

AURORA

CHRISTIAN SCHOOLS

ELEMENTARY PARENT/STUDENT HANDBOOK



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AURORA CHRISTIAN SCHOOLS

Administration

Dr. Collette House, Superintendent
Dr. Stacy Beebe, MS/HS Principal
Mayra Johnson, PS-5th Principal
Holly Henning, Academics/Activities Director
Dan Beebe, Athletic Director

Support Staff

Deb McKinney, Administrative Assistant
Valerie Anderson, Administrative Assistant
Julie Zielke, Administrative Assistant

SCHOOL ADDRESS AND CONTACT

Aurora Christian Schools
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 Aurora, IL 60506
 630.892.1551
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IMPORTANT SCHOOL CALENDAR DATES

Block Party, 10:00am-2:00pm.....	Aug. 17	Open House.....	Mar. 9
First Day of School (K-5).....	Aug. 21	Open House.....	Mar. 9
First Day of School (Preschool)	Aug. 26	No School, Professional Development	Mar. 13
No School, Labor Day.....	Sept. 2	Parent Conferences	Mar. 10
Grandparents' Day.....	Sept. 27	11:30am Dismissal, Resurrection Celeb...	Apr. 3
Parent Conferences.....	Sept. 30 – Oct. 3	No School, Easter Vacation.....	Apr. 6-Apr. 17
No School, Professional Development	Oct. 9-11	Classes Resume.....	Apr. 20
No School, Thanksgiving	Nov. 27-29	Standardized Testing (1st-5th)	Apr. 22-24
12:00pm Dismissal, PS-5th.....	Dec 20	CityServe Service Day.....	May 15
No School, Christmas Vacation	Dec. 23-Jan. 4	No School, Memorial Day.....	May 25
Classes Resume.....	Jan. 6	No School K-5th, Grading Day	May 26
No School, Martin Luther King Day.....	Jan. 20	Field Day.....	May 28
No School, Presidents Day.....	Feb. 17	Last Day of School.....	May 29

REVISION POLICY

Aurora Christian Schools reserves the right to change policy or procedure in the Parent / Student Handbook at any time when, in the discretion of the administration, it deems the change to be in the best interest of the school.

VISION STATEMENT

The vision of Aurora Christian Schools is to be an authentic Christian community, unified by our common faith in Jesus Christ. As a cooperative body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

MISSION STATEMENT

To lead students to a personal relationship with Jesus Christ, educate them from a Christian worldview, and prepare them for a life of service to Christ and their world.

THEME FOR THE YEAR

This year's theme will focus on Philippians 4:13 which states-*"I can do all things through him who strengthens me."* We are excited to be a part of TEAM JESUS; the greatest sports team of all time! Just as a team needs teamwork to be successful, our team which consists of parents, student and school, need to work together to help their student succeed. We will work as a TEAM to put into practice our mission of Relationship, Education and Service.

STATEMENT OF FAITH

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.

We believe that God created Adam and Eve, labeling them male & female and man & woman. Biological sex and gender are divinely connected and represent the image of God in people.

We believe that God has ordained marriage solely as the exclusive union of one man and one woman.

We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His Ascension into Heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that Blessed Hope": the personal, visible, premillennial and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

*This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Board of Directors of Aurora Christian Schools is the final interpretive authority on the Bible's meaning and application for the purposes of Aurora Christian Schools' faith, doctrine, practice, policy, and discipline.

CHRISTIAN PHILOSOPHY OF EDUCATION

"Before the mountains were brought forth, or ever you had formed the earth and the world, from everlasting to everlasting you are God." -Psalm 90:2 (ESV)

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

- There is only one God (Deut. 6:4), who exists eternally in three persons: God the Father (2 Cor 1:3), God the Son (Heb 1:1-8), and God the Holy Spirit (Eph 4:30).
- The universe and all within was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
- This eternal God has revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2; 2 Ti 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).
- Man's relationship to God was broken by the sin of Adam and Eve (Ge 3); therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Co 15:22; Ro 3:23, 5:14, 6:23; Eze 18:4).
- Jesus Christ, through the miracle of the incarnation, lived among men and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
- A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18,26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian Education will recognize that:

- God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
- A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of thought that are incompatible with biblical truth.
- The primary purposes of Christian education are:
 - to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
 - to nurture, admonish, & encourage the student to live in conformity with the revealed will of God;

- to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
- Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
- Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
- God has ordained marriage between one man and one woman (Ge 2:18, 22, 24), the family (Ge 1:27, 28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way he should go: even when he is old he will not depart from it." -Pr 22:6 (ESV)
- The biblical and philosophical goal of Aurora Christian Schools is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian Schools, all employees and students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian Schools retains the right to terminate any employee or refuse enrollment to or expel any student who engages in sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) or who identifies as homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender (Ge 1-2, Lev 20:10-16; Mt 15:18-20; Ro 1:26-27; 1 Co 6:9-10).

CORE VALUES

As is highlighted in our Mission Statement, Aurora Christian Schools seeks to promote the following core values:

1. **RELATIONSHIP**
 - a. Our greatest desire is to encourage and support students in their development of a strong personal relationship with Jesus Christ.
 - b. We endeavor to provide both curricular and extra-curricular opportunities for students and families to develop meaningful relationships within a Christian community.
2. **EDUCATION**
 - a. Our primary responsibility is to provide a quality education from a biblical worldview.
 - b. Our goal is to assist and encourage each student to reach his or her maximum academic potential.
 - c. We believe that each student should be provided with the academic foundation to succeed in further education/training for whatever career/life path the Lord directs.
3. **SERVICE**
 - a. We believe that Scripture commands Christians to love and serve one another.
 - b. We believe that we are called to help students develop habits of service that will continue throughout a lifetime.

HISTORY OF AURORA CHRISTIAN SCHOOLS

Aurora Christian Schools (ACS) began as a dream in the hearts of concerned parents and Christian citizens, and on January 7, 1975, about 40 persons met to discuss the possibilities of such a school. A board was formed, curriculum chosen, teachers selected, and, on September 3, 1975, school opened with 82 students (grades K - 9) in facilities loaned by Claim Street Baptist Church. Enrollment was 114 at the end of the first year.

Pupil population grew to 220 at the beginning of school year 1976-77. The Aurora Christian Preschool and the tenth grade were added. This enrollment required additional facilities which were provided by First Presbyterian Church.

The need for our own building was clear. A large building, with adequate land, central to the Fox Valley and surrounding communities was urgent if ACS was to continue to grow. The Milford Tool and Rivet Company was selling just such a building. July 30, 1976, escrow was closed and remodeling construction began at 801 W. Illinois Ave.

The resulting facility was the product of thousands of hours of volunteer work (and some contracted labor) and many love gifts from interested and caring friends. The building was an open beamed, high-ceilinged, concrete and steel factory. It became a warm, comfortable, pleasant school building--the result of "love going to work."

By the end of the 1977-78 school year, pupil population had swelled to well over 380 students...once again we faced the need for larger facilities. On Saturday, June 3, 1978, a public auction was held at 14 Blackhawk St. Through a miracle, the old Benjamin Franklin Junior High School--a building of 73,000 square feet of classrooms, offices, gymnasium, auditorium, etc. on a full city block--became the property of ACS for \$150,000! Families and friends of

our school again performed a monumental task of completely redecorating the "new" building by August 28th, the first day of classes for 1978-79.

Over the next several years, pupil population continued its steady climb. June of 1986 saw the groundbreaking for a new addition to our 801 W. Illinois Ave. campus. One year later, there were 26,000 more square feet at 801, containing 18 new classrooms, a full size gymnasium, and a dramatic 145 foot long two story atrium connecting the two buildings--enough space for 500 new students!

Two major milestones were reached in 1988. Our school received full accreditation from ACSI (Association of Christian Schools, Int.) and full recognition from the State of Illinois Board of Education. The latter enabled us to join the IHSA (Illinois High School Association) as full members for athletic and other competitions. In 2003, our school also received full accreditation from NCA (North Central Association).

In April of 1997, God continued the miracle called ACS with the addition of 116 acres of land near I-88 on Deerpath Road. In 2003, portions of this property were sold and loans were acquired to allow the purchase of an office/warehouse facility on Sullivan Road. Renovation occurred during the spring and summer of 2004. The Sullivan Road Campus was fully occupied by grades 6-12 during the spring semester of 2005.

This beautiful facility has enabled our high school enrollment to flourish, stabilizing around 300 students. Through generous donations of time and talents, a state-of-the-art football field and track were added to the campus for kickoff in the fall of 2008. During the summer of 2010, the decision was made to consolidate our campuses. All Preschool through 12th grade students officially came "Under One Roof" on Sullivan Road in February, 2011.

