



**STUDENT /  
PARENT  
HANDBOOK  
ELEMENTARY &  
JUNIOR HIGH**





"Home of the Warriors"  
6401 Stanford Ranch Road, Roseville, CA 95678

Dear Parents,

Welcome to Adventure Christian School. It is a privilege to partner with your family in the education of your child. It is our mission to impact the lives of our students in such a way that causes them to seek after God and desire to follow Him.

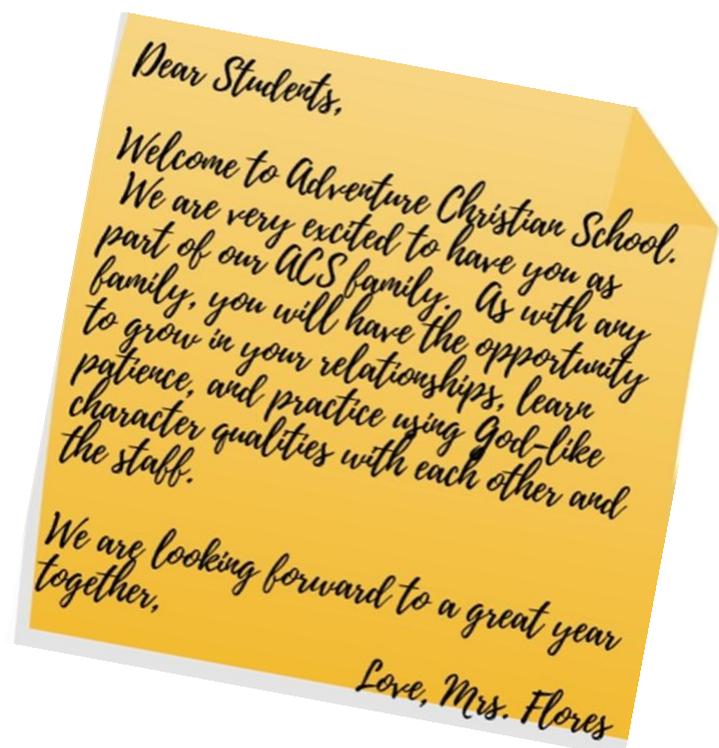
Our school will not only teach them the academic disciplines, but will strive to instill in their hearts Christ-like character qualities. We will teach them Biblical responses to conflict and how to apply scripture to their daily lives.

ACS is a place where children and parents alike can feel safe, loved and confident in the educational experience they receive. We are committed to Proverbs 22:6 "Train up a child in the way he should go and when he is old he will not turn from it".

Your Partner in Christ,



Renee Flores  
K-8 Principal





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# PHILOSOPHY OF EDUCATION

## **Mission Statement**

Adventure Christian School exists to partner with families in training students to embrace God's Truth, strive for excellence in academics, and model Christ-like character.

## **Vision Statement**

Adventure Christian School seeks to guide students to a committed relationship with Christ, prepare them for the highest levels of academic scholarship, and equip them to accomplish the purposes for which God created them.

## **Pillars**

TRUTH

EXCELLENCE

CHARACTER

FAMILY

## **Statement of Faith**

### **The Bible**

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (2 Timothy 3:16 2 Peter 1:20,21 2 Timothy 1:13 Psalm 119:105, 160, 12:6 Proverbs 30:5)

### **God**

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. (Genesis 1:1,26,27, 3:22 Psalm 90:2 Matthew 28:19 1 Peter 1:2 2 Corinthians 13:14)

### **Jesus Christ**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords. (Matthew 1:22,23 Isaiah 9:6 John 1:1-5 14:10-30 Hebrews 4:14,15 1 Corinthians 15:3,4 Romans 1:3,4 Acts 1:9-11 1 Timothy 6:14,15 Titus 2:13)

### **The Holy Spirit**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. (2 Corinthians 3:17 John 16:7-13, 14:16,17 Acts 1:8 1 Corinthians 2:12, 3:16 Ephesians 1:13 Galatians 5:25 Ephesians 5:18)

### **Human Beings**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life. (Genesis 1:27 Psalm 8:3-6 Isaiah 53:6a Romans 3:23 Isaiah 59:1,2)

## Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23 Ephesians 2:8,9 John 14:6, 1:2 Titus 3:5 Galatians 3:26 Romans 5:1)

## Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. (John 3:16 John 14:17 Romans 6:23 Romans 8:17-18 Revelation 20:15 2 Corinthians 2:7-9)

## Biblical Morality Statement

Adventure Christian School (ACS) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. Parents, or legal guardians, who choose to enroll their children at ACS, are agreeing to support these and other basic Biblical values derived from historical Christianity. Parents understand and agree that ACS will teach these principles and Biblical values.

In addition, ACS urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5-6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). ACS was founded and continues to operate upon Biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

ACS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and revealing the truth of that relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Genesis 1:27-28, 2:18, 23-24; Isaiah 54:4-8, 62:5; Jeremiah 3:14; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2; Ephesians 5:22-32; 1 Timothy 5:14; Hebrews 13:4; Revelation 19:7-8.

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 gender is a rejection of the image of God within that person.

## **Non-Discrimination Statement**

Children with special needs may be admitted on an individual basis with due consideration to the program offered and the needs of the child. All children enrolled must meet the ambulatory requirements of the Department of Social Services of the State of California. No child shall be excluded on the basis of race, color, gender, religion, or national ancestry.

## **School Goals**

- To provide a safe learning environment where each child is encouraged to reach his/her potential for God's glory.
- To teach through Christ-centered curriculum.
- To learn to communicate with God through daily prayer.
- To encourage, model and teach Biblical principles throughout every part of the school day.
- To develop and maintain a respect and reverence for God through weekly chapels.
- To teach children to apply God's Word to every aspect of their lives.
- To enable students to become "Children of Character."
- To develop a servant's heart in order to carry out God's call to humbly uplift others and unselfishly reach out to others in need.

