

2018 - 2019
Parent/Student Handbook



Founded 1987

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Mrs. Karen Todd, Preschool Director
Mrs. Faye Dingle, Assistant Preschool Director
Mrs. Stefanie Carroll, Administrative Assistant and Student Accounts
Mrs. Chrissy Cox, Elementary Secretary

School Colors: *Purple / Gold/ White*

Mascot: *Lions*

Mission Statement: *ACS exists to provide an excellent education based on non-denominational Biblical truths in a family atmosphere, to prepare the student for a successful future by seeking God's direction in their lives.*

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

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GENERAL INFORMATION

HISTORY

Welcome to Anderson Christian School. We are celebrating over 30 years of providing quality Christian education to the greater Anderson community. While we remember and honor our past, we are looking forward to the future. We are excited to honor our founding members who established Anderson Christian School as an educational institution built on a common foundation of our Lord Jesus Christ.

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

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

With the purchase of land between the office building and the preschool, ACS' campus is located on approximately 12-acres of property. A master plan will soon be drawn to include academic buildings, gymnasiums, dining hall, fine arts auditorium, baseball, softball, soccer fields, track facilities, athletic practice fields, playgrounds, athletic training facility and tennis courts.

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

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

SCHOOL VERSE

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

MASCOT

Lions

SCHOOL COLORS

Purple/Gold/White

GOVERNANCE

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

ACCREDITATION

Anderson Christian School is a member of SCISA (South Carolina Independent School Association). In the spring of 2017, ACS received the prestigious AdvancEd (formerly known as SACS) accreditation. ACS is also pursuing accreditation through ACSI (Association of Christian Schools International).

STATE LICENSURE

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

STATEMENT OF FAITH

WE BELIEVE

- The Holy Bible to be the inspired, only infallible, authoritative Word of God (II Timothy 3:15, II Peter 1:2).
- There is one sovereign God, eternally existing in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- In the deity of Christ (John 10:33):
 - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35);
 - His sinless life (Hebrews 4:15, Hebrews 7:26);
 - His miracles (John 2:11);
 - His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
 - His resurrection (John 11:25, I Corinthians 15:4);
 - His ascension to the right hand of the Father (Mark 16:19); and
 - His personal return in power and glory (Acts 1:11, Revelation 19:11).
- God directly created Adam and Eve in His own image, distinct from all other living creatures, in a state of original righteousness. They sinned by rebelling against God's revealed will thereby incurring both physical and spiritual death. As a result, all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.
- In the existence of Satan, sin, and evil powers. All these have been defeated by God in the cross of Christ.
- The Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and all who believe in Him are justified by His shed blood and forgiven of all their sins.
- The Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for Godly living, and equips them for service and witness.
- The Bible and religious training are a part of every aspect of the Anderson Christian School program.
- Prayer is vitally important to undergird the oneness we have in Christ as an Anderson Christian School family.
- Parents are the primary educators of their students spiritually, physically, socially, and emotionally.
- The Christian school should cooperate with the parent to provide a Christian education for the child.
- Compromises will not be made when philosophy is based on Scripture.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

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

MISSION & OBJECTIVES

MISSION

- ACS exists to provide an excellent education based on non-denominational Biblical truths in a family atmosphere, to prepare the student for a successful future by seeking God's direction in their lives.

Students

- To teach that Biblical truth is the foundation for the proper understanding of all academic subjects and to show how it relates to every area of the student's life.
- To impart to students a working knowledge of the Scriptures, allowing them to rejoice in its promises and directing their thoughts and actions in every area of life.
- To teach that Christianity is a way of life (not a religion) through the application of Biblical principles to every part of daily life.
- To show students that growth in the Christian life depends upon fellowship with God through regular Bible study, prayer, and service.
- To stress the urgency of world missions through the teaching and practice of the Great Commission.
- To prepare students to relate properly to non-Christians and to Christians who differ with them.
- To teach the student to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself.

Faculty and Staff

- *Anderson Christian School is dedicated to hiring Christ-centered educators and leaders who:*
 - Model Christ
 - Are diverse in background, hold a college degree in their fields
 - Adhere to educational integrity, accuracy, and quality by employing sound methods and pedagogy
 - Maintain a high level of professionalism, creativity, and Christian virtue
- Actively attend church and are committed to spiritual growth.

Families

- To provide an atmosphere of interaction and communication with the Christian home for the purpose of supporting and strengthening biblical family values.

Graduate Profile

- *We strive for a graduate of Anderson Christian School to be one whom:*
 - o Passionately knows, loves, and lives Christ.
 - o Has attained or exceeded academic preparation for any further education he may choose.
 - o Is teachable and exhibits a continuing love for learning.
 - o Is well read.
 - o Effectively communicates in speaking and writing, and respectfully, though persuasively, presents his point of view.
 - o Has a clear knowledge of the Scriptures and a clear understanding of Christian apologetics.
 - o With courage and Biblical convictions, can think critically, work on teams cooperatively and solve problems.
 - o Fosters an understanding of and compassion for the diversity of the human race and prepares them for a life of evangelism, reflecting the grace and truth of Jesus Christ to all people.
 - o Is committed to a life of loyal and responsible servant leadership in a local church.
 - o While participating in athletics (competitive or recreational), fine arts programs, social and extra-curricular activities, learns a Christian approach to wellness, and is capable of exhibiting his faith and Christian character
 - o Exhibits a strong work ethic, along with skills and loyalty, demonstrating that Christians are to be relied on for the integrity and quality of their work and thinking.
 - o Exhibits actions which authentically reveal the character of Christ and who lives as a disciplined, culturally-wise, yet relevant man and woman.
 - o Demonstrates responsible knowledge and use of modern technology, exhibiting superior skills.
 - o Possesses a Godly self-image.

CORE VALUES

We are ACS – A Lion’s PRIDE

A - We are accountable

- We admit mistakes and seek restoration wherever needed
- We take ownership for our personal and collective success
- We set expectations clearly and hold ourselves to achieving them
- We seek feedback and value continuous improvement from this input

LION’S

P - We are Purposeful

- We believe every student should be prepared for God’s call on their life
- We develop the whole student including appreciation for academics, athletics, and the arts
- We create meaningful plans to efficiently pursue our goals
- We strive to exceed the needs of our students in preparing them for post-secondary education

R - We are Righteous

- We display honesty and integrity in all of our actions
- We evaluate fairly and seek to test what we teach
- We believe our actions and our words must speak the same

I - We are Inspirational

- We develop our students to have a love for learning and the confidence to work through life challenges
- We create a following of raving fans that are encouraging of our mission and values
- We lead our students and families by example and display our passion for our pursuits

D - We are Devoted

- We hold to the Biblical Truth of God’s Holy Word
- We seek to educate our students and staff to hold a Biblical worldview
- We actively pursue God’s Truth and desire to know and emulate His character

E - We are Energized

- We pursue excellence and are willing to invest personally and collectively to achieve excellence
- We believe that academic rigor provides an opportunity for students and staff to develop and grow
- We expect positive results and not just an achievement of tasks

CULTURE

We believe in living deeply, laughing often, and loving always.

John 10:10b; Proverbs 17:22

We believe we are brought together to support and care for each other.

Galatians 6:2

We believe in celebrating together our faith, our heritage, and our traditions.

Numbers 15:37-41

We believe that God created everyone and that it's the uniqueness of each of us that strengthens all of us.

Ephesians 4:11-12

We believe in the power of forgiveness to heal and the power of faith to carry us through.

1 John 1:9; Hebrews 11:1

We believe in the calling God's given us to make disciples within this family we call Anderson Christian School.

Matthew 28:19; Luke 2:52

COMMUNICATION

SCHOOL ADDRESS

3902 Liberty Highway
Anderson, SC 29621

SCHOOL PHONE

864-224-7309

SCHOOL FAX

864-224-1085

EMAIL ADDRESS

Faculty and staff members may be reached via email by sending the email to the employee's first name and last name @ andersonchristian.net, i.e., michellecutler@andersonchristian.net.

RENWEB

ACS' primary source of communication between home and school is RenWeb. Parents are asked to update their contact information as well as medical, transportation, and emergency contact information for each student via the Family Demographics web forms (RenWeb School Information – Web Forms – Family Demographics).

GOOGLE CLASSROOMS

All teachers have established google classrooms to be used by students and parents throughout the school year. Access information will be provided to each student at the beginning of the school year.

WEEKLY MANE

This weekly reminder is sent via email to parents in an effort to remind them of deadlines for the week. Weekly Mane is typically sent out on Thursday afternoon and is also available on the school's website.

