

First Baptist Church Ministries American Christian Academy and Prep School

4150 Market Street Aston PA 19014
610-497-0700 fax: 610-497-0785
firstbaptistministries.com

In regards to: Student Handbook

Dear Parents/Guardians,

We are most happy to be able to send you the *Handbook for Parents and Students*. All too often the home and the school are looked upon as two functioning entities separated by a student. Sadly, this is quite often true. It is with the hope of bridging this gap that this handbook was prepared.

Within these pages you will find the rules of our school, an explanation of the services we offer and our expectations for the education of your child. You will also find specific directions for implementing any of the procedures necessary for your involvement in our school. We hope you will find this information useful.

We look forward to serving you and your children throughout the coming year. If we may be of service, please contact us at the numbers you will find within this, your *Handbook for Parents and Students*.

Sincerely,

Vicki Conteh
Administrator

First Baptist Church Ministries American Christian Academy and Prep School

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Pastor
Administrator
Principal

Dr. Michael Peper
Mrs. Vicki Conteh
Miss. Jill Wingert

I. GENERAL INFORMATION

The Administration reserves the right to make any changes, additions or deletions from the handbook as situations arise that would warrant such changes.

OWNERSHIP AND OPERATION

American Christian Academy and Prep School (ACAPS), a ministry of First Baptist Church of Aston, 4150 Market Street, Aston, PA, is administrated by qualified individuals from its membership. The First Baptist Church, working through its Pastor and a professional administration, strives to provide educational excellence.

MISSION AND PRIMARY GOAL

The mission of American Christian School, as a ministry of the First Baptist Church, Aston, PA., is to train each student in the knowledge of God and the Christian life. Our primary goal is to give each student the very best education. Each teacher at American Christian Academy and Prep School realizes their solemn responsibility before God to mold the life and character of each student spiritually, academically, socially, and physically.

THE PARENT AND SCHOOL POLICY

The Administration of ACAPS desires open communication with all parents. Parents should feel free to voice their concerns and suggestions either verbally or in writing to the school office.

STATEMENT OF FAITH

Regardless of their personal beliefs, parents should be aware that the Statement of Faith guides our school in all aspects of the educational process. The basis of faith shall be the Word of God as interpreted by the following:

- A. We believe that the Bible, made up of 66 books, verbally inspired, and free from error in doctrine, fact and ethic, i.e., inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice.
- B. We believe in one Triune God, eternally existent in three co-equal persons - Father, Son, and Holy Spirit.
- C. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, and in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and physical return in power and glory.
- D. We believe that man was created in the image of God, but that through sin, he brought upon himself and his posterity, not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite.
- E. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, affected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross.
- F. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
- G. We believe in the resurrection of both the saved and the lost-they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

PARENTAL INVOLVEMENT

Individual parent involvement is needed and encouraged. Parental participation is especially useful in the following areas:

- After school sports
- Cafeteria
- Fund raising
- Homeroom parent
- Reading assistant
- Club sponsorship

Informed and involved parents/guardians are the key to the educational success of the students at ACAPS. Our school benefits from parent/guardian involvement, both through formal groups such as the Booster Club and informally through individual volunteer efforts and school wide events.

Periodically, there are Parent committees formed for various purposes, such as Strategic Planning. Parents are active participants in such committees. Contact your principal or committee chair if you are interested in participating.

VOLUNTEERS

The educational program of American Christian Academy and Prep School is greatly enriched by the talents and time donated by volunteers. Some volunteers work every week on a regular basis, while others may only come on occasion. Certain volunteers may only visit a school once or twice to speak to a class about their work or hobby. Our volunteers represent every age bracket and include both working and retired individuals. Men and women alike volunteer in our school. In fact, you may be perfect for our volunteer program.

II. ADMISSIONS POLICY

The ACAPS admissions policy assures consistent standards of admission in agreement with the school's philosophy. American Christian Academy and Prep School admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students.

1. American Christian Academy and Prep School has a rigorous academic curriculum in all grades. Students transferring into the school must meet the academic standards. All new students in grades K through 12 will be given an entrance test to determine grade

placement and to determine if the prospective student is academically qualified for admission. The \$150 registration fee is non-refundable if the student is accepted for admission. If the school does not admit the student, \$50 of the registration fee is refunded. All new junior and senior high students are admitted under academic probation and must maintain a “C” (2.0 grade point) average the first quarter of school.

2. Parents/guardians must read and sign the Statement of Parent or Guardian. This ensures that the parent or guardian understands the policies of American Christian Academy and Prep School, including our Statement of Faith, discipline, academic placement, and tuition policies. We also ask that each parent provide an e-mail address if possible.
3. Kindergarten students must be five years old by October 15th of the school year. First grade students must be six years old by October 15th of the school year.
4. Returning students have priority until the end of the early registration period (mid-February). After this, all students are accepted in the order of receipt of application and registration fee.
5. The school determines acceptance for admission based upon the recommendation of the Administrator and may refuse admission to a student with academic, disciplinary or psychological problems. Students not admitted will receive written notification.
6. **No student may be admitted until all required health and immunization records are turned in.** Pennsylvania requires that all students must have a complete, appropriate series of immunizations in order to attend school. Required vaccines include measles, mumps, polio, DPT mantoux, and Hepatitis B. **Record of immunizations must be presented at the time of registration.** Waivers for religious or medical grounds will be considered on an individual basis. These requirements are mandated by the State of Pennsylvania.

