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AURORA CHRISTIAN SCHOOL

Administration

Collette House, Superintendent, HS Principal
Scott Etchison, PreK-8 Principal
Martha Schoeberlein, PS Lead Teacher
Steve Hanson, MS/HS Dean
Holly Henning, Guidance Counselor
Dan Beebe, Athletic Director

Support Staff

Deb McKinney, Administrative Assistant
Julie Zielke, Administrative Assistant
Valerie Anderson, Administrative Assistant
Michelle Roberts, Administrative Assistant
Gina Jira, Curriculum Coordinator

SCHOOL ADDRESS AND CONTACT

Aurora Christian School
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Aurora, IL 60506
630.892.1551
fax 630.892.1692
email acs@aurorachristian.org
web www.aurorachristian.org

GENERAL SCHOOL CALENDAR/VACATION DAYS

First Day of School.....Aug. 22	No School, Martin Luther King DayJan. 16
No School, Labor DaySept. 5	No School, President's Day..... Feb. 20
No School, Columbus Day Oct. 10	11:30 Dismissal, Grandparents Day..... Mar. 30
No School, Parent Conferences Oct. 19	No School, Easter Vacation.....Apr. 2-13
No School, ACSI Convention..... Oct. 20-21	No School 1st-5th, Grading Day.....May 24
No School K-12, InserviceNov. 23	Last Day of SchoolMay 25
No School, Thanksgiving Nov. 24-25	School Offices Closed, Memorial DayMay 28
No School, Christmas VacationDec. 21-Jan. 3	

REVISION POLICY

Aurora Christian School 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 School 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 work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

THEME FOR THE YEAR

The theme for the 2011-2012 school year is from the song LITTLE IS MUCH by the group Downhere. The lyrics from the song will help the students understand that God often uses little things to accomplish great things. Matthew 13:23 speaks of the small seeds that are sown to produce great crop yields. Luke 2:12 teaches us that a baby in a manger made a big difference. Matthew 13:31-32 reminds us of the small mustard seed, and how the smallest seed becomes the largest of garden plants. And 1 Samuel 17:50 is a reminder of a boy who used a stone and sling to cause a giant to fall. LITTLE IS MUCH WHEN GOD IS IN IT!

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 the 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 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.

CHRISTIAN PHILOSOPHY OF EDUCATION

"Before the mountains were born, or you brought forth the earth and the world, from everlasting to everlasting, you are God." -Psalm 90:2

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:

1. 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).
2. 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).
3. 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).
4. 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).
5. 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).
6. 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:

1. 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.
2. 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.
3. The primary purposes of Christian education are:
 - a. to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
 - b. to nurture, admonish, and encourage the student to live in conformity with the revealed will of God;
 - c. to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
4. 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).
5. 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).
6. God has ordained marriage, the family (Ge 2:27,28; 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 that he should go. Even when he is old, he shall not depart from it." (Pr 22:6)
7. The biblical and philosophical goal of Aurora Christian School 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 School, all 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 School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rms 1:27).

CORE VALUES AND PURPOSE

Aurora Christian School seeks:

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
2. To offer a quality coeducational program in grades P2 - 12 that is both God centered and educationally sound.
3. To provide learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.
4. To prepare students for life in this world and the eternal one which they will one day enter.
5. To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
6. To strive for continuity of learning throughout the system which avoids excessive repetition as well as skips in the logical progression of subject content from level to level.
7. To instill in students a respect for God and our fellow man.
8. To foster an attitude of personal responsibility for one's actions.
9. To equip students to be able to make sound decisions based on high moral and ethical standards.
10. To develop within each child a healthy, respectable self image.
11. To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

HISTORY OF AURORA CHRISTIAN SCHOOL

Aurora Christian School (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. The old Benjamin Franklin Junior High School--a building of 73,000 square feet of classrooms, office, gymnasium, auditorium, etc.--became the property of ACS. 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 was 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 along I-88 near Orchard Rd. In 2003, portions of this property were sold 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 during the spring semester of 2005.

This beautiful facility has enabled our high school enrollment to flourish, stabilizing around 360 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.

We continue to pray for God's provision through these difficult financial times. We are glad you are a part of the Aurora Christian School Family. To God be the Glory, great things He has done!

NONDISCRIMINATION POLICY

Aurora Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to 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, scholarship 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 School.