SCHOOL WEBSITE

www.andersonchristian.com

SOCIAL MEDIA

ACS maintains one official Facebook fan page. ACS also maintains a Twitter account and an Instagram page. All teachers will have a dedicated class page set up through our website: www.andersonchristian.com

FINANCIAL INFORMATION

GRADE	TUITION	FEES*		ADMINISTRATIVE FEE (PER FAMILY/PER MONTH/12 MONTH SCALE)	TECHNOLOGY FEE (per child/ per semester)	
K3	\$4,732	\$200 (Books)	\$25 (Student Insurance)	\$40	\$50/semester	
K4	\$4,732	\$200 (Books)	\$25 (Student Insurance)	\$40	\$50/semester	
K5	\$5,044	\$200 (Books)	\$25 (Student Insurance)	\$40	\$50/semester	
1st	\$6,136	\$350 (Books)	\$25 (Student Insurance)	\$40	\$50/semester	
2nd – 5th	\$6,570	\$350 (Books)	\$25 (Student Insurance)	\$40	\$50/semester	
6th	\$7,158	\$420 (Books)	\$25 (Student Insurance)	\$40	\$345 Chromebook (ONE TIME PURCHASE)	\$50/semester
6th – 12th	\$7,262	\$420 (Books)	\$25 (Student Insurance)	\$40	\$345 Chromebook (ONE TIME PURCHASE)	\$50/semester

*Curriculum Fees are due on or before August 1st.

**Technology Fee is due by May 31st. Chromebooks are NOT ORDERED until paid in full.

Additional fees that may be added to your account throughout the school year:

DISCOUNTS

Early Payment Discount: If tuition is paid in full by June 30th, the total bill will be discounted 2.5% (NOT including books and chromebook costs).

Multiple Child Discount: Families with more than one student attending ACS will be awarded a multiple child discount. The oldest student will be charged full price, younger students will be charged their tuition minus 15%.

Pastoral Discount: Families who are involved in the ministry will be awarded a 20% discount per child.

Part-Time Employee Discount: Employees who work 25 hours per week will receive a 25% discount per child.

Full-Time Employee Discount: Employees who are considered full-time or work 30 plus hours a week will receive a 50% discount per child.

* Families are only eligible to receive one category of discount. Discounts cannot be added together.

Late Fee: If payment is not received by the established due date a late fee of \$35 per student will be added to the account. This fee will be assessed each month the payment is late.

Returned Check Fee: A fee of \$30 will be assessed for a check returned by the bank for any reason.

Registration Fee for Returning Students: \$95.00 per student. (\$250.00 per family for NEW students). This is a non-refundable fee.

Kingdom Kids: Our afterschool program is a flat fee of \$12.00 per day.

Lunch Charges: Bi-weekly lunch order must be paid when you turn in the order form. No lunch charges except in an emergency situation.

Technology Charges: For any damage or loss to the student's iPad, chargers, charger boxes in grades K5-5th grade. Chromebooks are one-time purchases for middle and high school students and are the responsibility of the parent for any repairs.

Misc.: You will be notified of any other fees throughout the year for field trips, special occasions, mission days etc.

PLEASE NOTE: The only amount that will be drafted from your account is your regular payment plan of tuition and campus fee. ALL other fees will be billed to you through FACTS and you will have the option to pay as you choose. These fees are NOT automatically drafted unless you set up your FACTS account to do so.

Payments: Tuition fees are charged on an annual basis, but may be paid in one installment (2.5% discount if paid by June 30 prior to the school year) or in monthly installments on a 10 month (Aug – May) or 12 month (June – May) plan. Tuition and fees must be paid in full by the last day of school. Students will not be given final grades or records unless the account has a \$0.00 balance. This applies to returning students and withdrawn students. Students will NOT be considered enrolled for the new year until their financial account for the previous year is settled. Graduating seniors will not receive their diploma until all tuition and fees are paid in full.

FACTS: All tuition and fees are paid directly to FACTS Tuition Management. Each family must establish an account with FACTS Tuition Management and select a payment option. Students will not be considered enrolled and will not be allowed to attend classes until their FACTS account has been established. Monthly payment due dates are established by each family when enrolling through FACTS. Monthly payments must be maintained and all accounts that are in excess of 60 days delinquent will result in an immediate loss of student enrollment. Each year on June 15th, all accounts over 90 days as well as delinquent accounts will be turned

over to a local collection agency and the family will be responsible for all fees associated with collections.

Withdrawals: All unpaid tuition and fees are due at the date of withdrawal. When tuition has been pre-paid then a pro-rated amount will be refunded based on the date of withdrawal. Book fees are non-refundable.

Late Admission: Any student registered after the school year begins, will be charged a prorated tuition. Books will be charged at the regular amount.

Any exceptions to the above policies will require approval from the board of ACS.

Please read and review the following information regarding our tuition fees and payments:

For your convenience, you will be able to view your statement 24 hours, 7 days per week. The system accepts Visa, Master Card, Discover and checks for tuition and any other fees that need to be paid during the year.

If a payment is attempted and not drafted for some reason, there will be two additional attempts at 10 day intervals. FACTS Management Company will charge a \$30.00 service fee per scheduled payment for non-sufficient funds.

If there is a sudden financial emergency with your family, please call the office and speak with Mrs. Stefanie Carroll concerning your account.

Family accounts must be kept current. ACS is under no obligation to provide educational services or activities after an account becomes past due. Payment of all accounts owed is required before the school will provide any certificates or diplomas or permit the student to participate in any events, activities, or ceremonies, including graduation. Payments of all accounts owed is required before ACS will release any records or transcripts. Parents agree that they have read the above terms, that they understand the above, and that they agree with the terms above. Parents further agree that they are jointly and severally responsible for the timely payments of all tuition, fees, and other amounts owed.

DAILY SCHEDULES

MONDAY, TUESDAY, THURSDAY AND FRIDAY

Grades K2-K4

7:30– 8:15 a.m.	Drop off*
8:20 a.m.	School Begins
11:45 a.m.	Dismissal (half day students must be picked up by 12:00)
12:00 p.m.	Supervision ends and Kingdom Kids begins (<i>no additional charge</i>)
5:30 p.m.	Kingdom Kids ends (students remaining after 5:30 will incur a late pick up charge)

Grade K5

7:30– 8:15 a.m.	Drop off*
8:20 a.m.	K5 School Begins (after 8:25 K5 students are considered tardy)
2:40 p.m.	K5 Dismissal
3:00 p.m.	Supervision ends and Kingdom Kids begins (<i>no additional charge</i>)
5:30 p.m.	Kingdom Kids ends (students remaining after 5:30 will incur a late pick up charge)

Grades 1–5

7:30– 8:00 a.m.	Drop off*
8:00 a.m.	1-5 School Begins (after 8:00 students are considered tardy)
2:50 p.m.	1-5 Dismissal
3:10 p.m.	Supervision ends and Kingdom Kids begins (\$12 per day – flat rate charge)
5:30 p.m.	Kingdom Kids ends (students remaining after 5:30 will incur a late pick up charge)

Grades 6-12 (also see Bell Schedule below)

7:30– 8:10 a.m.	Drop off*
8:10 a.m.	6-12 School Begins (after 8:10 students are considered tardy)
3:22 p.m.	6-12 Dismissal
3:30 p.m.	Supervision ends and Kingdom Kids begins (\$12 per day – flat rate charge)
5:30 p.m.	Kingdom Kids ends (students remaining after 5:30 will incur a late pick up charge)

***Students may arrive on campus as early as 7:30 a.m.** (*doors will be locked until that time*).

Grades 6-12 Bell Schedule

	M, Tu, Th, Fri		Wed		
HOMEROOM	8:10	8:20	9:00	9:15	
1st	8:24	9:14	9:19	10:04	1 st period (week 1) 3 rd period (week 2)
2nd	9:18	10:08			
Chapel			10:09	11:09	
3rd	10:12	11:02			
4th	11:06	11:56	11:13	11:58	2 nd period (week1) 4 th period (week 2)
5th	12:00	12:45	12:00	12:45	
6th	12:49	1:34	12:49	1:34	
7th	1:38	2:28	1:38	2:28	
8th	2:32	3:22	2:32	3:22	

WEDNESDAY

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

Drop off begins at 8:30 a.m.