# WARRIORS

## Core Values

**Word of God** - Students will grow in their knowledge of God and EMBRACE His Truth which leads to a personal walk with Christ as evidenced by:

- The understanding of their identity in Jesus Christ and his indwelling power of the Holy Spirit's work within them.
- Memorization and application of God's word evidenced in their response to the experiences they face on a daily basis.
- An ability to defend their faith as they share it with others.
- Growth in their walk with Christ as they study, understand, and obey the Word of God and develop a Biblical worldview.

**Academics** - Students will strive for academic EXCELLENCE and competency by:

- Demonstrating their proficiency in reading, writing, and speaking skills.
- Mastering curriculum goals as evidenced in subject specific exams and standardized tests.
- Comprehending, conceptualizing, analyzing and applying information from various disciplines.

**Respect** – Students' CHARACTER will demonstrate a healthy respect for God's Word by:

- Honoring their parents and accepting their leadership role.
- Supporting their school and church with their actions and behavior.
- Appreciating our nation's Christian history, freedom, flag, and our military.
- Exemplifying first class manners.
- Showing respect for themselves and others, taking pride in their school and using property and equipment in a safe manner.

**Responsibility** - Students will know and model Christ-like CHARACTER by:

- Knowing and doing what God expects of them as described in His Word.
- Using their energy to fulfill the expectations of those who are counting on them.
- Knowing and applying the principle that their body is the temple of God and they will commit themselves to a lifestyle of purity, health, and fitness.
- Reporting all problems to administration and staff.

**Initiative** - Students will take the initiative and exhibit integrity by:

- Taking ownership and responsibility for doing their best school work in class and at home.
- Showing positive leadership in and out of the classroom.
- Coming to school prepared and ready to learn.

**Opportunities** - Students grow in their academics through experiences on and off campus as evidenced by:

- Participation in school-sponsored field trips, camps, athletics, and other extra-curricular activities.
- Ability to identify and apply critical thinking skills in relation to what they have learned or experienced.
- Demonstration of God-honoring behavior.

**Reach** - Students will look beyond themselves and demonstrate ministry to others through:

- Christ-like servant leadership projects established by their school and church.
- Working at home with parents to earn funds to support class missionaries.
- Willingness to serve where needed.
- Practicing the Biblical principle of relating to others regardless of religious, economic, or cultural backgrounds.

**Social Awareness** - Students will understand and respond to the needs of others by:

## SCHOOL ORIENTATION

### **Academics**

Students will be encouraged to be problem solvers, critical thinkers, effective writers, have digital literacy, and be effective communicators.

### **History**

The history of Adventure Christian school began with the vision of the leadership of Adventure Church to open a preschool through twelfth grade one day. As they prayed and sought the leading of the Holy Spirit, they opened their first preschool classes in 1999. After a successful year of preschool, the church leadership and school administration felt the need to offer a quality, Christ-centered elementary school. The first kindergarten class was started in the fall of 2000. With the growing community around them, the leaders prayed for God's continued direction as they pondered adding more grades. The need was there, and students were continuing to enroll. A first grade class was opened the next year, then a second grade the next until they reached eighth grade.

The faithful staff of ACS taught in portables set in the parking lot. The students played on the blacktop surrounded by a chain link fence. Despite the portable classrooms and a less than desirable play area, the community was committed, and the school continued to grow. The Lord was certainly blessing the work of ACS.

Both church and school were in need of a place for children. After a building campaign in 2008-2009, construction was underway to build a fourteen-classroom building with four large meeting rooms equipped with a stage and full tech booth, a place where students could be ministered to seven days a week. In the fall of 2010 students were welcomed into their new "Disney designed" building called Port Adventure. Since that time hundreds of students have walked through the halls Monday – Friday receiving a quality education with a Christ-centered focus. Athletics and Visual and Performing Arts are a regular part of the students' educational experience. Adventure Christian School continues its commitment to partner with families in training students to embrace God's Truth, strive for excellence in academics, and model Christ-like character.

### **Distinctives**

Colors – Navy and Silver

Mascot – Warriors

Scripture – Ephesians 6:10 - 18

"Finally, be strong in the Lord and in His mighty power. Put on the full armor of God so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore, put on the full armor of God, so that when the day of evil comes you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God. And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints." NIV

## **School Staff**

Adventure Christian School's teaching staff and resource staff is comprised of well-qualified instructors. ACS teachers hold a California Credential and/or ACSI Teaching Certificate. Our staff members have a personal relationship with the Lord Jesus Christ and support all Christian beliefs upheld by the school. All staff members maintain an updated CPR/First Aid card.

## Office Hours

Monday through Friday 8:00 a.m. - 4:00 p.m. (except on school holidays)

## School Hours

TK and Kindergarten	Monday - Friday	8:15 a.m. - 2:50 p.m.
First – Eighth	Monday - Friday	8:15 a.m. - 2:55 p.m.
Minimum Days		8:15 a.m. - 12:15 p.m.

## Before and After School Care Ministry (ASCM)

Before school care is available for students Monday – Friday 7:00 a.m. – 8:00 a.m. After school care is also available for students Monday – Friday 3:00 p.m. – 5:30 p.m. To enroll your child in before and/or after school care, please contact the office for the registration packet. Rates, contract, billing info, and available dates will be included in the ASCM packet.

## Attendance Policy

Students at Adventure Christian School are expected to attend school regularly and promptly. Parents are encouraged to make personal appointments before or after school as not to interrupt the student's daily routine or that of the other students in the class.

## Absences

Please report your child's absence through the school app if your child will be out sick. Parents may use the school app to request missed work and may pick up the items from the reception desk. Make-up work will be available 24 hours after the time the school was notified.

