

**2024-2025**  
**Elementary Handbook**



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Founded 1987

**Head of School**  
**Upper School Principal**  
**Elementary Principal**  
**Academic Advisor**  
**Athletic Director**  
**Preschool Director**  
**Preschool Co-Director**  
**Administrative Assistant and Student Accounts**  
**Receptionist**  
**Elementary Aide**

Dr. Michelle Cutler  
Mr. Josh Hicks  
Mrs. Kim Frost  
Mrs. Catherine Neel  
Mrs. Lisa Hill  
Mrs. Karen Todd  
Mrs. Faye Dingle  
Mrs. Stefanie Carroll  
Mrs. Abbie Elmore  
Mrs. Lisa Hanna

**School Colors** *Purple / Gold/ White*

**Mascot** *Lions*

**Mission Statement** *Growing leaders through academic excellence, Christian community, and service to others*

**Core Values** *Faith Excellence Service Community*

**School Scripture** *“But seek first His kingdom and His righteousness; and all these things shall be added unto you.” ~ Matthew 6:33*

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## **ACS HEALTHY CAMPUS**

ACS places your health and safety as our #1 priority. The following safety measures will be implemented and continuously evaluated throughout the school year.

- 1) SYMPTOMATIC STUDENTS AND STAFF WILL BE SENT HOME IMMEDIATELY. RETURN TO SCHOOL/WORK WILL BE DETERMINED BY A PHYSICIAN.**
- 2) IF YOUR TEMPERATURE IS 100.4 OR GREATER, YOU WILL NEED TO STAY HOME THE FOLLOWING DAY. YOU MUST BE FEVER FREE (WITHOUT FEVER REDUCING MEDICATION) FOR 24 HOURS.**
- 3) IF YOU HAVE ANY ILLNESS RELATED SYMPTOMS SUCH AS DIARRHEA OR VOMITING, YOU WILL NEED TO STAY HOME UNTIL YOU ARE SYMPTOM FREE (WITHOUT MEDICATION) FOR 24 HOURS.**
- 4) WE CONSISTENTLY ENCOURAGE PROPER HANDWASHING TECHNIQUES. WE HAVE HAND SANITIZER AVAILABLE IN ALL CLASSROOMS.**
- 5) ALL ACS FACILITIES WILL BE CLEANED AND SANITIZED DAILY. FOLLOWING GYM EVENTS (PRACTICES AND GAMES), OUR ON-CAMPUS STAFF WILL HAVE A SANITIZING PROTOCOL.**

**IT WILL BE IMPERATIVE THAT EVERYONE TAKE RESPONSIBILITY FOR THEIR HEALTH AND PROMOTE SAFETY FOR OUR ACS COMMUNITY.**

## GENERAL INFORMATION

### HISTORY

Welcome to Anderson Christian School. We are entering our 37<sup>th</sup> year of providing quality Christian education to the greater Anderson community. While we remember and honor our past, we are looking forward to the future. We honor our founding members who established Anderson Christian School as an educational institution built on a common foundation of our Lord Jesus Christ.

Anderson Christian School is an independent, non-denominational, college-preparatory school. The school was founded in 1987 with an initial enrollment of 57 students, kindergarten through seventh grades. Today, the school houses over 200 students, grades Pre-K3 through 12.

The school began at Bethany Chapel in 1987 and remained at that facility until 1995. ACS moved from the Bethany Chapel facility (now Concord Community Church) to Northside Baptist Church (now Covenant Baptist Church) in 1995 and remained there until 2009. While at Northside, ACS added the high school in 1999. We are grateful to both facilities for their continued support of ACS throughout these years. In 2009, we moved onto our current campus. This allowed ACS to no longer rent property but to finally own a part of the facility. In this move, we formed a partnership with Cornerstone and subsequently with Hope Fellowship. ACS acquired space for the preschool with an indoor play area as well as our own gym. God is good all the time!

With the purchase of land between the office building and the preschool, the ACS campus is located on more than 15 acres of property. As part of our continued stability, permanent signage including directional signage was added in 2019 and 2020.

To ensure an overall program of excellence, ACS uses a variety of publishers for its curriculum. Textbooks are chosen following research, thought and prayer. Both secular and Christian texts are evaluated for their academic soundness as well as their appropriateness in relationship to our conservative Christian environment. Students have opportunities to participate in academic, fine arts, and athletic competition. Students are also encouraged to participate in community service throughout the school year through our quarterly mission day experiences.

Teachers are our most valuable assets. Each is academically qualified and has a personal relationship with Jesus that is growing daily. Faculty members are equipped to utilize a variety of teaching strategies and technologies to guide students toward their full potential.

### SCHOOL VERSE

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

## **MASCOT**

Lions

## **SCHOOL COLORS**

Purple/Gold/White

## **GOVERNANCE**

Anderson Christian School is a 501C3 non-profit, independently operated school. The governing body consists of a Board of Directors who oversee the mission of the school promoted in all aspects. This body sets policies for the school that are carried out by a qualified administrator, faculty, and staff.

## **ACCREDITATION**

Anderson Christian School is a member of SCISA (South Carolina Independent School Association). In the spring of 2023, ACS received the prestigious AdvancEd/Cognia (formerly known as SACS/CASI) accreditation for a second time. ACS is also a member of ACSI (Association of Christian Schools International).

## **STATE LICENSURE**

ACS Preschool is fully licensed through the South Carolina Department of Social Services to serve preschool age children.



## STATEMENT OF FAITH

### ANDERSON CHRISTIAN SCHOOL BELIEVES:

- The Holy Bible to be the inspired Word of God (*II Timothy 3:15, II Peter 1:2*).
- Our God is the one sovereign God (*Genesis 1:1, Matthew 28:19, John 10:30*).
- Jesus Christ is deity (*John 10:33*):
  - His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*);
  - His sinless life (*Hebrews 4:15, Hebrews 7:26*);
  - His miracles (*John 2:11*);
  - His vicarious and atoning death (*I Cor 15:3, Ephesians 1:7, Hebrews 2:9*);
  - His resurrection (*John 11:25, I Cor 15:4*);
  - His ascension to the right hand of the Father (*Mark 16:19*); and
  - His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
- God directly created Adam and Eve in His own image.
- The existence of Satan, sin, and evil powers have been defeated by God in the cross of Christ.
- The Lord Jesus Christ died for our sins, and all who believe in Him are forgiven of all their sins.
- The Holy Spirit indwells and gives life to believers.
- The Bible is a part of every aspect of the Anderson Christian School program.
- Prayer is vitally important to the Anderson Christian School family.
- Parents are the primary educators of their students spiritually, physically, socially, and emotionally.
- Anderson Christian School will partner with the parent to provide a Christian education for the child.
- Compromises will not be made when philosophy is based on Scripture.

## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (*Gen. 1:26-27*). Rejection of one’s biological sex is a rejection of the image of God within that person.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (*Gen. 2:18-25; Matt 19:5-6*)
- We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other (*1 Cor 6:18; 7:2-5; Heb 13:4*).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (*Matthew 15:18-20; 1 Cor 6:9-10*).
- We believe that in order to preserve the function and integrity of Anderson Christian School, and to provide a biblical role model to the organization, it is imperative that all persons employed by ACS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (*Matt 5:16; Phil 2:14-16; 1 Thess 5:22*).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (*Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11*).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (*Mark 12:28-31; Luke 6:31*). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Anderson Christian School.

# MISSION STATEMENT & CORE VALUES

## MISSION STATEMENT

Growing leaders through academic excellence, Christian community, and service to others.