Withdrawal/Expulsion

Withdrawals from school must be made by the parent in the school office. Records will not be released until all bills are paid and all textbooks and materials have been returned. No refunds will be made for the registration fee. Students who are expelled from American Christian Academy and Prep School will not normally be considered for re-admission to the school. For policies on expulsion, refer to “Expulsion” under section VIII, “Discipline Policy.”

III. DAILY ARRIVAL AND DISMISSAL

Drop-off of students must be made at the main school entrance. Students should arrive between 7:50 and 7:55A.M. and go directly to the classroom. All students arriving before 7:45 A.M. must report to Extended Care; parents will be charged for this service. At 7:45 A.M., students in extended care will be picked up by their teachers and go to their classrooms.

Car pick-up of students must be made at the main school entrance. Parents check in at the front desk, and at 3:00 P.M. their child will be called from the classroom. For security reasons, parents may not go to the classroom to pick up their student. Parents admitted to the classroom must be signed in at the front desk and wear a visitor’s badge.

Only a parent, legal guardian, or other person noted on the student application may pick the student up from school (if the student is not riding a bus). For your child's safety, if another person must pick up the student for any reason, verbal and/or written notification to the school must be made. Parents should call the school office before 2:30 P.M. and provide the name and relationship of the individual picking up the student. That individual should show photo identification to the front desk in order to have the student released to their care. If it is impossible to provide written notification, i.e., a parent unexpectedly working late, etc., the school will contact the parent/legal guardian by the telephone numbers on file to verify the identity of the person arriving to pick the student up.

Parents are asked to pick up their children promptly at the time of their dismissal. Any students who remain at school after 3:15 P.M. will be sent to the supervised Extended Care program. Parents will be charged for this service.

Bus students remain in their homeroom until the bus is called. When their bus is announced, students leave by the end door, walking to their bus.

Parents who wish for their child to walk or ride a bicycle to school must sign a statement relieving the school of responsibility in case of harm to the child. The statement may be obtained from the school office.

VISITORS

Parents and other community residents are always welcome to visit ACAPS. School visitations let you see for yourself the good things that our staff and students are doing. Calling ahead can help make your school visit more meaningful. The school can make sure the people you wish to see are available, and let you know when certain programs are in operation.

Whenever visiting a school, please go directly to the receptionist desk. The receptionist there will do everything they can to help you get a first-hand look at the school in action. We require that all visitors bring identification, sign in, and obtain a visitor's badge to wear during the school or office visit.

Non-ACAPS students are not normally permitted to visit the school during school hours. All visiting students must have prior permission from the administration. Children wishing to visit the school must be prospective ACAPS students and must comply with the school dress code and conduct standards. To get permission to visit the school, please contact the school office.

ID BADGES

The purpose of the ID badges is to create a safe, welcoming environment in our schools and offices. They are designed to make it easier to identify guests. ID badges must be worn on a lanyard or clipped to the shirt/blouse at the front/center and worn above the waist and below the chin during school hours.

DRIVING REQUIREMENTS

Students who drive cars to school must present driver's licenses, car registration, and proof of insurance to the office at the beginning of each semester. Students must park in the West parking lot, in the back row, near the trailers. Students may not drive their cars during the school day (for example, they may not drive to lunch).

IV. EXTENDED CARE

Morning and afternoon extended care is available for students in grades K-6 from 6:30 - 7:45 A.M. and 3:30 - 6:00 P.M. each day. Registration is necessary for enrollment in this program. The \$100 monthly fee is the same regardless of the number of hours used per week.

Child Abuse and Neglect

Pennsylvania law requires all school employees to immediately report any suspected physical or sexual abuse of children, or any instance of neglect or improper care. Such reports are made directly to state authorities.

V. ATTENDANCE AND TARDINESS

ATTENDANCE

Attending school regularly and on time is a key ingredient in your child's education. Parents are legally responsible for their child's daily attendance at school.

In all cases of absences or tardiness, the student must bring a written excuse signed by a parent/guardian. ACAPS will monitor student attendance and may contact parents to determine the status of a child who is not in school. Students must attend 90 percent of all school classes to be promoted or to graduate.

Requests for early dismissal, extended absences, or a request to go home by means other than usual must be made in advance by written note signed by a parent/guardian. The note must indicate the reason for the request and the time and date. Permission will be granted in accordance with school policy and procedure. Students will be released early only when a parent or designated adult reports to the reception desk to sign them out of the building.

In order to gain the most from school, each student must be in regular attendance. Absences are excused if the student is sick, there is death in the family, the student has a doctor's appointment, or for other reasons considered appropriate by the administration. A doctor's appointment does not excuse a student from school all day. Students are expected to be at school before the appointment and return after the appointment. If a student leaves school before 11:30 A.M. or arrives after 12:00 P.M. he/she is counted absent for the day. See "Leaving During School" below.

The following are NOT excusable absences:

- Truancy
- Suspension
- Missing school ride
- Shopping
- Birthdays, etc.
- Trips not approved at least one week in advance
- Alarm failure
- A job
- Hunting, fishing

Unexcused absences result in a zero for each class missed. The first day a student returns to school after an absence, he/she must bring a dated, written note from the parents explaining the reason for the absence. Failure to do so will result in the absence being considered unexcused. Excused absences count as absences for the annual "Perfect Attendance" awards.