In November, 2012, the Lord provided another miracle with the refinancing of our debt! We were overjoyed to Celebrate His Faithfulness!! We continue to pray for God's provision. We are glad you are a part of the Aurora Christian Schools Family. To God be the Glory; great things He has done!

NONDISCRIMINATION POLICY

Aurora Christian Schools admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to ACS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Aurora Christian Schools.

If there is reason to believe that unlawful discrimination has occurred, a complaint may be filed.

1. Complaints must be in writing and delivered by mail, email, or hand delivery to the superintendent within 180 days of the date of the incident. The written complaint must describe the conduct or incident; explain details leading to belief that unlawful discrimination has occurred; and include the complainant's name, contact information, and signature. Anonymous complaints will not be investigated.
2. Upon receipt of a signed written complaint, the superintendent or designee will conduct an investigation and respond in writing within 30 days. If the complaint involves exceptional circumstances that require a lengthier investigation, the school will respond in writing to explain the need for an extension and a new date for a written response.
3. The school's written response will include a summary of the results of the investigation.

ORGANIZATIONAL STRUCTURE

The Aurora Christian Schools Board of Directors is a self-perpetuating, policy governance board. All educational and operational decisions - including curriculum, programs, and staff - are responsibilities of the Superintendent and administration.

Aurora Christian Schools functions best when all involved follow a simple principle of communication and problem resolution: involve the least number of people and at the lowest level possible. This approach is based on the teaching of Scripture as found in Matthew 18. When seeking resolution, we encourage students to meet individually with the teacher. Should no resolution result, the student and parent together should schedule a meeting with the teacher. Should no resolution result, all parties should together consult with the next level supervisor. Requests for meetings with supervisors prior to initial steps will be redirected appropriately.

PARENT STATEMENT OF COOPERATION

The following statement is printed on each enrollment application. Parents will be asked to affirm the statement with their signature on the application form.

We understand that enrollment in Aurora Christian Schools is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student as well as for the entire school. Therefore, if this application is accepted, we hereby give permission for our student's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with biblical principles of discipline as set forth in Scripture. We also understand that all students, regardless of age, must live with a parent or legal guardian to maintain enrollment. We will continue to uphold the authority of the teachers and staff of Aurora Christian Schools by recognizing their right to use necessary disciplinary measures.

We will acquaint ourselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard. If we ever find that we cannot accept the disciplinary

standards of ACS or if our student fails to meet the minimum academic requirements, we may withdraw our student or face possible dismissal. In the event of academic failure where no alternatives are available, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition monies paid. All tuition paid is nonrefundable, including the Tuition Deposit. We understand that the only exception to this policy is for a family who must move out of the school area. In that event alone, a prorated tuition refund will be made. We understand that we have entered into a contractual relationship with ACS for the payment of all tuition and related fees for the entire school year, and that we agree to abide by the tuition policies of ACS as stated above and in the Parent/Student Handbook.

SCHOOL RECORDS

If there is legal paperwork/documentation regarding custody or parental rights, it is the responsibility of parents to provide up-to-date information to the principal for review and to be added to the student's file.

STUDENT STANDARDS OF CONDUCT

Students of Aurora Christian Schools have a reputation of excellence to those in the community. Therefore as a condition of enrollment, students agree to abide by all the standards set forth in this handbook.

At the elementary level, a parent's signature on the enrollment form binds students to these standards from the point of initial enrollment until graduation or official withdrawal. This includes all summer vacations, holidays, and school breaks. Students begin signing this form in middle school.

ACADEMICS

Academic instruction is provided in Bible, language arts, mathematics, science, social studies, fine arts, and physical development. Any student failing three or more subjects at the conclusion of the quarter will be subject to review and possible dismissal.

Our teachers are more than willing to help students that are willing to help themselves. "Help classes" are offered frequently by the teachers. Individual assistance is also offered by the teachers.

If your student seems to be struggling with his/her work, you should meet with the teacher to discuss options regarding your child's progress.

ACADEMIC OBSERVATION

Academic observation is not a punishment. It is a reminder to students and parents of the seriousness of school work and the need to stay caught up in each subject. When a student is placed on academic observation, his/her parents will receive notification from the principal. The goal is to work together to help students succeed.

Academic observation can begin prior to the beginning of a quarter grading period, or when deemed necessary by the principal. A student will be placed on academic observation if progress needs to be monitored due to entrance exam results, if progress needs to be monitored due to the previous year's work, or if there is a year-to-date grade average below 70% in one or more subjects on the quarterly report card.

Any student on academic observation shall be ineligible to participate in any extracurricular school activities while on academic observation. This includes practices and games in athletics (in 5th grade).

A review will be made at the end of the observation period to determine the child's academic status for continuation or removal from academic observation.

ACCOMMODATIONS POLICY

Accommodations are academic changes made for a specific student because of a learning difficulty.

Accommodations are an adjustment of the curriculum or academic goals involving classroom, schoolwork, and /or homework for the purpose of helping a student be successful. All accommodations must be approved by the administration, documented in a Plan for Student Success, and reviewed regularly to determine their continued validity.

A student receiving accommodations will be evaluated by a team (principal, teacher(s), parents, and/or others) to determine the validity of accommodations and for recommended modification of current accommodations. The decision to accommodate will be made by the principal.

Parents whose students are receiving NILD™ educational therapy will have a meeting with relevant personnel to develop a Plan for Student Success. This plan will be devised taking into consideration recommendations from teachers, the student's therapist, and any other professional evaluations.

All accommodations will be reviewed regularly to determine their continued validity. Students receiving accommodations will have a written notation on their grade card and permanent record, stating which subjects have been accommodated.

ACCREDITATION

Aurora Christian Schools is fully accredited by the Association of Christian Schools International (ACSI). ACS also adheres to all applicable sections of the Illinois School Code [105 ILCS 5] and has achieved full recognition status as a nonpublic school with the Illinois State Board of Education (ISBE).

ADMISSION REQUIREMENTS

Admission to Aurora Christian Schools is determined by:

1. Student performance on the entrance exam (1st-5th grades, Kindergarten after 1st Quarter) and/or
2. CSI score of 100+ on the TerraNova Inview ability test (not administered to all students) and scores at or above the national norm in reading and mathematics on the TerraNova Test
3. Acceptable grades, conduct, and effort reports from previous school(s) attended
4. Completion of all Admissions Procedures.

ADMISSIONS PROCEDURES

Thank you for your interest in becoming a member of the Aurora Christian Schools family. It is our desire to make this process as simple as possible. The instructions listed below outline the steps necessary to become a student at ACS. If you have any questions, please feel free to contact the office at any time. As you begin this process, we encourage you to continually seek the Lord for wisdom and guidance in making these important decisions concerning the education of your family.

1. Schedule an interview with a school official. This interview is to familiarize you with the philosophy and goals of the school and also for the school to become acquainted with you.
2. An Entrance Exam may then be scheduled.
3. After the test has been scored, results will be shared with the family.
4. If both parties agree to continue the enrollment process, the following documents must be submitted to the school office for incoming first through fifth grades (incoming kindergarten, skip to step 7):
 - a. Standardized test results from the preceding school year (if applicable)
 - b. Copy of academic records/transcripts/report cards, including IEP, ISP or 504 Plans (Students who have ever been tested for learning difficulties must provide all results and/or documentation before admission). These records must be reviewed to determine if ACS can adequately service the student.
5. Based on the initial interview, previous test scores, transcripts, and placement test scores, and IL Student in Good Standing Form, final acceptance will be determined. The school reserves the right to admit students at its sole discretion.
6. If acceptance is granted, the following steps will complete enrollment:
 - a. Sign the Tuition Contract
 - b. Select a Tuition Payment Plan
 - c. Submit a \$250.00 Registration Fee
 - d. Complete family / emergency data with school secretary
 - e. Sign a Records Release Form

What's Next?

1. Registration: All paperwork (immunization records, medical release form, health form, pick-up slip, etc.) is to be completed before the first day of school.
2. Orientation: Parent Orientation is conducted before the first day of school by the principal and classroom teacher. It is important that both parents and students read and understand the Parent/Student Handbook.
3. Welcome to the ACS family! We look forward to working with you for the Christian education of your family!

ANIMALS AT SCHOOL

We ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day.

ASSEMBLIES

Special assemblies and/or programs will be conducted from time to time during the school year. Each student will be expected to attend and behave in the proper manner at these functions.

ASTHMA (EXERCISE INDUCED)

If your child is subject to exercise induced asthma, please communicate your child's possible conditions and reactions to the classroom teacher and the office and be sure it is on the medical information of your child's record. Your information will help the classroom teachers, physical education teacher, and/or the school staff to be prepared for activities that may induce an asthmatic reaction. In certain cases, a plan of action may include parental approval of administration of medication before possible activities.

