

2026-2027
Elementary School Handbook



Founded 1987

Head of School

Assistant Head of School / Upper School Principal

Academic Advisor

Athletic Director

Preschool Director

Elementary Principal

Senior Administrative Assistant

Administrative Assistant

Mr. Joe Hulsey

Mr. Josh Hicks

Mrs. Catherine Neel

Mrs. Lisa Hill

Mrs. Nathalie Hudson

Mrs. Brandy Gore

Mrs. Stefanie Carroll

Mrs. Candace Kirby

School Colors

Purple, Gold, White

Mascot

Lions

Mission Statement

Partnering with families in raising students to develop their God-given emotional, spiritual, academic, physical, and leadership potential to prepare them for a lifetime of Kingdom-building service.

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

3902 Liberty Hwy, Anderson, SC 29621

864-225-4693 Preschool Phone

864-224-7309 Main Office Phone

www.andersonchristian.com

Table of Contents

GENERAL INFORMATION	5
History.....	5
Mascot.....	6
School Colors.....	6
Governance.....	6
Accreditation.....	6
State Licensure.....	6
STATEMENT OF FAITH	7
ANDERSON CHRISTIAN SCHOOL BELIEVES.....	7
STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY	8
MISSION STATEMENT & CORE VALUES	9
Mission Statement.....	9
Core Values.....	9
Student Profile.....	9
Faculty and Staff Profile.....	9
Family Profile.....	10
Email Address.....	11
RenWeb.....	11,12
Google Classrooms.....	11,12
Social Media.....	11
School Closings.....	11
Parent Alert.....	11
ATTENDANCE	13
Arriving at School/Tardies.....	13
Dismissal.....	13
Absences.....	13
Truancy.....	14
Seat Time Recovery.....	15
Tardies.....	15
Signing-in/out Procedures.....	15
Signing Out without a Parent Present.....	16
LUNCH	16
Lunch Menu.....	16

Visitors.....	16
Snack Purchases.....	16
Forgotten Lunches/Homework.....	16
ILLNESS/MEDICAL/EMERGENCY INFORMATION.....	17
Illness.....	17
Injury.....	17
Lice Policy.....	17
Communicable Diseases.....	17
Medication.....	17
Notification.....	18
Student Health Records.....	18
Emergencies.....	18
Confidentiality of Student Records.....	19
INSTRUCTIONAL PROGRAM.....	19
Curriculum.....	19
Textbooks.....	19
Chromebooks.....	19
Progress Reports and Report Cards.....	19
Grading Scale.....	20
Standardized Testing.....	20
Homework Assignments.....	20
Late Homework and Classwork Policy.....	20
Make Up Work Due to Absence.....	20
Help Session.....	20
Academic Assistance.....	21
Co-Curricular Activities.....	21
Chapel.....	21
Extra-Curricular Activities.....	21
Athletics.....	21
Awards.....	21
TECHNOLOGY & COMMUNICATION DEVICE - ACCEPTABLE USE POLICY.....	22-26
DISCIPLINE POLICY.....	26
Purpose of Discipline at ACS.....	26
Cell Phone Usage.....	27
Consequences.....	27

Bullying.....	27
Drug-Free Environment.....	27
Search and Seizure Policy.....	27
Plagiarism.....	28
Gender Conformity and Sexual Purity.....	28
The Disciplinary Process.....	28
DRESS CODE.....	28
Boys' Guidelines.....	29
Girls' Guidelines.....	30
MISCELLANEOUS.....	31
Video/Pictures.....	31
Lost and Found.....	31
Pets.....	31
Music.....	31
Seasonal Emphasis.....	31
Water Bottles.....	31
Classroom Food.....	32
Public Display of Affection.....	32
Parent-Teacher Contacts.....	32
Requesting a Parent-Teacher Conference.....	32
Prospective Families.....	32
Grievance Procedure.....	32
Child Abuse or Neglect.....	33
Non-Discriminatory Policy.....	34
Withdrawal Policy.....	34
FINANCIAL POLICIES.....	34-36
HANDBOOK SIGNATURE PAGE.....	37

GENERAL INFORMATION

Welcome to Anderson Christian School. We are entering our **40th** 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 about 170 students, grades Pre-K3-12.