If a student accumulates twenty (20) unexcused absences during the school year, American Christian Academy and Prep School will retain that student in the same grade level. In the high school, this would result in the loss of credit for any course in which the student has accumulated twenty absences.

EMERGENCY CLOSING/SNOW DAYS

The school policy regarding snow and other inclement weather is that school and offices will operate on their regular schedules as long as the health and safety of students and staff can be assured. Should conditions warrant, the school and office may be closed, opened late, or dismissed early.

When school is closed for the day or is opened late, announcements will begin by 6:30 a.m. **In the event that school opens late on a half day, we will open late and dismiss at 3:00.** When school is dismissed early, announcements will begin at least one hour prior to dismissal. When school is closed or dismissed early, all after-school and evening activities will be cancelled.

In the event of closing because of bad weather, American Christian Academy and Prep School will follow the decision of Penn-Delco school district. Announcements will be made on KYW radio (1060 AM; www.kyw1060.com). Our school code number is 3236. The end of the school year may be adjusted depending on school snow/emergency closings during the year.

TARDINESS

Students are expected to be on time to classes and all school functions. Any student arriving after 8:00 A.M. must sign in at the front desk. Students are considered tardy if they are not in their seat at 8:00 A.M. Students riding late school buses are excused. Parents must provide a dated and signed note of explanation for each tardy. Three tardies equal one day unexcused absence.

Leaving during school

ACAPS operates a closed campus, including lunch. Students are not allowed to leave school during the school day except for medical appointments, emergencies, or excused circumstances. If a student must leave school early, a written note stating the reason is to be brought to the front desk before 8:00 A.M. The parent must come to the front desk and sign out the student. The front desk will call the student out of class; parents should not go to the classroom.

MAKE-UP WORK

Students with excused absences must check with the classroom teachers immediately upon returning to school in order to get all missed assignments. Students are allowed one day of grace for each school day missed to make up any work. Work not completed within that length of time will be recorded as a zero.

VI. TUITION POLICY

Standard tuition rates apply to all students admitted to the school. Tuition may be paid in full at the beginning of the school year, or in ten, eleven or twelve equal monthly installments, which are due on the 25th of each prior month. A tuition agreement is included in the application packet.

Delinquent Payments

Tuition is due on the 25th of each prior month. A \$25.00 per student late fee, payable with that month's tuition, is assessed on the 26th of each month for delinquent accounts. Partial payment does not exempt an account from late fees. Report cards and transcripts of delinquent accounts are not issued, but are held in the school office until the balance is paid in full.

Financial Withdrawal

Students whose accounts are not paid by the 1st of the month will be withdrawn from enrollment in school. They may reapply for readmission after paying registration fees and the current semester's tuition in full.

The school considers that all unpaid tuition accounts from past years are still due and payable.

FINAL PAYMENTS (June 1st)

All tuition and fees for the school year must be paid in full by June 1st. unpaid tuition or fees after June 1st will result in the child being financially withdrawn and receiving incompletes in all classes. Students must pay all tuition, registration, and testing fees and complete class requirements, including final exams, to receive a grade in all classes. Students with past due tuition in September from the previous school year will not be re-admitted to ACAPS.

Student Withdrawal

All prepaid fees are non-refundable should the student be withdrawn. When a student has voluntarily withdrawn from the school for any reason, tuition must be paid in full for each day of enrollment, regardless of the number of days in attendance. A withdrawal fee of \$75.00 is charged to cover consumable and administrative costs. Transcripts and report cards are withheld if the family leaves the school during the school year still owing tuition or any other fee. All checks must have cleared the school's account.

삭제됨:

Returned Checks

Checks returned to the school office unpaid by the bank will be charged a processing fee of \$35.00. If late charges have not been billed, they will be billed as well. Any account for which two or more checks have been returned will be placed on a "cash only" basis. Arrangements must be made for the timely payment of returned checks with the Financial Secretary. At anytime ACAPS has the right to return a tuition check to deny re-enrollment.

삭제됨:

VII. ACADEMIC PROGRAM

Academic Philosophy

American Christian Academy and Prep School offers a comprehensive educational program designed to meet the needs of students of all abilities and interests. Our culturally and racially diverse student and staff populations enrich our pursuit of educational excellence. At ACAPS, we aim to provide a well-rounded educational experience that includes the following:

- The latest technology helping students achieve computer literacy and enhance the educational program.

- A wide range of extracurricular activities and intramural and interscholastic athletic programs broaden students' school life.
- Childcare programs are offered in elementary school before and after school.

These educational programs take place in well maintained, safe, and orderly environments, where a dedicated staff strives to meet the individual needs of each student.

KINDERGARTEN

American Christian Academy and Prep School offers full-day kindergarten classes in elementary school. Eligibility for the full-day program is based upon a screening process. Students may be enrolled in American Christian Academy and Prep School at any time during the year. School offices are open for registration of students from 9 a.m. until 3:30 p.m. on school days. To register a child, parents must present the child's birth certificate, and immunizations records. .

Kindergarten classes at American Christian Academy and Prep School offer a delightful learning experience for your child. This is not a baby-sitting service or play school, but an enjoyable educational program designed to give your child a firm foundation for a lifetime of learning.