## CORE VALUES

**FAITH**

**EXCELLENCE**

**SERVICE**

**COMMUNITY**

## STUDENT PROFILE

### ➤ **Faith**

- Understand that Biblical truth is the foundation for the proper understanding of all academic subjects
- Understand how the Bible relates to every area of the student's life

### ➤ **Excellence**

- Understand how to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself
- Understand how to pursue excellence in every area of the student's life

### ➤ **Service**

- Understand the urgency of world missions through practice of the Great Commission
- Understand how to practice Christian service to others in the student's life

### ➤ **Community**

- Understand how to be an active part of the ACS community
- Understand "Once a Lion, Always a Lion"

## FACULTY AND STAFF PROFILE

### ➤ **Faith**

- Teach that Biblical truth is the foundation for the proper understanding of all academic subjects
- Commit to spiritual growth by actively participating in a local church

### ➤ **Excellence**

- Hold a college degree in their field and maintain certification (state and/or ACSI)
- Commit to professional growth annually

### ➤ **Service**

- Model and teach active participation in ACS service opportunities
- Model Christian service to others in the teacher's life

### ➤ **Community**

- Model and teach active participation in the ACS community
- Practice "Once a Lion, Always a Lion"

## **FAMILY PROFILE**

### ➤ **Faith**

- Support understanding that Biblical truth is the foundation for the proper understanding of all academic subjects
- Support understanding how the Bible relates to every area of the student's life

### ➤ **Excellence**

- Support ACS in teaching the student how to apply himself to his work and fulfill his responsibilities to God, to those in authority, and to himself
- Support ACS in teaching the pursuit of excellence in every area of the student's life

### ➤ **Service**

- Support the teaching of the urgency of world missions through practice of the Great Commission
- Support the teaching of Christian service to others in the student's life

### ➤ **Community**

- Be an active part of the ACS community
- Practice "Once a Lion, Always a Lion"

## COMMUNICATION

### MAIN OFFICE

3902 Liberty Highway  
Anderson, SC 29621  
864-224-7309 (Phone)  
864-224-1085 (Fax)  
[www.andersonchristian.com](http://www.andersonchristian.com)

### EMAIL ADDRESS

Faculty and staff members may be reached via email by sending the email to the employee's first name and last name @ andersonchristian.net, *i.e.*, [michellecutler@andersonchristian.net](mailto:michellecutler@andersonchristian.net).

### RENWEB

The primary source of communication between home and school is RenWeb. Parents are asked to update their contact information as well as medical, transportation, and emergency contact information for each student via the Family Demographics web forms.

### GOOGLE CLASSROOMS

All teachers have established Google Classrooms to be used by students (K5 –12<sup>th</sup>) and parents throughout the school year. Access information will be provided to each student at the beginning of the school year.

### SOCIAL MEDIA

ACS maintains one official Facebook fan page and an Instagram account. ACS Athletics has a dedicated Instagram account.

### SCHOOL CLOSINGS

In the event of inclement weather, ACS will be listed on the major TV networks, as well as the ACS Facebook page. ACS does NOT follow Anderson District V closings or delays. In the event of a school closing or delay, an alert will be sent to phone numbers and emails that are in RenWeb.

### PARENT ALERT

When a parent alert is sent asking you to pick up your child early from school, parents must pick up their child within 30 minutes of the parent alert.

## DAILY SCHEDULES

### MONDAY, TUESDAY, THURSDAY, AND FRIDAY

#### Grade K5

7:30– 8:00 a.m.	Drop off*
8:00 a.m.	K5 School Begins (after 8:00 K5 students are considered tardy)
2:55 p.m.	K5 Dismissal
3:00 p.m.	Supervision ends and Kingdom Kids begins ( <i>no additional charge</i> )
5:00 p.m.	Kingdom Kids ends (students remaining after 5:00 will incur a late pick up charge)

#### Grades 1–5

7:30– 8:00 a.m.	Drop off*
8:00 a.m.	1-5 School Begins (after 8:00 students are considered tardy)
2:45 p.m.	1-5 Dismissal
3:00 p.m.	Supervision ends and Kingdom Kids begins (\$15 per day – flat rate charge)
5:00 p.m.	Kingdom Kids ends (students remaining after 5:00 will incur a late pick up charge)

### WEDNESDAY LATE-IN (NO LATE-IN WEDNESDAYS IN AUG, DEC, OR MAY)

Wednesday Drop-off Starts 1 Hour Later than M,T,Th,F

Drop off begins at 8:30 a.m.

School begins at 9:00 a.m.

*\*Parents that need to drop students off at the normal 7:30 a.m. will be able to do this at no extra charge for the supervision prior to school.*

### KINGDOM KIDS

ACS' after school program, Kingdom Kids, serves all students. Kingdom Kids provides opportunities for students to complete homework and socialize with other students within different grade levels through active games either outside or in the gym, board games, crafts, etc. We maintain a 12:1 ratio.

The program begins each day following dismissal (see above) for K5 through 12<sup>th</sup> grade. Students who are not picked up from school by these times will be asked to attend Kingdom Kids and parents/guardians will be charged for that day. (No charge for K5 Kingdom Kids) Pick-up from Kingdom Kids is by 5:00pm. A daily fee of \$15.00 will be charged to your account. This price includes a snack and a drink. Parents arriving after 5:00 will be charged \$15.00 for the first minute and \$1.00 for each additional minute.

## SCHOOL CLOSINGS

In the event of inclement weather, ACS will be listed on the major TV networks, as well as the ACS Facebook page. ACS does NOT follow Anderson District 5 closings or delays. In the event of a school closing or delay, an alert will be sent to phone numbers and emails that are in RenWeb.

## RENWEB (GRADES AND ASSIGNMENTS)

RenWeb provides access to daily assignments and grades via the internet. To access the Website for the first time:

1. Go to Internet Explorer and type [www.renweb.com](http://www.renweb.com). You can also access ParentsWeb from our website [www.andersonchristian.com](http://www.andersonchristian.com).
2. Click on the Login/ParentsWeb Login tab at the far right of the menu bar.
3. Log in as follows: District code is ACS-SC, then type in the email address that you provided to the school - this becomes your User Name.
4. Click Create a New ParentsWeb Account if you have not used RenWeb before.
5. You will be emailed a password that will be active for 15 minutes (to the email address you typed in, the same one you provided the school).
6. Click on the emailed link to login.

## GOOGLE CLASSROOM (ASSIGNMENTS)

All classes (K5 through 12<sup>th</sup> grade) will use Google Classroom as a means of communication in the classroom as well as homework assignments. Teachers will provide access for students and parents during the first week of school. Google Classroom is used exclusively for distance learning in the event that a student is unable to attend in-person classes.

## TRANSPORTATION

### ARRIVAL

- In order to unload students efficiently in the morning, parents are asked to drive down to the lunchroom door or preschool front door. This enables the faculty and staff to greet as many students as possible at one time and keeps the carpool line flowing. **Any students with symptoms of illness will not be allowed to exit their vehicles.**
- Students are considered tardy when entering their classroom after 8:00 a.m. for grades K5 through 12<sup>th</sup>.
- Those students arriving late must report to the MAIN office to receive a late pass prior to going to their classroom.

## **DEPARTURE**

### **Grade K5:**

- When picking up at regular dismissal times, drivers should enter from Liberty Highway to pick up at the door of the preschool building.

### **Grade 1<sup>st</sup>-5<sup>th</sup>:**

- When picking up at regular dismissal times, drivers should enter the main drive located on Liberty Highway and drive around the buildings.
- If picking up after dismissal times (more than 15 minutes after close of school), it will be necessary to park in the lot and sign your student out from the Kingdom Kids director. Please note that the Kingdom Kids fee policy will be enforced at this time.
- Please be careful and alert to all movement in the parking lot as younger students are present.

## **ATTENDANCE**

### **ABSENCES**

Parents are asked to help keep absences to a minimum by abiding by the school vacation calendar and scheduling medical and dental appointments after school hours. Parents of students who exceed 5 absences in the first semester will be contacted by the Elementary Principal or the classroom teacher for a conference. Exceeding 10 absences per year may result in grade retention.