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 would acquire space later for the preschool with an indoor play area.. With the purchase of land between the office building and the preschool, the ACS campus is located on approximately 12-acres of property. God is good all the time!

To ensure an overall program of excellence, ACS looks for publishers for its curriculum who can deliver high quality academic materials that don't contradict our biblical worldview. Textbooks are chosen following careful research, thought and prayer. 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 required to participate in community service throughout the school year through our quarterly mission day experiences.

Teachers are our most valuable assets. Each is required to be an active member of a Bible teaching church, be academically qualified and have 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.

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. The Board of Directors follows a policy governance model and is not an appellate body. They leave the day-to-day running of the school to the Head of School and faculty.

ACCREDITATION

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

STATE LICENSURE

ACS Preschool (K3 and K4) is fully licensed through the South Carolina Department of Social Services to serve preschool-aged 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 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
 - His resurrection (John 11:25, I Corinthians 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

Partnering with families in raising students to develop their God-given emotional, spiritual, academic, physical, and leadership potential to prepare them for a lifetime of Kingdom-building service.

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 themselves to their work and to fulfill their responsibilities to God, to those in authority, and to themselves
 - 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

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

➤ Excellence

- o 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
- o Support ACS in teaching the pursuit of excellence in every area of the student's life

➤ Service

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

➤ Community

- o Be an active part of the ACS community
- o 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

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

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 –12th) 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 notify parents through text alerts, as well as 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.

PARENT ALERT

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

RENWEB (GRADES AND ASSIGNMENTS)

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

- Go to Internet Explorer and type www.renweb.com. You can also access ParentsWeb from our website www.andersonchristian.com.
- Click on the Login/ParentsWeb Login tab at the far right of the menu bar.
- 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.
- Click Create a New ParentsWeb Account if you have not used RenWeb before.
- 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).
- Click on the emailed link to login.

GOOGLE CLASSROOM (ASSIGNMENTS)

All classes (K5 through 12th 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.

ATTENDANCE

ARRIVING AT SCHOOL / TARDIES

- Every day but Wednesday, K5 (Rudolph) through 5th grade students arriving between 7:30 and 8:00 am should be dropped off at the cafeteria. K5 (Medina) students will be dropped off at the preschool building.
- On Wednesdays, K5 (Rudolph) through 5th grade students will also be dropped off at the cafeteria between 7:30 and 9:00 am. K5 (Medina) will be dropped off at the preschool building.
- Any Elementary student who is arriving after 8:00 am (9:00 am on Wednesdays) MUST sign in at the front office before being dropped off at the cafeteria.
- Students are considered tardy when entering their classroom after 8:00am (or 9:00 am on Wednesdays).
- Teachers need to mark students who come after 8:00 (or 9:00 on Wednesdays) with a tardy and their arrival time.

DISMISSAL

- Dismissal for K5 (Rudolph) through 5th grade will be from the cafeteria beginning at 3:00pm. K5 (Medina) will be dismissed beginning at 3:00pm from the preschool building.
- Please be careful and alert to all movement in the parking lot as younger students are present and the safety patrol students are working to accompany younger students to cars as safely as possible.
- Parents/Guardians should refrain from having conversations with teachers/staff in the carline for safety reasons and are encouraged to schedule an appointment to meet with their child(ren)'s teacher for after carline is over.

ABSENCES

Anderson Christian School follows SC state law regarding school attendance.

- Parents have a legal responsibility to send their children to school.
- Students will be counted present only when they are actually at school or present at a school activity that is authorized by the school. Students must be in attendance for over half of the school day to be counted present and missed minutes are documented for purposes of seat time recovery if needed.
- An absence is an absence whether a written excuse is turned in or not. Excuses from parents or doctors do not eliminate the fact that the student was absent, it just gives the administration information as to why the student was absent. This information allows administration the ability to decide on the option of using seat time recovery or not and to better understand the circumstances of the absences. A

written note for a student's absence must be turned in within three (3) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student does not have an excuse, the absence(s) will be coded as unverified.