ASTHMA MEDICATION SELF-ADMINISTRATION POLICY

ACS has a self-administration asthma policy. Forms must be completed by parents and doctors before a student is to be permitted to self-administer asthma medication. Aurora Christian Schools and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by a student. Forms must be renewed each year.

ATHLETICS

ACS offers interscholastic athletics for boys and girls (cross country, soccer, volleyball, basketball, and track starting in fifth grade). A participation fee is mandatory for each sport to offset costs involved. Insurance will be offered. If not taken, parents must sign a waiver of insurance. Participating students must have had a physical examination within the past year. All athletes and their parents must attend the Sports Information Night. All athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude. See also Academic Observation / Athletic Eligibility.

ATTENDANCE, ABSENCE, & TARDY POLICY

Aurora Christian Schools is a closed campus. Punctual and daily attendance is required at school and is a shared responsibility between the student and his/her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Aurora Christian Schools expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them. Attendance is taken every day.

There is no real substitute for actual classroom attendance. It is always the student's responsibility to make up all homework and class assignments that are missed because of any absence. One make-up day will be allowed for each day of excused absence. Assignments are posted on ParentsWeb and will be due based upon the number of days gone from school (1st day, 1st day things due, 2nd day, 2nd day things due, 3rd day, 3rd day things due, etc.). Quizzes and/or tests that were missed will be made up at the rate of two per day in the order they occurred. These will be made up only during the student's study hall, recess, or after school.

Definition of Terms:

1. **Tardy to Class** – A student is marked tardy to class if not present when class begins. Parents dropping students off after 8:00am (when the drop-off lane is closed) must drive to door #2 and the student should be signed in at the main office by a parent/guardian. If your child comes to school after 9:00am, the child will be marked as absent for half a day and should have a pass from the office. Tardies count against attendance records.
2. **Chronic or Habitual Absence/Truant** – Defined as a student who is absent without valid cause from attendance at regular school days. A doctor's note may be required for each health-related absence deemed necessary by school administration. Habitual absence is considered more than 5 days of absence per quarter, and this will be considered truant. A letter will go home reminding parents of the attendance policy and their child's number of days absent with a report. Legally, the State of Illinois considers any unexcused absence truancy.
3. **Excused Absence or Excused Tardy** – Defined as an absence or tardy that is reported for a valid cause as defined in the Illinois School Code: "Illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the parent/guardian for the safety or health of the student." These include and are not limited to pre-planned family vacation, car trouble, medical and dental appointments will be considered excused. Excused absences and excused tardies are documented as absence/tardy in attendance records. If your child is ill, please call the office and email the teacher by 8:00am on the day of the absence with the reason for the absence. At the request of the parent, teachers may be able to gather work homework each day with the expectation that the student will return with the assignments completed. This work can be picked up in the main office by then end of the day. If the teacher puts together a packet of work to be completed while away, the assignments may only be given to the family 2 days before the vacation. Teachers may not give the family the assignments before this time.
4. **Extended Absence** – If an absence is due to a serious illness or contagious disease, a note from a physician is required for readmission. Once it is confirmed as an extended absence (3 or more days), email the teacher explaining the reason for the absence.
5. **Unexcused Absence or Unexcused Tardy** – These include and are not limited unnecessary parent sign outs, missing carpool, oversleeping, shopping, needed to stay home (babysitting, waiting for repairman, etc.), or other avoidable absences. Students who leave campus without permission will be considered unexcused and subject to discipline. Students given an unexcused absence will be given a "0" for each subject and/or class period missed. All assignments missed due to an unexcused absence must be completed even though a grade of "0" will be recorded for each one (including quizzes and tests).
6. **Pre-Planned Absence** – Defined as a notification by the parent/guardian to the school 5 days prior to a student absence. Parents/guardians are discouraged from taking students out of school for vacation. The following are procedures in order for a pre-planned absence to be acknowledged:
 - a. The parent/guardian must contact the secretary to verify the request for absence at least 5 school days in advance. The secretary will communicate/email the principal for approval and the teacher for the information.
 - b. Absences will be noted in our information system, FACTS.
7. **Early Dismissal** – Defined as removing a student from school before dismissal time. The school does not encourage early dismissals and requests parents attempt to make appointments after school hours. Early dismissal from school creates gaps in student learning and interrupts academic time and end of the day

procedures and organizations. Students absent for early dismissal will be responsible to make up and complete work missed. If your child leaves school after being in attendance for one hour, the child will be marked as absent for half a day. Procedures for early dismissal include:

- a. For prearranged early dismissal for medical, dental, or other appointments, parents should write a note or email to the teacher at least a day (or 2) ahead of time if possible informing of the early dismissal with the student's name, date of early dismissal, and the reason for the early dismissal.
- b. For prearranged early dismissal for student athletes leaving with their ACS team, parents should write a note or email to the teacher at least a day (or 2) ahead of time informing of the early dismissal with the student's name, the date, and the reason for the dismissal. These early dismissals will not be counted as absences. The athletic office is to confirm the time for early dismissal.
- c. For early dismissal for family transportation to attend siblings' events, parents should write a note or email to the teacher at least a day (or 2) ahead of time informing the teacher of the early dismissal with the student's name, the date, and the reason for the early dismissal. These early dismissals will not be counted as absences. The athletic office is to confirm the time for early dismissal.
- d. Procedures for signing out your child for early dismissal:
 - i. Report to the office (do not go to the classroom to get student)
 - ii. Sign your student out (sign back in if returning after an appointment)
 - iii. The office staff will call the student to the office (unless the teacher has already sent the student to the office)

Notification of an Absence – Each day a student is absent from school the parent/guardian must email the teacher or call the school office (630.264.4055 and leave a VM if not able to reach the secretary) to report absence and reason before 8:00am. If an email or call is not received, the absence may be considered unexcused.

Excessive absence or tardiness will be addressed by the principal. If academic progress is impacted due to absences or tardies, the teacher will communicate these details with the parents and the principal and will be part of the communication with the parents.

A student absent for during the day of an extracurricular activity/club is ineligible to participate in the activity that day or evening. All participants must be in full attendance the day of any event. Any participant absent on the day of the event will be ineligible to participate in the event/program. To attend practice, a student may not be absent any part of that school day. Exceptions may be made for medical reasons.

AWARDS

Students will be recognized with awards for their academic progress and character traits based on the Fruit of the Spirit. This will be done throughout the year in the classroom and quarterly by the principal.

BIBLE

Bible study is of prime importance in this school, therefore, each student is required to take Bible each quarter he/she attends ACS. The course content will focus on the practical application of the Scriptures to daily living, stressing first and foremost that each student develop a personal, saving relationship with the Lord Jesus Christ. Weekly Bible memory assignments, homework assignments, and unit examinations may all be used for the grading structure of Bible class.

It is not our purpose to advance any particular denominational position or church dogma. Where there are differences of opinion among believers on any issue, students will be encouraged to consult with their parents to clarify the beliefs of their family and church.

Each new student (1st - 5th) will be given an ESV Bible at the beginning of his/her first school year. Kindergarten children will be given an ESV Bible for graduation!

BOOK AGREEMENT

Students will be issued textbooks at the start of the school year. Students are required to cover some of their textbooks (as directed by the teacher) with either brown paper or ACS book covers. (ACS book covers are available through the school office.) It is understood that the student will return these books to the school at the end of the school year in relatively the same condition in which they were received. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair.

BOOK CLUB

Many teachers participate in book clubs in the classroom. In these programs, students may order and pay for books or other items to take home and add to their library at home. Teachers earn points from these programs and then purchase items for their classroom with these points.

Occasionally, there are books that are controversial in nature because of content. We request that you as parents closely monitor the materials that your child desires from these programs. Please do not allow your child to order books that reflect values contrary to a biblical worldview. In the same way, we will not be offering book orders during the month of October due to the content.

CALENDAR

The school's calendar is posted on the website, www.aurorachristian.org. The fastest way to view all calendar information is to hover over the "quicklinks" at the top of the website and click on the "District Calendar" link to view the year or "Events Calendar" link to view daily events. There you can see all school information.

ACS observes and promotes Christian holidays and patriotic observances. However, we do not participate in secular traditions or observations.

CAR POOLS

Parents are responsible for forming car pools for the purpose of transportation of their children to and from school. The office will provide a listing of all school families living in your area at the beginning of the school year. The school cannot be responsible for the safety of the child in any car pool. Please be sure that the driver is adequately covered with insurance. All students are to be properly dropped off and picked up on school property.