We use the A Beka Book curriculum. This program includes Bible, phonics, reading, cursive and manuscript writing, numbers and simple math. Our students learn to read using the proven phonics method. Beginning with letters and sounds, they progress to reading words, sentences, and stories in their own reading books. With a solid foundation in reading and numbers, your child will have a big head start in his or her academic career.

Each year the kindergarten students are honored with a special graduation, complete with caps and gowns. They receive a special diploma in recognition for their achievement. This will be a time that you and your child will cherish for years to come. There is an annual Kindergarten graduation fee (see tuition agreement).

Extended Day Care is available for the convenience of working parents (see Section IV, "Extended Care.")

ELEMENTARY

Elementary school is a time when the student forms most of his basic beliefs, concepts, and life principles. At the elementary school level, American Christian Academy and Prep School places great emphasis on the basic fundamentals of education. We use the A Beka Book curriculum.

Every academic day begins with Bible study. The core of the educational process at the elementary level is strong phonics and arithmetic skill. An intensive phonics program that begins at the first grade level produces strong readers. A mathematics program using traditional methods provides an excellent mathematical base.

American Christian Academy and Prep School considers penmanship to be extremely important. In addition to science and social studies, there is additional instruction in Spanish, computer, physical education, music, and additional subjects. High standards and effective discipline are hallmarks of the elementary program. All this is accomplished in a loving Christian atmosphere.

삭제됨:

SECONDARY

The secondary school at American Christian Academy and Prep School emphasizes spiritual growth and maturity and preparation for college. Study of the Bible gives the student a firm grounding in God's Word and in sound doctrine, so that the graduating student is prepared to deal with the pressures of the secular world. The academic course of study is designed to prepare the student for college and allow admission to an academic institution of the student's choosing. Additionally, by laying a broad academic foundation and giving the student a background in modern tools of labor and business, including computer education, students will be prepared to enter the work force directly from school.

HELP CLASSES

Individual teachers offer help classes on prescribed days after school hours. These classes are offered as a form of review, and it is the student's responsibility to attend if there is a need. Teachers will request that a student stay after school if it is apparent that the student is having difficulty with his work. This is not intended to be punishment, but rather is to help the student achieve his or her capabilities.

English as a Second Language

ACAPS provides English as a Second Language instruction to students of limited English proficiency. The goal of these programs is to show measurable progress in English proficiency and to ensure that students meet or exceed state academic standard at each grade. This program is provided for an additional fee.

Guidance and Counseling

Guidance and counseling services are available to all students in grades K-12. Our counselor works with parents, other staff members, and community agencies to identify and implement services for students so that they can achieve academic success in wholesome environments. Counselors also help students identify their interests and abilities and plan their educational programs accordingly. Contact your principal for assistance.

Technology

From the kindergartner learning to spell to the high school senior solving a complex physics problem, computers and other technologies are used extensively in American Christian for learning and administration. Staff has used the Internet, educational software, presentation technologies, and media to enhance the learning opportunities for the students. Students throughout the school are exposed to a wide range of technologies in order to better meet individual needs.

All classrooms in the school are wired to the Internet. The classrooms have telephones for the teachers to communicate with parents. Teachers and staff have a variety of professional

development resources available to them, including staff to help them use instructional technologies effectively.

High School Course of Study

High School students must follow the scheduled course of study (given below). All exceptions must be approved by the administration. If a course is taken out of sequence, the student will take the missed class the following year.

9TH GRADE

Bible
English - Grammar/Vocabulary/Composition
Classic Literature
History - Government and Geography
Science - Physical Science
Math - Algebra I
Spanish/French – 1 credit
PE/Health - ¼ credits
Computer - ¼ credits

10TH GRADE

Bible
English - Grammar/Vocabulary/Composition
World Literature
History - World History with Geography
Science - Biology
Math - Geometry
Spanish/French - 1 credit
PE/Health - ¼ credits
Computer - ¼ credits

11TH GRADE

Bible
English - Grammar/Vocabulary/Composition
American Literature
History - U.S. History
Science - Chemistry
Math - Algebra II
Electives - ½ credits
PE/Health - ¼ credits
Computer - ¼ credits

12TH GRADE

Bible
English - Grammar/Vocabulary/Composition
English Literature
History - Economics (½ credit) 20th Century U.S. History or Church History (½ credit)
Science - Physics
Math - Calculus
Electives - ½ credits
PE/Health - ¼ credits
Computer - ¼ credits

High School Graduation Requirements

High School students must have the following credits to graduate:

- 4 - Bible (one credit for each year in a Christian school)
- 4 - English
- 3 - History
- 3 - Science
- 3 - Math (Algebra I and higher)
- 2 – Spanish/French
- 2 - Other
- 1 - PE/Health (¼ credit per year)

The minimum total credits required are 22 credits. The prescribed course of study results in a total of 24 credits upon graduation. The graduation fee must be paid in full before the child may graduate (see tuition agreement).

HOMEWORK

Homework is an important part of American Christian Academy and Prep School's academic program; it is a natural extension of the educational program. It serves to reinforce and enrich daily class work. A reasonable amount of homework is proven to help students achieve better in school. Parents are encouraged to provide quiet, well-lit places for children to study. Homework policies will vary, so you should contact your child's teacher if you have questions.

Students should complete homework neatly, accurately and on time. Homework not done or incomplete will result in a zero given for the assignment.