ORGANIZATIONAL STRUCTURE

Aurora Christian School functions best when all involved follow a simple principle of communication and problem solving: Solve problems by involving 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 trying to solve a problem, parents should first go to the teacher. If the problem cannot be solved there, the parent and teacher should meet with the elementary principal. If the problem is still not solved at this level, the parent, teacher, and elementary principal will go to the Superintendent.

If any issue cannot be resolved with the Superintendent, all parties will meet with the Aurora Christian School Board for a final decision.

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 School 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 Christian 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 School by recognizing their right to use whatever disciplinary measures they deem necessary.

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 / HOME COMMUNICATION POLICY

It is the policy of Aurora Christian School to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information such as newsletters. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

STUDENT STANDARDS OF CONDUCT

Students of Aurora Christian School 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

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 / ATHLETIC ELIGIBILITY

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) and intramurals (2nd-5th).

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.

ACCIDENTS

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. Minor injuries will be treated in the office. Students with serious injuries: parents will be notified and student will be taken immediately to the hospital (if necessary). It is the parent's responsibility to see that the office has on file emergency telephone numbers where a parent, relative, or emergency contact can be reached in case of emergency.

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 emergency phone numbers and authorization of emergency medical treatment.

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 is registered as a nonpublic school with the State Board of Education which has granted our school (Kindergarten - 12) full recognition. Aurora Christian School is also fully accredited by ACSI (Association of Christian Schools International) and NCA (North Central Association).

ADMISSION REQUIREMENTS

Admission to Aurora Christian School is determined by:

1. Student performance on the entrance exam (1st-5th grades, Kindergarten after 1st Quarter) and/or
2. S.A.I. score of 90+ on the Otis-Lennon School Ability Test (not administered to all students) and scores at or above the national norm in reading and mathematics on the Stanford Achievement Test
3. Acceptable grades, conduct, and effort reports from previous school(s) attended
4. Completion of all Admissions Procedures (see Admissions Procedures).

ADMISSIONS PROCEDURES

Thank you for your interest in becoming a member of the Aurora Christian School 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. Prospective families must complete and submit a New Student Information Sheet.
2. Once the office receives this information, an interview will be scheduled 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. A second interview and reference calls may be required.

3. An Entrance Exam may then be scheduled. Testing may require approximately 2 to 3 hours. Please bring a \$25.00 testing fee to your appointment.
4. After the test has been scored, results will be shared with the family.
5. 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.
6. 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.
7. 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 School 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 intramural athletics for boys and girls (basketball starting in third grade). There is a participation fee. Parent volunteers serve as coaches for this athletic program. More information will be available in August about this program.

ACS also offers interscholastic athletics for boys and girls (basketball 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 School is a closed campus. Punctual and regular attendance at school 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 School 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.

Students should not miss more than 8 days in a quarter. If because of extended illness, a student misses more than 8 days in a quarter, a physician's note will be required. Students should not be tardy to school more than 8 times in a quarter. If students are tardy in excess of 8 times in a quarter, the parents will be contacted for a meeting with the principal.

Students shall be considered "TARDY" for school if they arrive after the class start time (see the Tardy Policy below). If your child comes to school after 9:00, the child will be marked as absent for half of a day. If your child leaves school after attending class, the child will be marked as absent for half of a day.

Excused Absences

All absence from school due to personal illness or death in the family is excused. Parents do not need to call in a child's absence from school if the child is just ill at home. When the child does not show up at school, we will know that he/she is absent. If your child will be out for more than one day due to illness, please call the office and we will notify the teacher and the assignments can be gathered together for the absence. When a child returns from their absence, please send a note for the teacher.

Prearranged absence due to vacation time is also excused absences. See HOMEWORK for more details on how to get schoolwork.

1. If the absence is due to a serious illness or contagious disease, a note from a physician is required for readmission. A note from a parent should be written for all other reasons, explaining the reason for the absence. Please try to arrange for professional appointments outside of school hours. Students must make up all class work missed. One make-up day will be allowed for each day of excused absence.
2. If the student is gone from the classroom or care of the teacher for reasons other than educational purposes, the child will be marked absent from school. A student absent for more than half of the day of an extracurricular activity is ineligible to participate in the activity that day or evening.
3. Vacations: ACS encourages family vacations. We have endeavored to allow adequate time in the school calendar for these activities. We strongly urge parents to plan family vacations during scheduled school breaks. Understand that absences from the regular school program affect the child's school performance (especially in the reading curriculum), understanding, and esteem. We realize, though, that there are occasions when the timing of vacations is beyond the control of the parents. For those times we ask that these procedures be followed:
 - a. Notify the principal in writing of the coming absence no later than one week in advance. A list of daily assignments will be prepared for the student. These assignments will be due based upon the number of days gone from school (1st day, 1st day things due, 2nd day, 2nd day things due, 5th day, 5th day things due, etc.).
 - b. 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.
 - c. Quizzes and/or tests that were missed will be made up at the rate of two per day in order they occur. These will be made up only during the student's study hall, recess, or after school.

