoes with pictures/wording other than brand names and shoes with wheels are not allowed.
- Navy or Khaki twill slacks or capris and shorts.
- Girls may wear small, age appropriate earrings (stud earrings only); dangling earrings and any other type of body piercing ornaments are not allowed.
- Girls may not wear make-up. Pastel nail polish is acceptable.
- Unnatural coloring of hair, excessive strings and beads in hair or hairstyles with extreme cuts or color are not allowed.

## **Physical Education Uniforms for Boys and Girls**

(P.E. uniform shall be worn by all 1<sup>st</sup>-5<sup>th</sup> graders on P.E. days unless otherwise specified). P.E. uniform consists of:

- Achiever t-shirt or past Achiever event t-shirts.
- Achiever sweatshirt or fleece jacket or vest.
- Blue or black jeans (Achiever dress uniform navy or khaki shorts for boys and girls may be worn).
- Jean shorts may be worn (no shorter than 4 inches above the knee, no cargo or oversize type).
- Athletic shoes (platform type and shoes with wheels are not acceptable).
- P.E. uniform shirts and sweatshirts must be purchased at Merry Mart.

- Blue or black jeans may be purchased anywhere.
- Only ACS sweatshirts, fleece jackets, regular jackets and zip-front sweatshirts may be worn during cold weather. No flannel shirts or other sweatshirts may be worn.
- No sweats or other types of slacks may be worn for P.E. No jeans with prints, flowers, decorations, bell-bottom or oversized slacks may be worn.

All elementary uniform items described may be purchased at the **Merry Mart** store located at 33 Washington Street, Santa Clara (corner of Washington and Newhall) or at Dennis Uniforms (online). If it is more convenient for you, the boys' and girls' slacks and girls' navy jumpers and skirts may also be purchased at department or school apparel stores. P.E. uniform shirts, sweatshirts and shorts must be purchased at **Merry Mart**. Blue or black jeans may be purchased anywhere.

Proper Achiever dress uniform must be worn on all field trips, unless otherwise specified by the teacher. Achiever P.E. uniforms may be allowed on certain trips at the discretion of the teacher. Achiever sweatshirts or fleece jackets are the only outerwear permissible on field trips.

### **The following policies and procedures have been established for Free Dress Days and Spirit Days:**

Weather permitting, shorts are allowed for both boys and girls. They must be no more than 4 inches above the knee. No "short shorts", bicycle shorts or oversized shorts will be allowed. Jeans should be in good shape; no holes in the knees (or anywhere else), nor should they be worn in a "low rider" fashion. Jeans should not be baggy or oversized.

T-shirts that display unsuitable logos or pictures are not permitted. Unsuitable imprints would include, but are not limited to: violent themes, improper language, witchcraft, illegal or immoral activities, put downs or anything perceived to be in poor taste. For boys, no low cut sports tanks will be allowed. For girls, tank tops are fine with a 1" wide strap, but spaghetti strap tops will not be allowed.

For girls who wear dresses and skirts: the hemline should be modest, no shorter than three inches above the knee. No low cut necklines are permitted. No sundresses with spaghetti straps can be worn, unless a T-shirt is worn underneath. Makeup is not permitted; nor is any temporary hair coloring. Oversized shirts are not permitted. **Closed-toe shoes are required. Athletic shoes are always permitted.**

## **FINANCES**

### **Budget**

ACS operates from a budget that is approved each year by the school 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.
- A parent is employed by ACS.
- Family members are members of Church on the Hill (\$110 discount for each family enrolled).

### **Tuition Assistance**

There is a small tuition assistance fund available to help in cases of extreme need. 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. The tuition assistance program is funded in part by voluntary tax-deductible contributions from staff, parents and other interested individuals. Applications may be obtained from the office.

## **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. Half-day kindergarten classes end at 11:45 a.m.; all other kindergarten classes end at 2:45 p.m. First through third grade classes end at 3:00 p.m., and fourth through fifth grade classes end at 3:10 p.m. The extended care program, Student Life, operates before and after classes between 7:00 a.m. and 6:00 p.m. No student is to arrive at the classrooms before 8:10 a.m. This is for the safety of our students. Students who arrive before 8:10 a.m. and do not check in to Student Life will be subject to disciplinary action.

### **Half-Days**

Half-days are scheduled to allow for flexible planning near school holidays. Please refer to your current school calendar for the half-day schedule. On **half-days**, half-day kindergarten will end at the normal time. Full day kindergarten ends at 11:45 a.m., 1<sup>st</sup>-2<sup>nd</sup> grades at 12:00 p.m. and 3<sup>rd</sup>-5<sup>th</sup> grades at 12:15 p.m.

### **Morning Arrival**

The time just prior to the starting of the school day is a crucial time for the teacher and students. It is important that the teacher be free from distractions in order to prepare the room and set the tone for the day. ACS asks that parents allow teaching to start at 8:30 sharp.

### **Drop off/Pick up Procedures**

All students to be picked up after school will be directed to sit quietly in designated lines each day after school. Students will not be allowed to wait in any other area for pick-up. Parents will be issued a large visor card with the names of their children they are picking up. As the driver approaches the designated pick-up area, the duty teacher will dismiss the students and assist them as they get into the car. All K, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students will be dropped off and picked up at the Elementary Campus. All 1<sup>st</sup> grade students will be dropped off and picked up at the top of the hill, at the clearly marked drop off and pick up area. At pick-up, students are to enter cars on the right side only. For safety, please do not allow children to stand or load backpacks at the back of the car.

### **Attendance**

The compulsory school attendance laws of the State of California 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.
- Pre-approved family vacation.

