

**MIDDLE SCHOOL & HIGH SCHOOL PARENT/STUDENT HANDBOOK & PLANNER  
SIGNATURE PAGE**

By signing this page, I affirm that I have read and agree to abide by the policies and procedures outlined in the 2017-2018 Parent/Student Handbook. \*This handbook is also available online at [www.aurorachristian.org](http://www.aurorachristian.org)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade



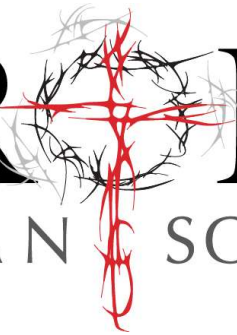
## Table of Contents

Middle School & High School Parent/Student Handbook & Planner Signature Page .....	1
Vision Statement.....	6
Mission Statement.....	6
Revision Policy .....	6
GENERAL SCHOOL INFORMATION .....	7
History of Aurora Christian School .....	7
Statement of Faith* .....	7
Christian Philosophy of Education .....	8
Core Values.....	8
Parent Statement of Cooperation .....	9
Accreditation.....	9
Admission Requirements .....	9
NonDiscrimination Policy .....	9
Bible.....	9
Chapel .....	9
Cell Phones / Electronic Devices.....	9
Dunham Scholars .....	9
Eagle Ambassadors.....	10
Emergency Closing.....	10
Emergency / Crisis.....	10
Fees .....	10
Finances .....	10
Hallway Lockers and Locker Rooms.....	10
Health.....	10
Insurance .....	10
Library.....	10
Lost and Found .....	10
Lunch .....	11
Medication .....	11
Music.....	11
Organizational Structure .....	11
Orientation .....	11
Parent-Teacher Cooperation .....	11

Parent-Teacher Conference Fair .....	11
Patriotism .....	11
RenWeb.....	11
Safety .....	12
School Day.....	12
School Directory .....	12
School Pictures.....	12
School Visitors.....	12
Special Needs.....	12
Student Records .....	12
Supplies.....	12
Textbooks.....	12
Transportation.....	12
Trespassing .....	12
Tuition Assistance (TAP) .....	12
Volunteers .....	13
Website and Email .....	13
Withdrawals .....	13
Yearbook.....	13
<b>ACADEMICS .....</b>	<b>14</b>
Academic Classes and Grading Information .....	14
High School Minimum Graduation Requirements .....	14
High School Recommended Course of Study .....	15
Middle School Academic Requirements .....	15
Honor Rolls.....	15
Honors Courses.....	15
Course Changes .....	15
Transfer Credits .....	16
Summer School.....	16
Help Classes.....	16
Focus.....	16
Accommodations Policy.....	16
Academic Probation.....	16
Academic Dishonesty .....	16

Homework Completion.....	17
Make-up Work.....	17
Standardized Testing.....	17
Grade Calculation.....	17
Grade Reports.....	17
Graduation.....	17
STUDENT LIFE.....	18
Arrival/Dismissal of Students.....	18
Athletics.....	18
Athletic/Extra-Curricular Eligibility.....	18
Attendance Policy.....	18
Cafeteria Conduct.....	19
Christian Service.....	19
Computer Use.....	20
Dancing.....	20
Dress Code.....	20
Cell Phones / Electronic Devices.....	21
Field Trips.....	21
Hallways.....	21
Harassment.....	21
Senior Events.....	21
Skateboards, etc.....	21
Special Events.....	21
Student Activities.....	22
Student Drivers.....	22
Student Identification Cards.....	22
STUDENT STANDARDS OF CONDUCT.....	23
Discipline.....	23
Disciplinary Protocol.....	26

# AURORA



## CHRISTIAN SCHOOLS

**2017-2018**

### **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.

### **AURORA CHRISTIAN SCHOOLS**

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Aurora, IL 60506

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[www.aurorachristian.org](http://www.aurorachristian.org)

### **REVISION POLICY**

AURORA CHRISTIAN SCHOOL RESERVES THE RIGHT TO CHANGE ANY POLICY OR PROCEDURE IN THE PARENT / STUDENT HANDBOOK AT ANY TIME WHEN, AT THE DISCRETION OF THE ADMINISTRATION, IT DEEMS THE CHANGE TO BE IN THE BEST INTEREST OF THE SCHOOL.

# GENERAL SCHOOL INFORMATION

## 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. Through a miracle, the old Benjamin Franklin Junior High School--a building of 73,000 square feet of classrooms, offices, gymnasium, auditorium, etc. on a full city block--became the property of ACS for \$150,000! Families and friends of our school again performed a monumental task of completely redecorating the "new" building by August 28th, the first day of classes for 1978-79.

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

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

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

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

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

## STATEMENT OF FAITH\*

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

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

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.

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

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

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

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

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

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

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

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

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

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

## CHRISTIAN PHILOSOPHY OF EDUCATION

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

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

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

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

- God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
- A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of thought that are incompatible with biblical truth.
- The primary purposes of Christian education are:
  - to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
  - to nurture, admonish, and encourage the student to live in conformity with the revealed will of God;
  - to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
- Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
- Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
- God has ordained marriage between one man and one woman (Ge 2:18, 22, 24), the family (Ge 1:27, 28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way he should go: even when he is old he will not depart from it." -Pr 22:6 (ESV)
- The biblical and philosophical goal of Aurora Christian 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 employees and students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian School retains the right to terminate any employee or refuse enrollment to or expel any student who engages in sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) or who identifies as homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender (Ge 1-2, Lev 20:10-16; Mt 15:18-20; Ro 1:26-27; 1 Co 6:9-10).

## CORE VALUES

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

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



## **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 biblical principles of discipline as set forth in Scripture. We also understand that all students, regardless of age, must live with a parent or legal guardian to maintain enrollment. We will continue to uphold the authority of the teachers and staff of Aurora Christian School by recognizing their right to use necessary disciplinary measures.