### **TRUANCY**

A child, ages 6 to 17, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term “unlawful absence” shall refer to any absence without a written excuse or any parent note after ten (10) that was not excused by the Head of School.

Each quarter ACS will run an attendance report for lower school students. At this time, lower school students who have accumulated 5+ absences will be notified. ACS will make reasonable efforts to meet with parents or guardians to identify the reason(s) for the student’s unlawful absences. During the meeting, a written “intervention plan” may be developed with the parents or guardians to improve the student's attendance. A student, age 12-16, should also participate in the meeting. The intervention plan may include:

- Reasons for unlawful absences
- Actions to be taken by the parents or guardians and student to resolve the causes of unlawful absences
- Actions to be taken by the intervention team members
- Actions to be taken in the event unlawful absences continue



- Signature of the parents or guardians or evidence that attempts were made to involve the parents or guardians
- Signatures of school officials participating in the meeting
- Documentation that the parents or guardians were apprised of the South Carolina Compulsory Attendance Law

If the student accumulates additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate ACS school supervisor. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

If the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again, the attendance supervisor will decide on a possible referral to Family Court based on the circumstances.

Transfer of plans - if a student transfers to another school, intervention plans shall be forwarded to the receiving school.

## **VIRTUAL LEARNING**

Our virtual learning will take place several times throughout the year. This will allow students to understand their responsibilities for virtual learning as well as teachers to practice their virtual learning skills. Students are expected to participate in all virtual learning activities exactly as they would when they are in physical classrooms. If a student is absent, they must check their google classrooms for assignments and complete them upon return to school. **Keep in mind that if your student falls behind, zeros will be assigned for missing assignments.** It is the student's responsibility to communicate with the teacher to complete any outstanding assignments.

## **TARDIES**

Unless otherwise excused, a student is expected to report to school on time and be in their classroom by 8:00 am. Tardies are cumulative for one semester. Students tardy for class must have a pass from a teacher or staff to be admitted to class. Penalties for tardies are as follows:

- 1-3 tardies: Verbal warning
- 4 tardies: Phone or in-person conference
- 5 tardies: Equals an absence and in-person conference

## **CHECK-IN/OUT PROCEDURES**

Checking out of school early is reserved for illness or scheduled appointments. Siblings of athletes, affected by the early release of athletes, will be allowed to check out. All missed work for siblings must be completed on schedule. No student may leave campus without parental permission and signing out with the main school office. A student who

re-enters school the same day must sign in at the office and receive an admittance slip to go back to class.

## LUNCH

Optional catered lunches, ordered in advance and provided by local restaurants, may be purchased Monday through Friday. If your student is out sick on a day that he/she has ordered lunch, a credit is NOT given for that lunch. Also, catered lunches should not be ordered on field trip days. Drinks may be brought from home or purchased at school.

Microwaves are available for student use. When packing lunches from home, please remember to include utensils, napkins, and condiments.

### LUNCH MENU

Lunch order forms may be downloaded and printed at home. Students without lunches will have the option to purchase a school-provided lunch for which the parents will be billed \$7.00 per lunch. Parents will be notified of such charges. Charges must be paid within one week.

### VISITORS

Visitors are welcome to have lunch with their child. Visitors MUST sign in and receive a visitor's pass from the office before proceeding to the lunchroom.

### SNACK PURCHASES

ACS offers snacks at lunch which may include fruit, yogurt, chips, cookies, popcorn, ice cream, etc. Snack choices will change periodically. These purchases are optional and are left to the discretion of the parents. Purchases can be made on a CASH ONLY basis. No charges.

### FORGOTTEN LUNCHES/HOMEWORK

When it becomes necessary for a student's lunch/homework to be dropped off at school, parents are asked to leave the items with the Receptionist at the front office. **Please exercise wise judgment if forgotten items become a habit for the student.** One aspect of training responsible students is *allowing* them to experience the consequences of not following through with *their* responsibilities. Parents may not deliver forgotten items directly to the classroom.

## ILLNESS/MEDICAL/EMERGENCY INFORMATION

### ILLNESS

Students should stay home if there is fever, vomiting, diarrhea, a very frequent cough, strep throat, pinkeye, persistent pain (ear, stomach, etc.) or a widespread rash. To prevent the

spread of illness, students should not return to school for at least *24 hours* after they have been:

- Fever-free of temperature over 100.0 without medication
- On antibiotics (even for pink eye)
- Free from vomiting or diarrhea. This includes being able to tolerate food and drink without reoccurrence.

Students that become ill during school hours will be sent to the office. Parents will be contacted to pick up their student. Students will remain in the office until pick up. Calls for a ride home must be made by the school office. Failure to follow this check out procedure will result in an absence. Please notify the school immediately if your child is diagnosed with any communicable disease or possible symptoms of such. To reduce the spread of illness, parents must pick up symptomatic students immediately.

## **INJURY**

The school will administer first aid for minor injuries. This includes cleansing wounds with antiseptics/topical antibiotic unless otherwise advised by the parent/guardian. In cases requiring further medical attention, EMS will be activated, parents/guardians will be notified by phone, and parents must come to the school.

## **LICE POLICY**

In order to keep our elementary school free of lice, any student that contracts lice **MUST** be treated and be lice free for 24 hours before returning to school. Any student that contracts lice **MUST** present a note from the lice clinic confirming they are free of lice.

## **COMMUNICABLE DISEASES**

Parents will be notified by letter if their child is exposed to a communicable disease at school.

## **MEDICATION**

An *Authorization to Give Medication at School* form must be completed by the parents for all medications brought in from home. In order for medication to be given, it must be brought to the Elementary Aide, Elementary Principal, or Receptionist *by the parent* in an original container with the appropriate label intact. For prescription medications you can ask the pharmacy to provide an extra labeled “school bottle” for medication. Students are responsible to come to the Elementary Aide or the Elementary Principal at the appropriate time to receive medication. Medication that is expired or not picked up will be discarded.

The office will provide basic over-the-counter medications for emergencies only. If your child has an on-going illness or situation, you are asked to provide the over-the-counter

medication in the original bottle. Please label the bottle with your child's name prior to bringing it to school.

A student found to be in possession of, distributing, or self-administering any medication/drug will be subjected to severe disciplinary consequences as deemed necessary by the administration. According to SC law, exceptions will be made for students that need to carry an inhaler or Epi-pen with them at all times. A form can be obtained from the office that will be signed by both parent/guardian and physician for such situations. We ask that an extra inhaler or Epi-pen be kept with the Elementary Aide/Principal's office.

## **NOTIFICATION**

In order to enhance communication, a phone call will be placed when your student comes to the office. Even visits for minor difficulties will be documented so you can track your child's illnesses and clinic usage. Parents/guardians are asked to contact the school with changes in medical information and address/e-mail changes as well.

## **STUDENT HEALTH RECORDS**

- Required by SC law, all students must have a SC Immunization Certification on file. Please see the Administrative Assistant for more information.
- All students must have a new Student Health Record/Medical History form complete at the beginning of each school year.
- It is incumbent on individual families to remain current with ongoing screenings as indicated by your personal physicians.

## **EMERGENCIES**

ACS has a written crisis management plan in case of a major disaster or emergency. Each teacher has a guide for emergency action and will be conducting emergency drills with his/her classes. The school also periodically holds all-school emergency drills.

In an actual emergency, parents will be notified via email or phone call as to whether their student needs to be picked up at the school or an alternate location.

In an emergency, your child(ren) will be released only to those people authorized by you on your child's Emergency Release Form unless we receive a phone call or note from you.

## **CONFIDENTIALITY OF STUDENT RECORDS**

All students' records are kept confidential and in locked, fire-proof files. Information in the files will be released only upon receipt of written permission from the student's parents. Alumni files are kept as a permanent record of the student's efforts and are property of ACS. The student's academic file will be transferred to another school after receiving a written request from said school and all balances are paid.