School begins at 9:00 a.m. *Parents that need to drop students off at the normal 7:30 a.m. time must submit the request in writing to Dr. Cutler and will be able to do this at no extra charge for the supervision prior to school.*

KINGDOM KIDS

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

The program begins each day at 3:05pm for 1st through 5th grade and at 3:30pm for 6th through 12th grade. Students who are not picked up from school by these times will be asked to attend Kingdom Kids and parents/guardians will be charged for that day. Pick-up from Kingdom Kids is by 5:30pm.

A daily fee of \$12.00 will be charged to your account. This price includes a snack and a drink. Parents arriving after 5:30 will be charged \$15.00 for the first minute and \$1.00 for each additional minute.

SCHOOL CLOSINGS

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

TRANSPORTATION

Arrival

- In order to unload students efficiently in the morning, parents are asked to drive down to the furthest cone. This enables the faculty and staff to greet as many students as possible at one time and keeps the carpool line flowing.
 - Students arriving between 7:30 a.m. and 7:55 a.m. should proceed to the designated location for supervision (common room for preschool; lunchroom for elementary; gym for middle and high school).
 - Students are considered tardy when entering their classroom after 8:10 a.m. (middle and high) and after 8:00 for elementary
 - Those students arriving late must report to the respective office to receive a late pass prior to going to their classroom.

Departure

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

ILLNESS/MEDICAL/EMERGENCY INFORMATION

ILLNESS

Students should stay home if there is fever, vomiting, diarrhea, a very frequent cough, strep throat, pinkeye, persistent pain (ear, stomach, etc.) or a widespread rash. To prevent the spread of illness, we ask that students not return to school for at least *24 hours* after they have been:

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

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

INJURY

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

MEDICATION

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

The office will provide basic over-the-counter medications for emergencies only. If your child has an on-going illness or situation, you are asked to provide that over-the-counter medication in the original bottle. Please label the bottle with your child’s name prior to bringing it in.

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

COMMUNICABLE DISEASES

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

NOTIFICATION

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

STUDENT HEALTH RECORDS

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

EMERGENCIES

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

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

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

ATTENDANCE

ABSENCES

Parents are asked to help keep absences to a minimum by abiding by the school vacation calendar and scheduling medical and dental appointments after school hours. Students who exceed 10 excused or unexcused absences per class per semester (20 per school year) may lose credit for the course.

Excused

Excused absences are permitted for the following reasons: personal illness, emergency family matter, death or serious illness of a family member, impossible or hazardous conditions to student safety/health, family graduation or wedding, medical appointment when one cannot be scheduled after school, or court appearance. For absences due to an illness lasting longer than three days, a written note from a physician is required.

Parents must notify the school by note, phone call, or email either prior to or upon the student's return to school in order for the absence to be considered excused. Notification must include the date, reason for the absence, and a phone number for verification of absence.

**A planned absence requires a 3-day advanced written notice or approval from Dr. Cutler or the absence will be treated as unexcused.*

Trips are **not considered excused unless Dr. Cutler grants prior permission. These absences should only occur for a "once in a lifetime" trip or educational event.*

Unexcused

Unexcused absences include, but are not limited to, family trips, vacations, family visits, babysitting, oversleeping, or an absence immediately preceding or following a school holiday/break or during the week of standardized testing.

TARDIES

Students who enter the building after the starting bell must report to the office for a late pass before going to class. When a carpool is late, the driver must come into the office. Only the family's children who caused the carpool to be late will be counted tardy. Excessive tardiness will be addressed by the administration. Students that miss more than 15 minutes of class are considered absent for that period.

CHECK-IN/OUT PROCEDURES

Checking out of school early is reserved for illness or excused appointments. Siblings of athletes, affected by the early release of athletes, will be allowed to check out. All missed work for siblings, falls under the excused absence policy. No student may leave campus without parental permission and signing out with the main school office. A student who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class.

EXCUSED APPOINTMENTS

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

INSTRUCTIONAL PROGRAM

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

CURRICULUM

ACS offers a curriculum based on a Christian perspective of education. The most suitable materials and resources have been selected to aid in accomplishing our objectives. ACS' Core Curriculum is based on educational goals and objectives that have been developed through reviewing the State of South Carolina performance standards, national education guidelines, and selective publishers' curriculum guides. Objectives have been put in place for each subject and grade to aid in holding to this set of standards.

In order to ensure an overall program of excellence, ACS uses a variety of publishers for its curriculum. Textbooks are chosen with much research, thought, and prayer. Both secular and Christian texts are evaluated for their academic soundness and their appropriateness in relationship to our conservative Christian environment.

TEXTBOOKS

ACS provides all textbooks and lab equipment to students. In particular subjects students may have e-books downloaded to the school issued iPads (elementary) and Chromebooks (middle and high school). Students do have access to "hard" copies of the textbook if needed. Students/Parents are responsible for downloading the available downloads of e-books to a personal computer, iPad, tablet, or smartphone. Students are expected to care for their books and iPads in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student's responsibility to return materials and textbooks to issuing teachers. Students will be responsible to clean out their lockers at the end of the year. If school books and materials are retrieved by staff after this process, they will **not** be considered returned by the individual students to whom they were issued.

Students must return textbooks and materials assigned to them as well as clear any outstanding fines or fees to receive any grade reports or transcripts. Students will be required to purchase selected novels for personal annotations.

CHROMEBOOKS

Chromebooks are a ONE TIME purchase for all middle and high school students. Once the Chromebook is issued to the student, it becomes the family's responsibility to ensure that the Chromebook is in working condition daily. Most of the middle and high school textbooks will be pre-loaded onto the device before it is distributed to the student. Chromebooks have management software installed that limits access to the internet while the student is enrolled at ACS. We have a secured network on campus and the management software works well with our on campus service. It is highly recommended that you provide secure filtering of the internet when your student is using their chromebook off campus. Please refer to the technology use policy for Chromebooks.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are emailed out after the fourth week in every nine-week grading term. Report cards are emailed at the conclusion of each nine-week grading period. Grades are based upon work completed during each nine weeks. Students will also receive a semester grade at the conclusion of the second and fourth nine-week grading periods, which will include exam grades. Students will receive a final report card after June 1 and when the family account balance is settled in full. Parents and students are strongly encouraged to keep track of academic progress by checking RenWeb.

GRADING SCALE

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

EXAMS

Students will have semester cumulative tests in all subjects except for the related arts classes and yearbook. Students can exempt final exams if they maintain a 90 average for the entire school year.

Grades 6-8

Semester exams count as two test grades added to the semester average for these grades. Students are required to attend all exam periods during the exam week for the 1st semester exams and for the 2nd semester exams unless they are exempt from the exam or extenuating circumstances have been discussed with Dr. Cutler.

Grades 9-12

Semester exams count 20% of the semester average for these grades. Students are required to attend all exam periods during the exam week for the 1st semester exam and for the 2nd semester exam unless they are exempt from the exam or extenuating circumstances have been discussed with the administration.

STANDARDIZED TESTING

Students in grades K5 through 12th grade participate in standardized testing. These instruments are used as an evaluation tool, not only of each student's progress, but also to give input to our school-wide program. Those students having an un-excused absence or tardy during this week will not be able to make up these tests.

HOMEWORK ASSIGNMENTS

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

Math homework will be the **ONLY** new homework assigned on Wednesday evening. This policy is out of respect for mid-week church services. However, it is acceptable to have a long-term

assignment due on Thursday. It is the student/parents' responsibility to manage time to complete a long term project. In other words, do not wait until Wednesday night to complete an assignment that you knew about earlier. However, please note that AP courses are college level courses and require daily homework as well as some homework assignments during school breaks.

Our teachers use a master calendar to co-ordinate assignments/tests/and quizzes. However, at the end of a semester/year, we will not necessarily be able to stagger all assignment due dates. It is best to look ahead on RenWeb when scheduling activities at that time. All teachers will have 2 weeks of homework regularly posted on the RenWeb site.

LATE HOMEWORK AND CLASSWORK POLICY

ACS is committed to preparing students to succeed in life. Therefore, choosing not to complete an assignment is not an option for students. Students will have 2 days to complete late work for a maximum grade of 70 in the middle school. Students will have 1 day to complete late work for a maximum grade of 50 in the high school. Completed assignments gone over in class with the answers revealed to the student may be made up and awarded credit at the teacher's discretion. Late policies for papers, projects and major assignments are covered in the teachers' syllabi.