We will acquaint ourselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard. If we ever find that we cannot accept the disciplinary standards of ACS or if our student fails to meet the minimum academic requirements, we may withdraw our student or face possible dismissal. In the event of academic failure where no alternatives are available, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition monies paid. All tuition paid is nonrefundable, including the Tuition Deposit. We understand that the only exception to this policy is for a family who must move out of the school area. In that event alone, a prorated tuition refund will be made. We understand that we have entered into a contractual relationship with ACS for the payment of all tuition and related fees for the entire school year, and that we agree to abide by the tuition policies of ACS as stated above and in the Parent/Student Handbook.

## **ACCREDITATION**

Aurora Christian School is registered as a nonpublic school with the State Board of Education which has granted our school (K5 - 12) full recognition. ACS is also fully accredited by ACSI (Association of Christian Schools, Int.).

## **ADMISSION REQUIREMENTS**

Admission to Aurora Christian School is determined by:

1. CSI score of 100+ on the TerraNova InView ability test
2. Scores at or above the average national norm in reading and mathematics on the TerraNova.
3. Acceptable grade, conduct, and effort reports from previous school(s) attended.
4. Student's personal desire to attend ACS.
5. Completion of all Admissions Procedures.

Students who have ever been tested for learning difficulties must provide all results and/or IEPs before admission. The Administrative Team will review files, contact a parent, and determine if Aurora Christian School can adequately service the student. (See Accommodations Policy)

The re-admission process for students who have previously attended Aurora Christian School will be managed by the principal and school staff.

Students who have been expelled from any other school within the previous 12 months will not be admitted. Students who are married, who are pregnant, who are responsible for a pregnancy, or who have children will not be admitted or allowed continued attendance. The school reserves the right to extend or deny admission at its sole discretion.

## **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, tuition assistance awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Aurora Christian School.

## **BIBLE**

We believe that biblical knowledge is the most important part of Christian education; therefore, Bible is an integral part of our core curriculum. All students are enrolled in a Bible course each semester they attend ACS. Course content focuses 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, Christian Service, and unit examinations will form the nucleus of the grading structure for Bible courses.

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

The English Standard Version (ESV) is used for Scripture memory work in Bible classes; however, a variety of versions may be used for comparison and discussion.

## **CHAPEL**

Regular chapel time will be held as part of the school program. Chapel attendance is required of all students. These chapel times are designed to provide a positive, meaningful experience for all students at ACS. Parents are welcome to attend chapel at any time.

## **CELL PHONES / ELECTRONIC DEVICES**

Cell phones, handheld devices, earbuds, etc. should not be seen, heard, or used during school hours or on certain school trips, unless initiated by classroom teachers for educational use. (Laptops may be used for academic purposes.) First violation will result in confiscation of the device, warning, and reclamation in office at end of day. Second violation will result in confiscation of the device, issuance of a Level 1 misconduct, and reclamation in office at end of day. Upon further violations, Level 1 misconducts will be issued, and the device may only be reclaimed by a parent in the school office. Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic equipment. Cameras or picture phones are NEVER to be used in locker rooms or bathrooms.

Please do not contact your student on his/her cell phone during the school day. In cases of family emergency, the school secretary will take a message and notify your student. Students will be allowed to return emergency calls.

## **DUNHAM SCHOLARS**

Five junior and five senior Dunham Scholarships are awarded each year. "Dunham Scholars" are chosen based on scholastic achievement, Christian commitment, participation in school activities, and leadership potential. "Dunham Scholars" will report to a member of the staff and be assigned specific projects or responsibilities.

## **EAGLE AMBASSADORS**

The Aurora Christian Eagle Ambassadors are a student admissions team consisting of students from grades 7-12. Ambassadors are trained to promote the values and achievements of Aurora Christian to the surrounding community. "Eagle Ambassadors" will report to a member of the staff and be assigned specific projects or responsibilities.

## **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. ACS has reciprocal safety agreements with IMSA, Aurora Central Catholic HS, and Rosary HS. Multiple safety drills approved by local fire and police departments are held each year. Faculty members are trained in First Aid/CPR, and the school is equipped with Automated External Defibrillators.

## **FEES**

All fees are included in tuition except for the following charges to the student account:

1. Sports and club fees
2. Field Trip fees
3. Elective class fees
4. Online courses
5. Graduation fees

## **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.

## **HALLWAY LOCKERS AND LOCKER ROOMS**

Each student will be assigned hallway lockers at the beginning of the year. PE students will be assigned a locker room locker. It is the student's responsibility to keep his locker(s) clean, neat, and locked at all times. Periodic locker inspections may be conducted. Students will be held responsible for any damage to lockers (including adjustments to the locking mechanism) and for any items found in their assigned lockers. The school assumes no responsibility for lost or stolen items. Offensive or inappropriate materials may not be displayed inside or outside the lockers.

Locker rooms will only be accessible during PE changing times. All books, lunches, etc. should be kept in the student's school hallway locker. Sports bags and large equipment may be stored in locker rooms or a designated storage area, but will not be accessible during the school day.

A student's PE locker must have a school lock on it. Non-school locks will be cut off by the office. Unlocked lockers may be locked by the PE staff with another lock which will be removed upon payment of a \$5 fine. Items left out of lockers may be confiscated and put in Lost and Found.

Perfumes, colognes, and body sprays may only be used in locker room shower areas.

## **HEALTH**

Aurora Christian School does not employ a school nurse; however, 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. All student medications are administered and 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, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required.

## **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.

## **LIBRARY**

The library at Aurora Christian School is an important educational resource used by students with their classroom teachers. Traditional and computerized multi-media library materials are available in the school library. Student ID cards serve as library cards and must be presented in order to check out library materials. All materials must be properly checked out before taken from the library. Failure to do so will be considered theft. Students may check out materials for 15 in-class days. Materials may be renewed if no hold has been placed upon them. Student overdue fees accrue at \$.25 per in-class day the item is overdue.

## **LOST AND FOUND**

Lost and found will be located in the exit hallway across from the art room and will be emptied regularly. Valuable found items (electronics, wallets, etc.) should be brought to the office. The school assumes no responsibility for lost items. Please make sure all personal items are properly labeled.