Procedures for return to school after an excused absence:

1. Students must bring a note from their parent to their teacher.
2. If excused, the teacher will mark the grade book appropriately.

Unexcused Absences

Unexcused absences are all absences except those excused above.

1. All students must remain on campus from the time they arrive until their regular ride picks them up. Students who leave campus without permission will be considered unexcused and subject to suspension from school.
2. 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).

Extra-curricular Attendance

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.

Pre-Arranged Early Dismissals

The school does not encourage absences for medical and dental appointments, etc. during the school day and prefers parents/guardians to make such appointments after school and/or on weekends. A note requesting early dismissal must be from a parent/guardian with the student's name, the date, and reason for dismissal. This must be submitted to the teacher. All students leaving school must check out through the main office and check in with the

office when returning. A student leaving for medical appointments during the school day will be counted absent for the periods he/she is gone from the building.

Tardy Policy

A quality education is reinforced by punctuality. All students are expected to be at school and with their classrooms on time. Students who arrive at Aurora Christian School after start time must report immediately to their teacher. After 9:00, students must report to the office. Tardies count against attendance records.

A student is tardy if he/she is not with the class at start time.

Tuancy

A student who is absent without permission or who leaves school without school permission is truant. Tuancy will result in a minimum of 1-day suspension (see Suspension). Legally, the State of Illinois considers any unexcused absence truancy.

AWARDS

Awards will be given at the end of the school year for those who have received special honors in school related activities. Students will receive their awards at an awards ceremony on the last day of school. Parents are encouraged to attend the awards ceremony.

Awards include:

1. Citizenship award
2. Achievement Award for High Honors (final grade of A in all subjects) or Honors (final grade of A or B in all subjects)
3. Achievement Award of Recognition (final grade of A in specific subject/s)
4. Achievement Award - Certificate of Merit (based upon character qualities)
5. Most Improved Student award
6. Perfect Attendance award (which is determined by a student being at school every day there is school without a tardy or early dismissal/release from school – doctor visits, medical visits, dental visits, etc. all count against perfect attendance)

BIBLE

Bible study is of prime importance in this school, therefore, each student is required to take Bible each semester 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 NIV Bible at the beginning of his/her first school year. Kindergarten children will be given an NIV Bible at the end of the year.

BOOK AGREEMENT

Students will be issued textbooks at the start of the school year. All students are required to cover their textbooks 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

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 on school property. Students will not be released to leave campus without the driver's name on the pick-up slip.

CELL PHONES

Students may carry cell phones to school, however they should be turned off during the hours from 7:30-3:30. Cell phones should not be seen, heard, or used during these school hours. Violation will result in confiscation of the phone. The phone may be reclaimed by a parent in the office upon payment of a \$15 fine. ACS will not be held responsible for cell phones that are brought to school.

Students should obtain approval from staff to use a cell phone before or after school in extended care.

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 own teachers 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. Due to special chapels, there may be occasional free-will offerings to help with expenses from the chapel programs.

CHEWING GUM, CANDY AND FOOD

Students are to leave chewing gum at home since they will not be chewing it at any time before, during, or after school in any part of the building. Food and candy may be eaten only 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. 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. Kindergarten assignments are made based upon 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.. Internet is provided for teachers and staff, or as directed in computer class.

DISCIPLINARY OBSERVATION

After evaluation and consultation with administration, faculty, and 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 anytime 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 anytime 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

Enrollment at Aurora Christian School 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. Demerit(s) are assigned for every office visit for disciplinary reasons. A demerit is written notification accounting for a student's actions.

The first concern of discipline is to aid the student in correcting undesirable behavior. The individual teacher and the principal will handle minor offenses. The basic assumption in our classroom 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 becoming to the situation.