MAKE UP WORK DUE TO ABSENCE

The responsibility for initiating make-up work belongs to the student. To receive an excused absence, parents must notify the school office via note, phone, or email within 24 hours. Students are allowed to make up any work missed for a maximum grade of 100 if submitted within the stated timeframe. Work will be made up within the same number of days that were missed plus one. A zero will be recorded in place of the grade until the work is submitted. Extenuating circumstances will be reviewed by Dr. Cutler. Work that was assigned prior to the illness still needs to be completed by the original due date. Homework, papers, and projects that were assigned prior to the illness are due when the student returns to school. If the student is absent the day that a test is given, he is expected to make up the test the day that he returns to school or at the teachers discretion.

SCHOOL-WIDE EVENTS

Student fans may *not* receive an excused check-out to attend an athletic event unless permission is granted by Dr. Cutler. Student fans who check-out without said permission will receive an unexcused absence in the classes missed.

HELP CLASS

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

STUDENT SUPPORT TEAM (SST)

The SST process is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the SST paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the SST meeting and a plan will be implemented specifically for the student to help with his/her area of need. The SST team will follow up as needed and communicate with teachers, parents, and administration.

MINIMUM CLASSES REQUIRED

Students are required to schedule seven periods per day per semester. Students taking courses for credit at ACS must observe the following guidelines:

- All courses, including English, foreign language, math, social studies, Bible, and science, must be taken at ACS unless approval is granted by Dr. Cutler.
- Students may receive credit for selected courses through Independent Study with prior written permission granted by Dr. Cutler.
- In extenuating circumstances, students may take a course for credit during summer school if Dr. Cutler agrees it would benefit the student's academic plan and if the student meets established criteria decided upon by the administration. (Courses must be approved according to ACS standards, and documentation of the high school credit for the course must be sent to Dr. Cutler.)

Students may not take courses through summer school in order to avoid taking certain classes at ACS.

HONORS LEVEL COURSES

ACS offers Honors level courses in the following subjects: English, Math and Science.

AP LEVEL COURSES

Students taking AP courses are not required at this time to take the AP exam during the AP testing period in May. The 2018 AP Exams cost \$120 per test; the fee may increase slightly year by year. The cost of the AP Exam will be added to the student's account at the beginning of second semester.

Placement in Honors, AP or Dual Credit level courses requires a teacher recommendation and an average of 90 in prerequisite courses and/or teacher recommendation.

SOUTH CAROLINA VIRTUAL SCHOOL PROGRAM

South Carolina Virtual School is a program of the South Carolina Department of Education Office. The program is fully accredited and operates in partnership with South Carolina parents and schools to offer high school level courses across the state.

- South Carolina Virtual has a full high school curriculum with Advanced Placement® and college prep level courses.
- South Carolina virtual offers a limited middle school curriculum.
- All South Carolina Virtual courses are taught by South Carolina certified, highly qualified teachers.

- South Carolina Virtual offers courses free of charge to all South Carolina public and private school students who are taking the courses as a part of their state reported school day.
- Students are required to complete all South Carolina Virtual course work in accordance with the SC Virtual Academic calendar.

Students have the opportunity to participate in a variety of courses including academic, elective, and AP level during the school day.

DROP/ADD POLICY

At the beginning of the fall semester, students are allowed to drop/change/add courses for the year. This only applies to elective courses. The student and parent must consult with Dr. Cutler concerning any schedule changes. All requests to drop courses must be completed by the end of the first 4 weeks of school. Any exceptions must be cleared through Dr. Cutler. If dropped after this time, a Withdraw Fail (WF) or a Withdraw Pass (WP) will appear on the student's transcript with no credit awarded.

SEMESTER EXAM POLICY

Exam Exemptions

Grades 6-12

For the first semester all students must take a semester exam in all core classes. These classes include; English, Math, Social Studies, Science and Foreign Language and AP Courses. Students will have the opportunity to earn one behavioral exemption for the fall semester. In order for a student to be eligible for the behavioral exemption, he/she must hold an 80 average or higher. If a student has been issued a detention during the fall semester, he/she will become ineligible for the behavioral exemption. During the 2nd semester students have the opportunity to exempt required exams if he/she has maintained a 90 average for the entire school year. Students have the opportunity to earn one behavioral exemption in the 2nd semester, in order for a student to be eligible for the behavioral exemption; he/she must hold an 80 average or higher. If a student has been issued a detention during the spring semester, he/she will become ineligible for the behavioral exemption.

Students are required to attend ALL review sessions regardless of exemptions.

FAILED COURSES

Grades 6-8

Students failing both core courses (English and math) will warrant retention. If a student fails one core course (English or math), the student will be retained for the next year unless the student completes an approved course of study during the summer. The summer school option is only available one time during the middle school years. Any subsequent failed courses during middle school will warrant retention.

Grades 9-12

Students failing the entire year of any subject must make up the course prior to the following school year. Course credit can be obtained from accredited institutions such as ACS and SC Virtual School. Final approval for course completion must be obtained from Dr. Cutler.

GRADUATION REQUIREMENTS

In order to graduate from ACS, students must meet the following criteria:

Bible	4	Bible classes are required each year enrolled at ACS – Bible is an elective credit.
English	4	9 th Grade Literature and Composition, World Literature, American Literature, British Literature, Dual Credit English 101 and 102, AP English
Math	4	Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus, AP Calculus A/B, Statistics, Dual Credit Mathematics
Science	3	Physical Science, Biology, Chemistry, Physiology/Human Anatomy, AP Biology, Dual Credit Science
Social Studies	3	World History, US History, Government/Economics
Foreign Language	2	Spanish I, II, III; French I, II and Latin I, II. Students in the state of South Carolina are also allowed to take American Sign Language. Student wishing to take ASL must take this online with an approved course and must obtain permission from Dr. Cutler
Computer/Keyboarding	1	Basic and advanced level courses
Health/P.E.	1	Physical Education/Health
Fine Arts (required beginning with graduating class of 2019)	1	Drama, Chorus, Art, Photography, South Carolina Virtual Courses This will take the place of one elective credit beginning with the graduating class of 2019.
Electives	2	AP Psychology, Chorus (.5) each year, Drivers Ed. (.5) (Must be taken with an approved drivers education school and documentation turned in to Dr. Cutler), South Carolina Virtual Courses; other courses as approved by Dr. Cutler

24 credits are required for graduation

- *South Carolina Virtual Course offerings are available for all content areas.*
- *Graduation requirements for transfer students will be reviewed.*
- *Some universities require three years of the same foreign language and/or specific lab science courses. Contact your intended colleges to confirm admissions requirements.*

ACS HONORS DIPLOMA REQUIREMENTS

- Must have attended ACS junior and senior year.
- Will be students in good standing according to the standards of ACS.
- Must have taken at least one honors course during each year of high school.
- Must complete 28 credits of approved courses toward high school graduation {4 Bible (adjusted if transferring from another school during high school), 4 English, 4 Math, 4 Science, 3 Social Studies, 3 Foreign Language, 1 Computer, 1 PE/Health, and 4 Electives (3 Electives Plus 1 Fine Arts beginning graduating class of 2019)}

VALEDICTORIAN AND SALUTATORIAN

- Must have attended ACS junior and senior year.
- Will be students in good standing according to the standards of ACS.
- Will have the highest and second highest academic average of eligible students.

GRADUATION CEREMONY

All textbooks, library books, and school issued items must be returned, in addition to all fees paid prior to graduation. Diplomas will be awarded to students who have fulfilled graduation requirements of ACS and have a zero balance on their family account. In some instances, this may require a payment for tuition in advance of the regular monthly FACTS draft. In these cases, FACTS will NOT draft the final payment as your account will be credited in advance of the regular draft date.

Seniors failing one class at the end of the spring semester may participate in the graduation ceremony. These students will be considered as a summer graduate if course credit is received prior to the start of the next school year. The recognition will be noted in the graduation program and the student will not receive his/her diploma until all graduation requirements are fulfilled.

Seniors failing more than one class at the end of spring semester will not participate in the graduation ceremony. Students not completing graduation requirements prior to the end of the current summer will not be considered an ACS graduate of the most recent senior class.

CO-CURRICULAR ACTIVITIES

Senior Beta Club

Membership in ACS' chapter of the National Beta Club is granted to high school students beginning the first semester of the ninth grade with a transcript reflecting an 85 or above in EVERY course. Grades are reviewed the beginning of each school year for the fall induction ceremony. This club emphasizes scholarship, leadership, and service. Students are expected to maintain these standards and complete service hours throughout the year to remain as a member in good standing with the National Beta Club organization.

Junior Beta Club

Membership to Junior Beta Club is granted to students in the first semester of sixth grade through the eighth grade. A cumulative average of 85 in English, Math, Science, Social Studies, and Bible is required. Grades are reviewed the beginning of each school year for the fall induction ceremony. This club emphasizes scholarship, leadership, and service. Students are expected to maintain these standards and complete service hours throughout the year to remain as a member in good standing with the National Junior Beta Club organization.

Student Government Association

Student government is a service-oriented organization made up of students in grades 6-8 and 9-12. This organization has been established to promote leadership and the best possible communication between students, staff, parents, and the community. Council members gain experience in efficient self-government and fiscal responsibility while providing opportunities to

build and maintain school spirit. Elections are held each fall. Candidates should exhibit a servant's attitude, a strong Christian testimony, a supportive school spirit, and a strong working relationship with their teachers and peers.

Chapel

Students in grades K2-K5, students in grades 1 -5 and students in grades 6-12 participate in chapel services together. ACS sponsors additional opportunities for spiritual training such as retreats, FCA, and spiritual leadership training.

EXTRA-CURRICULAR ACTIVITIES

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

- Fall: Football, Cheerleading, Volleyball, Cross Country, Boys Volleyball
- Winter: Boys Basketball, Girls Basketball, Cheerleading
- Spring: Boys Baseball, Golf, Girls Softball, Girls Soccer, Boys Soccer

The school's desire is to grow the athletic program to include tennis, track, etc. as well as an expanded program in the lower school.

Athletics

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

The Athletic Department's philosophy, procedures, expectations, and general information can be found in the athletic policy manual.

Sports Physicals

All students must have a valid sports physical form on file before they can try out for or participate in any sport. The completed and physician signed sports physical form then must be turned into the ACS Athletic Director.

Students *without* a sports physical on file will not be eligible to try out for any sport. Blank sports physical forms can be obtained from the ACS Athletic Director and are found on the ACS website.

RENWEB

RenWeb provides access to daily assignments and grades via the internet.

To access the Website for the first time:

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

AWARDS

Principal's Honor Roll

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

Honor Roll

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

GPA/Academic Fervor

The student with the highest academic average in each subject area is honored at the end of the year program.

Perfect Attendance

Students must exhibit the character quality of punctuality. Students who were present every school day will be honored at the end of the year ceremony.

CONFIDENTIALITY OF STUDENT RECORDS

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

THE HONOR CODE

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

Lying:

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

Cheating:

A person who *gives or receives* unauthorized help on a test or graded assignment, or who submits the work of another as his/her own, violates the Honor Code.

Defaming Others:

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

Intentionally damaging the property of another:

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

Plagiarism:

Plagiarism is the use of someone else's material or ideas as if one's own. It may occur in any field of activity, from the sciences and business to artistic endeavors such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes. Because it involves unwarranted use of another's work, plagiarism is a form of stealing; because it involves misrepresenting someone else's work as one's own, plagiarism constitutes a form of lying.

Plagiarism is a form of cheating because the student shortcuts the educational processes involved in theme writing. Any student who helps another student gain an unfair advantage is also guilty of the offense.

Consequences of plagiarism could include failure of the assignment, suspension, or distance learning. Consequences are determined at the discretion of the administration and department involved.

Gender Conformity and Sexual Purity:

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

Honor Code Violations

When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.).

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

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

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

TECHNOLOGY & COMMUNICATION DEVICE - ACCEPTABLE USE POLICY

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

TECHNOLOGY AND COMMUNICATION DEVICE USERS (ACS FACULTY, STUDENTS, AND PARENTS/GUARDIANS OF STUDENTS):

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

TECHNOLOGY AND COMMUNICATION USE TERMS AND CONDITIONS

USER PERSONAL SAFETY

User personal safety includes, but is not limited to:

- ACS has taken precautions to restrict access to unacceptable information in accordance with CIPA (Children's Internet Protection Act) rules by employing the use of content filtering which is automatically and continuously updated to provide protection against current threats. It is, however, important to understand that no solution is 100% perfect, and at times educational sites may be inadvertently blocked and conversely, inappropriate sites may be accessible. Students and faculty will be provided with guidance and instruction in the appropriate use of technology resources including the Internet so that responsible choices can be made in the event that ACS' content filter fails to work as expected.
- ACS continuously monitors all devices for appropriateness in an educational environment.

- By accessing any portion of the ACS network or systems through any device, the User declares that he/she is aware of the Acceptable Use Policy and agrees to be bound by its provisions. Anderson Christian School reserves the right to make amendments to the terms and conditions of this policy with reasonable notification of those changes to the Users.
- Users will not post school related personal information about themselves or others. Personal information includes, but is not limited to the following: name, address, profiles, telephone, date of birth, or identifying pictures or any other personally identifying information.
- Users will not utilize ACS' technology assets to arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.
- Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature following the guidelines of ACS' anti-bullying policy.

RESPECTING TECHNOLOGY EQUIPMENT

- *iPads and/or Chromebooks (Elementary K5-5th)*
 - Users are responsible for providing an adequate protective case for the ACS issued device.
 - Users must keep the device face clean at all times. ACS will provide screen protectors for all ACS issued iPads.
 - Users will have a charger available at all times during school hours.
 - Users should not leave their devices unattended at any time. Do NOT expose the device to extreme heat or cold.
 - ACS retains the sole right of possession of the student issued device.
 - Users will not remove the device from the classroom unless instructed by their teacher.
- *Chromebooks (6th-12th)*
 - It is highly recommended that Users purchase an adequate protective case for the student issued Chromebook.
 - Users will have a charger available at all times during school hours. But it is expected that Users will have their Chromebook fully charged each day prior to school beginning. This charge should last for the entire school day.
 - Users should not leave their Chromebook unattended at any time. Do NOT expose the Chromebook to extreme heat or cold.
 - ACS retains the sole right of management of the Chromebook. The student/family retains the sole right of possession of the Chromebook.

- Users will exercise appropriate caution when using technology devices. This includes limiting food or drink while using technology.
- Users will follow guidelines for proper usage of equipment including recommendations on the proper ergonomic use of devices
- Users will not use another person's computer resources without authorization.
- Users will not knowingly destroy any device or accessory equipment including but not limited to keyboards, mice, and peripherals.

ACS SYSTEM SECURITY

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

ILLEGAL ACTIVITIES

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

- Users will not attempt to gain unauthorized access to the ACS system(s) or seek to use the ACS system(s) beyond their authorized access.
- Users will not deliberately attempt to disrupt the performance of any computer system or destroy data via a virus or any other means.
- Users will not use the ACS system(s) to engage in any illegal act.
- Vandalism of any kind will require full restitution for costs associated with hardware, software, and system restoration. It will also result in temporary or permanent cancellation of device privileges and additional disciplinary action.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

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

TECHNOLOGY ETIQUETTE

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

- Be polite! Do not get abusive in your messages to others.
- Exercise caution when using sarcasm and humor. Without face-to-face communications, a joke or statement may be misunderstood.
- Show consideration and respect for others at all times.
- Be respectful of the rights of other network users and do not violate their privacy.
- Be aware of the intent and function of an individual or group before sending a message.
- Deliberately posing as a user other than yourself is prohibited.
- At the conclusion of a user's session the user should log off the system he/she is using.
- Users will maintain a respect for privacy while using the ACS system(s). Respect for Privacy includes, but is not limited to:
 - Not forwarding or posting a message that was sent to them privately without the consent of the person who sent it.
 - Not posting private information about another person.
 - Not interfering with other users' work or files.
- Inappropriate language shall not be used in any ACS device communication. Inappropriate language includes, but is not limited to:
 - Obscene, profane, lewd, vulgar, offensive, inflammatory, threatening, or disrespectful language.
 - Participation in hate mail, harassment, discriminatory remarks, and other harmful or inappropriate behaviors.

INAPPROPRIATE ACCESS TO MATERIAL

ACS Users will not seek inappropriate access to material while using the ACS System(s).

Inappropriate material is information that is:

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

RESPECTING RESOURCE LIMITS

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

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

UNACCEPTABLE AND PERSONAL USE

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

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

- Furthering personal causes such as political, religious, or commercial views.
- Disseminating threatening or harassing messages.
- Disseminating sexually explicit or otherwise inappropriate material.
- Attempting to gain unauthorized access to computers, servers, shared service accounts, voicemails or other devices.
- Purposely infecting the network or devices with spyware, malware or viruses.
- Gaining access by using another's credentials.
- Using the Internet to access bandwidth grabbing programs unless authorized to do so.
- Violating copyright laws (anything from the Internet should be regarded as copyright protected and permission should be obtained for appropriate usage).
- Downloading or uploading any data or material not specifically related to your job function.
- Users will not download, store, create, or forward any information/data that is inflammatory, or defamatory to any race, creed, ethnicity, or religion of any individual or group.
- Users will not download any unauthorized software, file or program.
- Users will not download, store, create or forward any information regarding explosives or weapons unless as information for a specific and approved class assignment.
- Users will not download, store, create, or forward any information regarding alcohol, tobacco, regulated drugs, or illegal drugs unless as information for a specific and approved class assignment.
- Users will not use any ACS technology to play unapproved games that have been downloaded onto a technology device or that are played on the Internet. Assigned, teacher approved interactive tools, which are directly related to the curriculum, are permitted.
- Users will not use the Internet or other technology media to access chat rooms or any type of instant messaging.
- Users will not access personal accounts including, but not limited to email, music, banking, shopping, and other personal accounts except where such use is severely limited to immediate and necessary access.
- Users will not access the Internet or other technology media for financial or commercial gain, including gambling, stock trading, personal property management, or other financial transactions.

- Users’ activities, projects, or materials developed with technology and devices of Anderson Christian School must reflect our educational standards and policies. This includes, but is not limited to web page designs, PowerPoint presentations, radio broadcasts, or any other public or private representation of ACS.
- Users will not impersonate other individuals, real or fictional, unless this is part of an approved educational assignment done as part of the conduct of a class.

USE OF SOCIAL NETWORKING SITES

The use of social networking sites for personal purposes is prohibited at all times on the ACS System(s) and devices. Even when using social networking sites on your personal time and through your personal devices, users are expected to be aware that their public reputation can be affected through poor choices in the use of social networking. When this public use interferes with the Staff or Student’s ability to complete his/her mission successfully at ACS, this personal usage will be addressed and disciplinary action may be taken.

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

ACS EMAIL

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

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

LIMITATION OF LIABILITY

ACS makes no expressed or implied guarantees that the activities or services provided by ACS technology or devices will be error-free or without defect. ACS will not be responsible for any damages to users including, but not limited to loss of data, interruptions of service, personal or psychological damages, or financial losses. ACS is not responsible for the accuracy or quality of content obtained through our network or stored on our systems. Finally, ACS will not be responsible for unauthorized financial obligations incurred from use of our devices or any components of our technology system.

DISCIPLINE POLICY

The purpose of the discipline procedure at Anderson Christian School is to direct students toward self-control. Attending Anderson Christian School is a privilege. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The key to conduct is respect for administration, staff, and fellow students. A student's honesty, repentance, and cooperation in the discipline process say much about whether he/she wants to be at ACS and whether he/she is willing to accept responsibility for his/her behavior. If a student is unwilling to accept responsibility or exhibits behavior(s) harmful to the school, he/she will be offered an off campus distance learning program.

Common sense should guide students' actions. Students are expected to know and abide by the school rules and policies at all times. The goal and intent of the discipline system is to create an environment in which respect for fellow students, faculty, and staff is both cultivated and encouraged. In acknowledgment of this, it is the belief of the administration that healthy and effective discipline is both punitive and restorative. The latter component is intended to help students accept responsibility for their actions.

Since the lifestyle of a student is considered a reflection of the school and its standards, school policies apply to behavior both on and off campus while a student is enrolled at Anderson Christian School. **Therefore, Anderson Christian School has the responsibility to review, and if necessary, deal with any student's behavior off campus.**

The following expected positive behaviors are to be displayed by students:

- **Listen**
- **Respect**
- **Show Self-Discipline**
- **Be Prepared**

DISCIPLINE GUIDELINES

ACS has a teacher- managed discipline system.

LOWER SCHOOL GUIDELINES

- ✓ In order to be effective and consistent in our discipline, we have instituted the following procedures. These steps are used most often. However, when the problem is severe, a student may be sent directly to Dr. Cutler. An example of this would be fighting, disrespect to a staff member or damaging the facility.
 - **Warning** – On most first-time offenses a warning is issued. The student is taken aside and counseled to allow the child to understand what he or she has done wrong. This can be a time of personal ministry and prayer with the child.
 - **Natural Consequences** – On the second offense the teacher will discipline the student with a natural consequence for his or her behavior. An example of this for a child who is talking and not using time wisely in class could be to stay in for part of recess or utilize the playground table to finish class work during recess.

- **Communicate** – If the student continues with any one behavior problem or if there is a notable re-occurrence, the next step is to communicate with the parents. This can be done either by a phone call, a personal note, email, or by a conference.
- **Detention** – If the student continues to be a behavior problem, the teacher or other staff member will assign a detention. A detention consists of two levels: a 30 minute after school, in classroom service assignment. A second level would be a full hour detention where time would be spent after school in their classroom. When a detention is assigned, a parent phone call is made and followed up with a note to the parents informing them of their child's problem and the detention assigned. This note should be signed and returned the next day.
The discipline MUST be noted in RenWeb.
- **Office Referral** – When the desired change in behavior has not yet been seen, the student will be sent to the office for discipline. At that time, Dr. Cutler will have the option of re-administering any of the above steps or administering an appropriate consequence as determined by Dr. Cutler. A phone call will be made to the parents and a RenWeb email will be sent home to the parent.
- **Suspension** – If the student has not responded positively to the discipline administered thus far, or if the offense was severe in nature, it will become necessary to suspend the student for a minimum of one-half day. The suspension could be in-school or out-of-school at Dr. Cutler's discretion. At this time, Dr. Cutler will confer with the student's parents and any other necessary party to determine the proper steps for correcting the problem.
- **Disciplinary Probation** – It is our desire for every student to remain at ACS, however, we will not accommodate students who continually disrupt the school's program. A student, therefore, can be placed on probationary status for disciplinary reasons. A student will be placed on disciplinary probation if he/she is given an office referral following a served suspension. Once a student has been placed on probation, the first office referral for disciplinary purposes will result in automatic suspension. It will be noted at this time that the next offense will result in distance learning. If a student has not had a single office referral for the probationary period, the student will be taken off disciplinary probation.
- **Distance Learning**– If the offense is repetitive, major in damage, scope or potential, the student will be suspended indefinitely and recommended for distance learning to Dr. Cutler. Once a student has been placed on distance learning, re-enrollment for the next school year will be at the discretion of Dr. Cutler.

CELL PHONES

Students may use the school telephone with permission and for emergencies. Cell phone usage is not permitted during school hours. Students may use their phones after school to contact their parent. If a student uses a cell phone during the school day, the teacher will retrieve the phone, turn it over to Dr. Cutler for parent(s) to pick up and the student will receive a detention. Cell phone usage is not permitted during school hours. Students may use their phones after school to contact their parent.

UPPER SCHOOL GUIDELINES

It is the desire of ACS that all students are treated with the utmost respect while enrolled at ACS. It is paramount that students are allowed to enjoy the learning experience and not be distracted by any behavior that distracts from the learning process. With this in mind, the following policy will be in effect for the 2017-2018 school year. Since the teacher is the one who works closest with the students, he or she carries the bulk of the discipline responsibility. Teachers will work closely with all parents as any issues arise. Teachers will contact parents about any problems and it is important for parents to support the teacher in matters of discipline.

LEVEL 1: INFRACTIONS	DEMERITS
Tardy to school/class	2
Dress code violation	2 + sent home to change
Eating where prohibited	2
Gum	2
Lack of classroom materials	2
Littering	2
Loitering	2
Papers sent home for signature not returned	2
Running, loud talking in halls	2
Not following class procedures	2
Not following lunch procedures	2
Talking without permission	3
Not keeping hands to self	3

LEVEL 2: INFRACTIONS	DEMERITS
Misuse of electronic devices	3
Public display of affection	3
Rowdy behavior (Horseplay)	3
Improper conduct	4
Taking someone's belongings without permission	3
Classroom disruption	3
Disrespecting peers (verbal or written)	5
Lack of cooperation	4
Failure to follow instructions	4
Using the Lord's name in vain	5
Profanity/swearing/telling obscene jokes and stories	5
Talking or disruptive in Chapel	5
Appearance of cheating	5
Entering off-limit areas	6
Inappropriate pictures/words on personal belongings or school property	10

LEVEL 3: INFRACTIONS	DEMERITS
Honor Code violation	10
Leaving school without permission	10
Cheating/Plagiarism (See Note)	10 + zero for assignment
Possession of obscene material	10
Offensive/Vulgar speech or actions	15
Stealing	15
Lying	10
Skipping Class	15
Direct disobedience/ disrespect	15
Purposefully damaging school property	20
Fighting or Instigating	25
Bullying/Harassment	25
Possession of any kind of weapon	60 + report to local police
Engaging in the use of or possession, sale or distribution of any illegal drugs, prescription drugs, toxic substances, paraphernalia (on or off campus)	60 + report to local police (as necessary)
Threatening to inflict or inflicting bodily harm on any school employee	60 + report to local police
Engaging in the use of or possessing or dispensing of alcoholic beverages (on or off campus)	60
Engaging in the use of or possession of tobacco products and/or paraphernalia including e-cigarettes/"vaping" products (on or off campus)	60
Possession of prohibited material (pagers, knives, razors, play guns, fireworks, matches, cigarette lighters, electronic cigarettes, pornography)	60
Arrested for a crime	60
Vandalism	60
Anything bringing discredit to ACS (including involvement in the occult, premarital sex, gambling, acts of homosexuality, abortion, proclamation or acts of non-heterosexual orientation, sexual immorality)	60

CELL PHONE/PERSONAL ELECTRONIC DEVICES INFRACTIONS

Students are not to have cell phones/personal electronic devices in their possession during school hours. Cell phones can be left in their vehicle, in their lockers, or at the school office. The school office phone is available during school hours for parents needing to contact their children and available to students needing to contact their parents. Cell phone usage is not permitted during school hours. Students may use their phones after school to contact their parent. If a student uses a cell phone during the school day, the teacher will retrieve the phone, turn it over to Dr. Cutler for parent(s) to pick

up and the student will receive a written warning for the first offense, 3 demerits for the second offense, and additional 3 demerits resulting in a detention for the 3rd offense.

NOTE: If an infraction occurs that is not listed on the conduct list, it will be handled at the discretion of Dr. Cutler.

School administration reserves the right to increase or lower demerit values based on the circumstances relevant to each particular case.

Please keep in mind that your child can be placed on a distance learning program before 60 demerits if they are a continual behavior problem.

Please keep in mind that infractions are cumulative throughout the entire school year.

CONSEQUENCES

6 demerits.....	30 minute detention on Wednesday morning at 8:00 am
10 demerits.....	1 hour detention on Wednesday morning at 7:30 am
20 demerits.....	1 day of ISS (in-school suspension) + \$25 charge
30 demerits.....	2 days of ISS (in-school suspension) + \$50 charge
40 demerits.....	1 day of Saturday School +\$50 charge
50 demerits.....	1 week of OSS (out of school suspension) + 10% penalty on assignments
60 demerits.....	Distance learning for remainder of the year *

* Distance learning will require enrollment with BJU distance learning program at the parents' expense. Tuition will still be charged as teachers will have to serve as facilitators for the courses. Distance learning will allow the student to complete the coursework for the remainder of the school year. If a current course is not available for the remainder of the school year, the student will be awarded partial credit for that course and will not be expected to complete the course during the remainder of the school year.

INFRACTION RUBRICK

Determine the level of the infraction:

Level 1 and Level 2 will begin at Step 1.

Level 3 infractions will proceed directly to Step 2.

Step 1: Warning and parent communication: Warnings will be issued for level 1, level 2 and cell phone infractions. Teachers will communicate with parents in writing via the RenWeb system as well as a written note home that must be signed and returned the following day. Please note that there will only be one written warning per student per infraction. The written warning will be noted in RenWeb and all teachers will have access to the RenWeb behavior notes.

Step 2: Demerits issued: Following a written warning, the next infraction will result in an issuing of demerits. Please refer to the consequences section of the discipline policy for associated consequences.

Step 3: Detention, Suspension, and Saturday School: Once demerits have accumulated a detention/suspension/Saturday school will be issued. Detentions will take place on Wednesday morning during the Wednesday morning late in time. Suspensions will occur on the next school day(s) following the accumulation of demerits. Saturday school will take place one Saturday per month.

- Detention: Detention will be monitored by a faculty/staff member on Wednesday mornings. Middle and high school students will lose their behavioral exam exemption once a detention is issued.
- In School Suspension: ISS will be served at ACS. The student must report to the ISS area no later than 8:10 and will be dismissed at 3:10. The student will be allowed to go to the lunchroom to retrieve their lunch but will eat lunch in the ISS area. The parents' account will be charged \$25 per day of ISS to cover the cost of supervision. A parent must meet with Dr. Cutler to reinstate the student for class attendance.
- Saturday School: Saturday school will occur once per month. It will be served at ACS and a charge of \$50 will be charged to the parents' account to cover the cost of supervision. Saturday school will take place 9:00 to 12:00.
- Out of School Suspension: OSS will be served at home. The student must continue with the assigned classwork and must be prepared to turn in all assignments on the day that he/she returns to school. All assignments will have a penalty of 10%. During OSS, a student is NOT allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with Dr. Cutler to reinstate the student for class attendance.

Step 4: Distance Learning: Distance learning is immediate once demerits are accumulated. Once a student is placed on distance learning for the remainder of a school year, the students' parents will have to appeal to the board of trustees for reinstatement to ACS as an on-campus student. ACS will continue to offer distance learning as an option for any family that is refused re-enrollment as an on-campus student. Once a student is placed on distance learning, the student is NOT allowed to participate in or attend any school sponsored activity on or off campus.

*** All detentions, suspensions, Saturday school, and distance learning are recorded on the student's records and will be reported to colleges and universities when required.

Bullying

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

Drug Free Environment

ACS is a tobacco, drug, and alcohol-free environment. Use or possession of any kind is not permitted on the premises by either students or adults.

Behavioral Management

Classrooms teachers will implement an age-appropriate system of management to include positive reinforcement.

ACS encourages students to seek help, wisdom, prayer, and direction from ACS staff for issues that they may need assistance with. The ministry of ACS exists to help students. Students that are genuinely seeking help will have that “seeking” taken into consideration by Administration if they are struggling with an issue that could result in discipline. It is certainly better and more desirable for a student to seek out help rather than to attempt to hide the issue that they need assistance with.

RE-ADMITTANCE POLICY AFTER STUDENT IS PLACED ON DISTANCE LEARNING

Once a student is placed on distance learning, it is considered permanent. In extenuating circumstances re-admittance may only be considered following a two-year absence from the distance learning option date. A decision regarding re-admittance would be made after full review by the school administration.

SEARCH AND SEIZURE POLICY

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

LUNCH

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

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

VISITORS/VOLUNTEERS

Parents are welcome to have lunch with their child. Parents should receive a visitor's pass from the office before proceeding to the lunchroom. Students need permission from the adult on duty to leave the lunch room.

Guests may come to visit ACS students during the regular lunch period. Adult visitors may visit any lunch period with prior approval from Dr. Cutler. Student age visitors may visit one day a month with prior approval from Dr. Cutler.

SENIOR LUNCH

Seniors are allowed to leave the ACS campus for lunch. If the student has a class after lunch they must sign back in to the school office before the start of class. If the student is late more than 3 times a semester for classes after lunch, Senior lunch privileges will be revoked.

LUNCH MENU

Lunch order forms may be downloaded and printed at home. Students without lunches will have the option to purchase a school-provided lunch for which the parents will be billed \$5.00 per lunch. Parents will be notified of such charge.

SNACK PURCHASES

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

FORGOTTEN LUNCHES/HOMEWORK

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

DRESS CODE K3 through 12th grade

Although a person's spirituality cannot be measured by his or her dress, we do believe personal appearance is important in establishing the proper atmosphere for the learning process and for worshipping our Lord and Savior. Students must always be neatly and modestly dressed. When a student is observed by a teacher or administrative staff to be in violation of following codes, the student will be sent home or clothes may be brought by their parents or guardian to correct the violation. The student will be held out of class until suitable attire has either been brought to them by their parents or they have been taken home and returned in a reasonable amount of time with proper attire. If repeated violations take place, appropriate disciplinary actions such as a detention will be given to students. Please refer to the discipline policy on previous pages.

BOYS' GUIDELINES

- All clothing must be neat, clean (not torn, cut, frayed, patched, or worn out), and worn in a manner that doesn't appear sloppy. Pajama pants may not be worn.
- Shirts may either be appropriate tee shirts or collar-type dress or polo shirt. Tee shirts may not have inappropriate logo or statements on them nor should they have images that do not support biblical principles. No tank tops.
- Shorts may be dress or casual but must come to the top of the knee. No beachwear, no bike type, no cut offs. **NO CHUBBIES!**
- Jeans or pants cannot be torn, ripped, sagging or tight fitting.
- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays.
- PE uniform cannot be worn outside of PE class
- Undergarments must not be visible at any time.
- Slippers may not be worn.
- No beach style flip-flops, (rubber thong style)
- Hair will be well groomed and may not extend below the eyebrows, top of ear, or top of the collar. No ponytails, "man-buns" or extreme hairstyles. Extreme bleached/color treated hair is not permitted. This includes non-natural hair colors. Side burns are not allowed below the earlobe.
- No hats, hoods, or caps (this includes hats, sunglasses, do-rags, bandannas, etc.) may be worn during school hours or in the school building.
- No body piercing, ear piercing, or visible tattoos. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.
- Boys may wear one modest necklace if desired.
- No facial hair, must be clean shaven.
- Clothing must be in accordance to one's biological gender.