# INSTRUCTIONAL PROGRAM

## CURRICULUM

- **Faith**
  - Teach that Biblical truth is the foundation for the proper understanding of all academic subjects
- **Excellence**
  - Meet all state, national, and international educational standards through the Cognia accreditation
- **Service**
  - Promote servant attitude through curriculum choices
- **Community**
  - Support ACS community through active, respectful class discussions

## TEXTBOOKS

ACS provides all textbooks and lab equipment to students. In particular subjects, students may have e-books downloaded to Chromebooks. Students do have access to “hard” copies of the textbook if needed. It is each student’s responsibility to return materials and textbooks to issuing teachers. If school books and materials are retrieved by staff after this process, they will **not** be considered returned by the individual students to whom they were issued and the family account will be charged accordingly.

## ELEMENTARY CHROMEBOOKS

Students are expected to care for their books and Chromebooks in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. Please refer to the technology use policy for Chromebooks.

## PROGRESS REPORTS AND REPORT CARDS

Progress reports are emailed out after the fourth week in every nine-week grading term. Report cards are emailed at the conclusion of each nine-week grading period. You will NOT receive a progress report or report card if your account balance is not paid in full. Grades are based upon work completed during each nine weeks. Students will also receive a semester grade at the conclusion of the second and fourth nine-week grading periods, which will include exam grades. Students will receive a final report card after June 1 and when the family account balance is settled in full. Parents and students are strongly encouraged to keep track of academic progress by checking RenWeb.

## GRADING SCALE

A	B	C	D	F
100 - 90	89-80	79-70	69-60	59-0

## **STANDARDIZED TESTING**

Students in grades K5 through 12<sup>th</sup> grade participate in standardized testing. In April/May, the Iowa Test battery is administered to K5 through 5<sup>th</sup> grade and the CogAT is administered to 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades.

## **HOMEWORK ASSIGNMENTS**

Students should not be dominated by excessive homework nor should they be void of homework in areas in which they need improvement. Please keep in close contact with your child's teacher as to your concerns/questions in this area.

Math homework will be the ONLY new homework assigned on Wednesday evening. This policy is out of respect for mid-week church services. However, it is acceptable to have a long-term assignment due on Thursday. It is the student/parents' responsibility to manage time to complete a long-term project. In other words, do not wait until Wednesday night to complete an assignment that students were informed of earlier.

## **LATE HOMEWORK AND CLASSWORK POLICY**

ACS is committed to preparing students to succeed in life. Therefore, choosing not to complete an assignment is not an option for students. Late policies for papers, projects and major assignments are covered in the teachers' syllabi.

## **MAKE UP WORK DUE TO ABSENCE**

The responsibility for initiating make-up work belongs to the student. A zero will be recorded in place of the grade until the work is submitted. Extenuating circumstances will be reviewed by the Elementary Principal and the Head of School. Work that was assigned prior to the illness still needs to be completed by the original due date. Homework, papers, and projects that were assigned prior to the illness are due when the student returns to school. If the student is absent the day that a test is given, he is expected to make up the test the day that he returns to school or at the teacher's discretion.

## **HELP SESSION**

Teachers are available for after school help one day per week for 30 min. Each teacher will have a set time that they can offer the help sessions. Help class is designed to remediate a specific concept and is not intended to replace an outside tutor. If any additional help is needed, the parent must contact the teacher to set up additional time for tutoring. If the student requires extra tutoring by the teacher, fee and payment must be arranged between parent and teacher. Student tutors may be available during the school year at a rate of \$15.00 per hour.

## **ACADEMIC ASSISTANCE**

The Academic Assistance Team includes the Head of School, the Elementary Principal, the classroom teacher(s), and parents. The team is designed to help students who may have a particular need. Teachers will contact the Elementary Principal who will initiate parent contact and begin any paperwork deemed necessary. Parents will be invited to attend a meeting where an academic plan will be created and implemented specifically for the student to help with his/her area of need. The Elementary Principal will follow up as needed and communicate with teachers, parents, and administration.

## **CHAPEL**

Students in grades K3, K4, and K5 participate in chapel services together. Students in grade 1-5 participate in a separate chapel service that combines once a month with the 6<sup>th</sup>-12<sup>th</sup> grade student body. ACS sponsors additional opportunities for spiritual training for grades 6-12, such as retreats and spiritual leadership training through our advanced Bible courses.

## **EXTRA-CURRICULAR ACTIVITIES**

ACS recognizes the importance of extra-curricular activities to the school experience and currently sponsors the following programs:

- Sports (see Athletic Department Policy Manual)
- Drama
- Photography
- Music
- Art

## **ATHLETICS**

The ACS Athletic Department endeavors to use athletic competition to train young people in how to more faithfully reflect their Creator. The drive is to win, but the goal is excellence, joy, and growth in Christ-like character. The desire of the department is to instill a positive self-image, commitment to personal and team goals, and to develop each athlete in skills and knowledge of sports. The Athletic Department's philosophy, procedures, expectations, and general information can be found in the Athletic Department Policy Manual.

## **AWARDS**

### **PRINCIPAL'S HONOR ROLL**

The Principal's Honor Roll is awarded to students who have demonstrated superior achievement in academic excellence by maintaining an average of 90 or above in all subjects on their final report card.

## **HONOR ROLL**

The Honor Roll is awarded to students who have demonstrated academic achievement by maintaining an 80 or above in all subjects on their final report card.

## **TECHNOLOGY & COMMUNICATION DEVICE - ACCEPTABLE USE POLICY**

Anderson Christian School (ACS) believes that technology (when used in a responsible, efficient, ethical and legal manner) offers valuable, diverse, and unique resources to teachers and students that promote educational excellence. ACS is committed to helping students and faculty use technology as an effective educational and administrative tool while exceeding state and national educational standards. It is expected that students and faculty will use technology in a mature and professional manner in accordance with this Acceptable Use Policy.

### **TECHNOLOGY AND COMMUNICATION DEVICE USERS**

**(ACS FACULTY, STUDENTS, AND PARENTS/GUARDIANS OF STUDENTS):**

- Users will use appropriate behavior (general school rules apply) and acceptable use when accessing technology at ACS.
- Devices include, but are not limited to, computers, scanners, still and video cameras, cell phones, document cameras, Mimeos, LCD projectors, PDAs, iPads, iPods, Kindles, Chromebooks and all other electronic devices capable of attaching to the ACS network using any method.
- Use of these devices on the ACS campus shall be considered a privilege, not a right.
- Failure of a User to follow acceptable use standards may result in termination of technology privileges, appropriate disciplinary action as stated in school policies, and possible notification of law enforcement.
- Anderson Christian School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted within or through technology usage at ACS.
- Internet, email, and phone use at ACS shall be used primarily for educational purposes.



## **TECHNOLOGY AND COMMUNICATION USE TERMS AND CONDITIONS**

### **User personal safety includes, but is not limited to:**

- ACS has taken precautions to restrict access to unacceptable information in accordance with CIPA (Children’s Internet Protection Act) rules by employing the use of content filtering which is automatically and continuously updated to provide protection against current threats. It is, however, important to understand that no solution is 100% perfect, and at times educational sites may be inadvertently blocked and conversely, inappropriate sites may be accessible. Students and faculty will be provided with guidance and instruction in the appropriate use of technology resources including the Internet so that responsible choices can be made in the event that ACS’ content filter fails to work as expected.
- ACS continuously monitors all devices for appropriateness in an educational environment.
- By accessing any portion of the ACS network or systems through any device, the User declares that he/she is aware of the Acceptable Use Policy and agrees to be bound by its provisions. Anderson Christian School reserves the right to make amendments to the terms and conditions of this policy with reasonable notification of those changes to the Users.
- Users will not post school related personal information about themselves or others. Personal information includes, but is not limited to the following: name, address, profiles, telephone, date of birth, identifying pictures or any other personally identifying information.
- Users will not utilize the ACS technology assets to arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.
- Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature following the guidelines of the ACS anti-bullying policy.