1. Loud talking, disruptive noises, and energetic play must be kept for out of doors and gym activities.
2. All ACS staff members are of equal authority and respect, and will be treated as such.
3. ACS code of conduct, including disciplinary procedures, will be in effect at all ACS functions.
4. The classroom is the students' home for the day and the center of learning. Therefore, students must respect and consider others by being quiet. Unacceptable behavior which result in discipline includes, but is not limited to:
 - * Talking without permission
 - * Getting up from one's seat without permission
 - * Turning around in one's seat to converse or disturb others
 - * Creating a disturbance in class
 - * Running, shoving, or scuffling in line
 - * Destruction of school property
 - * Throwing of objects, including snowballs
 - * Littering
 - * Possession/use of squirt guns
 - * Writing, passing, or reading notes
 - * Lack of courtesy, sarcasm, insolence, foul/vulgar language, name calling, insults, and malicious teasing or remarks

The following steps will be taken in the classroom and in the office for those students who choose not to cooperate in this regard:

Below is listed the procedure for a 5 step system. If a child continues to cause disturbances in the 5-step system, that child will be changed to a 4-step system, which means that the Fourth Occurrence will receive the Fifth Occurrence punishment. If a child still continues to cause disturbances in the 4-step system, that child will be changed to a 3-step system, which means that the Third Occurrence will receive the Fifth Occurrence punishment. You will be required to sign an Acknowledgment of Change in Discipline Procedure form for your child to have a change in the discipline procedure.

Classroom procedures for minor offenses:

1. First Occurrence: The student's name will be recorded in the teacher's discipline record. This constitutes a warning.
2. Second Occurrence: The student will receive a check mark after his name and follows the teacher's next discipline step.
3. Third Occurrence: The student will receive a second check mark after his name and follows the teacher's next discipline step.
4. Fourth Occurrence: The student will receive a third check mark after his name and follows the teacher's next discipline step. The teacher will also phone the parent.
5. Fifth Occurrence: The student will receive a fourth check mark after his name and be sent to the office for a conference with the principal. The teacher will phone the parent.
6. The teacher will phone the parent every time a child is referred to the office for discipline
7. All students begin with a "clean slate" with each new day.

Office procedures for minor offenses:

5 Step System

First Office Visit:

1. The student has a conference with the principal and receives one demerit.

Second Office Visit:

2. The student has a conference with the principal, receives one demerit, and the teacher schedules a parent-student-teacher conference.

Third Office Visit:

3. The student has a conference with the principal, receives two demerits, the principal sends a letter to the parents, and the teacher meets with a parent to change to 4 Step System.

4 Step System

Fourth Office Visit:

4. The student has a conference with the principal, and receives two demerits, and the student is placed on disciplinary observation for the remainder of the school year.

Fifth Office Visit:

5. The student has a conference with the principal, receives three demerits, the principal phones a parent, the student serves a one day in school suspension (grades 1-5) receiving a daily grade of zero for each subject missed (Kindergarten children serve suspensions at home), and the teacher schedules a parent-student-teacher-principal conference.

Sixth Office Visit:

6. The student has a conference with the principal, receives three demerits, the principal phones a parent, the student serves a one day in school suspension (grades 1-5) receiving a daily grade of zero for each subject missed (Kindergarten children serve suspensions at home), and the teacher meets with a parent to change to 3 Step System.

3 Step System

Seventh Office Visit:

7. The student has a conference with the principal, receives four demerits, the principal phones a parent, and the student serves a one day in school suspension (grades 1-5) receiving a daily grade of zero for each subject missed (Kindergarten children serve suspensions at home).

Eighth Office Visit:

8. The student has a conference with the principal, receives four demerits, the principal phones a parent, the teacher schedules a parent-student-teacher-principal conference, and the student serves a two day in school suspension (grades 1-5) receiving a daily grade of zero for each subject missed (Kindergarten children serve suspensions at home).

Ninth Office Visit:

9. The student has a conference with the principal, receives five demerits, the principal phones a parent, the student serves a three day in school suspension (grades 1-5) receiving a daily grade of zero for each subject missed (Kindergarten children serve suspensions at home).

Tenth Office Visit:

10. The student has a conference with the principal, receives five demerits, the principal phones a parent, the student is expelled.