Elementary school students are required to write down assignments daily in assignment books. These books are taken home and should be signed by a parent when the work is complete.

Unfinished class assignments given during the school day will be the only kind of homework assigned on Wednesdays and Fridays. Procrastination in completing the previous day's homework and/or the need for make-up work is not considered a valid excuse for not completing the work on Wednesdays and/or weekends.

Up through grade three, homework assignments usually will not exceed forty-five minutes, grades four through six, one to one and half-hours. Junior and senior high students should spend about two hours per day on homework. In general, no homework assignment should take an unreasonable time for any grade level. Homework one day late is graded at 75%, two days late is 50%, and after two days receives a grade of "0" (except for excused absences).

Book reports, term papers, research papers, science projects, and other long-term projects are given in addition to daily homework. Teachers give deadlines for projects and intermediate

steps well in advance. The student should not procrastinate, but rather should budget time wisely to prevent last minute haste in completion of long-term assignments.

ACADEMIC HONOR ROLL

“A” and “B” honor rolls are compiled each grading period. Handwriting grades on the elementary level must be at least a satisfactory ("S") or "C" level. Honor Roll certificates for the school year, are given out on Awards Day.

PROGRESS REPORTS

Student progress reports are issued in the middle of each quarter for students with “C”, “D” or “F” grades in any subject. **THESE MUST BE SIGNED BY THE PARENTS AND RETURNED TO THE SCHOOL WITHIN SEVEN DAYS.** Student progress reports are sent to parents of students in all grades.

REPORT CARDS

At various times during the school year, students are dismissed early to allow for parent/teacher conferences. If the teacher desires a conference at any other time, he/she will so indicate on the report card, or contact the parent directly. Parents may request a conference at any time by calling the school.

Academic warnings will be sent to parents at any time during the marking period when it appears the student is in danger of failing a subject or of dropping two or more grade levels from the previous marking period.

Report cards are issued every quarter and should be signed by the parent and returned to the homeroom teacher. If a report card is lost, this should be reported by a note from the parent to the office. A duplicate will be sent home for signing at a charge of \$5.00. The grading scale is:

A	- Excellent.....	93-100
B	- Above average ...	85-92
C	- Average.....	77-84
D	- Below average ...	70-76
F	- Failure.....	0-69

SUMMER SCHOOL

Any student who fails a course is expected to enroll in summer school at American Christian School. ACS offers a variety of summer educational opportunities.

Traditional Summer School provides remediation and make-up classes for students who need credits, or require specific academic courses to satisfy the promotional policy. Fees are charged for the Traditional Summer School Programs.

STANDARDIZED TESTING

To measure student progress, students in selected grades are given the Stanford Achievement Test in April. Test results are sent home with the final report card.

LIBRARY

While the school does not necessarily endorse all the contents of any book in the library, the position of American Christian School is understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures. It is understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, of necessity, have many books of different types. Students visit the library every two weeks and are responsible for books. Lost or late books will be charged replacement cost/late fees. Students must obey and follow the posted library rules.

BOOK POLICY

Students must keep a book cover on each textbook at all times to protect it from undue wear and damage. Do not mark textbooks and library books with pencil or ink. Students should treat the books as if they own them, since they are expected to pay for excessive damage to textbooks and must purchase replacement textbooks for books that are lost or destroyed during the year. Book fees cover costs of disposal workbooks, and do not purchase all of a student's textbooks. Replacements for lost books or damaged books must be purchased.

CORNERSTONE BOOKSTORE

Cornerstone Bookstore keeps a stock of all necessary school supplies including paper, pencils, notebooks, Bibles, etc.

VIII. DISCIPLINE POLICY

American Christian School has a commitment to its school families to maintain high standards and requirements for all students. ACS recognizes that control and discipline is a necessary ingredient for the success of the educational process. We need and expect full cooperation from students, parents, and teachers in the education of the student. The school will notify parents if a student is involved in a discipline problem.

The school has the right to place any student on academic or discipline probation.

Any parent or student suggestion or complaint is expected to be addressed through the proper chain of authority, in a respectful manner, to bring the matter to a resolve. All parents are required to sign the Parent's Agreement, indicating agreement with the Discipline Policies and Practices of the school.

The purpose of the Discipline Policy of American Christian School is to provide a manageable atmosphere for education that will reinforce and reward positive behavior while providing an equitable punishment for negative behavior.

ELEMENTARY SCHOOL PROCEDURES

Kindergarten Basic Classroom Rules

1. Raise your hand and wait for the teacher to call on you before you speak.
2. Stay in your chair unless permission is given to be up.

3. Do not do anything that bothers your neighbor. (Do not touch them, their school supplies, toys, etc.).
4. Pay attention in class.