## **RESPECTING TECHNOLOGY EQUIPMENT**

### **CHROMEBOOKS (ELEMENTARY GRADES K5-5)**

- Users must keep the device face clean at all times.
- Users will have a charger available at all times during school hours.

- Users should not leave their devices unattended at any time. Do NOT expose the device to extreme heat or cold.
- ACS retains the sole right of possession of the student issued device.
- Users will not remove the device from the classroom unless instructed by their teacher.

## **ACS SYSTEM SECURITY**

- Users should take all reasonable precautions to prevent others from gaining access to their account(s). All users are responsible for their individual account(s).
- If an individual suspects a possible security breach, the user will immediately contact their teacher.
- Users will not disseminate passwords, access codes, telephone numbers, account numbers, grades, or other individuals' documents to unauthorized persons.
- For security reasons, Users (K5-5<sup>th</sup>) are NEVER allowed to install personal iTunes account information on the ACS issued device. Users (6<sup>th</sup>-12<sup>th</sup>) are NEVER allowed to install personal Google account information on the issued device, unless they withdraw from the school and management is released.
- ACS' network, storage systems, and related technologies are the property of ACS and are subject to inspection by ACS administrative officials at any time. Users should not have a privacy expectation in the contents of their personal files on the ACS network or on web-based systems that ACS has contracted with to provide storage or services. There is no guarantee or right to privacy of any electronic communication originated from or stored on the ACS network or system. ACS reserves the right to monitor or spot check, any internet or device activities occurring on school equipment or accounts. Failure to agree to inspection and to be subject to this accountability may result in suspension or termination of the right to access technology.

## **ILLEGAL ACTIVITIES**

Illegal activities include, but are not limited to, the following:

- Users will not attempt to gain unauthorized access to the ACS system(s) or seek to use the ACS system(s) beyond their authorized access.
- Users will not deliberately attempt to disrupt the performance of any computer system or destroy data via a virus or any other means.
- Users will not use the ACS system(s) to engage in any illegal act.

- Vandalism of any kind will require full restitution for costs associated with hardware, software, and system restoration. It will also result in temporary or permanent cancellation of device privileges and additional disciplinary action.

## **PLAGIARISM AND COPYRIGHT INFRINGEMENT**

- Users shall respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by a copyright. Students should check with teachers and support staff regarding laws. Faculty and staff should check with administration regarding laws.
- Users shall not plagiarize; therefore, they should cite all quotes, references, and sources. Acknowledging the source of a copyrighted material does not substitute for obtaining reproduction rights.
- Users may reproduce copyrighted works within the limits of fair use, and using proper citation. Fair use is explained at: <http://www.copyright.gov/fls/fl102.html>
- Users of Anderson Christian School's devices will not install pirated software. All users should be aware that disseminating illegally obtained software (pirated) is a federal offense which is punishable by imprisonment, fine, or both.
- Users will not copy or steal any software from Anderson Christian School devices.
- Users may not install any program without the teacher's express permission.

## **TECHNOLOGY ETIQUETTE**

Technology Etiquette shall be observed and utilized by all Users. Technology etiquette includes, but is not limited to, the following:

- Be polite! Do not get abusive in your messages to others.
- Exercise caution when using sarcasm and humor. Without face-to-face communications, a joke or statement may be misunderstood.
- Show consideration and respect for others at all times.
- Be respectful of the rights of other network users and do not violate their privacy.
- Be aware of the intent and function of an individual or group before sending a message.
- Deliberately posing as a user other than yourself is prohibited.
- At the conclusion of a user's session the user should log off the system he/she is using.

- Users will maintain a respect for privacy while using the ACS system(s). Respect for Privacy includes, but is not limited to:
  - Not forwarding or posting a message that was sent to them privately without the consent of the person who sent it.
  - Not posting private information about another person.
  - Not interfering with other users' work or files.
- Inappropriate language shall not be used in any ACS device communication. Inappropriate language includes, but is not limited to:
  - Obscene, profane, lewd, vulgar, offensive, inflammatory, threatening, or disrespectful language.
  - Participation in hate mail, harassment, discriminatory remarks, and other harmful or inappropriate behaviors.

### **INAPPROPRIATE ACCESS TO MATERIAL**

ACS Users will not seek inappropriate access to material while using the ACS System(s). Inappropriate material is information that is:

- Profane or obscene (pornography)
- Advocates illegal or violent activities
- Advocates discrimination towards other individuals or groups.
- If a User inadvertently accesses inappropriate material, he/she should immediately notify his/her teacher or administrator, thereby avoiding an allegation of intentional violation of the Technology and Communication Device Acceptable Use Policy.
- *Users will not deliberately attempt to override or circumvent the firewall or content filter or encourage others to do so.*

### **RESPECTING RESOURCE LIMITS**

ACS Users will recognize that internet bandwidth, file storage space, and device access is a limited resource that is being provided by ACS for appropriate usage. Users will seek to conserve their consumption of these resources through the following means:

- Users will use technology specifically for educational or career development activities. Any personal usage will be severely limited to that which is immediate and necessary. The use of personal social media connections does not constitute an immediate or necessary use.

- Users will not download large files or software programs without the authorization of the systems administrator. Software, particularly if it is offered as “free”, often comes with undetectable spyware and advertising that can disable a computer or an entire system. Any user that introduces such unauthorized software will be held financially responsible for restoring ACS systems to their previous state.
- Users will not post chain letters or engage in “spamming” (sending unnecessary messages to a large number of people).
- Users will not create an external website using ACS technology. Any website creation or any other public site creation is expected to be completed within the secure portion of the ACS systems. School Administrator permission is required to create any website that is not within the secure portion of the ACS systems
- Users may not use the network for personal or commercial purposes, such as, but not limited to, offering or purchasing goods and/or services for personal use.
- Users will not alter in any way the configuration of a computer or network.
- Users will not intentionally waste resources, such as paper, ink cartridges, storage space, batteries, etc.
- Users acknowledge that all data residing on ACS systems is property of ACS and is subject to archiving or deletion at any time as deemed appropriate by ACS. No warranty is expressed or implied for any data retention.

## **UNACCEPTABLE AND PERSONAL USE**

The ACS systems and devices are provided to accomplish the primary goals of ACS. While some immediate and necessary personal access will take place with rare exception, all personal business is expected to take place on personal time, using personal equipment, and through the use of a personally provided network access. Personal use is unacceptable and should be avoided on the ACS network and systems.

Unacceptable use of ACS Systems by any User can be defined as, but is not limited to, the following:

- Furthering personal causes such as political, religious, or commercial views.
- Disseminating threatening or harassing messages.
- Disseminating sexually explicit or otherwise inappropriate material.
- Attempting to gain unauthorized access to computers, servers, shared service accounts, voicemails or other devices.
- Purposely infecting the network or devices with spyware, malware or viruses.