CELL PHONES

Cell phones, handheld devices, smart watches, earbuds, etc. should not be seen, heard, or used during school hours or on certain school trips, unless initiated by classroom teachers for educational use. First violation will result in confiscation of the device, warning, and the student can reclaim the device in office at end of day. A second violation will result in confiscation of the device, disciplinary documentation, and reclamation in office at end of day. Upon further violations, further disciplinary actions will be issued and the device may only be reclaimed by a parent in the school office. Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic equipment. Cameras or picture phones are NEVER to be used in locker rooms or bathrooms.

Please do not contact your student on his/her cell phone during the school day. In cases of family emergency, the school secretary will take a message and notify your student. Students will be allowed to return emergency calls. Students should obtain approval from staff to use any type of cellular device before or after school in extended care to check for texts or voice messages or to phone parents/family.

CHAPEL

Regular chapel time will be held as part of the school program. Chapel attendance is required of all students whose class attends. Chapel is designed to provide a positive, meaningful experience for all students. Music, special speakers, Christian films, and chapel talks by our staff combine to make the chapel program. Students are expected to be courteous and respectful to chapel guests at all times. Parents are welcome to attend chapel at any time.

CHEWING GUM, CANDY AND FOOD

Chewing gum, food and candy may be eaten under the supervision of a teacher.

CLASS ASSIGNMENTS

Parental requests for specific teachers or classmates are not considered in determining class assignments.

Class assignments are made for the duration of the year. When there are multiple classes of a grade level, first through fifth grade assignments are made based upon gender, student learning style, student needs, ratio of new students and returning students, the instructor's teaching style, and the individual student personalities. When there are multiple kindergarten classroom, kindergarten assignments are made based upon schedule (half day/full day), gender, ratio of new students and returning students, and the individual student personalities. Kindergarten students may be moved by the principal from one classroom to another shortly after the beginning of the school year.

COMPUTER USE

Students may only enter the computer facilities while under faculty/staff supervision. No food or beverages are permitted near computer equipment. Filtered Internet access is accessible through the computers on campus. Students should not access the internet unless directed and supervised by a teacher.

The following uses of the internet are not permitted:

- Accessing, displaying, or sending offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Accessing Facebook, YouTube, Instant Messenger, or other communication webpages without teacher permission
- Downloading programs, games, or music
- Moving equipment, altering/adding/deleting any system/program/file settings, or making electrical/hardware/system connections (Violation of this rule will be considered vandalism)
- Damaging computers, printers, computer systems, or computer networks
- Copying software or another student's files without teacher authorization
- Intentionally wasting paper
- Employing the network for commercial purposes

- Violating copyright laws

DISCIPLINARY OBSERVATION

After evaluation and consultation with administration, faculty, and/or parents, or after misconduct by the student, circumstances may warrant that a student be placed on disciplinary observation. This status may be achieved by, but not limited to, excessive discipline violations, tardy and/or attendance violations, or the demonstration of an attitude deemed outside the expectations of ACS. The administration reserves the right to extend disciplinary observation status at any time to any student that warrants such, regardless of the students' position in the discipline system.

A student who is placed on disciplinary observation at any time during the school year is disqualified from taking part in all extracurricular activities. This includes athletic involvement with practices and games, music programs not required for a course grade, talent shows, plays, competitions, meets, fairs, festivals, ACSI events, etc. for the observation period.

1. Disciplinary observation will be for a time period determined by the administration. It will be at least 9 weeks long. However, the administration reserves the right to expel a student on disciplinary observation status at any time should the behavior warrant.
2. A student on disciplinary observation may be denied enrollment for the next school year.

At the end of the observation period there will be an evaluation of the student at which time the administration will determine if the student is to remain on observation, to be removed from school, or released from observation status.

DISCIPLINE

Standards of Conduct:

All students have freedom of choice in behaviors, but not freedom from resulting consequences. Discipline is intended to change/shape student behavior, and will be in effect at all ACS functions on or off campus. Enrollment at Aurora Christian Schools is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in Scriptures.

It is the goal and desire of every staff member at Aurora Christian Schools to help students take responsibility for learning and behavior. All ACS staff members are of equal authority and respect.

Discipline always begins with building a positive relationship with each student. Therefore, the student should know he/she is loved and respected as an individual. Discipline should be handled at the classroom level whenever possible. The teacher should counsel with each student regarding inappropriate conduct. If a student does not respond to the efforts of the classroom teacher, the teacher will be in communication with the parent(s) about classroom observations and student conduct.

The first concern of discipline is to aid the student in correcting undesirable behavior. The basic assumption in our classrooms is that no student has the right to interrupt either the teacher's teaching or the learning of the other students in the class. We believe that students should be taught to respond to their environment by selecting behavior and attitudes that are appropriate for the situation. When a student's behavior is unsatisfactory, the school will employ the appropriate means for correction. The following are illustrative steps that may be used to achieve right behavior and attitudes in students:

- Verbal warning to student(s) regarding their actions
- Student may be asked to call a parent in the presence of an authority to share their offense
- Correspondence with parents in writing (via ParentsWeb, email, note, phone call, or text)
- Dismissal from class by the teacher with the student reporting to the office
- Assignment of a detention by the principal
- Parent/Teacher conference (with or without student present)
- Parent/Teacher/Principal conference (with or without student present)
- Family payment for repair, replacement, or fines incurred
- Placement on "Disciplinary Observation" with letter documenting behavior and desired changes
- Out of school suspension (up to 3 days) by school administration
- Expulsion from school by school administration

A student may be suspended from school when other forms of discipline fail to bring about the desired change. Expulsion from Aurora Christian Schools is a possibility, but we pray that through parents, faculty, and the student working together in submission to Jesus Christ, that this would never be imposed.

In any area of discipline, the administration may determine that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable. If the situations warrant, the administration has the authority to suspend or expel a student from the school.

Level 1 Misconduct (Faculty and staff will address Level 1 misbehavior and may refer the student to the principal)	Range of Consequences
Loud, disruptive talking/noises that interrupt instruction	Classroom consequence first and communication to parent by teacher. Warning through disciplinary observation
Energetic play that should be kept for recess or P.E.	
Disorderly conduct (talking without permission, shouting, disrupting class, getting out of seat without permission, bothering others, roughness in line, disrupting the educational process/climate, repeatedly not completing homework, etc.)	
Dress code violation	
Electronic device violation	

Level 2 Misconduct (The student will be referred to the principal. Reporting to the local law enforcement authorities and SIRS may be warranted.)	Range on Consequences
Destruction of personal or school property	Warning through suspension Repeated Incidents: Can lead to immediate suspension and/or expulsion from ACS
Throwing objects (including snow and/or snowballs)	
Inappropriate or coarse language (rude, crude, lack of respect, profanity, etc.)	
Academic dishonesty (including forging signatures)	
Intimidation, mockery, bullying, or treatment of others in a disrespectful manner or hurtful way	
Dishonesty (lying or trying to deceive school personnel)	
Disobedience (refusal to comply or obey authority)	
Endangering the health, safety, or well-being of others	
Insubordination (disrespect of authority, refusal to obey authority, etc.)	
Offensive materials (possession of pictures, drawing, words, etc.)	
Profanity, vulgar, obscene language or actions (including "replacement" words)	
Possession of incendiary devices (lighter, fireworks, etc.)	
Tampering with emergency equipment, including but not limited to fire alarm pulls, AED, extinguishers, etc. (Family may be required to pay for repairs, city fines, and/or replacement)	
Theft (taking and removing personal property; possession of another's property without permission)	
Threats (an expression of intent to inflict evil, injury, damage, etc.)	
Truancy (absence from school without permission)	
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors, plus any Level 1 Misconducts that are ongoing	

<p style="text-align: center;">Level 3 Misconduct (The student will be referred to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities and SIRS may be warranted.)</p>	<p style="text-align: center;">Range of Consequences</p>
Antagonistic behavior (actions or words that are in opposition to the basic goals and objectives of the school and/or have an adverse effect on others)	Warning through expulsion from ACS
Harassment (Verbal or physical gestures or remarks that may be considered sexual in nature, repetitive teasing, etc.)	
Threats, violence, will actions that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students	
Possession or use of inappropriate items (alcohol, drugs or paraphernalia, tobacco or electronic cigarettes, real or play weapons, etc.) on or off school grounds	
Possession or use of explosives, firearms, or any other weapons at school	
Any gang affiliations, plus any Level 1 and Level 2 Misconducts that are ongoing	

DISCIPLINE – GROUNDS FOR DISMISSAL

It is not our desire ever to have to ask a student to leave Aurora Christian Schools. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal. At Aurora Christian, we believe that attitude is often more crucial than visible actions.