FIRST THROUGH FIFTH GRADE ADDITIONAL CLASSROOM RULES

1. Raise your hand and wait for the teacher to call on you before you speak.
2. Stay in your chair until permission is given to be up. This includes sharpening pencils, etc. THIS INCLUDES THE LUNCHROOM!
3. Do not do anything that bothers your neighbor. (Do not touch them, their school supplies, books, etc.)
4. All classroom work and homework is to be turned in on time.
5. Assignment book, notes, or letters must be signed by parents and returned the next school day.
6. Students are responsible for having their classroom materials daily (Books, pencils, paper, Bible).
7. Students are not allowed in the hallway without a pass. FOR ANY REASON!!
8. No gum is allowed in school ... AT ANY TIME!
9. No running in halls or anywhere in buildings.
10. Students must maintain standards of cleanliness in the classroom, lunchroom, hallways, and on all school property. Trash is to be placed in trashcans only. Nothing is to be thrown on the floor. This includes the lunchroom!!
11. No lying.
12. No passing notes or objects in class.
13. Disrespect, verbal disagreements or outbursts, and arguing with the teacher are not allowed FOR ANY REASON.
14. Students are responsible for participation in class. Lack of preparation/materials/ supplies is not an excuse!
15. Students are not to cause disruptions in classrooms, bathrooms, lunchroom, etc.
16. Eating in the classroom is not allowed (except for special parties with approval).
17. Students may not use the telephone without permission.
18. Students must maintain dress standards in accordance with the dress code.
19. Students must be on time for classes (no unexcused tardiness to class).
20. Students may not have possession of any of the following: squirt guns, comic books, teen magazines, radios, tape recorders, phones, and beepers, etc. (These items will be confiscated by the teacher or administration until picked up by a parent).

Consequences for Violations of Classroom Rules

Teachers give elementary school students one check for each rule violation.

Three checks in one day will result in student being sent to the Department Head.

Two trips to the Department Head in a one-week period will result in the loss of recess for the remainder of the week.

Three trips to the Department Head in a one-week period will result in the child being sent home for the remainder of that day.

Four trips to the Department Head in a one-week period will result in a one-day suspension from school.

Five trips to the Department Head in a one-week period will result in the student being placed on probation. The first offense after probation will result in expulsion from school.

Automatic Detention:

1-3rd grade: Thirty Minute Detentions

4-5th grade: One Hour Detention

- Direct Disobedience
- Arguing with the teacher
- Disrespect
- Classroom disruption

Automatic Suspension:

- Cheating
- Using/Writing improper language
- Physical contact/fighting
- Stealing

Unacceptable Behavior

The following violations will result in a written report of the incident by the teacher, given to the Department Head. The student will receive three (3) checks at that time and the Department Head will handle the situation.

- Hitting, fighting, kicking, hands touching other children at the wrong time.
- Inappropriate language or conduct (sticking out tongue, biting, spitting)
- Removal of clothing or inappropriate gestures
- Poor lunchroom manners
- Disrespect or direct disobedience to teacher. (Refusing to do what is asked or told, whether in the classroom, lunchroom, hallways, and playground)
- Being in the hallway without a pass

Junior/Senior High School Procedures

General Rules:

1. Damages to school or personal property due to inappropriate behavior by the student will result in a suspension and the student will be held responsible for all damages.
2. Intentional and malicious damage or defacing of school or personal property will result in immediate expulsion from school. The student will be held responsible for all damages.
3. No cigarette lighters, matches, pagers, CD players, electronic games, radios, or tape recorders are permitted in school except with the teacher's permission and for a specific purpose.
4. Students are not to chew gum anywhere in the school building.
5. The use of any and all forms of tobacco, either at school, on school property, or any school-sponsored function, is grounds for suspension. The use of alcohol or drugs on school property is grounds for immediate expulsion.
6. Students must stay on the school grounds from the time they arrive until dismissal. Permission to leave campus for any reason must be obtained from the office. Students are not permitted to leave campus at lunchtime.
7. Students should keep their hands off other people, which would include pushing, hitting, etc.
8. Physical contact such as holding hands, arm around neck or shoulder, etc., with the opposite sex is prohibited on school property.
9. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.
10. There is to be no ball playing of any kind in the building unless it is part of an organized and supervised class. This includes Frisbees, hockey, and playing "catch" of any kind.
11. For safety considerations, skateboards, etc., are not allowed in or on school property. Rollerblades may not be worn/used on school property.
12. We operate on a closed campus policy. Visitors are not allowed in the building without permission from the office.

Junior and Senior High School students receive demerits for offenses according to the following guide:

Category I - One Demerit

- Talking without permission
- In hall without a pass
- Continued talking

- Throwing objects
- Writing notes to friends in class
- Not paying attention
- Unprepared for class
- Unexcused tardies
- Letter sent home not signed
- Hair out of code (includes facial hair)
- Dress code violation (continued violation will result in automatic detention)

Category II - Two Demerits

- Littering
- Lying
- Horseplay (pushing, shoving, running, etc.)
- Speeding in parking lot (second offense = loss of driving privileges for one semester)
- Possession of:
Squirt guns, comic books, teen magazines, radios, phones, tape recorders, beepers

Category III - Three Demerits (Automatic Detention)

- Classroom disruption
- Chewing gum or candy
- Direct disobedience
- Arguing with teacher
- Skipping a class
- Disrespect
- Tampering with school or teacher property
- Possession of cell phone
- Shirt Untucked
- CD/Music in Mastery
- Using the elementary bathroom
- Using the side exit door other than emergency/dismissal
- In the lobby area during dismissal with out permission

Category IV - Automatic Suspension

- Cheating (includes grade of “0” on work)
- Using or writing improper language
- Physical contact or fighting (one or two day, depending on severity)
- Stealing
- Skipping school/Leaving campus with out permission
- Property damage due to horseplay
- Smoking (two day suspension)
- Inappropriate physical contact (holding hands, kissing, etc.)
- Excessive disrespect

Category V - Immediate Expulsion

- Possession or use of any of the following:
 - ◆ Pornographic materials
 - ◆ Knives
 - ◆ Guns
 - ◆ Drugs
 - ◆ Alcoholic beverages
- Striking a teacher or adult
- Intentional vandalism and/or defacing of property
- Threats of violence

For any offense not listed, the school Administration will decide the demerit count.