A phone call or written excuse is required for each absence. The written excuse must be dated and signed by a parent or legal guardian and must explain the reason for the 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 the parent's responsibility to see the teacher and ask to make up all missed work. Work that is not made up within the time frame allotted by the teacher will be recorded with zero credit.

### **Tardy Attendance**

All students not in their seats, when class begins at 8:30 a.m., will be considered tardy. If a student arrives between 8:30 and 8:45 a.m., he/she is to go directly to the classroom where the teacher will record that student's tardy for the office.

After 8:45, arriving students, whether excused or unexcused, must report to the office with an adult for a late slip. ACS believes that punctuality demonstrates respect for others as well as for students' time. Further, ACS believes that irregular school attendance is a definite loss to the individual student and is a disturbance to the entire class. A student's citizenship grade may drop if tardy more than three times per quarter. If a student is tardy an excessive number of times a meeting may be scheduled with the dean of students and/or principal and the number of tardies will be documented.

### **Emergency Procedures:**

The school will regularly conduct fire and earthquake drills to give training and practice in orderly evacuation procedures.

### **Fire Drills**

When the fire alarm is sounded, everyone must participate in the fire drill. Pupils must conduct themselves properly. Children are to line up quickly, silently and be alert for instructions from the teacher.

### **Code Drills**

Code Red, Code Blue and Code 9 are procedures that are also practiced during the school year. These involve either evacuation or barricading students in the classroom when there is imminent danger.

### **Earthquake Preparedness**

Earthquake drills are practiced by students moving to a protected area under their desks or under a table.

### **Out of Town Trips**

A parent or guardian must notify the school office at least **five school days** in advance of the trip or extended absence and fill out a Notification of Extended Absence. The student's teacher must also be notified and 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.

### **Sickness, Injury, and Medication**

If you suspect that your child is not feeling well, please keep your child home that day. Such measures will protect your child as well as the health of other students and staff. If a student becomes ill or injured 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 99.9 degrees or greater) for 24 hours before returning to school.**

Parents are required to complete a Student Emergency Form at the beginning of the school year. 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 emergency units to respond to the situation. The

school staff will treat minor injuries requiring cleaning and bandage unless the parent objects to such treatment.

If at all possible, the parent should dispense any medications at home. **The school does not keep any medications on hand 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 are to be kept by students in the classrooms. 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 drug, the dosage, the times to be administered, etc.

### **Injuries**

All injuries sustained at school or on school property must be reported to a teacher or the main office as soon as possible.

### **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 parents' responsibility to inform the school office immediately if there is a change in address, telephone number or person 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.

### **Textbooks**

Textbooks are issued at the beginning of school. Students are responsible to return books 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 should be encouraged to not bring personal items to school. Students are advised to take precautions to keep belongings safe. Do 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, Gameboys, Nintendo DS' and other electronic devices are not permitted on the Achiever Christian School campus. **Unless permission is given, cell phone usage is not permitted on campus from 7 am to 6 pm.** Use of electronic devices during school hours is grounds for confiscation of the device by school adult personnel and a citation. A parent conference with the Dean of Students is required to retrieve the confiscated device. 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.

### **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 six years of age or under 60 pounds are required by law to be transported via booster seats.

Parents who volunteer to drive must supply proof of license, registration and adequate insurance every year before permission to drive is granted. Before a parent may drive, he/she must fill out a form located in the office and supply proof of these items to the office and submit to a background check if the trip is overnight.

To insure 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. Anyone other than a parent or legal guardian wishing to chaperone must see the administrator for approval.

### **Hot Lunch Program**

Hot lunches are available for students at a nominal cost and are provided by an outside vendor. All meal ordering is done online and menus are available for viewing on the vendor's website. All questions and concerns regarding lunches need to be directed to the Elementary Office.

### **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.

### **Student Life Program**

Student Life is the name of our extended care program, which operates before and after class between 7:00 a.m. and 6:00 p.m.

Student Life does **not** operate during holidays, half days or school vacations.

The goal of Student Life is to provide a safe environment that encourages loving attitudes, good moral values and opportunities for social, emotional and physical growth. We believe Student Life to be 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 the staff.

### **Asbestos Statement**

Our school is in compliance with AHERA legislation which concerns asbestos in schools. We have a management plan in our office which is available for review.

### **Parent-Teacher Conferences**

Parent conferences are scheduled during the first quarter for grades first through fifth, and at the semester for kindergarten. If the 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 concerned. Generally, problems should be discussed with the teacher before involving the principal.

### **Volunteer Assistance**

There is an expectation that parents contribute their time, expertise and other forms of volunteer help to the school whenever possible. Such assistance contributes to an improved quality of education and con-

firms the community spirit that ACS tries to establish. Parents are encouraged to communicate with teachers or the office the ways in which they would like to share their time and talent.

### **Classroom Visits**

Parents must check-in at the office before going to a classroom or remaining on campus. This policy minimizes disruption of classes, provides an orderly procedure and helps ensure the safety of our students. For extended visits of up to thirty minutes, notice to the office should be given at least twenty-four hours in advance.

### **Family-School Relations**

The Bible instructs that all should support authority. *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment upon themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from the fear of the one in authority? Then do what is right and he will commend you.” Romans 13(NIV)*

Parents are expected to support the school in front of their children. Differences should be dealt with according to the principles in Matthew 18:15-17 (NIV). *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”* 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 love as soon as it is proper. 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 role of ACS is to assist the home and the church in providing a Christian education for young people, we feel that is of utmost importance for all of our students, with their families, to be in regular attendance at a God-honoring church. If your family would like assistance in finding a church to attend, please ask any staff member. *“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another.” ~ Hebrews 10:25*