- Attitudes reflecting a "Flaunting of Sin."
 - As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices, which would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.
 - If the student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.
- Attitudes which Create Negative Tenor for Other Students
 - Proverbs speaks repeatedly about the power of a person's influence in others' lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor which continues to pull others down into wrong attitudes or conduct.
 - Students do not have to be Christians in order to attend ACS. We do not know of any Christian school that is composed of a totally Christian student body, no matter how much their handbook might attempt to legislate such.
 - At ACS, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.
- Attitudes which Continue to "Dampen" Spiritual Growth in Others
 - This would include any kind of mocking of the things of God, or the creation of a "peer pressure" that would make spiritual growth difficult for others.
- A Progressive Hardening Against the Things of God
 - Although everyone attending ACS is not required to be a Christian, we do desire that the experience at our school be one that makes Christianity progressively more and more attractive. But, for the benefit of all students, we cannot allow a continuing spiritual resistance in any student.
- Verbal Abuse to Fellow Students and/or Teachers
 - It is crucial to us that ACS be a safe place, even emotionally. Although we realize that "kids will be kids," it is imperative that verbal abuse will not be allowed.
- The Inability, or Unwillingness, of Parents to Work with us When Serious Problems Arise with Their Student
 - We, at ACS, believe that teamwork with parents is both Biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame shifting, denial, or defensiveness, it will not be possible to work together for the good of the student.

- It is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Some parents reflect the attitude, "My child is good, but other students are negatively influencing my child." Though we realize the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.
- If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school.
- At ACS, it is our conviction that in order to achieve success in the lives of our students, school administration, staff, parents, and students must work together within the objectives and purpose of ACS.

DRESS CODE

We want to create a good self-image in a child, which is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming of young ladies and gentlemen, in accordance with the principles of modesty which is set forth in Scripture. Students should dress in a way that neither dishonors God nor draws attention to themselves.

The dress standards that follow are intended as expressions of those principles. They are neither designed to promote legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste. However, fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Any writing or emblems that are offensive or antagonistic to the values and beliefs of ACS, as determined by the administration, will not be allowed. Sloppy, "grubby" or clothing that does not fit appropriately will not be permitted.

It is the parents' responsibility to see that their student is dressed appropriately for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

The dress code of ACS is to be observed each day during the school year including participants in school programs, performances outside school, field trips, etc. unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Writing, pictures, graphics on shirts that could be determined as mockery, a put-down, inappropriate humor, or defaming in any way should not be worn to school. Statements like "blame my parents," "I'm with stupid," "So wanted," "Got attitude," "You're dumb – I like that," and "I'm probably lying" are the types of examples of sayings that should not be worn to school.

All clothing should be labeled with your child's name.

General Guidelines

- Acceptable school attire:
 - Pants: modest fit dress pants, jeans, or sweats with no holes, and to be worn at the waist
 - Dresses, skirts, (girls only) that are a minimum length 6" from floor when kneeling (4th/5th)
 - *Tunics worn with leggings: minimum length 6" from floor when kneeling (4th/5th)
 - *In K-3rd, girls may wear modest sun dresses, sleeveless, and spaghetti straps
 - *Leggings/Spandex may be worn under appropriate fitting clothing
 - Shorts: modest fit dress, cargo, hiking, athletic shorts, or denim with no holes that are a minimum length 6" from floor when kneeling (4th/5th)
 - Shirts: collared, button-down, sweatshirt, pullover, t-shirt, (K-3rd) can wear tank top
 - Shoes: dress shoes, gym shoes, or boots
- Restricted attire:
 - Immodest fit, bare midriff, or see-through clothing
 - Clothing that displays secular artists, skulls, skeletons, weapons, or offensive material, or writing across the seat of the pants
 - Shoes untied, open toes, wheels in soles, slippers, socks only, bare feet
 - Hats or headwear (except Hat Day), including a raised hood or sweatband
 - Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
 - Chains, spikes or jewelry considered potentially harmful. (i.e. – wallet chains, spiked rings or necklace, etc.)
- Appearance Standards for Boys
 - Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck. If hair is braided, it is to meet these length codes
 - Headbands, barrettes, ponytails, buns will not be allowed
 - Nail color, visible tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry and gauges) are not permitted for boys. Earrings may not be worn on school grounds and whenever representing Aurora Christian Schools at school functions or activities
- Appearance Standards for Girls

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), and away from the eyes
- Wear foundation garments when appropriate
- Visible tattoos, brands, body mutilations, or body piercings (including any magnetic jewelry and gauges) other than ear piercings, are not permitted for girls

Dress Code Violations

When a child is in violation, the following procedure will be followed:

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the principal.
2. Second Offense: A letter will be sent home from the principal with your child explaining the dress code violation.
3. Third Offense: The parent will be called, and the child will remain in the office until he/she is in dress code.

ELECTRONIC EQUIPMENT

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, and musical equipment (iPods, etc.) are not permitted at school (unless preapproved by the teacher). This includes the school day, before school, or after school (see Cell Phones).

Electronic items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated and it is the parent's responsibility to reclaim them in the school office.

EMERGENCY CLOSING

Information regarding emergency closings will be relayed via an automated voice call and posted on the home page of the school website. Please be sure that all contact information is updated regularly through FACTS.-Students will be expected to turn in assigned work on the day school resumes after an emergency closing. Assignments not turned in during the period in which they are due on the first day back in school after an emergency closing will be considered late.

EMERGENCY / CRISIS

Aurora Christian Schools has developed a comprehensive crisis plan in cooperation with local and state authorities. ACS has reciprocal safety agreements with IMSA, Aurora Central Catholic HS, and Rosary HS. Multiple safety drills approved by local fire and police departments are held each year. Faculty members are trained in First Aid/CPR, and the school is equipped with Automated External Defibrillators.

Since the school will practice several types of drills (Fire, Tornado, Emergency Drill, etc.) during the school year, students should be cooperative and obedient to follow every direction of the teachers and/or staff. Students will be instructed in procedures and behavioral expectations.

EXTENDED CARE FOR WORKING PARENTS

Before and after school extended care will be provided for all students of working parents who must drop off their child before 7:30am or who cannot pick him/her up until after 3:30pm.

- Extended care hours are 6:30-7:30am and 3:30-6:00pm.
- The charges are \$2.50 for any part of an hour. Beyond 6:00pm, the rate increases to \$5.00.
- Frequent failure to observe the student pick-up deadline of 6:00pm may result in loss of after school extended care privileges.
- Bills are sent via email regularly, but parents may easily view statements on line by checking FACTS. Two bills will be sent via email in May, one in the middle of the month and another the day before the last day of school. The final balance is due before the report card will be released.
- Failure to keep bills current or payments returned due to insufficient funds may result in the requirement to have advanced payment for extended care privileges on a cash only basis or may result in loss of extended care privileges.
- Students in extended care beyond 4:30 will be permitted to have a snack and/or juice brought from home. Student snacks must comply with the Approved Snack List.
- Please contact the office immediately with any registration changes, phone numbers, persons picking up your child, etc. We must receive a note from the parent if any person other than a parent or a predesignated carpool driver will be picking up your child.

FIELD TRIPS

Each student may be charged a fee whenever his class takes part in a school sponsored field trip. Parents will be notified in advance of the cost. All field trips are optional. (An alternate activity may be assigned.) If parents choose for their child not to participate in a field trip or CityServe, they should keep their child home or find other care for their child during the time of the field trip. This will be counted as an excused absence in the attendance records.

According to Illinois State safety belt regulations, all children under the age of 8 are to be secured in an appropriate child safety seat. All children will be required to be properly secured according to the laws.

Parents will also be notified if chaperones are needed on a field trip. If you do choose to assist the teacher as a chaperone, no younger children or other individuals are permitted to attend the trip. Only parents or grandparents (after arranged with the teacher) can attend as chaperones on a field trip and/or serve as a driver. The following are guidelines for chaperones:

- If I am driving children other than my own on a field trip, I will submit to the classroom teacher a copy of my valid driver's license and current verification of automobile insurance. I will make sure the dates of expiration are readable and valid for the date of the field trip (the school office will photocopy these). I will submit these before the day of the field trip.
- If I have access to a cellular telephone, I will bring it with me on the trip for safety reasons. I will notify the teacher of the phone number, so he/she knows how to contact me.
- Students will be in seat belts at all times (Note that only one child is permitted per working seat belt).
- I am aware of the airbag restrictions in my vehicle, and I will comply with the rules for safe transportation of children regarding airbag restrictions.
- I will follow directions to the destination. I will obey the rules of the road in speed and driving procedures. If I arrive early to the destination or back at school, I will keep students with me and adequately supervise them. If I become lost or experience car trouble, I will call the school for instructions if the teacher is not available. I will be aware of the music and/or movie that may be played in the car.
- If a bus is being used, I will help in adequately supervising the students.
- If I have volunteered to chaperone and an emergency or a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get the message to the teacher (630-892-1551).
- The classroom teacher is in charge. As the leader of my group I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go and they will go where I go.
- I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
- I understand that this field trip is for the children in this class. I will not bring other children that are in my care on this trip.
- I will:
 - Bring a watch, noting meeting places and times to avoid making the group wait.
 - Comply with the dress code unless other arrangements have been set for the day.
 - Not chew gum or hand it out to the students unless students have permission to chew gum.
 - Not spend money on treats or souvenirs or bring "treats" for the group.
 - Not smoke or drink alcohol on the field trip.