There are two kinds of absences:

- Excused – Sickness or a death in the family is excused according to California State law. If a child has been diagnosed as having a contagious disease or condition (examples include chicken pox, strep throat, lice, pink eye), kindly notify the office so that precautions can be taken and notifications to other families can be sent home in a timely matter.
- Unexcused – All other absences that do not fit into the above categories.
- Excessive Absences - Students who are absent more than 10 days in a semester may not receive credit for that semester. All absences (excused or unexcused) count towards total absences. The only exception to this is for a medical emergency or unusual circumstances that will require administrator approval.

## Tardiness

Promptness is expected from all Adventure Christian School students daily. Students will be marked tardy if they are not in the classroom by 8:15am. If tardiness becomes a habit, the teacher will recommend a conference with the parents and/or school administration. The parent must bring the child to the front reception desk to receive an admittance slip for excused or unexcused tardies to then give to the teacher. Dropping off a student at the curb-side when tardy is not permitted. Excessive absences and tardiness may result in academic probation.

## Child Custody & Identification

For families who have child custody arrangements, Adventure Christian School requires that a copy of the court documents describing custody arrangements be provided before the student is enrolled in our program. These papers will be kept in the child's file and referred to if needed. If there is a court order restricting anyone from contact with your child, we ask that a copy of the court order be provided to administration.

### **Drop-Off / Pick-Up**

Students may be dropped off at 8:00 a.m. at the earliest unless students are enrolled in before school care which is available from 7:00 a.m. to 8:00 a.m. Morning time is crucial for teachers to complete last minute preparations, make copies, set up their classroom, and most importantly attend devotions with their fellow staff members. If you would like to speak to your child's teacher, please call the office and leave a number to schedule a time to meet after school when you both can sit down uninterrupted.

For a safe and orderly drop-off, and to ensure passenger safety, please help your child develop the habit of being prepared to exit the car when you arrive at the designated drop-off/pick-up area. Dropping off a student at the curb-side when tardy is not permitted.

### **Dismissal**

TK through eighth grade will be excused at 2:50 and 2:55 pm., respectively. Unless Adventure Christian School has been notified by written or verbal permission from the parents or legal guardians, no other person will be allowed to pick up any student from the school, even if they are on the emergency card. Anyone who is listed on your emergency authorization form to pick up your child must show a photo I.D. to the child's teacher before a child is released to that person's care.

All children should be picked up at the drop-off and pick up area no later than 15 minutes past dismissal time. Any child not picked up within 15 minutes after dismissal may be placed into our After School Care Ministry (ASCM) and charged the afternoon drop in rate. Parents may not leave children unattended while picking up a sibling. While waiting for students to be dismissed, parents must remain in their car in the drive through line or park in the designated area and walk to the gate to pick up their child.

Parents who would like their child to walk home each day must submit a request to administration and receive approval.

### **Rainy Days:**

**Drop Off:** Children will go straight to the classroom beginning at 8:00 a.m. if it is raining unless they are enrolled in before school care from 7a.m. to 8 a.m. at which time they will be released from the before school care area to their classroom at 8:00 a.m. Refer to school emails for drop off location assignments and protocols.

**Pick Up:** Designated pick up areas on rainy days will from the SeaPort door on the landing (closest to preschool building) and from the main building lobby. Refer to school emails for pick up location assignments and protocols.

### **Closed Campus Policy**

ACS has a closed campus policy regarding visitations, however, parents, youth pastors, and alumni are welcome to visit at lunch. All visitors must sign in at the school office and wear a visitor's badge.

At no time during school hours are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up before

the end of the day, the parent or legal guardian must first check in at the school office, sign out their child, and they will be released into the care of the parent or guardian.

### **School Visits**

Prospective students and their parents are encouraged to visit if they are interested in attending Adventure Christian School. Permission for a student and parent to visit must be scheduled by the office staff prior to the visit or tour.

### **Admissions**

1. Students must be in good standing academically and behaviorally during their previous school year.
2. Each student must complete an online application and pay a non-refundable application fee. A copy of the applicant's most recent report card for the current year in addition to a copy of the applicant's most recently completed grade level report card and teacher recommendation letter must be submitted prior to applications being deemed complete. An assessment is required for placement purposes (TK – 8<sup>th</sup>). Parents will be notified if their child has been selected to move forward in the admissions process through scheduling an interview with either the principal or vice principal. We reserve the right to deny enrollment to a student for any reason.
3. Once all documents have been received and the assessment completed, an interview will be set up with administration, the parents and the student. The Admissions Coordinator will be in touch with the parents letting them know if the student is accepted for enrollment or not at the end of the process.
3. TK – 8<sup>th</sup> students must have a copy of all current immunizations and birth certificate on file. First grade students must provide a current Physician's Report before the first day of school. Seventh grade students must provide an immunization record including a TDap (pertussis) booster.
4. After receiving acceptance notification, parents must complete an enrollment packet for each student, pay school enrollment fees, (which are non-refundable) and agree to pay tuition fees in a timely manner.
5. Each family must be supportive of Adventure Christian School's Philosophy of Education and all subparts contained therein. Failure to do so may result in dismissal of the student.
6. For Kindergarten entry, students must be age five by September 1<sup>st</sup>. For Transitional Kindergarten entry, a student must be age five by December 31<sup>st</sup>.

## **ACADEMIC EXPECTATIONS**

Students at Adventure Christian School are encouraged to do their best at all times. Report cards are completed and sent home quarterly. Parent/Teacher conferences are held at the end of the 1<sup>st</sup> quarter. In addition, progress reports may be issued during the fifth week of each quarter for students who have fallen below satisfactory.

### **Academic Evaluation**

Student evaluation is an on-going and continuous process. Adventure Christian School staff will monitor and measure student performance in all areas of academics including class work, homework, tests, class participation, and special projects. Report cards will be issued a few days after the end of each quarter.

Students must pass core subjects and be performing at grade level by the end of each school year in order to be promoted to the next grade. In the event the student is not ready to be promoted to the next grade, he/she will be given first priority in registration. Repeating a grade will aid children who are struggling in the area of academics.