- Gaining access by using another’s credentials.
- Using the Internet to access bandwidth grabbing programs unless authorized to do so.
- Violating copyright laws (anything from the Internet should be regarded as copyright protected and permission should be obtained for appropriate usage).
- Downloading or uploading any data or material not specifically related to your school tasks.
- Users will not download, store, create or forward any information regarding explosives or weapons unless as information for a specific and approved class assignment.
- Users will not download, store, create, or forward any information regarding alcohol, tobacco, regulated drugs, or illegal drugs unless as information for a specific and approved class assignment.
- Users will not use any ACS technology to play unapproved games that have been downloaded onto a technology device or that are played on the Internet. Assigned, teacher approved interactive tools, which are directly related to the curriculum, are permitted.
- Users will not use the Internet or other technology media to access chat rooms or any type of instant messaging.
- Users will not access personal accounts including, but not limited to email, music, banking, shopping, and other personal accounts except where such use is severely limited to immediate and necessary access.
- Users will not access the Internet or other technology media for financial or commercial gain, including gambling, stock trading, personal property management, or other financial transactions.
- Users’ activities, projects, or materials developed with technology and devices of Anderson Christian School must reflect our educational standards and policies. This includes, but is not limited to web page designs, PowerPoint presentations, radio broadcasts, or any other public or private representation of ACS.
- Users will not impersonate other individuals, real or fictional, unless this is part of an approved educational assignment done as part of the conduct of a class.

## **USE OF SOCIAL NETWORKING SITES**

The use of social networking sites for personal purposes is prohibited at all times on the ACS System(s) and devices. Even when using social networking sites on your personal

time and through your personal devices, users are expected to be aware that their public reputation can be affected through poor choices in the use of social networking. When this public use interferes with the Staff or Student's ability to complete his/her mission successfully at ACS, this personal usage will be addressed and disciplinary action may be taken.

The use of Social Networking sites frequently involves some form of friending other contacts. "Friending" is meant to include "following," "subscribing," "connecting," "adding as a contact," or any other terms means establishing an on-line relationship between people. ACS Staff members may not initiate social media relationship requests (also known as "friend, contact, or follower") from current students of any age or former students under the age of 18.

## **ACS EMAIL**

An ACS email account is provided for all ACS staff and all students (through andersonchristian.net on Gmail). Email that originates from or is received by a school owned computer or its contracted hosting company is the property of Anderson Christian School and can be used for or against during a legal proceeding.

- Purpose of the student assigned Gmail account:
  - Communicate and collaborate with school staff and fellow students
  - Downloading of eBooks and other electronic material.
  - Use of this account is a privilege and can be revoked at any time
- Use of email accounts by students will align with the student handbook's code. Users are expected to exhibit maturity and common sense.
- Messages sent from student accounts.
  - Extreme caution with passwords and never let a fellow student use an account
  - Do not identify their home telephone numbers, home addresses, or any personal information in any email correspondence
- Since ACS assigned Gmail accounts are web-based and can be accessed outside the boundaries of our school, students are required to maintain the same behavior that is expected of them while in school

## **LIMITATION OF LIABILITY**

ACS makes no expressed or implied guarantees that the activities or services provided by ACS technology or devices will be error-free or without defect. ACS will not be responsible for any damages to users including, but not limited to loss of data,

interruptions of service, personal or psychological damages, or financial losses. ACS is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, ACS will not be responsible for unauthorized financial obligations incurred from use of our devices or any components of our technology system.

## **DISCIPLINE POLICY**

### **PURPOSE OF DISCIPLINE AT ACS**

- **Faith**
  - Guide students to use the Bible for decision-making in every area of the student's life
- **Excellence**
  - Guide students to respect God, those in authority, and themselves
  - Guide students in the pursuit of excellence in every area of the students' lives
- **Service**
  - Guide students in practicing Christian service to others in the students' lives including a respectful servant attitude
- **Community**
  - Guide students to personal and community accountability for actions
  - Practice "Once a Lion, Always a Lion"

As a member of the ACS community, you are a representative of the school, your family, and, most importantly, God. We expect every member of our community to be respectful both on and off campus. This includes the use of social media. Any behavior that reflects negatively on the ACS community will be addressed immediately.

### **LOWER SCHOOL GUIDELINES**

In order to be effective and consistent in our discipline, the following steps are utilized. However, when the problem is severe, a student may be sent directly to the Elementary Principal.

- Warning
- Natural Consequences
- Alternate learning environment (Another classroom for 15-30 minutes)
- Communication to Parent
- Office Referral
- Suspension
- Disciplinary Probation
- Distance Learning



## **CELL PHONE USAGE IN THE LOWER SCHOOL (K3-5<sup>TH</sup> GRADE)**

Students may use the school telephone with permission and for emergencies. Cell phone usage is not permitted during school hours.

## **BULLYING**

Physical and verbal bullying will be dealt with swiftly and definitively when it is reported.

## **DRUG FREE ENVIRONMENT**

ACS is a tobacco, drug, and alcohol-free environment. Use or possession of any kind is not permitted on the premises by either students or adults. “Adults” here includes all faculty, staff, administration, visitors, and any member of a student’s family.

## **SEARCH AND SEIZURE POLICY**

Lockers, desks, and parking areas are school property and students are allowed to use them as a matter of privilege, not of right. Lockers, as well as automobiles parked on school property, are subject to unannounced searches by school authorities and/or local law enforcement.

## **THE HONOR CODE**

In the Anderson Christian School community, lying, cheating, defaming others, and intentionally damaging the property of others cannot be tolerated.

### **LYING:**

A person lying or purposely misrepresenting the truth violates the Honor Code.

### **CHEATING:**

A person who *gives or receives* unauthorized help on a test or graded assignment, or who submits the work of another as his/her own, violates the Honor Code. Students should note that the appearance of cheating is punishable at the discretion of the classroom teacher or the administration.

### **DEFAMING OTHERS:**

A person writing or speaking with malicious intent to injure a person’s reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.

### **INTENTIONALLY DAMAGING THE PROPERTY OF OTHERS:**

A person deliberately and intentionally causing damage to property of the school, the property of the faculty, staff, or administration, or the property of his/her fellow students violates the Honor Code.

### **KNOWLEDGE OF HONOR CODE VIOLATIONS:**

When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.). Students are encouraged to foster an environment where truth is highly valued. They should also not fear negative repercussions for their honesty. Attempted retribution against students

displaying such honesty will be treated in the same manner as instances of bullying or harassment.

## **PLAGIARISM**

Plagiarism is the use of someone else's material or ideas as if one's own. It may occur in any field of activity, from the sciences and business to artistic endeavors such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes.

Consequences of plagiarism will include failure of the assignment and additional consequences. Repeated offenses of plagiarism will result in suspension or distance learning. Consequences are determined at the discretion of the administration and department involved.

## **GENDER CONFORMITY AND SEXUAL PURITY**

Students are expected to dress in conformity to one's biological sex. Students are expected to use restrooms, locker rooms, and changing facilities conforming to one's biological sex. Students should abstain from all intimate sexual conduct outside the marital union of one man and one woman.

## **THE DISCIPLINARY PROCESS**

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. ACS will, however, separate the student from the on-campus school community when it is determined that continued enrollment may damage the community or the ability of the school to pursue its goals.

Anderson Christian School reserves the right to suspend or, when circumstances warrant, offer off campus distance learning coursework for students whose behavior is disrespectful, disruptive, immoral, or illegal. ACS also reserves the right to suspend or offer off campus distance learning coursework for a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus.

Participation in a prank will be seen as trespassing and will result in disciplinary and/or legal action.

## **DRESS CODE K3 THROUGH 5<sup>TH</sup> GRADE**

Although a person's spirituality cannot be measured by his or her dress, we do believe personal appearance is important in establishing the proper atmosphere for the learning process and for worshipping our Lord and Savior. Students must always be neatly and modestly dressed. When a student is observed by a teacher or administrative staff to be in

violation of following codes, the student will be sent home or clothes may be brought by their parents or guardian to correct the violation. The student will be held out of class until suitable attire has either been brought to them by their parents or they have been taken home and returned in a reasonable amount of time with proper attire. If repeated violations take place, appropriate disciplinary actions such as a detention will be given to students. Please refer to the discipline policy on previous pages.