- There are two methods of sending a doctor's note or parent's note to the school.
 - Email a scanned doctor's note or parent's note to:
candacekirby@andersonchristian.net
 - Send a hard copy with your student to his/her teacher
- Leaving campus without an arranged early dismissal will be considered an unauthorized campus exit, and the student will be subject to disciplinary action.
- If students are present on the day a test or project due date is announced and absent the day of the test, they must be prepared to take the test or turn in the project on the day they return to school unless pre-approved alternate arrangements have been made by the instructor.
- Field trips are considered attendance days. Students who do not attend a field trip will be counted as absent for the day.
- Early dismissal to athletic events are for the participating athletes ONLY. Dismissal is for the participating athletes ONLY. All other students who leave when the athletes leave will be counted absent.

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 an acceptable written excuse.

Regularly, ACS will run an attendance report for upper school students. At this time, elementary students who have accumulated 5+ absences for the year will be notified. ACS will make reasonable efforts to meet with parents or guardians to identify the reason(s) for the student's 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 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 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 is considered to be a “chronic” truant, the administration will decide on a possible referral to Family Court based on the circumstances.

SEAT TIME RECOVERY

Seat Time Recovery (STR) opportunities may be discussed with students/families during the attendance intervention meeting which will occur after 5 absences. There is no guarantee that STR will be approved for elementary students and will be granted for extenuating circumstances only. STR approval will be at the sole discretion of the head administrator and elementary principal.

If approved, students must arrive no later than the start time of their scheduled STR. STR scheduling is at the discretion of the administration and could be held before, during or after school as well as on Saturdays, late in Wednesdays, early dismissal days, etc.

The STR staff will have the right to dismiss the student at any time, when deemed necessary due to lack of materials, behavior problems, sleeping, talking, etc. School rules apply. If a student is dismissed before the session is over, they will not receive credit for their time served.

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. Elementary students who are tardy for school (after 8:00 am) MUST sign in at the front office. If a staff member makes a student late, students must get a note from the staff member to be admitted to class. Tardies are counted for each class separately. Penalties for excessive tardies will be discussed with the parent/guardian during the attendance meeting after 5 tardies. This will be on a case-by-case basis. It is incredibly important that students arrive on time for school each day.

SIGNING-IN/OUT PROCEDURES

Signing 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, but if this could be avoided, that would be best. 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.

SIGNING OUT WITHOUT A PARENT PRESENT

Parents who do not sign their student in or out of school in person must contact the school via note, email, or phone call giving permission for a student to check out of school. The reason and time should be stated in the note as well as a phone number for verification.

LUNCH

Lunch, ordered in advance and provided by local restaurants, may be purchased Monday through Friday. Unless notified 24 hours in advance, if your student is out on a day 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 in grades K5 (Rudolph) through 5th grade. When packing lunches from home, please remember to include utensils, napkins, and condiments. Since we are not set up to receive Door Dash or similar type services, all orders must be pre-approved by administration. If your child does not have lunch, all they have to do is talk to the lunchroom ladies and they will make sure that nobody goes hungry.

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. 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 main 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 and teachers in collaboration. Purchases can be made on a CASH ONLY basis. **No charges will be allowed for snack purchases.**

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 staff member at the front desk. 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 who become ill during school hours will be sent to Mrs. Lisa. Parents will be contacted to pick up their student. Students will remain with Mrs. Lisa or in office until pick up. Calls for a ride home must be made by the school office. Failure to follow this check out procedure could result in disciplinary action. 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 cleaning wounds with antiseptics/topical antibiotics unless otherwise advised by the parent/guardian. In cases requiring further medical attention, EMS may be called, parents/guardians will be notified by phone, and parents must come to the school.