## Grading

Transitional Kindergarten and Kindergarten through sixth grade will receive the following skill set grades each term:

O – Outstanding, S – Satisfactory, N – Needs improvement

The following scale will be used for main subjects and electives in third through eighth grades:

98 - 100	=	A+
93 - 97	=	A
90 - 92	=	A-
87 - 89	=	B+
83 - 86	=	B
80 - 82	=	B-
77 - 79	=	C+
73 - 76	=	C
70 - 72	=	C-
67 - 69	=	D+
63 - 66	=	D
60 - 62	=	D-
Below 59	=	F

All teachers use FACTS to record their students' work. FACTS ParentsWeb is made available by personal password to each family to review and be knowledgeable of their child's academic progress.

## Make-Up Assignments

Students are required to make up missing assignments when absent due to illness, family activities or emergencies. The number of school days absent constitutes the number of days allowed to make up assignments. Please see your child's teacher for appropriate make-up assignments.

Adventure Christian School strongly encourages families to plan vacations and trips during our school-wide days off, ensuring our students are not missing the scheduled activities and academics with their class.

## Missing Assignments

Third through eighth grade assignments are due the following day unless otherwise stated, i.e. special projects. When an assignment is not turned in on the appropriate day, the assignment will be considered missing/late. Missing work will receive percentage point reductions off the earned grade accordingly: Third grade and Fourth Grades: 5% deduction for each day late up to 5 days (25%). Fifth – Eighth grade: 10% deduction for each day late up to 5 school days. After 5 school days missing, assignments will not be accepted and a 0% will be recorded for that assignment.

## Homework Policy

Homework is an important part of your child's education and contributes to the student's success at school by reinforcing and maintaining skills taught in the classroom. Homework is defined as class work not finished during the regular school day and work assigned by the teacher to be completed at home.

Time spent on homework (not including unfinished class work), should not exceed the following:

Kindergarten/First grade:	10 minutes, in addition to nightly reading
Second/Third Grade:	20 - 30 minutes, in addition to nightly reading
Fourth/Fifth Grade:	40 - 50 minutes, in addition to nightly reading
Sixth Grade:	60 minutes, in addition to nightly reading
Seventh/Eighth grade:	70 – 80 minutes, in addition to nightly reading

Intermediate – Junior High (4<sup>th</sup> – 8<sup>th</sup>) may require limited extra time as projects are assigned. Projects help students with scheduling and planning of their time.

### **Failing Grades**

If a student fails a core class (History, English/Language Arts, Math, Science, or Bible), it will be a requirement to make arrangements with the teacher to do make-up work during vacation to earn a passing grade prior to promotion to the next grade level. The additional expense will be the parent's responsibility.

## **SPIRITUAL EXPECTATIONS**

### **Bible Emphasis**

Adventure Christian School students are taught the academic disciplines primarily through the use of Bible-based curriculum. This includes Biblical studies in class, memorization of teacher assigned Bible verses, and other applications of scripture as discussed in class.

### **Chapel**

Each week all students at Adventure Christian School participate in Chapel, which is a time to gather together as a school for a time of worship, prayer and Biblical teaching. Parents are welcome to attend any of our chapels. At times, the students participate and prepare the chapel so parents are encouraged to attend on that particular day.

### **Bible Memorization**

Students at Adventure Christian School are required to memorize scripture as a part of their weekly routine. Scripture teaches in Psalm 119:10-11, "I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you."

### **Textbooks**

Adventure Christian School primarily utilizes ACSI, ABeka and Bob Jones curriculum. We do give the teachers the right to supplement any subject with additional curriculum as they feel necessary. The school orders all approved textbooks and workbooks. If a textbook is lost or defaced, the student's account will be charged an appropriate amount for replacement. (Please Note: All hardbound books are to be covered at all times.) **The NIV version of the Bible will be used in our classrooms.**

## **SOCIAL EXPECTATIONS**

### **Behavior Strategies**

God holds parents responsible for the training of their children according to Deuteronomy 11:19 and Ephesians 6:4. The administration and teachers of Adventure Christian School are grateful for the trust and partnership with

parents to provide an environment where your child may grow in the love and knowledge of our Lord and Savior. Parental support is crucial in every area of schooling for students. Consequently, discipline issues must be carried out at home as well as at school. Together we are a team in providing the best environment for all students and fostering a positive learning experience for all.

The Bible is our source of inspiration and gives every believer a guide to Christian living. Adventure Christian School will work diligently to teach all students the importance and value of living a life which is pleasing to the Lord. "Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. Part of this training will include discipline. Discipline should be seen as a way to correct behavior, help children make wise choices, and raise disciples in God's eyes. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

### **School Wide Behavior Philosophy**

All students at Adventure Christian School are considered a contributing factor to school success. We believe that parents bear the primary responsibility for teaching their children right behavior and attitudes and we will depend heavily on parents to help if there is a behavior problem. God holds parents responsible for the training of their children according to Deuteronomy 11:19 and Ephesians 6:4. Our goal is to have a school-wide behavior plan that partners with parents to equip each student for success.

The staff at ACS works as a team to encourage all students to be successful. The staff will support and promote a positive school environment by consistently following the guidelines written below. Each student will be expected to behave in all areas of the campus and to treat all adults with the same level of respect.

ACS believes in teaching the students the value and importance of making good, responsible choices. If a child is making responsible choices, he/she will receive positive rewards such as WOW cards, Warrior stickers, a Homework pass, or teacher created incentives. Students who choose to disobey, will be refocused using our school wide behavior plan.

### **School-wide Expectations**

Students are encouraged to discuss problems that need solving with the adult supervisors. Our goal is to encourage appropriate behavior and equip our students with problem solving tools.

- Students will be on time, responsible, and prepared.
- Students will show respect for themselves and others, take pride in the school and use all property and equipment in a safe manner.
- Students will follow directions the first time given.
- Students will walk and use quiet voices inside the building.