## **LUNCH**

Hot lunch entrees and convenience items are available for purchase in the school market. No cash is accepted. Market items must be purchased using the student ID card on a debit system through the family "lunch account." Lunch accounts must be pre-loaded with money through RenWeb or in the Finance office. All items purchased in the market are immediately recorded in RenWeb. Parents are responsible for monitoring their student's purchases and maintaining a positive lunch account balance. Automatically generated emails are sent daily through RenWeb to parents whose family accounts are negative.

## **MEDICATION**

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 contains an acetaminophen release option. Acetaminophen is commonly sold in drug stores under the brand names of Tylenol or Anacin III. Every dosage administered will be documented in your student's record. This record is available for your review in RenWeb.

If a student must take a prescription medication during school hours, a note indicating time and dosage must be on file in the school office. The container must bear the student's name and name of the medication. All medication (except asthma, diabetic, and emergency anaphylaxis medication) is to be given to the office and will be dispensed through the office only.

## **MUSIC**

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music, or music which tends to encourage rebellion to authority, will be used or allowed to be a part of any activities related to our school, including school sponsored transportation. Only Christian music may be played on campus without specific approval by the administration.

## **ORGANIZATIONAL STRUCTURE**

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

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

## **ORIENTATION**

An all-school Block Party will occur the Saturday before school starts. New Family Orientation will be scheduled for that day. Parents and students should attend the Block Party to complete school year "start-up" details and to become familiar with important policies and procedures. Student Orientation is conducted for all students on the first day of school. It is important that both parents and students read and understand the Parent/Student Handbook. Parents must sign all necessary forms at the beginning of the school year, and are responsible for all information concerning their student's enrollment at Aurora Christian School.

## **PARENT-TEACHER COOPERATION**

ACS is committed to providing strong school-home communications. In addition to Parent-Teacher Conferences, "A Week in the Life" and RenWeb are the primary vehicles for communication. Communication regarding class activities, special events, volunteer opportunities, etc. will be published through our weekly email update called "A Week in the Life" and may also be made through email blasts. Homework assignments, student grades, lunch menus, announcements, family accounts, discipline notes, medication logs, and teacher email 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. Please realize that it is unrealistic to expect teachers to initiate frequent contact beyond the normal reporting procedures. Teachers can be contacted directly by phone or email. Teachers will make every effort to respond to individual parent messages within a timely manner on school days (Monday-Friday).

Due to confidentiality concerns, parent requests to observe in the classroom will not be approved. Parents may request a meeting with a classroom teacher to discuss concerns and work together for the student's success. Parents who wish to eat lunch with their child and his/her friends may check in at the office for a Visitor's Pass and join the students in the cafeteria/lunchroom.

## **PARENT-TEACHER CONFERENCE FAIR**

Parent - teacher conference fairs will be held twice each year (fall and spring). Fair dates are posted in RenWeb and viewable on the school website calendar. Parents may meet with any or all of their student's teachers with no appointments required.

Conferences at times other than the Parent - Teacher Conference Fairs may be scheduled by contacting the teacher.

## **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.

## **RENWEB**

RenWeb is the school's administrative software which provides parents with access to lesson plans, homework assignments, student grades, daily announcements, lunch menus, accounting summaries and school directory information. Settings may be marked to provide instant grade and behavior email alerts. Instructional emails are available, and parents are encouraged to contact the office for assistance when technical difficulties arise. A link to RenWeb may be found at [www.aurorachristian.org](http://www.aurorachristian.org)

## **SAFETY**

1. After 8:05 AM all exterior doors will be locked. After this time, students must be buzzed in and must sign in at the office.
2. All visitors and volunteers must report to the main office and receive a "Visitor's Pass." Regular volunteers may be issued a permanent "Volunteer Pass."
3. Emergency procedures are regularly reviewed, practiced, and in compliance with local and state regulations.
4. Students should never prop open an exterior door or open a locked door for school visitors.
5. All threats against teachers or students will be taken seriously and may be reported to local authorities.
6. Student lockers must remain locked at all times.
7. For safety concerns, the administration reserves the right to search student lockers, locker contents, book bags, purses, and automobiles. Students may also be asked to empty their pockets.

## **SCHOOL DAY**

The school day is 7:45 AM - 2:50 PM.

## **SCHOOL DIRECTORY**

An ACS directory is available through RenWeb. This directory includes names, addresses, phone numbers, and email addresses of parents and students. Families are encouraged to regularly update their information. This directory is not intended as a source for solicitation purposes beyond normal school functions. Please respect this intent.

## **SCHOOL PICTURES**

Color 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, in the school yearbook, and for student ID cards. 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 not allowed during school hours. Parents who wish to eat lunch with their child and his/her friends may check in at the office for a Visitor's Pass and join the students in the cafeteria/lunchroom. Non-faculty adults will only be permitted to meet with students while under the supervision of a school employee. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child).

High school students not currently enrolled at Aurora Christian School should not be on campus during school hours unless officially shadowing through the admissions office.

## **SPECIAL NEEDS**

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

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

## **STUDENT RECORDS**

Student cumulative files are maintained by the school office. Custodial parents may view these files upon request, and must give written permission for any outside professional viewing or transfer of records to another school.

## **SUPPLIES**

Specific course supply needs will be explained during the first week of classes. General MS supply lists are available in the office or on the school website

## **TEXTBOOKS**

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.

## **TRANSPORTATION**

Parents are responsible for forming car pools for the purpose of transportation of their children to and from school. The office can provide parents with 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. It is the parents' responsibility to provide adequate insurance coverage for their vehicles if they are or their student is driving others to school, extra-curricular events, or any other school related activity. It is also the parents' responsibility to monitor with whom their student is riding. All students are to be dropped off on school property, and are not to leave campus until picked up in the afternoon. The school cannot be responsible for the safety of any child who independently or with parent permission leaves campus.

Students who drive to school may purchase parking permits in the Finance Office.

Before-school and after-school busing may be available for eligible students living in District 129 (West Aurora). Arrangements for this service must be made in advance in the ACS school office. The administration of Aurora Christian School will partner with all transportation providers to enforce appropriate behavior.