LICE POLICY

In order to keep our school free of lice, any student who contracts lice **MUST** be treated and be lice-free for 24 hours before returning to school. Any student that contracts lice **MUST** be completely free of lice prior to returning.

COMMUNICABLE DISEASES

Parents will be notified 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. For the 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 for coming to the front desk or elementary school office 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 ongoing 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 disciplinary consequences as deemed necessary by the administration. According to SC law, exceptions will be made for students who 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 parent/guardian and physician for such situations. We ask that an extra inhaler or Epi-pen be kept with the office.

NOTIFICATION

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

STUDENT HEALTH RECORDS

- As 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 their 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 text, 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 may 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 not returned, the family account will be charged accordingly.

CHROMEBOOKS

Chromebooks issued to elementary students are the property of Anderson Christian School. Students will be permitted to use them under the supervision of the student's teacher and should not be removed from the campus at any time. Chromebooks that are not cared for properly by the student may require the student to pay for damages or replacing the Chromebook.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are emailed out at the midway point 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

In the spring, the CogAT cognitive abilities test is administered to 1st, 3rd, and 5th grade students only. All grades K5 through 5th will take the IOWA standardized test. Test scores will be emailed to parents/guardians after the test scores are returned to the school.

HOMEWORK ASSIGNMENTS

Students should not have excessive homework nor should they have little to no homework. Lower school homework cumulatively should take an hour or less. 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 communicated by each class teacher.

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 teachers and administration. Work that was assigned during the absence will be given to the student upon return and a reasonable due date will be assigned. 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 help sessions outside of class hours. 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 area administrator to set up additional time for tutoring. All tutoring needs to be done in an observable and interruptible environment.

ACADEMIC ASSISTANCE

The Academic Assistance Team includes administration, the academic counselor, the classroom teacher(s), and parents. The team is designed to help students who may have a particular need. Teachers will contact the academic counselor 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 academic counselor will follow up as needed and communicate with teachers, parents, and administration.

CO-CURRICULAR ACTIVITIES

CHAPEL

Students in grades K3, K4, and K5 (Medina) participate in chapel services together. K5 (Rudolph) through 5th grade participate in chapel together.

EXTRA-CURRICULAR ACTIVITIES

ACS recognizes the importance of extra-curricular activities to the school experience and sponsors programs such as drama, photography, music and art as the schedule and faculty allow.

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.

LION Award

- Leadership
- Impactful
- Optimistic
- Never Quit

TECHNOLOGY & COMMUNICATION DEVICE - ACCEPTABLE USE POLICY

Purpose

Anderson Christian School (ACS) provides technology resources to support teaching, learning, communication, and school operations. These resources are intended to enhance educational opportunities while helping students develop the knowledge, skills, and wisdom to use technology responsibly.

ACS believes that all technology should be used in ways that honor God and reflect biblical values. Users are expected to demonstrate integrity, respect, kindness, self-control, and good stewardship in all digital interactions, recognizing that their online conduct should reflect Christ-like character both on and off campus.

Access to school technology is a privilege, not a right. All users are expected to use school technology safely, responsibly, ethically, and in accordance with this policy, the Student Handbook, and all applicable laws.

Scope

This policy applies to all students, employees, volunteers, contractors, and guests using:

- School-owned devices
- Personal devices connected to the ACS network
- School accounts and email
- School networks
- Internet access provided by ACS
- Cloud-based educational services and applications approved by ACS

Responsible Use

Users are expected to:

- Use technology primarily for educational and school-related purposes.
- Follow the directions of teachers and school staff.
- Respect the rights, privacy, and property of others.
- Protect school equipment from damage or misuse.

- Report damaged equipment, security concerns, or inappropriate online content immediately.

Limited personal use may be permitted when it does not interfere with learning, school operations, or this policy.