### **Classroom Expectations**

The teacher is responsible for order and discipline in the classroom at all times. Examples of classroom rules and procedures are as follows:

- Enter the classroom quietly.
- Follow directions the first time given.
- Complete all assignments.
- Use kind words and show respect to your classmates, teachers, and others.

### **Chapel Expectations**

- Eyes on chapel speaker and no talking.
- Respect during pledges.
- In seat and listening during chapel lesson.

### **ACS Behavior Plan**

When a student makes an inappropriate choice in class, on the playground or during an extracurricular activity, the teacher/aide will follow the behavior plan as listed below:

Teachers should employ a variety of techniques for dealing with student misbehavior. Among those, but not limited to, are:

**Level I** – Any minor disturbance in the classroom or on the playground:

- Meaningful eye contact
- Proximity placement
- Verbal warning
- Changing a student's location in the classroom

**Level II** – Repetitive behavior from items in Level 1:

- Private conference with the student
- Sending the child to another teacher for a Refocus time
- Time out from recess and/or lunch

All level II incidents should be documented in RenWeb and communicated to the parents, by the teacher. K-6 teachers should communicate to parents via email or a phone call. Junior high teachers record and email the behavior incident through the RenWeb Behavior tab.

**Level III** – Activities and attitudes that show a lack of respect for authority, some examples include, but are not limited to:

- bullying (all forms), sexual harassment, use of profanity, or physical fighting:
- Office referral
- Parent contact made by administration
- Conference with parents

All level III incidents will be documented in RenWeb and communicated to the parents by administration. Administrators will debrief with the teachers regarding communication with parents.

**Level IV** – Activities that show gross lack of respect for authority or property; activities that violate biblical moral codes of conduct; any activities listed in levels 1-3:

- Suspension

All level IV incidents will be documented in RenWeb and communicated to the parents by administration. Administrators will debrief with the teachers regarding communication with parents.

**Level V** – Violation of the U.S., state, or city laws; activities that seriously threaten the safety of the student or classmates:

- Withdrawal from ACS

All level V incidents will be documented in RenWeb and communicated to the parents by administration. Administrators will debrief with teachers regarding communication with parents.

\*In all cases, the administrator reserves the right to have the final decision in the consequence for any disciplinary action.

### **Disciplinary Probation**

A student may be placed on disciplinary probation after chronic or severe infraction of school rules and policies. Students will have to meet specific criteria to be removed from probation and remain a student at ACS.

### **Student Suspension**

An administrator has, at all times, the authority to suspend a student. The length of suspension will be 1 to 5 days as determined by the administrator. A student may be suspended from school only after communication with a parent. Terms for re-admission will be discussed with the parents before allowing the student to return. While on suspension a student is not allowed to attend or participate in extracurricular activities. Students are required to complete all schoolwork assigned during their absence. This work will be graded and recorded.

### **In-School Suspension**

Students may be assigned In-School Suspension, which means they are excluded from participating in regular classes but are able to complete class work in school. Students are not permitted to participate in extracurricular activities while on suspension.

### **Student Withdrawal from ACS**

Withdrawal will be at the discretion of the Administration and will be recommended if it becomes apparent that the school will not be able to meet the needs of a student or that the student's behavior is affecting the overall classroom environment. Withdrawal may also be recommended for unresolved academic or disciplinary probation. When withdrawal from ACS is recommended, a date of withdrawal from the school will be set and the withdrawal procedures followed. The withdrawal date may be immediate.

### **Human Dignity Statement**

Adventure Christian School intends to provide an environment that ensures respect, equality and safety for all. We expect all persons to teach each other with dignity because they are created in God's image. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day. ACS does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, office staff or aide. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable, whether intentional or unintentional. Harassing behavior is not limited to, but includes the following:

- Making sexual advances or comments.
- Cyber-bullying, which includes intimidating harassment or creating a false profile Twitter, Instagram, FaceBook, or any other social media.
- Engaging in inappropriate physical contact.

- Writing a note to someone else, either electronically, by hand, through digital or social media, with content that may be construed as sexual, or “unwholesome” as defined in Ephesians 4:29.
- Using inappropriate words (written or spoken), pictures, objects, gestures, or actions.
- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature.
- Intimidation or bullying of any kind.

Adventure Christian School reserves the right to suspend or dismiss any student who has been in violation of any additional school rules which are not detailed in this handbook.

## HEALTH & SAFETY

### Health

To prevent the spread of illness, we ask that if your child is ill he or she be kept at home. Some symptoms which keep a child from attending school include, but are not limited to:

- A temperature above 100.4 degrees.
- Vomiting and/or diarrhea.
- An unidentified rash.
- Colored discharge from the nose.
- Moderate to severe congestion and/or cough.
- Eyes that are red or have discharge coming from them.
- Any open or oozing wound or rash will be looked at by the school nurse or principal and she/he will decide whether admittance into school for that day will be allowed.

If a child becomes ill during the course of the day, the parent will be contacted and requested to come and pick up the child as soon as possible. The child will be taken to the school office and monitored until the parent arrives.

For any of the above-mentioned symptoms, children may return to school when they have been free of symptoms for 24 hours or have been on an antibiotic for 24 hours.

If your student is experiencing a fever accompanied with symptoms such as congestion, cough and/or a headache, please contact the office for additional guidance for your child to return to campus.

All student absences are to be reported through the school app or through ParentsWeb.

\* This section subject to change.

### Immunizations

Students entering California schools for the first time must present written evidence from a physician or agency performing immunizations that they have been fully immunized as required by the State of California.

Updated immunizations must be filed with the school at each checkpoint year in accordance with SB 277.

Additionally, first grade students are required to have a current Physician’s Report turned in before the first day of school. Seventh grade students must have an immunization record showing the TDap (pertussis) booster.