Cell Phone Use

General Policy: Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school building.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone will be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

Note: "Forgetting" to turn off the cell phone is not an excuse."

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell phone photographs are permitted in the restrooms or locker areas at any time. Violation of the prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Note: These guidelines were formulated after careful review of school cell phone policies across the State and the country.

Drugs and Deadly Weapons

State law requires that school officials immediately call the police in any case where it is alleged that a student has a controlled drug or a deadly weapon in his/her possession. If police determine that there is probable cause that the student does indeed possess such an item, school officials must file criminal charges.

Accumulation of Discipline

Students who accumulate repeated discipline violations receive the following additional discipline:

- 3 demerits = 1 detention
- 3 detentions = 1 suspension
- 3 suspensions = expulsion

ASSIGNMENT OF DETENTION

Detention is served from 3:30 to 4:30 PM. Students who do not serve detention will receive a second one and must serve both. The second detention is a Saturday detention, served 8:00-12:00 and/or 1:00-5:00 PM.

Assignment of Suspension

Removal of a student from the educational program is a serious step.

The primary purpose of suspension is to temporarily remove a student from the regular school program, to bring the staff, student, and parents together to discuss the violation of the code, and to develop a program for future compliance. Students are eligible to make up work missed during the suspension.

The school Administration will contact the parents or guardian of a suspended student prior to the date(s) of its fulfillment. A parent meeting with the administration, either prior to or after the suspension, may be required. Students under suspension may not participate in extracurricular or sports activity on the day of their suspension.

Assignment of Suspension (1 DAY) ADMINISTRATION will determine suspension as either In-School or Home Suspension

Except for smoking cigarettes and serious fighting, and situations administration deems fit, the first suspension is a one-day suspension. Smoking and more serious fighting results in a two-day suspension for the first offense. Students suspended will be required to complete any and all regular class assignments and homework. Tests and quizzes must be made up the day of return to classes, with a 10-point penalty. Homework must be completed and will receive a grade no higher than 75%.

No extension of time will be given for make-up work. The completion of all academic work is required to provide for the continuity of the learning process, and for the uninterrupted flow of the class.

Assignment of SUSPENSION (2 Day)

A two-day suspension from all regular classes and extracurricular activities will be assigned to any student who has had a previous suspension. Students will be required to complete any and all regular class assignments and homework. Tests and quizzes must be made up the day of return to classes. No extension of time will be given for make-up work. The completion of all academic work is required to provide for the continuity of the learning process, and for the uninterrupted flow of the class. The academic work will be credited 50%.

Expulsion

Expulsion can result from serious or repeated violations of the code. Expulsion is the final act of discipline at American Christian School. The assignment of a third suspension for the school year will result in expulsion. A student expelled from American Christian School will not normally be eligible for re-enrollment at American Christian School even in later years.

Withdrawal from American Christian School may be requested when repeated attempts to bring a student's behavior to a consistent level of cooperation have been refused or rejected. **The school reserves the right to dismiss any student at any time.**

Because attendance at American Christian School is a privilege and not a right, any student who does not conform to the standards and regulations of the school may forfeit this privilege. Further, the school may request withdrawal of any student, at any time, who in the opinion of the school, does not fit into the spirit of the school ministry, regardless of whether or not the student or parents conform to the specific rules and regulations of the school.

REVIEW OF STUDENTS

In January of each school year the administration will review all students' progress. Parents will be notified of any student whose attitude or academic performance is not at a level of acceptance and in keeping with the spirit of the school. If the attitude or academic performance is not corrected in sufficient time, the student will not be allowed to remain in school.

IX. DRESS CODE

American Christian School believes it is necessary to dress appropriately and modestly at all times. The administration will determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem and the time allowed for correction. Immodest dress or repeated violations of the dress code will result in the student being dismissed from class to await their parent who must come to school to correct the situation.

The dress code applies to the regular school day, except when specifically changed for a specific activity. Students must come to school and leave school in regular school dress.

Shirts and blouses are to be buttoned and tucked in at all times.

The approved uniform for the physical education class is the ACS T-shirt (available from the Army-Navy Store in Aston) and blue shorts. The shorts must be modest and appropriate (no spandex or extremely short shorts). The PE uniform will be worn during P.E. period only and in designated areas. Students must dress out for PE. Failure to do so will result in a zero grade in PE for the day.

GIRLS

Girls may wear pants or skirts/jumpers with blouses as outlined below.

Pants – Khaki or navy blue may be worn for all grades.

Blouses – White, red, or navy blue Polo shirt (long or short sleeve). White, Peter Pan-collared blouses may be worn.

Jumpers – Elementary/Jr. High (K-8) may wear jumpers in khaki or navy blue (solid color, not plaid). They must completely cover the knee. They must wear either a polo shirt or Peter Pan-collared blouse under the jumper.

Skirts – Elementary and Junior/Senior High may wear approved uniform skirts that must completely cover the knee. Colors are khaki or navy blue. Skirts must be worn with Polo shirt as outlined above or Peter Pan-collared blouse.