Classroom procedures for major offenses:

1. Teacher refers student to the office with a discipline pass.
2. Teacher returns to duties.
3. The teacher will phone the parent every time a child is referred to the office for discipline

These violations include, but are not limited to:

- * Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
- * Insolence (attitude of contempt)
- * Mockery (malicious insults or teasing, sarcasm, name calling, etc.)
- * Harassment
- * Intimidation, or threats of violence or reprisal
- * Use of profane, vulgar, or obscene language or actions
- * Possession and/or use of obscene and/or offensive materials
- * Truancy
- * Willful destruction or defacement of school property or private property adjacent to and/or on school premises (Student will pay for repairs.)
- * Theft
- * Possession or use of fireworks, lighters, etc.
- * Possession of knives or weapons of any kind (real or play – water guns, thumbtacks, slingshots, etc.)
- * Inciting or contributing to the disruption of the school program
- * Forgery
- * Throwing snow, ice, or snowballs
- * Cheating (which is giving and/or receiving any information for an assignment, quiz, or test)
- * Endangering the health, safety, or well being of self or others (e.g. fighting, aggression, etc.)
- * Any behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on other students (e.g. illicit sexual behavior, gambling, possession, use, sale, distribution of tobacco products, etc.)

Office procedures for major offenses

1. Principal has a conference with the student.
2. Penalties for students referred to the office for major offenses will include:
 - * Demerit(s)
 - * Contact of parent
3. Penalties may also include:
 - * Detention (Detentions will be scheduled in cooperation with the teacher. They are ½ hour in length.)
 - * Suspension (Suspensions will be served "in-school" (except for kindergarten). The teacher will collect all homework and/or projects due on the day of suspension in the morning for full credit. All tests, quizzes, or other schoolwork scheduled for the day of suspension must be taken while in suspension for full credit due at the end of the day. Homework will be due as scheduled upon the student's return to classes. One daily grade of zero will be given in each class missed due to suspension.)
 - * Disciplinary Observation (See Disciplinary Observation)
 - * Expulsion (See Discipline – Grounds for Dismissal)
4. A student accumulating 15 demerits in a school year for major offenses will be subject to expulsion.

Zero Tolerance Policy

Aurora Christian School has a ZERO-TOLERANCE POLICY for the following violations:

- * Any gang affiliations will result in immediate expulsion.
- * Possession, use, sale, or distribution of alcohol or drugs on or off school grounds will result in immediate expulsion.
- * Possession or use of explosives, firearms, or any other weapons at school will result in immediate expulsion.
- * The first offense of possession, use, sale or distribution of tobacco products on or off school property will result in a two-week suspension. The second offense will result in expulsion from school.

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.

DISCIPLINE – GROUNDS FOR DISMISSAL

It is not our desire ever to have to ask a student to leave Aurora Christian School. 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 not designed to promote neither legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste. Fads or extremes of any kind in dress or hairstyles, however, are not acceptable and will require corrective action by the administration. 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.

Any writing/emblems that are offensive or antagonistic to the values and beliefs of Aurora Christian School as determined by the administration will not be allowed. 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.

General Guidelines

Do:

- * Label all clothing with child's name
- * Wear warm-up suits or sweat suits
- * Wear pants modestly at the waist
- * Wear clean, neat slacks or jeans (no tight-fitting pants, pants with holes, or excessively frayed around the bottom of the leg)
- * Wear shoes at all times
- * Wear clean socks each day
- * Wear shorts with a minimum length is 6 inches from the floor when kneeling for 4th & 5th

Don't

- * Wear tight fitting clothing (pants or shirts)
- * Wear tank tops (4th & 5th)
- * Wear open toe shoes (flip-flops, sandals, or shoes where the toes are exposed)
- * Wear shoes untied
- * Wear slippers or shoes that can convert to skates
- * Wear a hat in the building (except Hat Day)
- * Wear outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
- * Have tattoos, brands, or other body mutilations
- * Wear shirts that have logos, words, or characters that are antagonistic to the school's Philosophy of Education or Objectives and Purpose – items that advertise Hollister, Abercrombie and Fitch, and Gilly Hicks, or have a skull and/or cross bones are not to be worn to school
- * Wear materials that are excessively frayed

Boy's Guidelines

Do:

- * Keep hair neat and evenly trimmed, above the eyebrows, and off the collar on the back of the neck and not extreme (ex. Mohawks, spikes, extreme colors, designs cut into hair, if hair is braided, it is to meet these length codes, etc.)
- * In K-3rd, sleeveless shirts & tank tops

Don't

- * Have hair cover the ear or have hair dyed other than the natural color
- * Have a tail that does not meet the length codes
- * Wear nails colored
- * Wear earrings or body piercings

Girl's Guidelines

Do:

- * Keep hair clean, well groomed, and away from their eyes
- * Wear dresses, skirts, and skorts at a modest length (must not exceed 6 inches from the floor when kneeling)
- * In K-3rd, wear sun dresses, sleeveless, & spaghetti straps are permitted
- * Wear foundation garments when appropriate
- * Leggings/Spandex may be worn under appropriate fitting clothing

Don't:

- * Wear see through clothing or halter tops
- * Wear bare midriff blouses (no skin seen when arms are raised)
- * In 4th or 5th grade, wear sun dresses, sleeveless or spaghetti straps
- * Wear clothing with writing or symbols across the seat of the pants
- * Wear perfume, make-up, etc.
- * Wear body piercings (except ear piercings)

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 of the office.
2. Second Offense: A letter will be sent home from the office 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 is in dress code. A daily grade of "0" will be given for each subject missed.