## **TRESPASSING**

Students should never enter the school building without faculty or staff supervision. Disciplinary action may include expulsion or legal prosecution.

## **TUITION ASSISTANCE (TAP)**

Partial tuition assistance awards are available. Applications are accessed online and should be submitted as early as possible to be eligible for available funds. All families receiving tuition assistance agree to participate in a volunteer work study program.

### **VOLUNTEERS**

Parents are encouraged to volunteer to assist cafeteria staff, office staff, library staff, maintenance, fund-raisers, etc. Our school could not function without our volunteers. Please contact the office if you are available and would like to help. All volunteers and wear a visitor's pass while in the building. Any volunteer who may work alone with a student must fill out an application and submit to a fingerprint background check.

### **WEBSITE AND EMAIL**

Please bookmark the ACS website at [www.aurorachristian.org](http://www.aurorachristian.org). If you wish to email a specific teacher, click on his/her name/link in RenWeb or on the staff page of the school website.

### **WITHDRAWALS**

Withdrawals from the school must be done through the school office. Tuition adjustment arrangements for families moving out of the school area may be made.

### **YEARBOOK**

Yearbook pictures will be taken in the fall. Pictures deemed inappropriate by the administration will not be used. Yearbooks will be provided for all students. They will usually be available the first semester of the following year.

# ACADEMICS

## ACADEMIC CLASSES AND GRADING INFORMATION

Aurora Christian School uses the following grading scale in grades 6 - 12:

Letter	Percent	GPA	Letter	Percent	GPA
A	100 - 92	4.0	C	79 - 75	2.4
B+	91 - 90	3.7	C-	74 - 72	2.0
B	89 - 85	3.4	D+	71 - 70	1.5
B-	84 - 83	3.0	D	69 - 65	1.0
C+	82 - 80	2.7	F	64 - 0	0.0

All courses for high school credit earned at Aurora Christian School or at an accredited high school or college (other than Pass/Fail courses) are included in the GPA calculation. Weighted courses will only transfer in as "weighted" if a similar weighted course is offered at ACS. Home school coursework will be transferred in for credit, but will not affect GPA. Class rank is determined solely by the rank order of students' cumulative grade point averages. Grade point averages are figured using semester grades.

Specific course offerings may vary due to course enrollment.

All high school courses are weighted 4.0 on a 4.0 scale, except the following:

**4.5 Classes:** Anatomy & Physiology, Honors English II, Honors Geometry, Honors Algebra II/Trigonometry, Spanish III, Statistics & Trigonometry

**5.0 Classes:** AP Calculus, AP English Language, AP English Literature, AP Spanish V, AP Statistics, AP World History, Honors Chemistry, Physics, Precalculus & Discrete Math, Spanish IV

Online course weights will be determined by school guidance personnel based on comparison to classes offered at Aurora Christian School.

## HIGH SCHOOL MINIMUM GRADUATION REQUIREMENTS

All minimum credit requirements must be earned during grades 9-12.

Subject	Required Credits	Required Credits <i>Class of 2019</i>
Arts		.50 credits
Bible*	4.00 credits	4.00 credits
Technology	1.00 credits	1.00 credits
English	4.00 credits	4.00 credits
Foreign Language	2.00 credits	2.00 credits
Health	.50 credits	.50 credits
History/Social Studies	3.00 credits	3.00 credits
Mathematics (must include Algebra II)	3.00 credits	3.00 credits
Physical Education	1.00 credits	1.50 credits
	<i>1.50 credits (class of 2018)</i>	
Science (must include Chemistry)	3.00 credits	3.00 credits
Required Academic Credits	21.50 credits	22.50 credits
	<i>22.00 credits (class of 2018)</i>	
Required Elective Credit	2.50 credits	3.50 credits
	<i>2.00 credits (class of 2018)</i>	
<b>Total Minimum Required Credits</b>	<b>24.00 credits</b>	<b>26.00 credits</b>
Additional Electives Possible	8.00 credits	6.00 credits
Total Credits Possible	32.00 credits	32.00 credits

\*Waived for years not attending Aurora Christian High School.

Required classes failed for the semester must be completed in summer school. Required classes failed for the year must be repeated.

- To qualify as a sophomore, students must have accumulated at least 6 credits by the start of school in the fall.
- To qualify as a junior, students must have accumulated at least 12 credits by the start of school in the fall.
- To qualify as a senior, students must have accumulated at least 18 credits by the start of school in the fall

Students who transfer in during their junior or senior year may graduate with 24 credits. Most students will accumulate more than the minimum amount of credits for graduation. Aurora Christian School does not allow "early release" or graduate students early. Only full-time, on-campus students during senior spring semester may participate in graduation ceremonies. Exceptions may be made for international exchange academic experiences.

During senior year, all 12<sup>th</sup> grade students will be required to complete two core academic courses in addition to the standard required courses of Bible, English, and American Government/ Economics. In this case, "core academic courses" refers to the following categories: mathematics, science, foreign language, social studies electives.

To be eligible to receive the honor of Valedictorian or Salutatorian, students must have:

1. Attended Aurora Christian High School for the final six semesters.
2. Completed 2 of the following:
  - Spanish III.
  - Math class at higher academic level than Trigonometry.
  - Science class at higher academic level than Chemistry.

All graduates who have earned a cumulative GPA of 3.5 will wear gold cords at graduation.

Students who fail to complete all of the requirements for graduation of Aurora Christian School, as approved by the Board of Directors and as outlined in the Parent/Student Handbook, will not be allowed to participate in graduation exercises until such requirements have been fully met.

### HIGH SCHOOL RECOMMENDED COURSE OF STUDY

This is a general outline of a four-year high school plan. Students do not have to remain strictly in one "track." Schedules are created each year to ensure that each student is taking the proper courses.

Please contact the guidance office if you have questions regarding your student's individual course of study.