FINANCES

All family financial balances may be viewed online at any time through the Accounting tab of FACTS. Account balances may be paid online through FACTS or in the school's Finance Office. All tuition payment plans are managed through FACTS. Information regarding FACTS may be found on the school website or by calling the school's Finance Office. Please note that registration and FACTS fees are nonrefundable.

Students with outstanding balances on student accounts (tuition, lunch, fees, fines, etc.) will not be allowed to take final exams. Parents who are in arrears with regard to educational expenses for their student(s) face the probability of attendance interruption until the deficit is removed. Aurora Christian reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid. Transcripts, access to final grade reports through FACTS, and high school diplomas will be restricted until all tuition and fees have been paid.

Need-based financial aid applications are available through the school's Finance Office and must be submitted by the end of March.

GRADE REPORTS

Individual class grades are available online through FACTS.

The school year is divided into four academic quarters. Report cards are sent home after the end of the quarter.

Grades on report cards are listed numerically except for grades in a few subjects. Kindergarten grades are posted as letter grades. Please refer to the section of the handbook titled grading scale for more information.

GRADING SCALE

Grading scale for all grades:

A+	100-99	B+	93-92	C+	85-84	D+	75-74
A	98-96	B	91-88	C	83-78	D	73-70
A-	95-94	B-	87-86	C-	77-76	F	69-0

* Numerical grades are assigned for academic subjects in grades 1-5.

* Letter grades are assigned for academic subjects in Kindergarten.

* O/S/U (Outstanding, Satisfactory, Unsatisfactory) are assigned for penmanship, art, band, computers (3rd-5th), music, physical education, conduct, effort, and seatwork (1st-2nd).

GRANDPARENTS DAY

Each year Aurora Christian Schools hosts a Grandparents Day. This special day is a half-day of school, and that time in the morning is dedicated to honoring Grandparents. Morning drop-off procedures remain the same as all other days in the school year, and a schedule of the events of the day will be produced prior to Grandparents Day.

Parents are encouraged to schedule a grandparent or a person to represent a grandparent (like a neighbor, friend from church, friend of the family, great aunt or uncle, etc.) to come and enjoy the program. Parents are also encouraged to approve the grandparent (or surrogate grandparent) to take the child for the remainder of the day after the Grandparents Day program. This coordination on the part of the parent helps the day to flow smoothly and will help to make the day special for the student and the grandparent (or surrogate).

After the program, all students are to leave school with the grandparent, surrogate, and/or parent, and be gone for the remainder of the school day. There will be no child care or extended care available.

HARASSMENT / BULLYING

Aurora Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

At Aurora Christian Schools, bullying is considered a form of harassment. The administration will discern the difference between conflict and bullying. To be considered bullying, all three of these elements must be present:

- Aggressive Behavior – overt action intended to cause harm to another person
- Imbalance of Power – intimidation of another person which creates fear
- Continuous Behavior – repeated action over an extended course of time

Suspected incidents of harassment will be investigated in a timely manner and will include interviews with the individuals involved.

"Bullying" includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student (or students) that has or can be reasonably predicted to have the effect of one or more of the following:

- 1) placing the student in reasonable fear of harm to the student's person or property;
- 2) causing a substantially detrimental effect on the student's physical or mental health;
- 3) substantially interfering with the student's academic performance; or
- 4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

"Cyber-bullying" means bullying through the use of technology or any electronic communication. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects described above as bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects described above as bullying.

Bullying is in conflict with the mission of Aurora Christian Schools. It is against state law and ACS policy. Incidents of bullying should be promptly reported to the principal via phone (630-892-1551) or email (Preschool & Elementary: mayra.johnson@aurorachristian.org; Middle & High school: stacy.beebe@aurorachristian.org). Formal disciplinary action is not permitted solely based on an anonymous report.

Upon report of an alleged bullying incident, the principal will conduct an investigation including personal interviews and review of documents or electronic communication. The principal will inform parents or guardians of students involved and will explain potential disciplinary measures (which range from detention to expulsion), recommend appropriate counseling or other interventions, and discuss possible restorative measures. Parents may request to meet with the principal to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. All reasonable efforts will be made to complete investigations of alleged incidents of bullying within 10 school days after the report date.

Retaliation against any person who reports an act of bullying is prohibited. Reprisal or retaliation (by student or adult) for reporting an act of bullying will result in immediate student suspension and hearing for possible dismissal from Aurora Christian Schools.

False accusations of bullying as a means of retaliation or as a means of bullying will result in disciplinary consequences ranging from detention to expulsion.

HEALTH AND IMMUNIZATION RECORDS

Aurora Christian Schools does not employ a school nurse; however, faculty members are certified in First Aid and CPR. Minor injuries will be treated in the office. All accidents which occur during the school day or on any school sponsored trip will be reported to the office immediately. In an emergency situation, 911 will be called. In cases of student illness, a parent is notified and encouraged to come pick-up the student. All student medications are administered and documented through the main office. The school and school personnel incur no liability for injuries occurring when administering medications.

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with authorization for emergency medical treatment. Parents of students with special health needs (e.g. diabetes, anaphylaxis) must complete a Special Medical Procedures form. A staffing with appropriate school personnel will be coordinated.

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required. Students will be excluded from school on October 15 if requirements for health examinations and immunizations have not been met [105 ILCS 5/27-8.1].

HEALTH GUIDELINES / MEDICATION

If your child should need to be on medication during the school year, we ask that only adults carry medicine.

- See the Asthma Medication Self-Administration Policy in this handbook.
- Bring the medication to the office in the prescription bottle (you may request 2 bottles from your pharmacist: one for home and one for school).
- Be prepared to give in writing the date, name of the medication, dosage, and time for administering.
- If the office is not open, give the information to the extended care worker/teacher on duty.
- If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on the bottle. Please, no envelopes or baggies.

If your child is at school and it is determined that he has a fever, we ask that you arrange to have your child picked up within 30 minutes of notification. A child should not return to school unless he has been fever free and free from vomiting and/or diarrhea for 24 hours. If your child has had a fever, vomiting, or had diarrhea the night before a school day, please keep your child home for the next school day.

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

- **Chicken Pox:** All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
- **Pinkeye:** Eyes must be clear with no redness or secretion and must be on medication for 24 hours.
- **Ringworm:** Contact the physician and the child must be receiving treatment (medication) and the ring must be completely covered by a bandage. After 48 hours of treatment, it is not contagious.
- **Strep Throat:** We must have a doctor's note and the child must be on an antibiotic for a minimum of 24 hours and be fever free for 24 hours before returning to school.
- **Head Lice:** When a case of head lice is found in the school, all students in the class will be inspected. If your child is found with head lice, we must have a doctor's or pharmacist's note verifying that the child has been treated. The office will need to check the child before he returns to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.
- **Hand, Foot and Mouth Disease:** When a case of HFMD is reported, a letter will be sent home to for all students who could get infected. HFMD is a contagious disease caused by a virus and spread by direct contact. See www.idph.state.il.us/health/infect/comm_disease_guide.pdf for details. A student infected may return to school when there are no blisters in the mouth or secreting lesions and fever free for 24 hours and well enough to actively and comfortably participate in school activities.
- **Fever:** Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness from spreading among other children in the class.
- **Vomiting or Diarrhea** (even though he/she may not have a temperature): the parent will be required to pick-up the child within 30 minutes of our call. Also, if your child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.
- **Food Allergy:** Students with severe and/or life threatening food allergies must register this information with the principal. A procedure must be in place in case an allergic reaction occurs on school property. Please schedule an appointment with the principal at the beginning of the school year to see that a procedure is established for your child. A child with severe and/or life threatening food allergies will not be able to attend Aurora Christian Schools until a procedure is established.

HELP CLASSES

Help classes may be offered by the classroom teacher if student is struggling with an academic area or failing a subject.

HOMEWORK

Homework is assigned for the purpose of review and reinforcement, not for teaching. Homework assignments not turned in when they are due will be considered late. Late assignments can lower the student's grade average. Students who habitually fail to do homework will be referred to the principal for disciplinary action. It is the student's responsibility to see that homework is completed. Students are responsible to get their parent's signature on the assignment notebook. Parents are responsible for checking the child's assignment(s) to confirm the assignment(s) are completed before signing the assignment notebook.

No homework (i.e., regular daily assignments) will be given over holiday vacations. Students may, however, be required to study for a test if the scheduled testing period for that class falls on the day following a vacation. If possible, no more than two tests will be scheduled on any one day.

ACS produces assignment notebooks for students to use during the school year. Assignment notebooks may show work not completed during the school day and homework assigned by the teacher. Teachers will orient parents to the assignment notebook procedures in their classroom.

INSPECTIONS

Search and Seizure: The administration is authorized to conduct searches based upon reasonable suspicion that a student has violated the law or school policy. School authorities may also inspect and search places such as lockers, desks, personal belongings, vehicles, parking lots, and other school property and equipment without notice to or consent of the student. Furthermore, within reason, the administration or designated school authorities may search places such as vehicles, lodging/accommodations, and personal belongings of students participating in or attending school sponsored events (i.e. athletic trips, Senior retreat, ACSI festivals, Mission Impossible, etc.). Any evidence found during a search will be confiscated. School authorities may require a student to cooperate in an investigation if there is specific information about activity on the student's social media account(s) that violates the school's disciplinary rules or policies. School authorities may require a student to share the reported content from the student's account(s) as part of the investigation in order to make a factual determination, but may not request or require a student to provide the password(s) or other related account information to gain access to the student's account(s) or profile on a social media website or app. Parental contact or consent is not warranted prior to search and seizure by school authorities.

INSURANCE

All students will be covered during school hours and while involved in any school activity by a blanket student accident insurance policy. This insurance is secondary to your personal (primary) insurance. There is no extra charge for this service. No additional insurance will be available through the school.

LIBRARY

We are pleased to provide a quality library and media center for our first through fifth grade students. Student ID cards function as library cards and are kept in the library. Books are checked out for one week and due the following scheduled class library day.

The Accelerated Reader program is available for 2nd through 5th grades from September through April. 1st grade students can participate when they are adequately prepared for success as recommended by the classroom teacher. Students earn prizes as they read books and pass tests.

Use of our school library is a privilege, which may be revoked because of improper behavior in the library or repeated failure to return materials on time.

If a student has outstanding fees in the library, that student will not be able to check out more books until the fees are paid.

LOST AND FOUND

The school maintains a "lost and found". Please make sure all personal items are properly labeled. The school cannot be responsible for lost or stolen items. At the end of each quarter, the lost and found will be cleared and leftover items will be donated.

LUNCH PROGRAM

A hot lunch program is available for students who do not bring a sack lunch. Hot lunch includes a carton of milk. Lunch prices are \$3.65 per day. Milk for students who bring their lunches will be available at the cost of \$0.65 cents per carton. 1st-5th grade lunch purchases will require student IDs. These will be issued by the school office at the beginning of the school year. There will be a \$5.00 charge for replacement IDs.

Except for special occasions, no food will be permitted outside of the cafeteria and must be kept in bags or lunch boxes in the designated location until lunchtime. Only students in 3rd-5th grade may have food heated in the microwave. Students are expected to observe the following standards of table manners and etiquette:

- Students will remain seated during their lunch period until the designated time for disposal of trash and return of lunch trays.
- Students are to leave their place at the table free of debris. All trays, silverware, and trash are to be placed in the proper areas when the lunch period is over.

MUSIC

Music is taught to students at Aurora Christian Schools because we believe in its importance as an act of worship and a sacrifice of praise. We encourage students to give the best of their musical talents to the Lord. Elementary vocal music will be taught to every student. Methods giving children experience in performing rhythms, melodies, and accompaniments on pitched and non-pitched percussion instruments leading them to note-reading ability are used. Students will also be trained in group singing, basic music history, listening, music appreciation, notation, and elementary composition. Band is an option for parents as an elective for 4th and 5th grade students. Concerts are scheduled during the school year. Non-participation in scheduled concerts will affect the student's music performance grade.

COMMUNICATION / FACTS SIS / PARENTSWEB

ACS is committed to providing strong school-home communications. In addition to Parent-Teacher Conferences, communication regarding class activities, special events, volunteer opportunities, etc. will be made through e-mail blasts. Each classroom teacher provides regular communication to parents and will make every effort to respond to individual parent messages. Monthly calendar information is posted on the school's website (www.aurorachristian.org) which has the events for the month as well as the hot lunch menu.

FACTS is a primary source of communication. Homework assignments, student grades, lunch menus, announcements, family accounts, discipline notes, medication logs, and teacher e-mail addresses may be accessed through the parent login on FACTS. A link to FACTS is available on the school website. To access these tools, each family must have a valid email account on file with the school. Please update your email information through FACTS or in the school office whenever changes occur.

Additional forms of communication will include weekly updates from the principal via email and a monthly "Fridge Notes" newsletter. It is the fundamental responsibility of the parent(s) to monitor their student's academic progress and initiate further communication.

ORIENTATION / BEGINNING OF THE SCHOOL YEAR / BLOCK PARTY

An all-school Block Party will occur the Saturday before school starts. Parents and students should attend the Block Party to complete school year "start-up" details and to become familiar with important policies and procedures. Parents must sign all necessary forms prior to the beginning of classes, and are responsible for all information concerning their student's enrollment at Aurora Christian Schools.

PARENT-TEACHER CONFERENCES

Parent - teacher conferences will be held twice each year. Conference dates are printed on the school calendar (the spring conferences are optional based upon request by the parent or the teacher). Parents may request conferences with any of their student's teachers. All conferences are by prearranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment.

When the fall Parent- Teacher Conferences are held, appointments may be scheduled in 15 minute increments. Parents are asked to make these conferences a priority and schedule their time with the classroom teacher.

A conference at times other than Parent - Teacher Conference week can be scheduled with the teacher.

PARTY INVITATIONS / BIRTHDAYS

If children are having a birthday party and wish to hand out birthday party invitations at school, the entire class must be invited or all of the boys or all of the girls. If only selected students are invited, the family should obtain home addresses and mail those invitations to the child's home. Please do not distribute selected student invitations on school grounds.

Birthday treats celebrating a child's birthday are acceptable. If these birthday treats differ from the approved snack list, coordinate with the classroom teacher prior to the event.

PATRIOTISM

We expect students to respect our country and the government. Students will recite the pledge to the American Flag daily. Out of respect for those who have served or are currently serving our nation, we celebrate Veterans' Day and observe Memorial Day.

PHYSICAL EDUCATION

Physical education is part of the regular school program. Participation is anticipated from every student. In the case of broken bones, surgery, or other medical situations, the need may arise for a student to be excused from P.E. Please submit your request to the physical education teacher. More information may be requested if necessary.

PICK-UP SLIPS

Aurora Christian Schools maintains a Pick-Up Slip on every child. This form must be completed by the parent/guardian. The school will not dismiss a student to someone not on this list unless we have written permission from the parent/guardian authorizing it. We ask that phone calls not be made to the office to arrange other rides. We need written instructions with parent/guardian signature.

RECESS

Aurora Christian Schools considers recess a privilege, not a requirement. Recess is held either outside (when weather permits) or inside (in the classroom or another part of the school). Students are expected to participate in recess daily. In the case of broken bones, surgery, or other medical situation, the need may arise for a student to be excused from recess. Please submit your request to the teacher. More information may be requested if necessary. Elementary recess is considered to be a time for students to play. We believe in the value of play time for the students during recess. When they are outside for recess, we want them to be actively playing. When students must be inside for recess, we encourage appropriate play in the classroom. We ask that playing cards not be brought to school. Toys should not be brought from home, as they could be lost, damaged, or destroyed.

Be aware that we do want the children to be outside, weather permitting. Elementary students may go outside until the temperature drops to 15 degrees F wind chill factor. In winter, children should come to school prepared to be outside in the elements. Gloves, hats, scarves, boots, etc. help make this time outside more enjoyable.

RETENTION POLICY

At the end of the school year, a determination must be made regarding a student's progress. At the elementary level, a student shall be retained in the current grade level if there is a failing grade (64% or below) in two or more subjects for the final evaluation. This is to be based upon the cumulative average for the school year. The report card and the permanent record sheet shall be marked appropriately.

Retention might also be recommended/required based upon a child's classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, standardized test results, input from outside of ACS, and/or parental input may all be used to help in making a retention recommendation/decision.

SAFETY

School safety and security are of paramount importance. Please see Traffic/Parking Lot Arrivals & Pick-Up. Tell your student never to accept a ride from anyone he does not know, even if that person knows your child's name. If the child is riding in a car pool, he is never to change car pools unless he has permission from his parent and the parent has notified the teacher.

Once in the building, students are not allowed to open or prop an exterior door for family, friends, students or staff. All guests, parents or tardy students need to enter through the main entrance, door #2.

SCHOOL DAY

Half Day Kindergarten 8:00am – 11:35am.

Full Day Kindergarten through 5th 8:00am – 3:05pm.

SCHOOL DIRECTORY

An ACS elementary directory will be available for participating families through ParentsWeb. This directory will include names, addresses, phone numbers, email addresses of parents and students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

SCHOOL PICTURES

School pictures will be taken each fall by a professional photographer and are available for parents to purchase. These pictures are used in the school administrative software and for student ID cards. Pictures are also taken in the spring. Details will be sent home in advance by the office.

SCHOOL VISITORS

Any person other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. A visitor's pass will be issued from the office for each approved guest. Parental visitation to the classroom is permitted during school hours, but pre-approval from the teacher is required for these visits. Parents who wish to eat lunch with their child and his/her friends may check in at the office for a Visitor's Pass and join the students in the cafeteria/lunchroom. Non-faculty adults will only be permitted to meet with students while under the supervision of a school employee. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child).

SNACKS

Each classroom teacher may establish a snack time for the students during the school day. Please see the Approved Snacks list provided at the Block Party and available online or in the office. Water is the only drink permitted for

snack time. **New this year, each class is a peanut-free classroom.** Please follow the guidelines the teacher provides for the classroom snack time.

SPECIAL NEEDS

Aurora Christian Schools desires to work with parents to help students with learning difficulties to succeed academically. However, we cannot provide services for every student with special needs. Test scores, current IEPs, current ISPs, and current 504 Plans will be reviewed in order to determine if we are capable of meeting a student's needs. Failure to submit prior testing/special educational records upon admission may result in immediate student dismissal. Upon admission, the Principal may develop an Aurora Christian Plan for Student Success (PSS). Copies of current testing must be on file at Aurora Christian Schools in order for a PSS to be developed and/or implemented. Plans will be reviewed annually to determine any revisions to PSS accommodations.

If a parent or teacher recognizes a possible learning difficulty, the Principal should be notified. A process to determine the scope of difficulty will be initiated. This process may include referral for testing (through the student's public school district or a private service) and discussion with each of the student's teachers. We will cooperate with the public school districts by attending staffings and reviewing recommendations for accommodations.

Students' needs for support services such as counseling and social work will be considered when there are tragedies, major events among the student body, or stresses within the surrounding community. Administration will consider the needs of the student body when making staffing decisions.

STANDARDIZED TESTING

Standardized achievement tests will be given during the spring semester of each at various grade levels. All students will be taught test taking strategies and standardized testing procedures from 1st grade through 5th grade. Dates will be published. Test results are available to parents at the end of the 4th quarter with the report card or when results are available.

SUPPLIES

Student supplies are to be purchased prior to the beginning of school. Lists of supplies are available in the office or on the school's website (www.aurorachristian.org).

TELEPHONES

Please arrange all matters ahead of time with your student. In case of emergency, the secretary will take the message and notify the student. Students will not be released from their classes to take a phone call.

TEXTBOOKS

At some grade levels, students will be issued textbooks at the start of the school year. Students must return these books to the school at the end of the school year in relatively the same condition in which they were received. If a book is lost or damaged, the student will be held responsible for the cost of replacement or repair.

TRAFFIC / PARKING LOT – ARRIVALS & PICK-UP

General Parking Lot Rules

1. Speed limit is 5 mph.
2. Park in the assigned lot. Parking at Aurora Christian Schools is to be in the designated parking spaces only.
3. No car is to be parked in a fire lane or traffic lane.
4. Do not leave your engine running while you "run in" to the building.
5. Do not leave children unattended in the vehicle.
6. Misuse of the traffic parking procedures may result in children being dismissed from Aurora Christian Schools.
7. Enter using the first Bowman Drive access on the west side of the building for student drop-off. Enter using Bowman Drive or Sullivan Road for visiting the office. Enter using Sullivan Road for afternoon student pick-up.
8. Exit using the second Bowman Drive access on the west side of the building or Sullivan Road for student drop-off. Exit using Sullivan Road for afternoon student pick-up.

Arrival of Elementary Students

Drop-Off Procedures:

- **6:30am-7:30am** - Drop-off students at door 30 for extended care (Monday-Thursday) and door 24 (Fridays) for dodgeball. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care.
- **7:00am-8:00am** – Drop-off location and time for middle school and high school, students are dropped off at door 11 (**student access only**). During this time, elementary students with siblings in middle school or high school can be dropped off with their older sibling. Elementary students will then walk down to extended care.
- **7:30am-8:00am** – General drop-off time, students are dropped off at door 11 (**student access only**).

- Monday-Thursday, parent should use drop-off lane in west/main parking lot outside of door 11 (7:45-8:00am is the best time for elementary drop-off).
- Student will exit vehicle, enter door 11.
- At 8:00am, door 11 will be secured with no buzz-in access.
- Friday is dodgeball days. Parents may park in main lot and come in through door 11 to watch dodgeball. There will be a visual check and sign-in for parents. If you are just dropping your child off for dodgeball, you can use door 24 for drop-off.
- Instruction begins at 8:00am. After 8:00am, parents need to drop students off at door 2, the main entrance, AND sign their child in. Student will then receive a tardy pass from the office.

Pick-Up Procedures:

Half-Day Kindergarten

- Pick-up time is at 11:35am at door 30.

Full-Day Kindergarten through 5th Grade:

- Student release begins at 3:05pm.
- Enter campus on Eagle Drive **from Sullivan Road** (by football field).
- Proceed on road between the building and football bleachers, follow the roadway *behind* the gym, follow the cones (set up in door 16 lot) and turn around, proceed back toward football field, follow the right turn and line up behind all the other vehicles.
- Display school authorized pick-up placard (with student's last name and grade) on the passenger side of dashboard ([see sample placard](#))
- Proceed through pick-up lane as traffic permits (see Image 1)
- Student(s) will be released from inside the building to come to your vehicle. Up to 7 vehicles will be loaded at a time. As students are safely loaded, the next 7 vehicles will move into place for student pick-up. Please remember to pull-up all the way to the marked location.
- Exit campus on Eagle Drive **onto Sullivan Road**.
* Middle/High School students may pick up sibling/carpool students at the pick-up location inside the building and walk together to door 11.

After School Clubs (when clubs begin):

- When After School Clubs are taking place, the after school club will communicate with parents on a pick-up location and time.

GENERAL NOTES:

- REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- PROCEED WITH CAUTION (SAFE SPEED LIMIT!!!), ALWAYS WATCHING THE VEHICLE IN FRONT OF YOU!
- If you carpool or send other *pick-up-slip-approved* adults to get your student(s), please request additional ACS printed placard(s) for each car that will be used for pick-up.
- Teachers, staff, and volunteer parents will rotate outside supervisory duties to help students into vehicles and to monitor student safety.

VISION AND HEARING SCREENING

The State of Illinois mandates vision screening for all preschool, kindergarten, 2nd grade, and 8th grade students. The State of Illinois also mandates hearing screening for all preschool, kindergarten, 1st, 2nd, and 3rd grade students. These screenings will be required for each student. The charge for this is included in your Activity Fee.

VOLUNTEER AIDES

Parents are encouraged to volunteer a part of their time on a regular basis to assist office staff, cafeteria staff, library staff, maintenance, fund raisers, etc. Our school could not function without our volunteers. Volunteer forms are completed at Parent Orientation. But, please call the school office if you are available and would like to know how you can help. All volunteers who may work alone with a student must fill out an application and submit to a fingerprint background check.

WATER BOTTLES

Water bottles with closing caps will be allowed in the classroom. These bottles must have closing caps and be made of plastic or another unbreakable material.

WEBSITE AND EMAIL

Please bookmark the ACS Website at www.aurorachristian.org. If you wish to email a specific teacher, click on his/her name/link on the staff page of the school website.

WITHDRAWALS

Withdrawals from the school must be done through the school office. Notice should be given one month in advance for all withdrawals if possible. There is a Student Withdrawal Notification form that must be completed by the principal and the parent. Contact the principal to get this form completed. The ACS Board of Directors will determine if tuition adjustment arrangements will be made for families moving out of the school area.

YEARBOOK

Yearbook pictures will be taken all during the school year. The charge for a yearbook is included in your Activity Fee. Yearbooks will be delivered in the spring. Yearbooks cover preschool through 5th grade.