Digital Citizenship

All users are expected to demonstrate Christ-like character and good digital citizenship by:

- Communicating respectfully.
- Treating others with kindness and dignity.
- Avoiding bullying, harassment, intimidation, discrimination, or hateful behavior.
- Protecting the privacy of others.
- Thinking carefully before posting or sharing information online.
- Recognizing that online behavior can have lasting consequences.

Student Safety and Privacy

ACS uses internet filtering and security tools to help provide a safe online learning environment in accordance with applicable laws, including the Children's Internet Protection Act (CIPA). No filtering system is perfect.

Users should:

- Never share passwords or account credentials.
- Never share personal information without permission.
- Immediately report suspicious messages, cyberbullying, or inappropriate content to a teacher or administrator.
- Never arrange to meet someone known only through online communication without parent permission.

School Accounts and Privacy

School-issued accounts, devices, networks, and cloud services remain the property of ACS.

Users should not expect personal privacy when using school technology. ACS reserves the right to monitor, inspect, access, or review any activity, files, communications, or data stored on or transmitted through school-owned devices, accounts, or networks when necessary to maintain security, support instruction, protect students, investigate policy violations, or comply with legal obligations.

Cybersecurity

Users are responsible for helping protect school technology.

Users may not:

- Share passwords or use another person's account.
- Attempt to bypass security systems, internet filters, or device management software.
- Install unauthorized software or applications.
- Alter device settings without authorization.
- Introduce malware, viruses, or other harmful software.
- Attempt to gain unauthorized access to any computer, network, or online account.

Any suspected security issue should be reported immediately.

Artificial Intelligence (AI)

Artificial intelligence tools can support learning when used responsibly.

Students may use AI tools only when permitted by their teacher.

When AI use is allowed, students are expected to:

- Use AI as a learning resource rather than a substitute for their own thinking.
- Follow teacher instructions regarding acceptable AI use.
- Properly acknowledge AI assistance when required.
- Verify the accuracy of AI-generated information.

Students may not submit AI-generated work as their own or use AI to cheat, complete assessments without permission, or violate academic integrity expectations.

Academic Integrity and Copyright

Users are expected to complete their own work honestly.

Users must:

- Cite sources appropriately.
- Respect copyright and intellectual property laws.
- Follow fair use guidelines.
- Avoid plagiarism in any form.

Unauthorized copying, downloading, or distribution of copyrighted material is prohibited.

Care of School Devices

Users are expected to:

- Handle devices carefully.
- Keep devices charged and ready for school.
- Protect devices from food, drinks, extreme temperatures, and physical damage.
- Report damage or loss immediately.
- Use only school-approved accessories and software.

Families may be financially responsible for damage resulting from negligence or intentional misuse.

Prohibited Uses

Users may not use school technology to:

- Access, create, store, or distribute obscene, sexually explicit, violent, or otherwise inappropriate content.
- Harass, threaten, bully, or impersonate others.
- Create or distribute false or manipulated digital content intended to deceive or harm others, including AI-generated images, audio, or video.
- Conduct illegal activities.
- Gamble or conduct unauthorized financial transactions.
- Operate personal businesses or commercial ventures.
- Access or distribute malicious software.
- Circumvent school security measures.
- Use technology in any way that disrupts teaching, learning, or school operations.

Personal Devices

Personal devices brought to school are subject to school policies while on campus or connected to the ACS network. The use of personal devices during the school day is governed by school rules and teacher direction.

Email and Online Communication

School email and communication platforms are provided for educational purposes.

Users should:

- Communicate respectfully.
- Protect confidential information.

- Avoid sending offensive, threatening, or inappropriate messages.
- Follow all school communication expectations.

Monitoring and Enforcement

ACS may monitor technology usage to maintain network security, protect students, investigate concerns, and ensure compliance with school policies.

Violations of this policy may result in:

- Loss of technology privileges
- Disciplinary action
- Financial responsibility for damages
- Referral to law enforcement when appropriate

Limitation of Liability

ACS makes reasonable efforts to maintain reliable technology services but cannot guarantee uninterrupted or error-free operation. The school is not responsible for loss of personal data, service interruptions, or damages resulting from the use of school technology resources.