### Asthma and Other Chronic Illnesses

If your child has asthma, a serious allergy, or a chronic illness, please be sure to alert your child’s teacher, P.E. teacher and the school office. A written statement from the doctor must be submitted to the school office detailing

necessary action which must take place in case of a medical emergency. If a child is laboring to breathe or is in any other danger which cannot be quickly alleviated by medication, emergency professionals will be notified immediately.

## **Medications**

In the event your child is in need of medication during the school day, the following criteria must be met:

1. All medications must be turned into the office and a medical authorization form filled out by the parent/guardian.
2. Only office staff members will be allowed to administer medication to the students.
3. Medications must have the original label on them displaying the physician's written directions and the patient's name.
4. A Medication Authorization Form with the parent or guardian signature indicating permission and instructions for the prescribed medication must be on file in the school office.
5. Tylenol or over the counter cough medication may be utilized with prior written parental consent on the Medication Authorization Form. In this case, parents must also provide a written schedule, amount, and method by which such medications are to be taken.

## **Accident and Injuries**

Parents will be notified in cases of accidents, injuries, or illness via email or phone call depending on the severity of the ailment. If our staff is unable to reach the parents, emergency contacts will be notified. Please be sure your child's emergency contact information is up to date at all times. Updates to emergency contacts may be made in ParentsWeb.

## **Safety Drills**

Safety drills will take place once a month at Adventure Christian School. During this time, students are taken to a designated spot in the parking lot. Teachers are responsible for taking roll during the drill to ensure the safety of all students. Please speak to your child about the importance of cooperation during these drills. In the event of an actual emergency, children will remain with their teachers until all parents are notified and students are safely released to their families. Adventure Christian School takes your child's safety very seriously. Teachers have emergency preparedness trainings, meetings, and drills regularly.

## **PARENT INFORMATION**

### **Adventure Parent Connection**

The Adventure Parent Connection, known as the APC, offers an opportunity for parents to get involved in our school. The primary focus of the APC is to support the administration and staff and to offer avenues of involvement for parents. APC is responsible for a yearly school wide fundraiser. Parent involvement is vital for the success of our fundraiser. We invite all families to participate.

### **Animals on Campus**

Sometimes children want to share their pets with their friends on campus. Please know that dogs are not allowed on campus unless they have a muzzle and are on a leash or in a carrier and you have received prior approval to bring that animal on campus.

### **Birthday Parties**

Families are welcome to bring a special birthday treat for the class with prior approval from the student's teacher. If your child is having a birthday party or special get together outside of school, please do not ask the classroom

teacher to distribute invitations, or to place them in cubbies or children's backpacks. Please distribute the invitations off campus. Thank you for your sensitivity.

### **Cell Phone Policy and WiFi / Smart Watches**

Cell phones may be brought to school, but must remain in the off position and in the student's backpack during the school day including before and after school care. If a phone is found outside of a student's backpack, staff will confiscate the phone and turned in to the school office. In case of emergency, students may use their cell phone with teacher/administrator permission first.

Students may not wear watches to school that have wifi capabilities including, but not limited to, iWatch, Android Smart Watch, Garmin, Gear, FitBit Flex, etc. If a student is found wearing such items, it will be confiscated and the item taken to the school office. All confiscated items must be picked up by the parent from the school office.

### **Field Trips**

Transitional Kindergarten and Kindergarten - Adventure Christian School does not provide transportation for field trips or any other school related activity for Transitional Kindergarten and Kindergarten students. Parents must drive their child to school field trips.

1<sup>st</sup> – 8<sup>th</sup> Grades – Parent participation is required for all field trips. In the event your child will be riding with another family, please be sure to send a letter granting permission for your child to do so prior to the trip. Students in first through eighth grade will travel to field trips by private car. A permission slip and parent participation sign-up sheet will be sent home prior to each activity. Parents who will be driving on the field trip must have a current California driver's license and insurance on file in the office. Additionally, parents attending any field trip must have attended the school's parent volunteer meeting and have cleared fingerprinting and a background check. \*Please note that a field trip day is considered an academic school day. If your child does not attend, it will be recorded as an unexcused absence.

### **Fundraising**

Under certain circumstances, grade level fundraising may be approved for a limited time (i.e. book fairs etc.).

### **Graduation**

Eighth grade students must be in good academic and behavioral standing in order to graduate and participate in commencement ceremonies at the end of the year. Additionally, financial accounts associated with the graduating student must be current in order for students to participate in end of year activities such as, but not limited to, graduation ceremonies, graduation trips, etc.

### **Lost and Found**

Any items left around or in the classrooms are placed within the Lost and Found containers located outside of the preschool office and on the elementary playground. All items that are labeled with easy to read names on them will be returned to your child. All items without names will be donated. Please neatly label all coats, jackets, sweaters, etc.

### **Lunch Program**

Students will be given a 20-30 minute period to eat their lunch (grades TK - 8). Immediately after or prior to lunch, students will be taken to the playground and will have a recess/break which consists of an additional 25- 30 minutes.

Hot lunch is available Monday through Friday. Parents place their online order and submit payment online no later than the day prior by 9:00 a.m.. The school does not have adequate space for storing student lunches, therefore we cannot offer refrigeration. Ice packs are a great way to keep your child's lunch fresh if the food from home needs to be kept cold. The school also has no way of heating lunches making thermoses a great choice for hot foods on cold days.

### **Mandatory Reporting**

All staff members are also mandated reporters and required by law to inquire and report any unusual matter involving your child to proper authorities. The Department of Social Services (DSS) shall have the authority to interview children or staff and to inspect and audit a child or facility records without prior parental consent. Adventure Christian School shall make provisions for private interview with any child(ren) or any staff member, and the examination of all records relating to the operation of the facility. DSS shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement and have a licensed professional examine the child(ren).

### **Parking and Driving on Our Property**

The school has a very specific driving and parking policy in place for the protection of everyone while on our property. Please adhere to all rules and regulations while on our premises. Failure to do so may lead to disenrollment of the enrolled party from our program.