## **BOYS' GUIDELINES**

- All clothing must be neat, clean (not torn, cut, frayed, patched, or worn out), and worn in a manner that doesn't appear sloppy or overly tight fitting. Pajama pants may not be worn.
- Shirts may either be appropriate tee shirts or collar-type dress or polo shirt. Tee shirts may not have inappropriate logo or statements on them nor should they have images that do not support biblical principles. No tank tops.
- Shorts may be dress or casual but **MUST** be clearly visible below the t-shirt. No beachwear, no bike type, no cut offs.
- Ripped jeans are permitted if rips are at the knee or below. If rips are above the knee, the rip must **NOT** show any skin. Jeans or pants cannot be sagging or tight fitting.
- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays.
- Undergarments must not be visible at any time.
- Slippers may not be worn.
- No beach style flip-flops, (rubber thong style)
- Hair will be well groomed and may not extend below the eyebrows, top of ear, or top of the collar. No ponytails, "man-buns" or extreme hairstyles. Extreme bleached/color treated hair is not permitted. This includes non-natural hair colors. Side burns are not allowed below the earlobe.
- No hats, hoods, or caps (this includes hats, sunglasses, do-rags, bandannas, etc.) may be worn during school hours or in the school building. A "hat pass" may be purchased from student council at the beginning of a quarter for use each quarter. Hats must be worn with the bill of the hat facing forward. Hats worn in the opposite direction will be removed regardless of the purchase of a "hat pass".
- At school sponsored pool parties, boys must wear dress code length trunks. T-shirts are not required.
- No body piercing, ear piercing, or visible tattoos. No gauges in any body parts are allowed. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.

- Boys may wear one modest necklace if desired.
- No facial hair. Students must be clean shaven.
- Clothing must be in accordance to one’s biological gender.
- Students may not wear any type of earbud throughout the school day.

## **GIRLS’ GUIDELINES**

- All clothing must be neat and clean (not torn, cut, frayed, patched, or worn out), and worn in a manner that doesn’t appear sloppy or overly tight fitting. Pajama pants may not be worn.
- Students may wear jeans, skirts, dresses, capris, split skirts, and shorts. Shorts may be dress or casual. No beachwear, no bike type, no cut-offs, and no Nike shorts. Shorts/skirts must be mid thigh. This includes formal dresses/skirts.
- Ripped jeans are permitted if rips are knee or below. If rips are above the knee, the rip must NOT show any skin. Jeans or pants cannot be sagging or tight-fitting.
- No Gothic style dress. No items with alcohol, tobacco, profanity, or any discriminatory or inflammatory displays
- Open-back or low-neck blouses or dresses are inappropriate. Halter tops, tube tops, or other shirts or blouses that leave any part of the midriff or back bare are not appropriate. “Cold-shoulder” shirts are permitted but must have the 2-inch-wide shoulder covering. No “off the shoulder” tops. All tops must have at least a 2-inch-wide shoulder covering.
- Yoga pants/leggings may not be worn. Flair leggings are NOT acceptable.
- No cleavage or any part of the midriff shall be visible.
- Proper undergarments are to be worn with all clothing and must not be visible at any time. Camisoles should not resemble lingerie.
- No beach-style flip-flops, (rubber thong style)
- Hair must be well groomed and avoid extremes. Non-natural hair color is NOT permitted or must be approved by the Head of School prior to coloring.
- No hats, caps, bandanas, or hoods from hoodies are to be worn during the school day.
- Girls may have no more than three piercings in each ear.
- Additional visible body piercings are not permitted, this includes nose rings. (Studs must be covered or a clear spacer worn.) No gauges in any body parts are allowed. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.

- At school-sponsored pool parties, one-piece bathing suits and tankinis (that cover the midriff) are appropriate. Two-piece bathing suits must be covered with a colored (not white) tee shirt at all times.
- Formal attire at school functions must meet the following guidelines: dresses must be no shorter than three inches above the knee (including splits); cleavage area must be covered; back of the dress must not go lower than mid-back (bra-strap length); cannot be strapless.
- A spaghetti strap dress without a covering is not permitted.
- Clothing must be in accordance to one's biological gender.
- Students may not wear any type of earbud throughout the school day.

ACS reserves the right to determine that which is appropriate at school.

## MISCELLANEOUS

### VIDEO/PICTURES

Any student recording or posting video/pictures on the internet taken during the school day will be subject to disciplinary action.

### LOST AND FOUND

The best way to ensure the return of your student's belongings is to put his/her name on any items that could become separated from him/her during the school day, i.e., coats, sweaters, lunch boxes, etc. Periodically, items will be placed in the lost found area (the Elementary Principal's office in the elementary building) for students to view. If items are not claimed within a reasonable amount of time they are donated to charity. All lost and found items left at the end of the school year will be donated to charity on June 1.

### PETS

Students, faculty, staff, and parents are asked to not bring pets on campus except with preapproval from the Head of School.

### MUSIC

The use of music on campus whether at an athletic event, a dance, or in the classroom should be: free of profanity, a description of an unbecoming lifestyle, or any insinuation of a lifestyle unbecoming of a Christ-follower. Please note that even a "clean" portion of a song containing objectionable lyrics should not be played.

## **SEASONAL EMPHASIS**

Anderson Christian School will recognize certain seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized with the exception of harvest or autumn themes.

## **WATER BOTTLES**

Students are encouraged to keep a water bottle in class. No other beverages may be brought into the classroom.

## **CLASSROOM FOOD**

Elementary students are encouraged to bring healthy snacks to eat at a time determined by their classroom teacher.

Parents - Please be aware that there may be students in your child's classroom with severe allergies. Before bringing food into the classroom, please check with your child's teacher to make sure there are no allergy restrictions.

## **PUBLIC DISPLAY OF AFFECTION**

Warmth and friendship are hallmarks of ACS; however, “public displays of affection” are not in keeping with the educational atmosphere and tone ACS wishes to maintain.

Consequences for these displays will result in disciplinary action. Therefore, students are expected to refrain from public displays of affection at school.

## **PARENT-TEACHER CONTACTS**

Communication is extremely important between the teacher, student, and parent. Previous information about a student's past educational experiences or present struggles can enhance the effectiveness of the teacher with the student. After the first nine-week period, a Parent/Teacher contact is required for all students. Parents are strongly encouraged to resist the urge to talk with the teacher prior to the beginning of the school day when dropping off the student or directly following school when picking up the student unless an appointment has been scheduled. If you need a conference to check on your student's overall progress, to discuss a test grade, etc., please schedule an appointment.

## **REQUESTING A PARENT-TEACHER CONFERENCE**

Parents are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the school office or send a note to your child's teacher.
- Allow the teacher or secretary an opportunity to arrange a conference time.
- Confirm that you are able to attend the conference.
- Please be prompt for the scheduled visit.

## PROSPECTIVE FAMILIES

Campus tours will be scheduled throughout the school year for prospective parents. Prospective students may shadow ACS classes with prior approval from the Head of School. Students shadowing classes will be assigned a student ambassador after checking in with the Head of School or the Receptionist.

## GRIEVANCE PROCEDURE

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector" (*Matt 18:15-17*).

In order to model scriptural principles, ACS has established Matthew 18 as the standard for dealing with conflict. Simply stated, conflict must be dealt with at the lowest level. The best chance for clarifying the situation or bringing restitution is to meet with the one most directly involved. This usually keeps the number of individuals to a minimum and speeds up the process.

When a concern arises, parents are asked to address the situation only with the parties involved. A concern about the teacher or classroom should be addressed with the specific teacher in private. If a student is struggling with another student in class, parents are asked to encourage the student to reason with the offender and speak with the teacher. Parents with children in conflict are encouraged to talk with one another. The Elementary Principal should only be contacted after speaking directly with the teacher.

A grievance against the Elementary Principal may be brought to the Head of School once the Matthew 18 principle has been applied. A grievance against the Head of School may be brought to the Chairman of the Board once the Matthew 18 principle has been applied.

Communication Flow Chart

Teacher → Elementary Principal → Head of School → Chairman of the Board

**Parents are strongly encouraged to resist the urge to gossip with one another regarding a frustration, problem, or concern with another student, teacher, or the school as a whole as this provides an avenue for the enemy to create division and dissension.**

## CHILD ABUSE OR NEGLECT

**By South Carolina Law [63-7-310] the following professionals are required to report suspected cases of child abuse or neglect:**

SECTION 63-7-310. Persons required to report.

(A) A ... school teacher, counselor, principal, assistant principal, ... must report in accordance with this section when in the person's professional capacity the person has

received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.

(B) If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency.

(C) Except as provided in subsection (A), any person who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse and neglect may report in accordance with this section.

(D) Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.

### **NON-DISCRIMINATORY POLICY**

Anderson Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, or other school-administered programs.

### **WITHDRAWAL POLICY**

Once a family has determined that Anderson Christian School is not a good fit for their student, parents must submit their formal withdrawal in writing to the Head of School. An exit interview will be scheduled at that time. A student is considered withdrawn from ACS after a formal written statement, an exit interview, and/or a request for records to be sent to another school has been completed. If the student has registered for the following academic year, the registration fee will be forfeited. Records will not be sent to another institution until the family financial account has a zero balance.



## FINANCIAL POLICIES

Grade	Annual Tuition	Annual Pay (1.5% Discount Prepaid by June 1st)	Monthly Pay (12 Months- June-May)
K3, K4	\$6,505	\$6,407.42	\$542.08
K5	\$6,920	\$6,816.20	\$576.67
1 <sup>st</sup>	\$8,325	\$8,200.12	\$693.75
2 <sup>nd</sup> – 5 <sup>th</sup>	\$8,845	\$8,712.32	\$737.08
6 <sup>th</sup>	\$9,985	\$9,835.22	\$832.08
7 <sup>th</sup> – 11 <sup>th</sup>	\$10,115	\$9,963.27	\$842.92
12 <sup>th</sup>	\$10,315	\$10,160.27	\$859.58
International	\$11,000	\$10,835.00	\$916.67

**OTHER COSTS:** In addition to the above fees, costs that are billed each month include Kingdom Kids fees, Participation Fees, and Grade Level Trips (see explanation below). Various expenses throughout the school year that are NOT billed, but require payment for services or products may include, but are not limited to: school t-shirts, field trips, Mission Day, AP books/exams, ACS memorabilia items, club dues/expenses, student parking, yearbook, lunch, senior retreat, class ring, school pictures, sports team/individual pictures, summer athletic camps, and enrollment/registration fees.

**PARTICIPATION FEES:** The following additional fees are billed accordingly and will be communicated in advance by the trip sponsor, chaperone or coach. Payment for services or products, may include, but are not limited to the following:

- Grade Level Trips (Every other school year) **(WILL TAKE PLACE IN 2024-2025 SCHOOL YEAR)**
  - 6<sup>th</sup>-7<sup>th</sup> Grade Barrier Island \$325: payment billed monthly and due one month prior to trip.
  - 8<sup>th</sup>-9<sup>th</sup> Grade Washington DC \$850: payment billed monthly and due one month prior to trip.
  - 10<sup>th</sup>-11<sup>th</sup> Grade Creation Museum/Ark Trip \$850: payment billed monthly and due one month prior to trip.
- Grade Level Trips (Every school year)
  - 12<sup>th</sup> Grade Senior Trip \$1700: payment billed monthly and due one month prior to trip.

- Fall/Winter/Spring Athletic Teams
  - Athletic fee: \$50 per sport per student; ALL grades

**WITHDRAWAL POLICY NOTIFICATION:**

- Enrollment at ACS is a commitment for the entire year.
- Parents who wish to withdraw their student from school must notify the Administrator in order to initiate withdrawal procedures.
- All outstanding bills are to be paid and all textbooks and ACS materials returned before school records, grades or transcripts can be released to any school or institution.
- *Parent-choice withdrawal* is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by administration (expulsion, etc.).

**TUITION PAYMENT PLANS:** We offer two options: Annual Plan (Payment In Full) or Monthly Plan (12 Equal Payments June-May). A Pre-Payment Discount applies ONLY if payment is received by specified due date. A \$25.00 penalty fee will be incurred for payment plan changes after June 1.

- **Annual Plan** - 1.5% discount; prepayment of all tuition by June 1st.
- **Monthly Plan** – amount varies depending on grade level.

**TUITION DISCOUNTS**

- **Family Discount:** For a family with more than one child enrolled, a 15% discount for each additional child will be given. If a family is granted financial aid, only the greater discount applies. The two discounts are not cumulative.
- **Senior Pastor Discount:** 20% discount given to a senior pastor of an established church. Two discounts are not cumulative.
- **Military Discount:** 15% discount given to active, reserves, retired, veteran, and honorably discharged service members. (must be a parent, step-parent, or guardian of ACS student) Two discounts are not cumulative.
- **Fourth Child Tuition Free. Responsible for fees only.**

**TUITION ASSISTANCE:** Applications for tuition assistance are available beginning February 1. Tuition Assistance is not available for students in K3 or K4. Applications for re enrolling students must be submitted by April 30. New student applications must be submitted by August 1. Due to limited funds, this will be available on a first come, first serve basis.

**BILLING:** All billing must be completed through FACTS Management. Due dates options are the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> of each month. If you are on a bi-monthly plan, you may pick two of these dates. ALL payments made after the 20<sup>th</sup> will be assessed a \$25.00 late fee. For any account that is not in good standing the school administration has the

right to remove student(s) from class rosters until the account is current. All return checks will be charged a \$35.00 Return Check Fee in addition to the check amount.

**TUITION AND FEE PAYMENT POLICY:**

- Accounts 30 days past due will be restricted from charging other fees such as athletic charges, KK charges, etc.
- Accounts must also be current (no outstanding charges beyond 30 days) at the following check-points during the year:
  - Re-enrollment – account must be current before re-enrollment is accepted.
  - Beginning of school – accounts must be paid through July before student(s) may attend school.
  - Upon the releasing of report cards at the end of each nine-week period.
  - Second semester – account must be paid through December before student(s) may return to school after Christmas break.
  - Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full. The new school will be notified if a student has a failing status.
  - Preschool End of the Year Program/Kindergarten Graduation – no student will be allowed to participate in the ceremony unless the account is current.
  - Seniors will not receive a diploma or be able to participate in the ceremony unless the account is paid in full.
  - Year-end – the account must be paid through May for the final report card to be released.
  - All major trips must be paid in full before departure.
  - All athletic fees must be paid in full before uniforms are issued.
  - All accounts must be current in order for student(s) to participate in any extracurricular activities including sports.

**TAX-DEDUCTIBLE GIFTS:** If you would like to make a tax-deductible contribution toward the tuition assistance fund to help deserving families attend Anderson Christian School, please contact the office.

**EXTENDED CARE:** The Kingdom Kids program is only available for ACS students during the school year. A separate application for Kingdom Kids must be submitted (1 per student) with school application in order to reserve a space in the program. Kingdom Kids fees are billed weekly. Kingdom Kids must be paid when invoiced by the due date. Accounts that become delinquent will not be allowed to continue to stay until the account is current.



***PLEASE SIGN THIS PAGE AND RETURN TO YOUR STUDENT'S TEACHER AFTER YOU HAVE COMPLETELY READ THE 2024-2025 ELEMENTARY FAMILY HANDBOOK.***

I have read and reviewed with my student the policies contained in the 2024-2025 Elementary Family Handbook. We agree to abide by these policies.

**Read and agreed:**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

## **The Honor Code**

Because I believe that honor towards God and man is essential, I promise not to lie, cheat, steal, defame others, intentionally damage the property of another, or remain silent when I have knowledge of these actions.

**Read and agreed:**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Grade