Yr	College Bound Track	College Prep. Track	Advanced Studies Track
9	Bible 1 Applied Technology World Lit./Speech Biological Science Algebra I PE World History 1.5 electives	Bible 1 Applied Technology World Lit./Speech Biological Science Geometry PE Spanish I 1.5 electives	Bible 1 Applied Technology World Lit./Speech Biological Science Honors Geometry PE Spanish I or Spanish II 1.5 electives
10	Bible 2 British Lit Physical Science Geometry Spanish I Health 2.5 electives	Bible 2 British Lit Physical Science Algebra II Spanish II World History Health 1.5 electives	Bible 2 Honors British Lit Physical Science Honors Algebra II/Trig Spanish II or III AP World History Health 1.5 electives
11	Bible 3 American Lit US History Chemistry Algebra II Spanish II 2 electives	Bible 3 AP English Language US History Chemistry Stats & Trig Spanish III 2 electives	Bible 3 AP English Language US History Honors Chemistry Precalc & Discrete Math Spanish III or IV 2 electives
12	Bible 4 American Gov/Economics English 12 5 electives Electives must include 2 of the following: Science, Math, Spanish, Social Studies, or English elective	Bible 4 American Gov/Economics AP English Literature Pre-Calc & Discrete Math Anatomy & Physiology or Physics Spanish IV 2 electives	Bible 4 American Gov/Economics AP English Literature AP Calculus or AP Stats Anatomy & Physiology or Physics Spanish IV or AP Spanish V 0 or 1 elective

### MIDDLE SCHOOL ACADEMIC REQUIREMENTS

Students will move from teacher to teacher throughout the day. All middle school students will be scheduled into the following courses: Bible, English, History, Math, Science, and Physical Education. All Middle School core classes are standard, with possible exceptions due to student proficiency and capability. The standard math curriculum is Math 6, Pre-algebra in seventh grade, and Algebra I in eighth grade.

Sixth grade students participate in either band or choir and will rotate through the following exploratories: art, technology, and family science.

Seventh grade students choose two of the following electives: music (band and/or choir), exploratory rotation (technology, art, family science, geography), Spanish 1A (combined with Spanish 1B in eighth grade, this will equip a student for Spanish II as a freshman).

Eighth grade students choose two of the following electives: music (band and/or choir), exploratory rotation (technology, art, family science, geography), Spanish 1B, or Spanish 1.

### HONOR ROLLS

After each semester grading period, honor rolls will be published. Students earning High Honor Roll must have achieved grades of 92% (A) in every class. Students earning Honor Roll must have achieved grades of at least 85% (B) in every class.

### HONORS COURSES

Honors courses are offered in most upper level core subjects. Advanced Placement Calculus, Advanced Placement English Language, Advanced Placement English Literature, Advanced Placement Spanish, Advanced Placement Statistics, and Advanced Placement World History are also offered. Eligibility is dependent upon grade in the prerequisite course and teacher recommendation. English honors courses require invitation/approval by English department teachers. Advanced Placement testing is coordinated through the guidance office. Online dual-credit courses are available to juniors and seniors; course fees for these classes are in addition to ACS tuition and are the responsibility of the family.

### COURSE CHANGES

Class schedules are assigned for both semesters during August and are available through RenWeb. Schedule change requests may be made prior to or at the all-school Block Party. Requests submitted after that time will not be considered.

Requests for schedule changes after the deadline will not be considered without academic penalty. Courses dropped after the deadline will result in a grade of WF (withdraw/failing). WP (withdraw/passing) will only be an option in cases of medical necessity. Withdrawal after the mid-point of the semester will result in a grade of F (which affects GPA calculation and athletic eligibility) unless the student withdraws due to an extended medical illness and has submitted a written medical diagnosis from the student's physician.

### **TRANSFER CREDITS**

The administration reserves the right to deny course credits for transfer. Approved transfer courses from an accredited high school or college (other than Pass/Fail courses) will be included in the GPA calculation. Weighted courses will only transfer in as "weighted" if a similar weighted course is offered at ACS. Home school coursework will be transferred in for credit, but will not affect GPA.

Courses taken by current ACS students in addition to ACS classes (not as credit recovery) may be approved for transfer based on all the following conditions:

- Completed at an accredited educational institution
- Required as a prerequisite for a course to be taken in the next school term OR not offered at ACS
- Does not apply to the subject minimum credit requirements

### **SUMMER SCHOOL**

All required classes failed for the semester must be completed during summer school. (Classes failed for the year must be retaken during the following school year.) Classes may be taken at ACS if offered, your district's public high school, the community college of your residence, or an approved online program. If your student chooses to retake the class(es) at a location other than ACS, he/she must receive approval from the Guidance Office prior to officially enrolling.

### **HELP CLASSES**

Help classes will be offered before or after school, and in some cases required, for students needing extra assistance. The days and times of each teacher's help classes may be found on each teacher's RenWeb teacher page. Students will be excused from extra-curricular activities with a note from the help class teacher. A help class may be required by:

- The administration, based on student academic performance.
- The teacher, based on student academic performance.
- The parent. Parents must contact the classroom teacher.

### **FOCUS**

General organizational and motivational help, as well as some class-specific tutoring, will be given during Focus to students who are having difficulty "across the board" in classes. Students in grades 6-12 may be assigned a period of Focus (in place of study hall) if they are referred by teachers and/or the administration. Focus teachers will supervise implementation of accommodations noted in a student's Plan for Student Success. Parents of students in Focus will be routinely contacted. Please make sure that contact information is routinely updated in RenWeb.

### **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 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 (PSS), and reviewed regularly to determine their continued validity. Standardized testing accommodations must be approved and included in the PSS. HS focus teachers or the MS principal will supervise implementation of accommodations noted in a student's Plan for Student Success.

Parents whose students are receiving NILD™ educational therapy will have a fall meeting with all 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.

### **ACADEMIC PROBATION**

Academic probation 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 class. Parents are encouraged to regularly check RenWeb and contact teachers regarding their student's progress. Our goal is to work together to help students succeed. (We will assume the parent is monitoring the student's progress via RenWeb.) Please call the teacher if questions arise.

Academic probation can begin prior to the beginning of a semester. Any student failing two classes at the end of a semester grading period will be placed on academic probation for the following semester. Any student failing three or more classes at the conclusion of the semester will be subject to review and possible dismissal. Any student displaying a pattern of failure will be reviewed and evaluated in order to determine the causes of academic difficulty. Recommendations to the parents then will be made.

The following provisions exist for students on academic probation:

1. Students on academic probation are ineligible for extra-curricular activities if failing any classes during the probation period.
2. If students on academic probation are failing two or more classes at the semester end, they may be dismissed with no tuition refund.
3. Academic probation will continue for the following semester if one class is failed for the semester.
4. Students will only be removed from probationary status if they are passing all course work at the semester end.
5. HS students placed on academic probation may be placed in a Focus study hall to help provide additional academic assistance.

Students and parents will be notified after the end of the semester concerning their current academic probation status.

### **ACADEMIC DISHONESTY**

Academic dishonesty occurs when a student obtains or assists others to obtain credit for work that is not his/her own. Academic dishonesty is considered cheating and may occur through verbal, written, graphic, or electronic work. Examples of academic dishonesty include but are not limited to:

- Copying or allowing another student to copy an assignment, project, report, or take-home test
- Copying from or helping another student during a quiz or test, or providing another student with information regarding a quiz or test
- Using unapproved written or electronic materials during an assessment ("cheat sheets," stored information on a calculator, etc.)
- Submitting another person's work as one's own
- Misrepresenting records for activities such as fitness testing, data collection, etc.
- Plagiarizing (Presenting material from another source, including the internet and translation programs, without appropriate documentation; see further explanation under PLAGIARISM in this handbook)
- Altering answers on an assignment, project, quiz, or test after grading



- Stealing copies of quizzes, tests, or answer keys
- Altering grades in a gradebook or electronic grading program

"Cooperative learning" and group work on assignments are acceptable only when the teacher has clearly explained this expectation to all students. If the expectation of group work is not clearly explained for a specific assignment, copying will be considered an instance of academic dishonesty.

#### PLAGIARISM

Plagiarism is defined as using the words or ideas of another person, intentionally or unintentionally, without giving proper credit, or any credit, to that person. Plagiarism is not only cheating; it is stealing and is punishable by law. It is important to document correctly in order to avoid expulsion from an institution of higher learning, or possible arrest and fines. The penalty for plagiarism at Aurora Christian School is an automatic zero on the assignment and potential disciplinary action.

#### HOMEWORK COMPLETION

In grades 6-8, homework assignments not turned in at the time when HW is collected will result in the assignment being scored from a starting maximum grade of 65 percent. Homework assignments turned in more than one day late will result in a grade of "0" for the assignment. All assignments must be completed (even if for no credit) in order to be eligible for extra credit.

In grades 9-12, homework assignments not turned in at the time when HW is collected will result in a grade of "0" for the assignment. All assignments must be completed (even if for no credit) in order to be eligible for extra credit.

#### MAKE-UP WORK

Make up work will be permitted in cases of excused absences only. All make up work and work due on the date of return must be "caught up" within the same number of days as excused absences. Students who are absent only the day of a scheduled quiz/test must take the assessment on the day of return. Alternate assessments which cover the same material may be given as make-up quizzes and tests. Long-term projects may be subject to special due date requirements that do not allow for extended time. Students who receive an unexcused absence will be given a grade of "0" for all assignments, quizzes, or tests missed during the unexcused absence. \*Please see special notes regarding "Pre-Arranged Absences" in the Attendance section of this handbook.

#### STANDARDIZED TESTING

Students in grades six through eleven will complete TerraNova testing each spring. Dates will be published on the school website. Parents will be notified through "A Week in the Life" when test results are available. Eleventh grade students will complete the PSAT, a qualifying exam for the National Merit Scholarship. Aurora Christian School hosts ACT exams during the April and June national testing dates.

#### GRADE CALCULATION

All course grades are calculated using assessment categories, which are available per course in RenWeb.

High School semester grades are calculated as follows:

- Course assessments throughout the semester 80%
- Final Exam 20%

High School Bible semester grades are calculated as follows:

- Course assessments throughout the semester 64%
- Christian Service 16%
- Final Exam 20%

7th/8th semester grades are calculated as follows:

- Course assessments throughout the semester 88%
- Final Exam 12%

7th/8th Bible semester grades are calculated as follows:

- Course assessments throughout the semester 72%
- Christian Service 16%
- Final Exam 12%

6th semester grades are calculated as follows:

- Course assessments throughout the semester 92%
- Final Exam 8%

6th Bible semester grades are calculated as follows:

- Course assessments throughout the semester 76%
- Christian Service 16%
- Final Exam 8%

Comprehensive final exams covering each semester will be given in all classes during the last week of the semester. Students with outstanding balances on student accounts (tuition, lunch, fees, fines, etc.) will not be allowed to take final exams. In high school classes, three extra credit points will be added to a student's final exam grade if he/she has turned in all assignments on time throughout the semester. Seniors who are earning an A at exam time will not have to take the final exam for that class.

#### 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 semester when all tuition and fees have been paid. An email will be sent notifying parents that final grades have been posted.

Grades are listed numerically. Please refer to the grading scale in order to determine the equivalent letter grade for each subject area.

#### GRADUATION

Graduation ceremonies will be held Sunday at 3:00pm on the last weekend of the school year. Participation in graduation rehearsal and the graduation ceremony is mandatory for graduating seniors. Students who fail to complete all of the requirements for graduation of Aurora Christian School, as approved by the Board of Directors and as outlined in the Parent/Student Handbook, will not be allowed to participate in graduation exercises until such requirements have been fully met. Students not meeting attire standards for graduation will not be allowed to participate in graduation exercises. Special participation in graduation ceremonies will be by administrative invitation only.

# STUDENT LIFE

## ARRIVAL/DISMISSAL OF STUDENTS

Doors open at 7:00 AM. All students will be supervised in the cafeteria until the warning bell rings at 7:35 AM when students may go to lockers.

Students not participating in a supervised after-school activity are expected to leave campus by 3:15 PM. Those present on campus after 3:15 PM will be required to report to Extended Supervision (ExS). From 3:30 – 5:30pm, \$2.50 per hour or portion of hour will be charged to the Renweb family account for ExS. For ExS from 5:30 – 6:00 PM, \$5 will be charged to the Renweb family account. Supervision after 6:00 PM is not available. If you are unable to arrange transportation for your student by 3:15 PM, please notify the school office to register your student for ExS and to receive further detail. Students who remain on campus unsupervised or avoid Extended Supervision will be subject to disciplinary consequences.

## ATHLETICS

ACS offers interscholastic athletics for boys and girls. A participation fee is mandatory for each sport to offset costs involved. Participating students must have had a physical examination within the past year. All student-athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude.

One of our most powerful opportunities to witness to the power of Christ in our lives is during sporting contests. Therefore, sportsmanship is demanded of all coaches, athletes and ACS spectators of Aurora Christian School. "To whom much has been given, much more will be required." (Luke 12:48) Acts of unsportsmanlike conduct including but not limited to swearing, speaking inappropriately to an official, coach, player, or spectator, and/or any general conduct unbecoming a representative of Aurora Christian School will lead to consequences.

The administration reserves the right to escalate consequences depending on the severity of the unsportsmanlike conduct. The standard consequences for discipline accumulate as follows:

<b>Coaches</b>	First offense: Written warning
	Second offense: One game suspension
	Third offense: Suspension for the remainder of the season
	Fourth offense: Permanent suspension from coaching at ACS

**Athletes and student spectators** Subject to the handbook violations as outlined in the student handbook

**Spectators** If a spectator is warned during an event and continues to exhibit inappropriate behavior, he/she will be asked to leave the event immediately. A repeated occurrence will result in a meeting with the Athletic Director.

## ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY

At Aurora Christian School, academics are second only to spiritual growth. Although we believe that extra-curricular activities are important in a student's development, they do not supersede the importance of academics. Therefore, eligibility rules have been established to provide more time for students to focus on improving their academic standing.

Eligibility lists become active following the third week of each semester. If a student is failing 2 or more classes at the end of any **school week**, he/she will be ineligible to participate in any extra-curricular activities (including games, practices, open gyms, etc.) during the following **eligibility week** (Wednesday through Tuesday). Eligibility reports will be distributed each Wednesday. In addition, a student will be ineligible if failing only one class for more than 3 weeks in succession.

If a student is ineligible at the end of first semester, he/she will be ineligible to represent ACS in any extra-curricular activities until second semester begins.

If a student receives a suspension from school, he/she will be ineligible to represent ACS in any competition/performance on the days of suspension. If there are no competitions/performances on the days of suspension, the student will be ineligible to participate in the next extra-curricular competition/performance.

### Extra-curricular Attendance

Extra-curricular activities include all activities held outside of regular school hours: 7:45 am – 2:50 pm. To attend or participate in any extra-curricular practice or event, students must fully attend all classes from 3<sup>rd</sup> through 8<sup>th</sup> hour. Exceptions may be made with a doctor's note.

## ATTENDANCE POLICY

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. The school day begins at 7:45 a.m. and ends at 2:50 p.m. Attendance is taken every period.

### Absences

If a student is absent from school the **parent or legal guardian must phone the office before 10:00 a.m.** Failure to phone with a valid excuse (illness of the student, family emergencies, medical appointments, and pre-approved family requests) will result in an "unexcused absence. School-sponsored activities are not considered an absence. If calling outside of regular school hours, follow the prompts to leave a message in the attendance mailbox. Falsifying this report is a serious infraction and may result in suspension. If you know in advance that a student will be absent, the office must be notified in writing (email) prior to the day of absence.

**\*Unexcused Absence:** students will be issued a grade of zero (0) for the coursework that was due or any in class coursework completed during the day of the unexcused absence, including tests, quizzes, etc. Students may not make-up any coursework for an unexcused absence for credit. Students are responsible for future coursework assigned during the unexcused absence.

### Attendance Policy: 8 Days per Semester

Aurora Christian School is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. In accordance with our philosophy, the administration has determined that absences in excess of eight (8) days in a given subject within a semester will be unexcused. All absences, including illness and family vacations, apply toward the 8-day attendance policy. **A student may not make-up any work for unexcused absences.** Any work missed or due on the day of unexcused absence, including quizzes or tests, will result in a zero. In cases of extended illness, parents are asked to contact the office to discuss immediately. Any exceptions to the 8 Day policy will be determined by the principal.

### Tardy Policy

A quality education is reinforced by punctuality. All students are expected to be at school and in their classrooms on time. A student is tardy if he/she is not in the classroom when the bell stops ringing, and does not have a signed pass from the previous teacher. Each tardy will be recorded and will accrue toward disciplinary consequences. Every three tardies (cumulative across all class periods) result in one AM Detention. A student coming to class more than 10 minutes after it has begun or leaves class for more than 10 minutes will be considered absent/truant.

### Illness

If a student becomes ill during a school day, the student is to report to the main office. A student may not go home unless his/her parent or guardian has been contacted by a school official. In cases of extended illness, parents are asked to contact the office to discuss immediately.

### Extra-curricular Attendance

Extra-curricular activities include all activities held outside of regular school hours: 7:45 am – 2:50 pm. To attend or participate in any extra-curricular practice or event, students must fully attend all classes from 3<sup>rd</sup> through 8<sup>th</sup> hour. Exceptions may be made with a doctor's note.

### Pre-Arranged Absences

Parents are discouraged from taking students out of school for vacation or for non-school sponsored events. EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATIONS TO COINCIDE WITH SCHOOL VACATIONS. However, if the absence is unavoidable, the following details apply:

1. Days missed will be recorded as absences counting toward the 8-day attendance policy.
2. A parent must email the principal at least one week in advance to request a pre-arranged absence. Within 72 hours of the request, notification will be made regarding the status of request and further instructions.
3. Students assume full responsibility for all missed classes and assignments. Students must meet with each teacher **prior to leaving** to arrange appropriate timelines for make-up work, using a Pre-Arranged Absence form obtained in the office. Assignments will be due as noted on the Pre-Arranged Absence form. Additional work assigned during the absence must be made up within the same number of days as the absence. Assignments not completed on time will not be awarded credit. The time and place of any make-up sessions shall be established at the initiative of the student and at the convenience of the teacher.

### 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 request for early dismissal must be accompanied by a note or email from a parent/guardian with the student's name, the date, and reason for dismissal. All students leaving school must check-out through the main office and check-in when returning. All absences apply toward the 8-day attendance policy.

### College Visits

Junior and Senior students will be allowed excused absences to visit colleges and universities, provided they have school and parental permission. The first two college visit days per year will not be counted towards the 8 day attendance policy. Subsequent college visit absences will be excused, but will count towards the 8 day attendance policy. The student must request college visit days through the guidance office. Any class work missed due to a pre-approved college visit must be completed as regularly scheduled (i.e. no extensions). A completed "college questionnaire" (available in the guidance office) and a verification of the appointment (on college/university letterhead stationery - signed by a college official) must be turned in to the main office upon return. Failure to follow this stated procedure will result in disciplinary consequences. Note: College Visits may only be taken when the college is in regular teaching session (not during finals).

### Truancy

A student who is absent from or who leaves class or the school building without school permission is truant, and will result in disciplinary consequences. Any unexcused absence is considered truancy by the State of Illinois.

### Closed Campus

Once students arrive, they may not leave the school. Students are expected to bring all materials, books, supplies, homework, etc. with them to school. In the case of an emergency, students must secure permission from the administration if they need to leave the building. Leaving the school building (even to a vehicle in the parking lot) for any reason without the school's permission will result in disciplinary consequences.

### Make-up Work

Make up work will be permitted in cases of excused absences only. All work assigned prior to absence will be due upon return or on the assigned due date. Work assigned while absent must be "caught up" within the same number of days as excused absences. Students who are absent only the day of a scheduled quiz/test must take the assessment on the day of return. Students who are absent during a teacher directed review on the day before a test, but present on the day of the test, may be allowed an additional personal review day. Alternate assessments which cover the same material may be given as make-up quizzes and tests. Long-term projects may be subject to special due date requirements that do not allow for extended time. Students who receive an unexcused absence will be given a grade of "0" for all assignments, quizzes, or tests missed during the unexcused absence. \*Please see special notes regarding "Pre-Arranged Absences" in the Attendance section of this handbook.

## **CAFETERIA CONDUCT**

Food is limited to designated times and areas. Except for special occasions or designated snack times, no food is permitted to be eaten outside of the cafeteria and must be kept in the student's locker until lunch time. High school students may have drinks in closed-top containers (except in the theater, library, and computer labs). Middle school students may have water in closed-top containers. Inside the cafeteria, students are expected to be courteous and orderly and clean up their own trash. Students who do not meet these expectations may be required to assist in cafeteria cleanup and receive a tardy to their next class.

## **CHRISTIAN SERVICE**

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, each high school student must complete 8 hours of Christian service per quarter, and each middle school student must complete 4 hours of Christian service per quarter. This service must be performed during the current quarter, verified, and submitted for a percentage of the Bible grade. Coordination and management will be explained in each student's Bible class.

## COMPUTER USE

Computers provided for student use at school are for educational purposes only. Students may not use faculty/staff computers. Students may only enter the computer facilities while under faculty/staff supervision. No food, beverages, or candy are permitted in any of the computer labs. Filtered Internet access is available through the computers on campus.

The following uses of computers at ACS are not permitted:

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

Each violation of this Computer Use policy will be referred to the administration for possible disciplinary action. Extreme or repeated offenses will result in the loss of computer privileges on campus. If the student is enrolled in a computer course, a grade of WF (withdraw/failing) will occur. Disciplinary action may also include expulsion or legal prosecution.

## DANCING

Although it is impossible to create a community with expectations totally acceptable to everyone, Aurora Christian School desires to promote unity and fellowship in a positive community environment. Many social dancing styles are not conducive to our vision of the daily pursuit of righteousness; therefore, social dancing is not permitted at school sponsored events. However, acceptable forms of expression may include dance as a form of worship and the use of choreography in drama, musical productions, and athletics.

## DRESS CODE

The ACS dress code is intended to reflect principles of good taste and modesty. Students should dress in a way that neither dishonors God nor draws undue attention to themselves. (1 Tim 2:9; 1 Cor 10:31; 1 John 2:15-17)

The dress standards which follow are intended as expressions of those principles. They are not designed to promote legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste. However, fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Any writing or emblems that are offensive or antagonistic to the values and beliefs of ACS, as determined by the administration, will not be allowed. Sloppy or "grubby" clothing will not be permitted.

It is the parents' responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, he/she will be required to change to meet the dress code policy in order to return to classes for the day.

The dress code of ACS is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the office.

If any staff member deems a student immodest or out of code in any way, the student must correct the issue immediately or will be sent to the office for correction. Students are responsible for submitting on-time all assignments that are due while out of class for dress code correction. Students are responsible for completing any course work done in class by the end of the day. (Students will not be given additional time to complete work assigned while out of class.) Students must be dressed appropriately to be issued final exams.

### General Guidelines

1. Acceptable academic day attire:
  - a. Pants: modest fit dress pants or jeans with no holes
  - b. Dresses and skirts that are a minimum length 4" from floor when kneeling  
\*tunics worn with leggings: minimum length 6" from floor when kneeling
  - c. Shorts: modest fit dress, cargo, hiking, or denim with no holes that have a minimum 7" inseam
  - d. Shirts: collared, button-down, sweatshirt, pullover, t-shirt
  - e. Shoes: dress shoes, gym shoes, sandals, or boots
2. Restricted academic day attire:
  - a. Sleeveless tops/dresses, immodest fit; see-through; exposed skin (even when arms are raised); cleavage-revealing
  - b. Clothing/bags that displays secular artists, TV shows/movies, skulls, skeletons, weapons, or offensive material
  - c. Sweats, leggings, spandex, yoga pants, athletic shorts
  - d. Shoes with wheels in soles; slippers; socks only; barefeet
  - e. Hats or headwear, including a raised hood or sweatband
  - f. Chains, spikes or jewelry indicating group affiliation may not be worn at school or at any school function
  - g. