

**2021 - 2022  
Family Handbook**



Founded 1987

**Dr. Michelle Cutler, Administrator**  
**Mr. Don Peppers, Athletic Director**  
**Mrs. Karen Todd, Preschool Director**  
**Mrs. Faye Dingle, Preschool Co-Director**  
**Mrs. Stefanie Carroll, Administrative Assistant and Student Accounts**

<b>School Colors:</b>	<i>Purple / Gold/ White</i>
<b>Mascot:</b>	<i>Lions</i>
<b>Mission Statement:</b>	<i>Growing leaders through academic excellence, Christian community, and service to others</i>
<b>Core Values:</b>	<i>Faith Excellence Service Community</i>
<b>School Scripture:</b>	<i>Matthew 6:33 "But seek first His kingdom and His righteousness; and all these things shall be added unto you."</i>

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## **ACS Healthy Campus Statement**

In response to the COVID 19 pandemic and other communicable illnesses, ACS places your health and safety as our #1 priority. The following safety measures will be implemented and continuously evaluated throughout the school year.

- 1) SYMPTOMATIC STUDENTS AND STAFF WILL BE SENT HOME IMMEDIATELY. RETURN TO SCHOOL/WORK WILL BE DETERMINED BY YOUR PHYSICIAN.**
- 2) IF YOUR TEMPERATURE IS 100.4 OR GREATER, YOU WILL NEED TO STAY HOME THE FOLLOWING DAY. YOU MUST BE FEVER FREE (WITHOUT FEVER REDUCING MEDICATION) FOR 24 HOURS.**
- 3) IF YOU HAVE ANY ILLNESS RELATED SYMPTOMS SUCH AS DIARRHEA OR VOMITING, YOU WILL NEED TO STAY HOME UNTIL YOU ARE SYMPTOM FREE (WITHOUT MEDICATION) FOR 24 HOURS.**
- 4) WE WILL ENCOURAGE PROPER HANDWASHING TECHNIQUES. WE WILL HAVE HAND SANITIZER AVAILABLE IN ALL CLASSROOMS.**
- 5) ALL ACS FACILITIES WILL BE CLEANED AND SANITIZED DAILY. THE BUILDINGS WILL BE CLEANED AFTER STUDENTS HAVE LEFT FOR THE DAY. WE WILL SECURE THE BUILDINGS AND NOT ALLOW ENTRANCE FOLLOWING SANITIZING. FOLLOWING GYM EVENTS (PRACTICES AND GAMES), OUR ON CAMPUS STAFF WILL HAVE A SANITIZING PROTOCOL. AIR DUCTS ARE SANITIZED REGULARLY.**
- 6) WE WILL BE INCREASING OUR TIME OUTSIDE AND KEEPING WINDOWS OPEN AS MUCH AS POSSIBLE. WE WILL RUN A SECURE SCHOOL WHILE OUTSIDE. MULTIPLE INDIVIDUALS WILL MONITOR STUDENTS. THIS WILL INCLUDE USE OF THE OUTDOOR CLASSROOM (AMPHITHEATER) AS WELL AS REGULAR OUTDOOR RECESS AND OUTDOOR LUNCHES.**

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

## **GENERAL INFORMATION**

### **HISTORY**

Welcome to Anderson Christian School. We are 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 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 allowed ACS to no longer rent property but to finally own a part of the facility. In this move, we formed a partnership with Cornerstone and subsequently with Hope Fellowship. ACS acquired space for the preschool with an indoor play area as well as our own gym. God is good all the time!

With the purchase of land between the office building and the preschool, the ACS campus is located on approximately 12-acres of property. As part of our continued stability, permanent signage including directional signage was added in 2019 and 2020.

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

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

### **SCHOOL VERSE**

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

### **MASCOT**

Lions

### **SCHOOL COLORS**

Purple/Gold/White

### **GOVERNANCE**

Anderson Christian School is a 501C3 non-profit, independently operated school. The governing body consists of a Board of Directors who oversee the mission of the school

promoted in all aspects. This body sets policies for the school that are carried out by a qualified administrator, faculty, and staff.

### **ACCREDITATION**

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

### **STATE LICENSURE**

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

## **STATEMENT OF FAITH**

### **ANDERSON CHRISTIAN SCHOOL BELIEVES:**

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

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.



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

## MISSION STATEMENT & CORE VALUES

### MISSION STATEMENT

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

### CORE VALUES

- **Faith    Excellence    Service    Community**

#### *Student Profile*

- **Faith**
  - Understand that Biblical truth is the foundation for the proper understanding of all academic subjects
  - Understand how the Bible relates to every area of the student’s life
- **Excellence**
  - Understand how to apply himself to his work and to fulfill his responsibilities to God, to those in authority, and to himself
  - Understand how to pursue excellence in every area of the student’s life
- **Service**
  - Understand the urgency of world missions through practice of the Great Commission
  - Understand how to practice Christian service to others in the student’s life

➤ **Community**

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

*Faculty and Staff Profile*

➤ **Faith**

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

➤ **Excellence**

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

➤ **Service**

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

➤ **Community**

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

*Family Profile*

➤ **Faith**

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

➤ **Excellence**

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

➤ **Service**

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

➤ **Community**

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

**COMMUNICATION**

**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](mailto:michellecutler@andersonchristian.net).

## RENWEB

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

## GOOGLE CLASSROOMS

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

## SCHOOL WEBSITE

[www.andersonchristian.com](http://www.andersonchristian.com)

## SOCIAL MEDIA

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

## FINANCIAL POLICIES

### FINANCIAL INFORMATION 2021-2022

Grade	Tuition	Campus Fee (Per Family)	Books	Technology Fee	Student Insurance	Retreat	Chromebook Mgmt.**
K3, K4	\$5,150	\$500	\$230	\$100	\$40		
K5	\$5,490	\$500	\$230	\$100	\$40		
1 <sup>st</sup>	\$6,675	\$500	\$380	\$100	\$40		
2 <sup>nd</sup> – 5 <sup>th</sup>	\$7,150	\$500	\$380	\$100	\$40		
6 <sup>th</sup>	\$7,785	\$500	\$450	\$100	\$40	\$225	\$100
7 <sup>th</sup> – 12 <sup>th</sup>	\$7,900	\$500	\$450	\$100	\$40	\$225	\$100
International	\$9,115	\$500	\$450	\$100	\$40	\$225	\$100

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

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

- Grade Level Trips (Every other school year) (***WILL TAKE PLACE IN 2022-2023 SCHOOL YEAR***)
  - 6<sup>th</sup>-7<sup>th</sup> Grade Barrier Island \$300: payment billed monthly and due one month prior to trip.
  - 8<sup>th</sup>-9<sup>th</sup> Grade Washington DC \$800: payment billed monthly and due one month prior to trip.
  - 10<sup>th</sup>-11<sup>th</sup> Grade Creation Museum/Ark Trip \$800: payment billed monthly and due one month prior to trip.
- Grade Level Trips (Every school year)
  - 12<sup>th</sup> Grade Senior Mission Trip \$1700: payment billed monthly and due one month prior to trip.
- Fall Athletic Teams
  - Athletic fee: billed in August (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
  - Various clothing/equipment: billed in September
- Winter Athletic Teams:

- Athletic fee: billed in December for all teams (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
- Various clothing/equipment: billed in January
- Spring Athletic Teams:
  - Athletic fee: billed in March for all teams (Varsity \$275; JV \$200; Middle School \$150; Elementary \$100)
  - Various clothing/equipment: billed in April

**WITHDRAWAL POLICY NOTIFICATION:**

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

**TUITION PAYMENT PLANS:** Discount applies ONLY if payment is received by specified due date. A \$25.00 penalty fee will be incurred for payment plan changes after June 1.

- *Annual Plan* - 2.5% discount; prepayment of all tuition by June 20
- *Monthly Plan* – amount varies depending on month of enrollment

**TUITION DISCOUNTS**

- **Family Discount:** For a family with more than one child enrolled, a 15% discount for each additional child will be given. If a family is granted financial aid, only the greater discount applies. The two discounts are not cumulative.
- **Senior Pastor Discount:** 20% discount given to a senior pastor of an established church. Two discounts are not cumulative.
- **Fourth Child Tuition Free. Responsible for fees only.**

**TUITION ASSISTANCE:** Applications for tuition assistance are available in the school office beginning February 1. Tuition Assistance is not available for students in K3 or K4. Applications for reenrolling students must be submitted by April 30. New student applications must be submitted by August 31. Due to limited funds, this will be available on a first come, first serve basis.

**BILLING:** All billing must be completed through FACTS Management. Due dates options are the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> of each month. If you are on a bi-monthly plan, you may pick two of these dates. ALL payments made after the 20<sup>th</sup> will be accessed a \$25.00 late fee. For any account that is not in good standing the school administration has the rights to remove student(s) from class rosters until the account is current. All return checks will be charged a \$35.00 Return Check Fee in addition to the check amount.

**TUITION AND FEE PAYMENT POLICY:**

- Accounts 30 days past due will be restricted from charging other fees such as athletic charges, KK charges, etc.
- Accounts must also be current (no outstanding charges beyond 30 days) at the following check-points during the year:
  - Re-enrollment – account must be current before re-enrollment is accepted.
  - Beginning of school – account must be paid through July before student(s) may attend school.
  - Upon the releasing of report cards at the end of each nine-week period.
  - Second semester – account must be paid through December before student(s) may return to school after Christmas break.
  - Withdrawal – no transcripts or grades (official or unofficial) will be released until account is paid in full. The new school will be notified if a student has a failing status.

- Preschool End of the Year Program/Kindergarten Graduation – no student will be allowed to participate in the ceremony unless the account is current.
- Seniors will not receive diploma or be able to participate in the ceremony unless account is paid in full.
- Year-end – the account must be paid through May for the final report card to be released.
- All major trips must be paid in full before departure.
- All athletic fees must be paid in full before uniforms are issued.
- All accounts must be current in order for student(s) to participate in **any** extracurricular activities including sports.

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

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

## DAILY SCHEDULES

### MONDAY, TUESDAY, THURSDAY AND FRIDAY

#### Grades K3-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)
2:45 p.m.	1-5 Dismissal
3:00 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– 7:55 a.m.	Drop off*
8:00 a.m.	6-12 School Begins (after 8:10 students are considered tardy)
3:12 p.m.	6-12 Dismissal
3:20 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		
1st	8:00	8:50	9:00	9:50	1 <sup>st</sup> period (week 1) 3 <sup>rd</sup> period (week 2)
2nd	9:08	9:58			
Chapel			9:54	10:52	
3rd	10:02	10:52			
4th	10:56	11:46	10:56	11:46	2 <sup>nd</sup> period (week1) 4 <sup>th</sup> period (week 2)
5th	11:50	12:35	11:50	12:35	
6th	12:39	1:24	12:39	1:24	
7th	1:28	2:18	1:28	2:18	
8th	2:22	3:12	2:22	3:12	

**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 1<sup>st</sup> through 12<sup>th</sup> 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.

The program begins each day following dismissal (see above) for 1<sup>st</sup> through 12<sup>th</sup> grade. Students who are not picked up from school by these times will be asked to attend Kingdom Kids and parents/guardians will be charged for that day. 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 emails that are in RenWeb.

## RENWEB (GRADES AND ASSIGNMENTS)

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

To access the Website for the first time:

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

## GOOGLE CLASSROOM (ASSIGNMENTS)

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

## TRANSPORTATION

### Arrival

- In order to unload students efficiently in the morning, parents are asked to drive down to the lunchroom door or preschool front door. This enables the faculty and staff to greet as many students as possible at one time and keeps the carpool line flowing. **Any students with symptoms of illness will not be allowed to exit their vehicles.**
  - Students arriving between 7:30 a.m. and 7:55 a.m. will be directed to their classrooms/ chapel room for middle and high school students.
  - Students are considered tardy when entering their classroom after 8:00 a.m. for grades 1<sup>st</sup> through 12<sup>th</sup>.
  - Those students arriving late must report to the MAIN office to receive a late pass prior to going to their classroom.

### Departure

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

## ATTENDANCE

### ABSENCES

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

### VIRTUAL LEARNING

Our virtual learning will take place several times throughout the year. This will allow students to understand their responsibilities for virtual learning as well as teachers to practice their virtual

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

### **TARDIES**

Unless otherwise excused, a student is expected to report to school in time to be seated in their class by 8:00 am. Students are also expected to be on time for all school functions (classes, chapel, assemblies, lunch, related arts, etc). A tardy is assessed whenever a student arrives to an event (including class) after its scheduled start time. Tardies are cumulative for one semester. Students tardy for class must have a pass from a teacher or staff to be admitted to class. Penalties for tardies are as follows:

- One tardy..... Verbal warning
- Two tardies..... Written warning in RenWeb
- Three tardies..... 2 demerits (middle and high school)
- ELEMENTARY STUDENTS.... every 3 tardies equals an absence

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

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

### **CHECK OUT WITHOUT A PARENT PRESENT**

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.

### **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**

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

### **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.

### **JUNIOR LUNCH**

Juniors are allowed to leave the ACS campus for lunch on the first school day of each month. 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, junior 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. Charges must be paid within one week.

## 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. Elmore at the front office. **Please exercise wise judgment if forgotten items become a habit for the student.** One aspect of training responsible students is *allowing* them to experience the consequences of not following through with *their* responsibilities. Parents may not deliver forgotten items directly to the classroom or locker.

## 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 without medication
- On antibiotics (even for pink eye)
- Free from vomiting or diarrhea. This includes being able to tolerate food and drink without reoccurrence.

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

### INJURY

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

### 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) or receptionist (Mrs. Elmore) *by the parent* in an original container with the appropriate label intact. For prescription medications you can ask the pharmacy to provide an extra labeled "school bottle" for medication. Students are responsible to come to the elementary aide (Mrs. Cox) or the receptionist (Mrs. Elmore) at the appropriate time to receive medication. Medication that is expired or not picked up will be discarded.

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

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

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

### **STUDENT HEALTH RECORDS**

- Required by SC law, all students must have a SC Immunization Certification on file. Please see 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 alternate location.

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

### **CONFIDENTIALITY OF STUDENT RECORDS**

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

## **INSTRUCTIONAL PROGRAM**

### **CURRICULUM**

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

## **TEXTBOOKS**

ACS provides all textbooks and lab equipment to students. In particular subjects, students may have e-books downloaded to Chromebooks (middle and high school). Students do have access to “hard” copies of the textbook if needed. It is each student’s responsibility to return materials and textbooks to issuing teachers. 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 and the family account will be charged accordingly.

## **ELEMENTARY CHROMEBOOKS**

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

## **MIDDLE AND HIGH SCHOOL CHROMEBOOKS**

Chromebooks are to be purchased by the family for all middle and high school students. It is the family’s responsibility to ensure that the Chromebook is in working condition daily. Most of the middle and high school textbooks will be downloaded onto the device during the first week of school. 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. You will NOT receive a progress report or report card if your account balance is not paid in full. Grades are based upon work completed during each nine weeks. Students will also receive a semester grade at the conclusion of the second and fourth nine-week grading periods, which will include exam grades. Students will receive a final report card after June 1 and when the family account balance is settled in full. Parents and students are strongly encouraged to keep track of academic progress by checking RenWeb.

## **GRADING SCALE**

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

## **EXAMS**

Students will have semester cumulative tests in all core subjects. 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.

### **Grades 9-12**

Semester exams count 20% of the semester average for these grades.

## **STANDARDIZED TESTING**

Students in grades K5 through 12<sup>th</sup> grade participate in standardized testing. In mid-October, the PSAT is administered to 6<sup>th</sup> through 11<sup>th</sup> grade while 12<sup>th</sup> grade is given the SAT. The ACT will be administered to 10<sup>th</sup> through 12<sup>th</sup> grade students in October.

In May, the Iowa Test battery is administered to K5 through 5<sup>th</sup> grade.

## **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. Late policies for papers, projects and major assignments are covered in the teachers' syllabi.

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

The responsibility for initiating make-up work belongs to the student. A zero will be recorded in place of the grade until the work is submitted. Extenuating circumstances will be reviewed by 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 teacher's discretion.

## **SCHOOL-WIDE EVENTS**

Student fans may check-out to attend a school wide event when permission is granted by Dr. Cutler. Student fans who check-out without said permission will receive an absence in the classes missed.

## **HELP SESSION**

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

## **ACADEMIC ASSISTANCE**

The Academic Assistance Team includes Dr. Cutler, Mrs. Payne, the classroom teacher(s) and parents. The team is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will contact Mrs. Payne who will initiate parent contact and begin any paperwork deemed necessary. Parents will be invited to attend a

meeting where an academic plan will be created and implemented specifically for the student to help with his/her area of need. Mrs. Payne will follow up as needed and communicate with teachers, parents, and administration.

### **MINIMUM CLASSES REQUIRED**

Students are required to schedule eight periods (including lunch) 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 through ACS unless approval is granted by Dr. Cutler. Online options can be taken as approved through 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, Science, History, as well as select third year studies. Please refer to the 2021-2022 ACS High School Course Directory.

### **CLEP COURSES**

Students taking British Literature and American Literature courses are not required at this time to take the CLEP exam. The 2022 CLEP Exams will be administered at a separate site with additional fees. Please refer to the 2021-2022 ACS High School Course Directory.

### **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 2022 AP Exams cost \$130 per test; the fee may increase slightly year by year. The cost of the AP Exam will be added to the student's account in September and must be paid by October 15 in order for an exam to be ordered. Please refer to the 2021-2022 ACS High School Course Directory.

### **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.

## **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 10 instructional days of school. Students dropping courses after the first 10 instructional days will receive an WF for the course. Any exceptions must be cleared through Dr. Cutler.

## **SEMESTER EXAM POLICY**

### **Exam Exemptions**

#### **Grades 6-12**

- First Semester
  - Students required to attend all review sessions regardless of exemption
  - 1 behavioral exemption available
    - Must have 80 or better in the course
    - No detention for 1<sup>st</sup> semester
- Second Semester (end of year)
  - Exempt any exam if student has 90 or better in the course
    - Not required to attend review session
  - 1 behavioral exemption available
    - Must have 80 or better in the course
    - No detention for 2<sup>nd</sup> semester
    - Not required to attend review session

## **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.

### **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 the SC Virtual School.

## **HIGH SCHOOL DIPLOMA REQUIREMENTS - COLLEGE PREP**

Bible.....	4 units
English .....	4 units
Math .....	4 units
Science .....	3 units
US History .....	1 unit
Government.....	½ unit
Economics.....	½ unit
World History .....	1 unit
Fine Arts.....	1 unit
Physical Education/Health.....	1 unit

Technology .....	1 unit
Foreign Language .....	2 units
Electives .....	3 units
Total .....	26 units
<i>Service Hours Requirement .....</i>	<i>50 hours</i>

### COLLEGE PREPARATORY COURSE OF STUDY

**Four Units of Bible** – Students must take a Bible class for each year they are enrolled at ACS. For transfer students, the Bible requirement will be adjusted to one unit per ACS year. This will increase the number of electives accordingly. Some requirements may be modified to accommodate transfer students.

**Four Units of English** - At least two units must have strong grammar and composition components, at least one must be in **British literature**, and at least one must be in **American literature**. Completion of **College Preparatory (CP) English 1, 2, 3, and 4** will meet this criterion. English I may be taken for one unit of high school credit in eighth grade in order for a student to accelerate in the English program. **It is mandatory that all students enroll in an English course in grades 9-12.**

**Four Units of Mathematics** – These include Algebra I, Algebra II, and Geometry to be taken during the first three years. A fourth higher-level mathematics course should be selected from Pre-Calculus, Calculus, and Statistics. Algebra I may be taken for one unit of high school credit in eighth grade in order for a student to accelerate in the math program. **It is mandatory that all students enroll in a Math course in grades 9-12.**

**Three Units of Laboratory Science** - Two units must be taken in two different fields and selected from among Biology, Chemistry, or Physics. The third unit may be from the fields of Biology, Chemistry, Human Anatomy or Physics. Physical Science should be taken as a prerequisite for the three required units of lab science. Biology will be a required course to fulfill the graduation requirements for a South Carolina state high school diploma.

**Three Units of History** – One unit of World History, ½ unit of American Government, ½ unit of economics, and one unit of U.S. History are required to fulfill the graduation requirements for a South Carolina state high school diploma.

**Fine Arts Unit** - One fine arts unit is required for all students. Fine arts electives include art, drama, photography, chapel band and chorus.

**Physical Education/Health Unit** - One physical education unit is required for all students.

**Technology Unit** - One technology unit is required for all students and must include keyboarding.

**Two Units of the Same Foreign Language** – A third year of a foreign language is strongly encouraged. Students should check with colleges for foreign language requirements. Many colleges require a third year of foreign language to be taken in high school.

**Three Units of Electives** - Some elective courses must be supported by demand. Insufficient enrollment may result in cancellation of the course. Other electives may include AP psychology, yearbook/journalism, PE strength training or any class taken above the minimum requirements.

**Service Hours** - student must have 50 service hours.

### **A SAMPLE COLLEGE-PREP SCHEDULE**

<i>9<sup>th</sup> Grade</i>	<i>10<sup>th</sup> Grade</i>	<i>11<sup>th</sup> Grade</i>	<i>12<sup>th</sup> Grade</i>
Bible	Bible	Bible	Bible
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Pre-Calculus or Statistics
World History	Government/Economics	US History	Physics or Anatomy
Biology	Chemistry	Physics or Anatomy	Elective
Spanish I	Spanish II	Spanish III	Elective
PE or elective	Business Computers	Elective	Elective

### **HIGH SCHOOL DIPLOMA REQUIREMENTS - HONORS**

Bible.....	4 units
English .....	4 units
Math .....	4 units
Science .....	3 units
US History .....	1 unit
Government.....	½ unit
Economics.....	½ unit
World History .....	1 unit
Fine Arts.....	1 unit
Physical Education/Health.....	1 unit
Technology .....	1 unit
Foreign Language .....	2 units
Electives.....	3 units
Additional Courses.....	4 units
Total .....	30 units (must have 7 honors level courses)
<i>Service Hours Requirement .....</i>	<i>80 hours</i>



**A SAMPLE HONORS PROGRAM SCHEDULE**  
**ONLY HIGH SCHOOL CREDIT COURSES LISTED**

<i>8<sup>th</sup> Grade</i>	<i>9<sup>th</sup> Grade</i>	<i>10<sup>th</sup> Grade</i>	<i>11<sup>th</sup> Grade</i>	<i>12<sup>th</sup> Grade</i>
English 1 Honors Algebra 1 Honors Physical Science Honors PE	Bible English II Honors Geometry Honors World History Biology Honors Spanish I Elective	Bible English III Honors Algebra II Honors Govt/Econ Chemistry Honors Spanish II Business Comp	Bible English IV Honors Pre-Calculus/Stats AP U.S. History Physics/Anatomy Spanish III Honors Elective	Bible AP/DC English AP/DC/Business Calculus Physics/Anatomy AP/DC Psychology Hebrew Elective

**HIGH SCHOOL DIPLOMA REQUIREMENTS - HONORS**

**PURPOSE**

- To encourage and motivate above-average students to enroll in a challenging sequence of courses during their high school years.
- To better equip above-average students for the challenging rigor of college coursework.
- To set forth a worthy goal for above-average students so that more of the school’s excellent students can earn their deserved academic honors.

**STRUCTURE**

- Honors diploma students must earn a minimum of **30 units** from the list of courses offered.
- Enrollment in an Honors course must have approval from subject teacher. Refer to the 2021-2022 High School Course Directory for requirements to maintain enrollment in honors classes.
- At least seven honors units are required. Six of the honors units must be in core subject areas (English, Math, Science). One unit may be in Fine Arts. These units may be earned in 8<sup>th</sup>-12<sup>th</sup> grades. An honors diploma can only be earned according to the above course specifications along with a cumulative grade point average of at least a 4.20 for high school courses taken in 8<sup>th</sup> -12<sup>th</sup> grades.  
The following three levels of graduation honors are bestowed to seniors who have met all honors diploma requirements:
  - **Cum Laude (Honors)** - The students must have a minimum GPA of 4.20, cumulative for high school coursework, including high school courses taken in the 8<sup>th</sup> grade.
  - **Magna Cum Laude (High Honors)** - The students must have a minimum GPA of 4.40, cumulative for high school coursework, including high school courses taken in the 8<sup>th</sup> grade.
  - **Summa Cum Laude (Highest Honors)** - The students must have a minimum GPA of 4.80, cumulative for high school coursework, including high school courses taken in the 8<sup>th</sup> grade.
- Students in the Honors Program may be offered the opportunity to take selected courses, not offered at ACS, off campus at a local college. If this arrangement is made, those courses will receive AP weighting.

- Valedictorian and salutatorian awards will be given only to students in the honors program.
- **Service Hours** - student must have 80 service hours which can be earned through missions' day activities, Beta Club service hours and other independent service.

### **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.
- Students are ranked according to their weighted GPA which includes all of their high school level credits.

### **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.

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.

Graduates will be allowed to wear honor cords and stoles. All graduation regalia **MUST** be approved by ACS prior to the ceremony.

### **CO-CURRICULAR ACTIVITIES**

#### **Service Hours**

All ACS Students are required to complete service hours prior to graduation. Service hour requirement for graduating seniors receiving a college prep diploma is 50 hours. Service hour requirement for graduating seniors receiving an honors diploma is 80 hours. Students may use missions' day hours earned and required Beta Club service hours toward the graduation requirement.

#### **Senior Beta Club**

Membership in the ACS chapter of the National Beta Club is granted to high school students with a transcript reflecting an 85 or above in EVERY course. Grades are reviewed at 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 middle school students with an 85 or better in core subjects (English, Math, Science, Social Studies, and Bible). Grades are reviewed at 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 6-12. 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 spring. 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 K3-K4, students in grades K5 -5 and students in grades 6-12 participate in chapel services together. ACS sponsors additional opportunities for spiritual training such as retreats, and spiritual leadership training through our advanced Bible courses.

### **EXTRA-CURRICULAR ACTIVITIES**

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

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

### **Athletics**

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

The Athletic Department's philosophy, procedures, expectations, and general information can be found in the Athletic Department Policy Manual.

### **AWARDS**

#### **Principal's Honor Roll**

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

#### **Honor Roll**

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

#### **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 who were present every school day will be honored at the end of the year ceremony. ***Due to COVID 19, we will not present perfect attendance awards in order to encourage children to remain home when they are ill.***

## **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, Mimios, LCD projectors, PDAs, iPads, iPods, Kindles, Chromebooks and all other electronic devices capable of attaching to the ACS network using any method.
- Use of these devices on the ACS campus shall be considered a privilege, not a right.
- Failure of a User to follow acceptable use standards may result in termination of technology privileges, appropriate disciplinary action as stated in school policies, and possible notification of law enforcement.
- Anderson Christian School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted within or through technology usage at ACS.
- Internet, email and phone use at ACS shall be used primarily for educational purposes.

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

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

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

- Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature following the guidelines of the ACS anti-bullying policy.

## **RESPECTING TECHNOLOGY EQUIPMENT**

- **Chromebooks (Elementary K5-5<sup>th</sup>)**
  - Users must keep the device face clean at all times.
  - Users will have a charger available at all times during school hours.
  - Users should not leave their devices unattended at any time. Do NOT expose the device to extreme heat or cold.
  - ACS retains the sole right of possession of the student issued device.
  - Users will not remove the device from the classroom unless instructed by their teacher.
- **Chromebooks (6<sup>th</sup>-12<sup>th</sup>)**
  - It is highly recommended that Users purchase an adequate protective case for the student purchased 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.
- **Staff Technology**
  - It is highly recommended that staff purchase an adequate protective case for the ACS issued technology.
  - ACS will issue technology to staff members based on their roles and needs.
  - ACS retains the right of management to all devices issued.
  - Users will exercise care when using ACS issued technology, and will be completely liable for any damages caused by more than normal wear and tear. If a device is returned in unsatisfactory condition, the user will be responsible for any costs involved in replacing the device.

- This technology includes but is not limited to: Laptops, iPads, Desktops, Projectors, Cables, and adapters of any kind.

### **ACS SYSTEM SECURITY**

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

### **ILLEGAL ACTIVITIES**

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

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

### **PLAGARISM AND COPYRIGHT INFRINGEMENT**

- Users shall respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by a copyright. Students should check with teachers and support staff regarding laws. Faculty and staff should check with administration regarding laws.
- Users shall not plagiarize; therefore, they should cite all quotes, references, and sources. Acknowledging the source of a copyrighted material does not substitute for obtaining reproduction rights.

- Users may reproduce copyrighted works within the limits of fair use, and using proper citation. Fair use is explained at: <http://www.copyright.gov/fls/fl102.html>
- Users of Anderson Christian School’s devices will not install pirated software. All users should be aware that disseminating illegally obtained software (pirated) is a federal offense which is punishable by imprisonment, fine, or both.
- Users will not copy or steal any software from Anderson Christian School devices.
- Users may not install any program without the teacher’s express permission.

## **TECHNOLOGY ETIQUETTE**

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

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

## **INAPPROPRIATE ACCESS TO MATERIAL**

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

Inappropriate material is information that is:

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

## **RESPECTING RESOURCE LIMITS**

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

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

## **UNACCEPTABLE AND PERSONAL USE**

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

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

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



- Gaining access by using another’s credentials.
- Using the Internet to access bandwidth grabbing programs unless authorized to do so.
- Violating copyright laws (anything from the Internet should be regarded as copyright protected and permission should be obtained for appropriate usage).
- Downloading or uploading any data or material not specifically related to your 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 GMail). Email that originates from or is received by a school owned computer or its contracted hosting company is the property of Anderson Christian School and can be used for or against during a legal proceeding.

- Purpose of the student assigned gmail account:
  - Communicate and collaborate with school staff and fellow students
  - Downloading of eBooks and other electronic material.
  - Use of this account is a privilege and can be revoked at any time
- Use of email accounts by students will align with the student handbook’s code. Users are expected to 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**

### **Purpose of Discipline at ACS**

- **Faith**
  - o Guide students to use the Bible for decision making in every area of the student’s life
- **Excellence**
  - o Guide students to respect God, those in authority, and himself
  - o Guide students in the pursuit of excellence in every area of the student’s life
- **Service**
  - o Guide students in practicing Christian service to others in the student’s life including a respectful servant attitude.

➤ **Community**

- Guide students to personal and community accountability for actions
- Practice “Once a Lion, Always a Lion”

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

**LOWER SCHOOL GUIDELINES**

- ✓ In order to be effective and consistent in our discipline, the following steps are utilized. However, when the problem is severe, a student may be sent directly to Dr. Cutler.
  - **Warning**
  - **Natural Consequences**
  - **Communication to Parent**
  - **Detention** (30 minutes or 1 hour)
  - **Office Referral**
  - **Suspension**
  - **Disciplinary Probation**
  - **Distance Learning**

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

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

**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 2021-2022 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.

<b>INFRACTIONS</b>	<b>DEMERITS</b>
Tardy to school/class	2
Dress code violation	2 + sent home to change
Eating where prohibited	2
Gum	2
Lack of classroom materials	2
Running, loud talking in halls	2
Not following class procedures	2
Not following lunch procedures	2
Talking without permission	3
Cell phone usage during school hours	3
Not keeping hands to self	3
Misuse of electronic devices	3
Public display of affection	3

Rowdy behavior (Horseplay)	3
Improper conduct	4
Taking someone's belongings without permission	4
Classroom disruption	4
Disrespecting peers (verbal or written)	4
Sleeping during class	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
Honor Code violation	10
Leaving school without permission	10
Cheating/Plagiarism (See Note)	10 + zero for assignment
Possession of obscene material	10
Lying	10
Stealing	15
Offensive/Vulgar speech or actions	15
Skipping Class	15
Direct disobedience/ disrespect	15
Purposefully damaging school property	20 + replacement cost
Fighting or Instigating a fight	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 USAGE IN THE UPPER SCHOOL (6<sup>TH</sup>-12<sup>TH</sup> GRADE)**

Students are permitted to have cell phones in their backpacks during school hours. Cell phones are to be on silent and may not be taken out during the school day. 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.

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 decrease demerit values based on the circumstances relevant to each particular case.

Please keep in mind that the student can be placed on a distance learning program before 60 demerits if their behavior is a continual problem. Infractions are cumulative throughout the entire school year.

### **CONSEQUENCES**

(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)

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; can not attend any school functions
60 demerits.....	Distance learning for remainder of the year *

\* Distance learning will require students to participate from off campus via Google classroom. Teachers will provide a Google meet link. It is the student's responsibility to join the meet at the corresponding class time. 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. 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.

\*\* Demerit reports will be pulled by Mrs. Carroll at the end of the day on Mondays. Mrs. Carroll will contact the students' parents and record the contact. Mrs. Carroll will assign detention duty on an as needed basis. She will alert teachers of their duty on Monday afternoon for the following Wednesday morning duty.

### **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.

## **SEARCH AND SEIZURE POLICY**

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

## **THE HONOR CODE**

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

### **Lying:**

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

### **Cheating:**

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

### **Defaming Others:**

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

### **Intentionally damaging the property of others:**

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

### **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.

### **Plagiarism:**

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

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

### **Gender Conformity and Sexual Purity:**

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

The disciplinary process 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.

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

## **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 worshiping 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** be clearly visible below the t-shirt. No beachwear, no bike type, no cut offs.
- Ripped jeans are permitted if rips are at the knee or below. If rips are above the knee, the rip must **NOT** show any skin. Jeans or pants cannot be sagging or tight fitting.
- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays.
- Undergarments must not be visible at any time.
- Slippers may not be worn.
- No beach style flip-flops, (rubber thong style)
- Hair will be well groomed and may not extend below the eyebrows, top of ear, or top of the collar. No ponytails, "man-buns" or extreme hairstyles. Extreme bleached/color treated hair is not permitted. This includes non-natural hair colors. Side burns are not allowed below the earlobe.
- No hats, hoods, or caps (this includes hats, sunglasses, do-rags, bandannas, etc.) may be worn during school hours or in the school building. A "hat pass" may be purchased from student council at the beginning of a quarter for use each quarter.
- At school sponsored pool parties, boys must wear dress code length trunks. T-shirts are not required.
- No body piercing, ear piercing, or visible tattoos. No gauges in any body parts are allowed. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.
- Boys may wear one modest necklace if desired.
- No facial hair. Students must be clean shaven.
- Clothing must be in accordance to one's biological gender.

### **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. Shorts may be dress or casual but MUST be clearly visible below the t-shirt. No beachwear, no bike type, no cut offs.
- Ripped jeans are permitted if rips are knee or below. If rips are above the knee, the rip must NOT show any skin. Jeans or pants cannot be sagging or tight fitting.
- No Gothic style dress. No items with alcohol, tobacco, profanity or any discriminatory or inflammatory displays
- Open back or low-neck blouses or dresses are inappropriate. Halter tops, tube tops, or other shirts or blouses that leave any part of the midriff or back bare are not appropriate. “Cold-shoulder” shirts are permitted but must have the 2-inch wide shoulder covering. No “off the shoulder” tops. All tops must have at least a 2-inch wide shoulder covering.
- Yoga pants/leggings may not be worn as pants. Tops should be worn that are modest
- No cleavage or any part of the midriff shall be visible.
- Proper undergarments are to be worn with all clothing and must not be visible at any time. Camisoles should not resemble lingerie.
- No beach style flip-flops, (rubber thong style)
- Hair must be well groomed and avoid extremes. Non-natural hair color is permitted but must not be a distraction to the learning environment. Non-natural hair color should be approved by Dr. Cutler prior to coloring.
- No hats, caps, bandanas, or hoods from hoodies are to be worn during the school day.
- Girls may have no more than three piercings in each ear.
- Additional visible body piercings are not permitted. No gauges in any body parts are allowed. No tattoos of any type. If a student already has a tattoo, the student will be required to cover the tattoo at all times including extracurricular events.
- At school sponsored pool parties, one-piece bathing suits and tankinis (that cover the midriff) are appropriate. Two-piece bathing suits must be covered with a colored (not white) tee shirt at all times.
- Formal attire at school functions must meet the following guidelines: dresses must be no shorter than three inches above the knee (including splits); cleavage area must be covered; back of the dress must not go lower than mid-back (bra-strap length); cannot be strapless.
- Girls in pre-school through third grade are permitted to wear a spaghetti strap dress without a covering, but fourth grade and above 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.

## 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.

Students driving and parking regulations on the school campus are as follows:

- Students must purchase a \$5.00 parking pass prior to parking on campus
- 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 off 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 administration's 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.
- No loitering in the school parking lot outside of school hours is permitted.
- Once school is over OR you have signed out, you must leave campus.

## SENIOR PRIVILEGES

ACS relies on Senior Leadership to help direct the student body and ultimately lead them to a full relationship with our Lord and Savior, Jesus Christ. This is an awesome responsibility that we believe our seniors are ready to accept as part of our ACS community. The senior class must lead our student body in faith, excellence, service and community. In tasking them with this leadership, we provide privileges not afforded to other classes on campus. These are privileges and not rights. Privileges can be revoked in cases of abuse. The 2021-2022 senior privileges are:

- Seniors may have their cell phones in their pockets but may ONLY use them in the senior lounge.
- Seniors may use laptops instead of chromebooks. Laptops can be assigned to the senior WiFi network.
- Seniors will be allowed to paint their parking spots in the lower parking. Spots should be chosen and painted on designated days in the summer.
- Seniors will be allowed to drive to field trips, missions' day activities, and away games (with written parent permission). Seniors may NOT transport other underclassmen to any events. Parents must give written permission for a senior to transport other seniors on school sponsored activities.
- Seniors have access to the senior lounge. The lounge can be decorated by each senior class. It must be kept neat and clean. Noise should be kept to a minimum so as to not disturb other classes. Lights must be kept on at all times.
- Seniors may eat and chew gum in the senior lounge ONLY. Food, trash, and gum must be disposed of when leaving the senior lounge.
- Senior boys may have facial hair. Facial hair must be neat and trim. Any requests to trim hair must be resolved or the student will be asked to shave.
- Senior boys may have hair that extends to their mid ear. Hair may not be slicked back or pulled back to meet the requirements. Any requests to remain within these guidelines must be resolved immediately or the student will be asked to trim their hair to within the standard school guidelines.

## **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.

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

### **PETS**

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

### **MUSIC**

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

### **SEASONAL EMPHASIS**

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

### **WATER BOTTLES**

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

### **CLASSROOM FOOD**

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

Communication is extremely important between the teacher, student, and parent. Previous information about a student's past educational experiences or present struggles can enhance the

effectiveness of the teacher with the student. After the first nine-week period, a Parent/Teacher contact is required for all students. Conferences are held on an “as needed” basis at this time. Parents are strongly encouraged to resist the urge to talk with the teacher prior to the beginning of the school day when dropping off the student or directly following school when picking up the student unless an appointment has been scheduled. If you need a conference to check on your student’s overall progress, to discuss a test grade, etc., please schedule an appointment.

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

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

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

### **PROSPECTIVE FAMILIES**

Campus tours will be scheduled throughout the school year for prospective parents. Prospective students may shadow ACS classes with prior approval from 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).

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

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

A grievance against Dr. Cutler may be brought to the Chairman of the Board, Mr. Jason Rutland, 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 2021-2022 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