Policy Updates

ACS reserves the right to modify this policy as technology, educational practices, or legal requirements evolve. Updated policies will be communicated to students, parents, and staff.

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 Mrs. Gore. In partnership with families, teachers will be in contact with parents/guardians regarding ongoing behavior or academic issues on a consistent basis.
 - **Warning**
 - **Natural Consequences**
 - **Alternate learning environment** (Another classroom for 15-30 minutes)
 - **Further Communication to Parent**
 - **Office Referral**
 - **Suspension**
 - **Disciplinary Probation**
 - **Distance Learning**

CELL PHONE USAGE IN THE LOWER SCHOOL (K3-5TH 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.

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 expel, when circumstances warrant, students whose behavior is disrespectful, disruptive, immoral, or illegal. ACS also reserves the right to suspend or expel a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus.

DRESS CODE K3 THROUGH 5TH 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, besides approved ripped jeans, 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, collar-type dress or polo shirts. Tee shirts may not have inappropriate logos (actual or implied) or statements on them nor should they have images that do not support biblical principles. No tank tops.
- Shorts, of appropriate length, 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. Jeans or pants cannot be sagging or tight-fitting.
- No Goth style dress. No items with alcohol, tobacco, profanity (actual or implied), 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, when pulled down, 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. Sideburns 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.
- At school-sponsored water activities, 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. (Senior exceptions)
- Clothing must be in accordance with one's biological gender.
- Students may not wear any type of earbud throughout the school day.

GIRLS' GUIDELINES

- All clothing, besides approved ripped jeans, 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 shorts, 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. Jeans or pants cannot be sagging or tight-fitting.
- No Goth style dress. No items with alcohol, tobacco, profanity (actual or implied), 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.
- No hats, caps, bandanas, or hoods from hoodies are to be worn in the building.
- 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 mid-thigh (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 shirt or dress without a covering is not permitted.
- Clothing must be in accordance with 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 without administrative permission 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 (in the elementary building) for students to view. If items are not claimed within a reasonable amount of time they are donated to charity.

PETS

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

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 which must only have water. Students may have other drinks during lunch time in the cafeteria only. **NO ENERGY DRINKS ALLOWED.**

CLASSROOM FOOD

Elementary students are encouraged to bring healthy snacks to eat at a time determined by their classroom teacher. No other foods (including gum) may be brought into classrooms for any reason.

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. 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 can 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 administration. Students shadowing classes will be assigned a student ambassador after checking in with ACS Administration.

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 start 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. Administration should only be contacted after speaking directly with the teacher. An issue with a principal should be addressed with the Head of School.

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

The Board is not an appellate body and will only address concerns of a nature of the Head of School not following policies, or involved in illegal or immoral activity.

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

If 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. 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

FINANCIAL AGREEMENT: A financial contract will be provided to each family. This contract outlines the tuition, fees, and payment responsibilities for the school year and must be reviewed, signed, and returned by the specified deadline.

OTHER COSTS: In addition to the above fees, costs that are billed each month include Athletic Fees, and Grade Level Trips. 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, ACS memorabilia items, club dues/expenses, lunch, school pictures, sports team/individual pictures, summer athletic camps, and enrollment/registration fees.

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.).

BILLING: All billing must be completed through FACTS Management. Due dates options are the 5th, 10th, 15th, and 20th of each month. If you are on a bi-monthly plan, you may pick two of these dates. ALL payments made after the 20th will be assessed a 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 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, 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 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.



Each year, it is essential that you carefully read the ACS Handbook because it clearly explains the school's expectations, policies, and procedures, helping everyone understand academic, behavioral, and safety guidelines. Doing so prevents misunderstandings, supports consistent and fair application of rules. Reading the handbook also helps parents and students stay informed, comply with necessary regulations, and partner effectively with the school to support student success.

Please complete this [online form](#) to acknowledge that you have read and understand the ACS Elementary Handbook. If you have any questions, contact ACS administration in a timely manner.