- No cell phone usage while driving.
- Speed limit is 10 mph.
- Park in the specified school parking lot only.
- Have your child with you at all times.
- Obey all posted signs.
- Do not leave personal property/valuable items in your vehicle. ACS is not responsible for lost or stolen items.
- **Do not leave small children unattended in your car at any time. This is a State law and is considered child endangerment.**

### **Parent Volunteers**

Parent volunteers are welcome to work in the classroom or to help the teacher with class parties, special projects or field trips. A fingerprint/background clearance must be on file in the office prior to parent volunteers receiving permission to work in the classroom or driving on a school field trip. Additionally, parents must also attend a parent volunteer meeting prior to working in the classroom or attending a school field trip. Individual classroom teachers will set a schedule of days and times in which they need help from parents.

### **Re-enrollment for Following School Year**

Each year, students must re-enroll for the following school year including payment of an annual, non-refundable reenrollment fee. In order for a student to be eligible to re-enroll, the financial account associated with that student must be current and in good standing. Additionally, the school reserves the right to place a child on probation and suspend a student's re-enrollment for the following school year if academic, behavioral, or financial concerns are warranted by administration.

### **Tuition and Additional Fees**

To help our families with the cost of tuition, Adventure Christian School offers a 5% discount on the annual tuition if paid in full by August 20<sup>th</sup>. As an alternative to paying the annual tuition in a lump sum, a ten-month tuition

payment plan is offered with payments due beginning August 15<sup>th</sup> – May 15<sup>th</sup>. A \$25.00 late fee will be added to all balances not received by the 20<sup>th</sup> of the month. There will be no reduction in tuition due to illness, vacations or holidays. A \$35.00 Returned Check Fee will be charged for any check that is returned for any reason.

Students transferring into the school mid-year between the 1<sup>st</sup> - 15<sup>th</sup> of any month will be required to pay the full month's tuition on their first day. New students enrolling from the 16<sup>th</sup> through the end of the month will only be required to pay half the tuition amount for that month. Families with more than one student will be charged the full tuition price for the oldest child only; younger siblings will receive a 5% discount for the second child, a 10% discount for the third child and so on.

Because Adventure Christian School is a private school, we rely solely on tuition for our day to day expenses. Unpaid tuition has a very negative impact on our ability to operate and minister to our students. If tuition remains unpaid after fifteen days, we reserve the right to drop your student from enrollment.

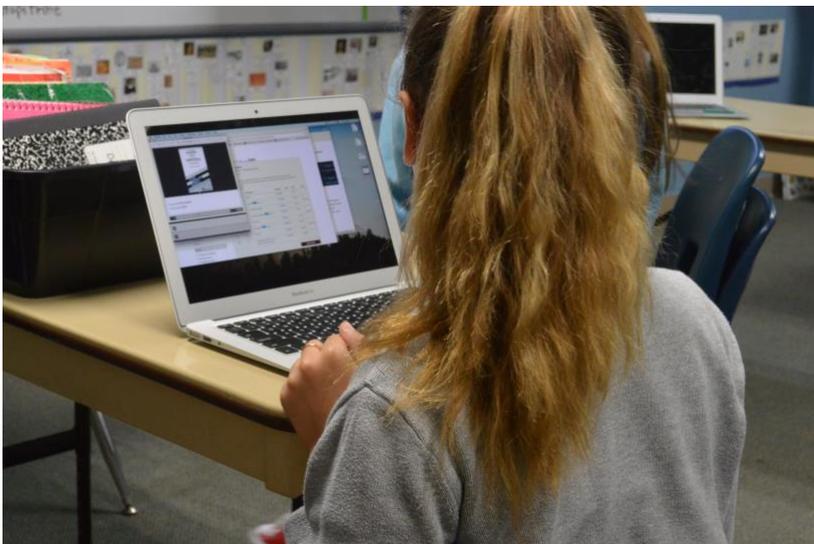
If at any time you choose to withdraw your child from enrollment, you must notify administration in writing or via phone call or email at least two weeks prior to your child's last day of attendance; you will be responsible to pay for 2 week's tuition whether the school is notified in advance or not. If tuition has been paid in advance, a refund will be pro-rated based on the two-week notice date or as the student's last day of attendance whichever comes first. After May 1<sup>st</sup>, there will be no refunds of tuition for students who withdraw from the program.

Parents will be notified no less than thirty calendar days prior to any modification of tuition rates and/or policies.

## COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY

### Computer and Internet Usage

Adventure Christian School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end Adventure Christian School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Adventure Christian School.



Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, Adventure Christian School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Adventure Christian School's owned equipment or through the wired or wireless network and/or affiliated organizations.

### ACS Rights and Responsibilities

It is the policy of the Adventure Christian School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general

rules and policies of the network. Within this general policy, Adventure Christian School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Adventure Christian School retains the following rights and recognizes the following obligations.

The use of the Internet and similar communication networks by students and staff is a privilege—not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken when appropriate. Students will be trained in the policies, procedures and rules for proper use of the Internet and local network

### **ACS Computer Acceptable Use Policy**

ACS reserves the right to do the following:

- Log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To remove a user account on the network.
- To monitor the use of online activities which may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible.

Such controls shall include the right to determine who will have access to Adventure Christian School owned equipment and, specifically, to exclude those who do not abide by the school's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Adventure Christian School reserves the right to restrict online destinations through software or other means. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the school.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction and assistance may be achieved.

### **User Responsibilities**

1. Use of the electronic media provided by Adventure Christian School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all the provisions of this policy.

### **Acceptable Use**

1. Food and beverages are not allowed in the lab at any time.
2. Passwords are private and must not be shared with others.
3. Students may not allow anyone else to use their accounts since they are responsible for what happens in their own accounts.
4. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the school.