GIRLS' GUIDELINES

- All clothing must be neat and clean (not torn, cut, frayed, patched, or worn out), and worn in a manner that doesn't appear sloppy. Pajama pants may not be worn.
- Students may wear jeans, skirts, dresses, capris', split skirts and shorts. The shorts must be no shorter than three inches above the top of the knee. For K2-5th grade shorts must be

fingertip length. No beachwear, no bike type, no cut offs. Jeans or pants cannot be torn, ripped, sagging or tight fitting.

- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays
- Open back or low neck blouses or dresses are inappropriate. Halter tops, tube tops, or other shirts or blouses that leave any part of the midriff or back bare are not appropriate. Tank tops may only be worn if covered by a blouse with sleeves or during afterschool practices. No “off the shoulder” tops. All tops must have at least a 2 inch wide shoulder covering.
- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays.
- PE uniform may not be worn outside of PE class.
- All clothing must fit (not be too loose, too tight, or too revealing) and avoid extremes (*i.e.*, no gothic style of clothing). Because of this standing policy, yoga pants are not permitted. No cleavage or any part of the midriff shall be visible.
- Proper undergarments are to be worn with all clothing and must not be visible at any time. Camisoles should not resemble lingerie.
- No beach style flip-flops, (rubber thong style)
- **No leggings may be worn in the 4th through 12th grade classes.**
- Hair must be well groomed and avoid extremes; this includes non-natural hair colors.
- No hats, caps, bandanas, or hoods from hoodies are to be worn during the school day.
- Girls may have no more than three piercings in each ear.
- Additional visible body piercings are not permitted.
- No visible tattoos are permitted. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.
- At school sponsored pool parties, field trips *etc.*, one piece bathing suits, tankinis (that cover the midriff), or two piece bathing suits with a tee shirts covering on at all times.
- Formal attire at school functions must meet the following guidelines: dresses must be no shorter than three inches above the knee (including splits); cleavage area must be covered; back of the dress must not go lower than mid-back (bra-strap length); cannot be strapless. Straps must be at least 2 inches in width.
- Girls in pre-school through third grade are permitted to wear spaghetti strap dress without a covering, but fourth and fifth grade must have a jacket or shrug on with the dress.
- Clothing must be in accordance to one’s biological gender.

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

PHYSICAL EDUCATION DRESS CODE

Grades 6-9

Students in grades 6-12 will be required to change into a PE uniform when participating in a PE class. Sneakers must be worn. Students should bring their PE uniform in a *small* gym bag. Failure to dress out will negatively impact the student’s grade.

STUDENT DRIVING AND PARKING REGULATIONS

In a continuing effort to maintain a campus free of weapons, alcohol, drugs, or anything posing danger or risk to students and faculty, parents and students need to know that vehicles parked on the school campus before, during, or after the school day or at school related activities, are subject to periodic inspections by school officials.

Students may park in designated areas on campus and **MUST** purchase a parking decal for \$5.00 prior to parking on campus.

Other rules which apply to students driving and parking on the school campus are as follows:

- Speed limit is 10MPH in the school area. No spinning of wheels or vehicle horseplay, i.e hanging out the windows, riding on top of the car, hanging of the side of the car or truck. Violators of this rule will be fined \$25.00 and lose the school driving privilege for one week. Repeated violations will lead to greater fines and the possible revoking of the school driving privilege
- Reckless driving will not be tolerated. At the administrations discretion, the student may be subjected to school discipline and the infraction reported to law enforcement.
- Students will park vehicles in designated areas. These areas are the lower level parking and in front of the office building. Parking in a non-designated area may result in a fine.
- **Sitting in vehicles in the parking lot during school is not permitted.**
- Students may not return to their vehicle during the school day without proper written permission given by the office personal or administration.
- Vehicle radio volume should be kept low.

MISCELLANEOUS

LOCKERS

Students will be issued a locker the first day of school. Students are responsible to keep their lockers neat and well organized. Food items are not to be kept in the lockers overnight. The only adhesive that should be used on the lockers is the “Command” style strips. Student lockers are subject to periodic inspections by school officials. All lockers will be thoroughly cleaned at the end of each semester after exam time.

A \$20 fee will be assessed if lockers are not cleaned during the designated times.

VIDEO/PICTURES

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

LOST AND FOUND

The best way to ensure the return of your student’s belongings is to put his/her name on any items that could become separated from him/her during the school day, i.e. coats, sweaters, lunch boxes, etc.

If an item is found by a student or adult he/she should:

- Check the item thoroughly to determine to whom it belongs.
- Upon finding the identification, return it to the student.
- If there is no identification, take the item directly to the school office.

Periodically, items will be placed in the lost found area for students to view. If items are not claimed within a reasonable amount of time they are donated to charity. All lost and found items left at the end of the school year will be donated to charity on June 1.

PETS

Students, faculty, staff and parents are asked to not bring pets on campus.

MUSIC

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

SEASONAL EMPHASIS

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

WATER BOTTLES

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

CLASSROOM FOOD

Elementary students are encouraged to bring healthy snacks to eat a time determined by their classroom teacher. Water will be allowed at this time. No other beverages may be brought into the classroom. Middle and high school students may bring water into classrooms. No other foods (including gum) may be brought into classrooms for any reason.

PUBLIC DISPLAY OF AFFECTION

Warmth and friendship are hallmarks of ACS; however, “public displays of affection” are not in keeping with the educational atmosphere and tone ACS wishes to maintain. Consequences for these displays will result in disciplinary action. Therefore, students are expected to refrain from public displays of affection at school.

PARENT TEACHER ORGANIZATION

The purpose of the PTO is:

- To acquaint parents with the school’s philosophy of Christian education as an extension of the Christian home.
- Support and encourage teachers, staff, and parent.
- Promote cooperation between the aforementioned groups in every phase of the students’ development, as the students are prepared academically, spiritually, and socially for God’s call on their lives.

PARENT-TEACHER CONFERENCES

Communication is extremely important between the teacher, student, and parent. Previous information about a student's past educational experiences or present struggles can enhance the effectiveness of the teacher with the student. After the first nine week period, a Parent/Teacher conference is required in all Elementary grades and for middle and high school students if the student has a 70 or below average in the class. If the student has a 70 or below average in more than one class the parent/teacher conference may take place with all teachers in the classes with the previous conditions. Conferences are held on an “as needed” basis throughout the school year. Parents are strongly encouraged to resist the urge to talk with the teacher prior to the beginning of the school day when dropping off the student or directly following school when picking up the student unless an appointment has been scheduled. If you need a five minute conference to check on your student’s overall progress, to discuss a test grade, etc., then please schedule an appointment with that teacher.

REQUESTING A PARENT-TEACHER CONFERENCE

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

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

PROSPECTIVE FAMILIES

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

GRIEVANCE PROCEDURE

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

Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted (Galatians 6:1).

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

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

A grievance against Dr. Cutler may be brought to the Chairman of the Board, Mr. Gray Suggs, once the Matthew 18 principle has been applied.

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

CHILD ABUSE OR NEGLECT

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

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

(A) A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy including a Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, social or public assistance worker, substance abuse treatment staff, or childcare worker in a childcare center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing films, computer technician, or a judge must report in accordance with this section when in the person's professional capacity the person has received information which gives the person

reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.

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

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

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

NON-DISCRIMINATORY POLICY

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

WITHDRAWAL POLICY

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



**4902 Liberty Highway
Anderson, SC 29621
864-224-7309**

PLEASE SIGN THIS PAGE AND RETURN TO YOUR STUDENT'S HOMEROOM TEACHER DURING THE FIRST WEEK OF SCHOOL.

I have read and reviewed with my student the policies contained in the 2018-2019 Parent/Student Handbook. We agree to abide by these policies.

Read and agreed:

Parent's signature

Grade

Date

The Honor Code

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

Read and agreed:

Student's signature

Grade

Date