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, musical equipment (CD players, ipods, etc.), etc, are not permitted at school. This includes the school day, before school, or after school (see Cell Phones).

These 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 upon payment of a \$15 fine in the school's 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 RenWeb. 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 School has developed a comprehensive crisis plan in cooperation with local and state authorities. Multiple safety drills approved by local fire and police departments are held each year. Portions of the crisis plan regarding parent notification procedures during a crisis may be found on RenWeb. The school is equipped with an Automated External Defibrillator.

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 7:30 a.m. or who cannot pick him/her up until after 3:30 p.m.

1. Extended care hours are 6:30-7:30 a.m. and 3:30-6:00 p.m.
2. For registered students, the charges are \$2.00 for any part of an hour.
3. Overtime charges are \$7.50 from 6:00-6:15 p.m. Additional charges of \$7.50 for 6:16-6:30 p.m. After 6:30 there is an additional charge of \$10 for every 15 minutes. Frequent failures to observe the student pick-up deadline may result in loss of after school extended care privileges. If you have more than one child in extended care, there are different late charges.
4. Bills are sent via email regularly, but parents may easily view statements on line by checking RenWeb. Two bills will be sent 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.
5. Bills not paid by the date stated on the bill will be charged a \$5.00 late fee. 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.
6. Students in extended care beyond 4:00 will be permitted to have a snack and/or juice brought from home.
7. 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. If parents choose for their child not to participate in a field trip, 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. Grandparents are welcome to attend as chaperones, but please arrange this with the teacher before the trip. The following are guidelines for chaperones:

1. 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.
2. 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.
3. Students will be in seat belts at all times (Note that only one child is permitted per working seat belt).
4. 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.
5. 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 that is being played in the car.
6. If a bus is being used, I will help in adequately supervising the students.
7. 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).
8. 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.
9. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
10. 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.
11. 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 on the field trip.

FINANCES

All family financial balances may be viewed online at any time through the Accounting tab of RenWeb. Account balances may be paid online through RenWeb 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 RenWeb, 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 RenWeb, accessible via a link on the school website. Report cards will be accessible on RenWeb at the end of each quarter when all tuition and fees have been paid.

The school year is divided into four academic quarters. Report cards are produced after the end of the quarter. Look for the dates for these to be sent home on the monthly calendar. These forms must be returned with parental signature.

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.

* Letter grades are assigned for music, band, physical education, & penmanship.

* O/S/U (Outstanding, Satisfactory, Unsatisfactory) are assigned for art, conduct, effort, & seatwork.

GRANDPARENTS DAY

Each year Aurora Christian School 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

Aurora Christian School 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 violation 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. Full copies of the policy are available in our main office (2255 Sullivan Road) or on the ACS web site at www.aurorachristian.org.

At Aurora Christian School, bullying is considered a form of harassment and a major violation. Disciplinary consequences, which may include a behavior contract and/or suspension, will be determined by the administration. Repeated offenses of bullying will result in expulsion.

HEALTH AND IMMUNIZATION RECORDS

Aurora Christian School does not employ a school nurse; however, all faculty members are certified in First Aid and CPR. All accidents which occur during the school day or on any school sponsored trip will be reported to the office immediately. All injuries are immediately cared for and parents are notified. 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. Any staff-administered student medications are documented through the main office.

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, 5th, 9th, annual sports physicals, transfer students, etc.) and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required.

HEALTH GUIDELINES / MEDICATION

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

1. See the Asthma Medication Self-Administration Policy in this handbook.
2. 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).
3. Be prepared to give in writing the date, name of the medication, dosage, and time for administering.
4. If the office is not open, give the information to the extended care worker/teacher on duty.
5. 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, free from vomiting, and/or diarrhea free for 24 hours. If your child has had a fever, vomiting, or has 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:

1. 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.
2. Pinkeye: Eyes must be clear with no redness or secretion and must be on medication for 24 hours.
3. 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.
4. 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.
5. 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 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.
6. 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.
7. If a child is vomiting or has 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.
8. 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 School until a procedure is established.