Shoes – Comfortable shoes (including tennis shoes) and socks are required. Shoes with laces must be kept tied at all times. Winter boots may be worn to and from school; however, shoes or dress boots must be worn in the classroom. No sandals or flip-flops are allowed.

Sweaters – Cardigan, V-neck vest, or V-neck long sleeved in navy blue or red. Jackets and coats may not be worn in the building.

Hair – Each young lady's hair must be clean and neatly trimmed in an attractive manner. Faddish extremes in color or cut will not be permitted. Make-up must not be faddish or extreme. Hats may not be worn in the building.

Jewelry – No body piercing/rings except earrings may be worn. No extremes or excessive jewelry is allowed.

BOYS

Pants – Khaki or navy blue.

Shirts – Red, white, or navy blue polo shirt (long or short sleeve). Shirts must be solid color with no striping or markings.

Sweaters – Cardigan, V-neck vest, or V-neck long sleeved in navy blue or red. Jackets and coats may not be worn in the building.

Shoes – Comfortable shoes (including tennis shoes) and socks are required. Shoes with laces must be kept tied at all times. Winter boots may be worn to and from school; however,

shoes or dress boots must be worn in the classroom. No sandals or flip-flops are allowed.

Belts – boys must wear a belt with their pants

Hair – each young man's hair must be clean and neatly trimmed at the collar and the ears in a traditional manner. Faddish shapes, color or cuts; rat-tails or tufts will not be permitted. Neatly trimmed facial hair above the lip is permitted; however, no other facial hair or extreme sideburns are permitted for any reason.

The cornrow hairstyle may be worn, styled towards the back of the head, no longer than the neckline. If a child's hair is not in the cornrow style, hair must be kept short. If student's hair is not kept short, they are considered out of dress code.

Jewelry – watches and finger rings are the only acceptable forms of jewelry for our young men. Earrings, necklaces, and bracelets are not allowed.

X. ATHLETIC PROGRAM

American Christian School maintains an interscholastic sports program competing in volleyball, basketball, soccer, cheerleading, softball, and baseball with other schools. All athletes and cheerleaders must demonstrate attitudes and actions that are consistent with the rules and goals of American Christian School and its athletic program.

Annual physical examinations are required for all students who participate in interscholastic sports. A standard report, available from the school, must be submitted to the school. Students need only one physical each school year for all sports unless an injury or an extended absence from school has occurred since the last examination. The school retains the final authority to determine who is eligible to play. Proof of insurance is required for all students engaged in athletic activities.

ATHLETIC STANDARD

A student must be in school all day on the day of an event to participate.

Each participant will always ride with the team to and from the event in a vehicle provided by the school. Walkman and CD players are not allowed when traveling. Students must wear school uniform or athletic uniform while traveling to and from games.

Students being disciplined (see the section "DISCIPLINE") may be ineligible for athletics for the period of that discipline. Students under suspension may not participate in sports on the day of their suspension.

Students and adult spectators must refrain from the use of abusive or negative comments to players, coaches, or officials at sporting events in which American Christian School participates at home and away. Students are not to sing or "chant" anything that is a "put-down" or in any way derogatory to the opposing team.

XI. SCHOLARSHIP GUIDELINES

Winners in ACSI regional competition are awarded scholarships in the form of reduced tuition in the month following the competition. Awards are as follows:

- Chess Tournament - \$50 per student of first place team
- Creative Writing Festival – Blue ribbon - \$50
- Math Olympics – Individual student medal - \$50
- Math Counts (non-ACSI) – to be determined
- State Science Fair – 1st place - \$250
- Speech Meet – Superior rating - \$50
- Spelling Bee (ACSI Regional or Delaware County) – 1st place - \$250

The Senior Class Valedictorian (requirement includes 3.7 GPA for high school) is awarded a \$500 scholarship paid to the college of their choice.

The Senior Class Salutatorian (requirement includes 3.5 GPA for high school) is awarded a \$250 scholarship paid to the college of their choice.

PLEDGES

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of American Christian School each day. The recitation each morning of the words of the pledges given below is a privilege we have both as American citizens and Christians. All students are required to participate in all pledges. Parents or students who have objections to the pledges should not enroll in American Christian School.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

STATEMENT OF PARENT OR GUARDIAN

In signing this statement I (we) agree that:

1. I have read the Statement of Faith of the school and am willing to have my children educated in accordance with it;
2. The school has full discretion in the discipline of my child in accordance with its discipline policy;
3. The school has full discretion for the grade placement of my child;
4. The school reserves the right to dismiss any student who does not cooperate with the educational process or whose parent does not support the school's policies;
5. I understand that tuition rates do not cover the cost of operating the school and thus my participation is needed in lending practical help and prayer support in a mutual effort to train our children.
6. I have read the "Tuition Policy" and agree to pay all tuition fees, and other financial obligations to American Christian School on or before the due date without a reminder and in accordance with these policies.
7. In the event of an accident involving my child, I will file claim with my insurance carrier regarding any and all medical expenses incurred, thus absolving American Christian School of that responsibility. I will further endeavor not to enter into legal action against American Christian School for such claims.

SIGNED:

Sincerely,
Administrator
American Christian Academy and Prep School

(Father)

(Date)

(Mother)

(Date)

(Guardian)

(Date)

(Guardian)

(Date)