5. Proper codes of conduct in electronic communication must be used. In groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
6. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. All communications and information accessible via the network should be assumed to be private property.
8. Subscriptions to mailing lists and bulletin boards must be reported to administration. Prior approval for such subscriptions is required for students and staff.
9. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite as a representative of Jesus Christ!
10. From time to time, the administration of Adventure Christian School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Adventure Christian School computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by administration,) or files dangerous to the integrity of the local area network is prohibited.
11. The Adventure Christian School network may not be used for downloading entertainment software or other files not related to the mission and objectives of Adventure Christian School for transfer to a user's home computer, personal computer or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software and all other forms of software and files not directly related to the instructional and administrative purposes of the school.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of

materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by a teacher or by administration.
17. Student usage of devices that implement IOS jail breaking or any other software/hardware that provides modified IOS privileges is prohibited.
18. Students may not attempt to use any software, apps, utilities or other means to access Internet sites or content blocked by school Internet filters. The use of VPN or Proxy APPS is strictly prohibited.
19. No student shall use another student's school-issued credentials.
20. No student will be permitted to bring personal devices, including but not limited to; iPad, Smartwatch, computer, laptop etc.

#### **Disclaimer**

1. Adventure Christian School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The administration has access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Adventure Christian School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The school makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability or damages caused by the way the user chooses to use his or her access to the network.
5. Adventure Christian School reserves the right to change its policies and rules at any time.

#### **Consequences of Inappropriate Use**

Violation of school or division policies, local, state and/or federal laws while using a school electronic device on the ACS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook, and local, state and/or federal law.

## **SCHOOL DRESS CODE**

The purpose of our dress code is to encourage modest, neat, clean and appropriate dress to promote a positive learning environment. In order to avoid the implication that certain types of dress are good or bad, Adventure will continue to support a “casual uniform” dress code. Our desire is to teach our students to “Dress for Success.” Scripture teaches in John 15:19, “If you belonged to the world, it would love you as its own. As it is, you do not belong to the world, but I have chosen you out of the world.”

### **General Information:**

School Colors: Navy and Silver

### **Elementary:**

- Shirts - Navy, Light Blue, Red, White, Grey, or Yellow plain, collared, polo shirt
  
- Bottoms - Navy, Khaki, or Grey docker-type shorts or pants (no corduroy) for boys;  
skirts, skorts, pants, longer walking shorts, jumpers, collared dresses for girls
  
- Fridays - Usual uniform dress or students may wear jeans with ACS shirt

**Junior High:** Students will have a slightly different dress code from the elementary students. Students may wear jeans every day with any ACS shirt or plain collared shirt listed above. Jeans must be clean, without tears or decoration and fit modestly. “Skinny jeans” are not considered modestly fit. Shorts must be hemmed (not cut and rolled).

**Chapel Dress:** Students will wear a white or navy blue collared shirt with an ACS logo every Wednesday for Chapel attire.

**Warrior Days:** Students are encouraged to show their school spirit the first Friday of the month by wearing navy and grey/silver. School logoed hats may be worn in class on Warrior Days only. Face paint and hair color are reserved for Spirit Week only.

### **Guidelines for Dress and Appearance:**

- Free dress attire may be worn on designated minimum days as long as it follows the general guidelines of length, cleanliness, slogans, and fabric type, etc.
- All clothing must fit well, look neat and cannot be baggy or excessively tight.
- **Sweaters/sweatshirts/jackets/coats must be 1) ACS Spirit Apparel or 2) plain in either navy blue or grey, no exceptions.**
- Long sleeve shirts may be worn under collared shirts as long as they are navy blue, white, or grey.
- Elementary students may wear T-shirts with the Warrior emblem on Fridays. Plain t-shirts with no ACS logo may be worn only on Free Dress days.
- Pants must be neatly hemmed, without holes, Docker style or similar fabric-type pants. No corduroy, sweats or other styles of exercise/work out wear are allowed.
- Shoes must be appropriate for physical activity and worn at all times. Sandals may be worn with back straps. Shoes with skates in the bottom may not be worn. Tennis shoes are best on P.E. days.
- Hair may not be colored and should be neat and clean.
- Hats and gloves may be worn outside only.
- Attire that resembles gang affiliation or likeness is not allowed.
- No politically referenced attire or materials may be worn, displayed, or promoted at school.

**Girls Guidelines:**

- Tank tops, see-through, stretch material such as lycra or sleeveless shirts, skirts or dresses are not allowed.
- Shirt dresses with an ACS logo may be worn in school colors.
- Shirts must cover midriff area at all times.
- Camis may be worn, but may not show above the shirt buttons or below the hem.
- Skirt, jumper, and dress length may be no shorter than six inches from the bended knee K – 5<sup>th</sup> grade, and four inches from the bended knee 6<sup>th</sup> – 8<sup>th</sup> grade, with shorts worn underneath for modesty.
- Footless tights (no lace) may be worn under skirts or dresses.
- Capris which are mid-calf length are allowed.
- For safety reasons, flip-flops, slip-ons, or high heels may not be worn.
- Hair must be kept out of the eyes.
- Minimal makeup is allowed only for seventh and eighth graders. (Makeup should not be noticeable.)
- Jewelry must be conservative and not detrimental to the student's or others' safety.

**Boys Guidelines:**

- Shirts must cover the stomach area at all times.
- Pants and shorts must be worn above the hip and not on or below the hip.
- For safety reasons, flip-flops or slip-ons may not be worn on campus.
- Earrings are not permitted to be worn at school.
- Hair must be out of the eyes, student's natural color and not a distraction.

**Our Relationship With You**

Of utmost importance to us is our positive relationship with you and your child. If at any time you have any questions or concerns, please contact administration as soon as possible. Our school is here to serve you and your family. As a Christian ministry, it is our desire to make every effort to live in peace and resolve any disputes in private or within the Christian church. (Please see Matthew 18:15-20 and 1 Corinthians 6:1-8). We believe that obedience to these principles honors and pleases God, benefits those involved, and may lead others to faith in Christ.