HELP CLASSES

Help classes will be offered, and in some cases required, for students needing extra or more individualized assistance. Please contact the teacher to determine the days and times available for your student.

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.

When a child is absent from school, the teacher automatically bags the school work for the day and places it in a box near the office with your child's name on the bag. You may pick up the child's work after 3:15 in the homework area.

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

The Administration reserves the right to search student bookbags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

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 insurance. There is no extra charge for this service. No additional insurance will be available through the school.

INTERNET

Internet access is not permissible for students at our campus. Because internet is provided through home access though, we feel it is prudent to set some standards regarding student internet activity. Violation of internet policy may result in disciplinary action. The following uses of the internet are not permitted:

1. Accessing, displaying, or sending offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Violating copyright laws

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 March. 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.

LUNCH PROGRAM

A hot lunch program is available for students who do not bring a sack lunch. Hot lunch includes a carton of milk. There will be one day each week that will be assigned as a SACK LUNCH DAY. Hot lunch will not be offered in 1st-5th grades one day each week, and this will be noted on the lunch menu (milk will still be available for purchase). Lunch prices are \$3.00 per day. Milk for students who bring their lunches will be available at the cost of .50 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. Students are expected to observe the following standards of table manners and etiquette:

1. Students will remain seated during their lunch period until the designated time for disposal of trash and return of lunch trays.
2. 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

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music or music that suggests rebellion to authority will be used or allowed to be a part of any activities related to our school.

Music is taught to students at Aurora Christian School because we believe in its importance in serving God. Music as an act of worship and a sacrifice of praise is stressed. 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 nonpitched 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.

NEWSLETTER / REGULAR COMMUNICATION

Classroom teachers provide regular communication in the form of a weekly newsletter. 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.

ORIENTATION / BEGINNING OF THE SCHOOL YEAR

Parent Orientation is scheduled for parents of both new and returning students. Important policy and procedural changes will be discussed. 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 School. Student Orientation is conducted for all new and returning students on the first day of school.

PARENT-TEACHER COMMUNICATION

ACS is committed to providing strong school-home communications. In addition to Parent-Teacher Conferences, RenWeb is a primary vehicle for communication. Communication regarding class activities, special events, volunteer opportunities, etc. will be made through e-mail blasts. 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 RenWeb. A link to RenWeb 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 RenWeb or in the school office whenever changes occur.

It is the fundamental responsibility of the parent(s) to monitor their student's academic progress and initiate further communication. Teachers will make every effort to respond to individual parent messages. Teachers can be contacted directly during pick-up or drop-off or by email.

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. These fall conferences will take place after school on the Thursday of that week, and on the Friday of that week. 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 be asked to pledge to the American Flag. Out of respect for those who have served or are currently serving our nation, we observe Veterans' Day and 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 School 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 School 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.

Be aware that we do want the children to be outside, weather permitting. Elementary students may go outside even when 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 (69% 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 is of paramount importance. A schedule for door safety will be produced by the school each school year. The schedule will show times that doors are supervised and students and parents are permitted to use exterior entrances. Also see Traffic/Parking Lot Arrivals & Pick-Up.

If you exit a door other than those listed, please do not "hold" the door open for others to enter. These door procedures are for the safety of all inside the building.

Students are expected to keep all the safety rules set by the school. They are made for a reason and must be followed. 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.

SCHOOL DAY

Half Day Kindergarten 8:05 AM – 11:35 AM.
Full Day Kindergarten through 5th 8:05 AM – 3:10 PM.

SCHOOL DIRECTORY

An ACS elementary directory will be available for participating families through RenWeb. 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 encouraged during school hours. We request prior approval from the teacher for these visits.

SNACKS

Each classroom teacher may establish a snack time for the students during the school day. If a snack time is established, the approved snack items are: popcorn, breads, cheese, any type of cracker, fruit (banana, apple, grapes, etc. [if sending oranges, etc., please send them peeled and sectioned], granola bars, jerky, pretzels, rice cakes, vegetables (carrots, celery, etc.). Water is the only drink permitted for snack time. No dips, spreads, or utensils during snack time. Please follow the guidelines the teacher provides for the classroom snack time.

If there is a child in the classroom with life-threatening allergies, an alternate snack list will be provided for everyone in the classroom.

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

Arrival of Kindergarten Students

6:30-7:30 (Extended Care) Door #7

1. Kindergarten students are to be escorted (escorts must be a responsible child in fifth grade or older, or an adult) into the building during the first four weeks of the school year. After the fourth week, kindergarten student may be dropped off at Door #7.
2. Students should hang backpack/coat on coat hook.

3. Parents/Escorts should drop child off at extended care location.

7:30-8:05 (Morning Drop-Off) Door #7

1. Kindergarten students are to be escorted (escorts must be a responsible child in fifth grade or older, or an adult) into the building during the first four weeks of the school year. After the fourth week, kindergarten student may be dropped off at Door #7.
2. Students should hang backpack/coat on coat hook.
3. Parents/Escorts should drop child off at classroom drop-off location. After the fourth week, kindergarten students should report directly to classroom drop-off location if walking in unescorted.

After 8:05

After 8:05, students are considered tardy to school. Students should report to the secretary in the PS/K wing for a tardy pass and give the pass to the teacher.

Arrival of 1st-5th Grade Students

Monday through Thursday: 6:30-7:30 (Extended Care)

1. 1st-5th grade students may be dropped off at Door #4. Extended care is held in the ES Lunchroom. If parents choose to park and walk the child into extended care, parking spots have been reserved outside of the extended care location (Door #4). Please park in a parking spot.

Monday through Thursday: 7:30-8:05 (Morning Drop-Off)

1. 1st-5th grade students may be dropped off at Door #25. Between 7:30 and 7:45, students will be held at that doorway. After 7:45, students will be released to go into the MS/HS Cafeteria.

Friday: 6:30-7:30 (Extended Care)

1. 1st-5th grade students may be dropped off at Door #24. Extended care is held in the Auxiliary Gym.
2. If parents choose to park and walk the child into extended care, park in the west parking lot and enter through door #11 and escort the child into the Auxiliary Gym.

Friday: 7:30-8:05 (Morning Drop-Off)

1. 1st-5th grade students may be dropped off at Door #24. Drop-off is held in the Auxiliary Gym.
2. If parents choose to park and walk the child into the Auxiliary Gym, park in the west parking lot and enter through door #11 and escort the child into the Auxiliary Gym.

Monday through Friday: after 8:05

After 8:05, students are considered tardy to school. Students should report to the school office for a tardy pass and give the pass to the teacher.

Departure of Kindergarten Students

Students will only be released to individuals listed on the pick-up slip. This includes carpools and escorts. Photo identification may be required.

Escorts must be a responsible child in fifth grade or older or an adult.

Students being picked up during the school day, but not during dismissal time, must be released by school personnel.

Parents/Escorts should report to the secretary in the PS/K wing and will be given instructions.

11:35 (Half-Day Students)

1. Parents/Escorts may enter through Door #7 and report to the classroom.
2. A late fee of \$5.00 per hour will be charged for students not picked up at 11:40. If the class goes to lunch, the student will also be charged for a hot lunch.

3:10-3:30 (Full Day Students)

1. Parents/Escorts may enter through Door #7 and report the classroom.
2. Students not picked up by 3:30 will be taken to Extended Care.

3:30-6:00 Extended Care)

Parents/Escorts may enter through Door #7 and report to the extended care location.

Departure of 1st-5th Grade Students

Students will only be released to individuals listed on the pick-up slip. This includes carpools and escorts. Photo identification may be required.

Escorts must be a responsible child in fifth grade or older or an adult.

Students being picked up during the school day, but not during dismissal time, must be released by school personnel.

Parents/Escorts should report to the school office and will be given instructions.

3:10-3:15

1. Students who are typically part of our extended care after school program will be taken directly to extended care, but extended care doesn't begin until 3:30.
2. Students who are typically picked up right after school will be taken to the MS/HS Cafeteria for dismissal. Parents/Escorts may park car in west parking lot, enter the building through door #11, and pick up student in the MS/HS Cafeteria.

3. At 3:15, teachers on duty will escort remaining students to the ES Lunch Room. Dismissal will continue in that location. Parents may park in the west parking lot and enter through door #11 and walk to the ES Lunch Room, or may park near door #4 and enter there

3:15-3:30

1. Student pick-up continues in the ES Lunch Room.

3:30-6:00 (Extended Care)

1. Student pick-up continues in the ES Lunch Room or the designated play area.

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 must fill out an application and submit to a criminal background check.

WATER BOTTLES

There are times when the weather requires that children continually hydrate. 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. A recommendation would be to place it in an old sock to keep the sweat from the bottle making everything wet.

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.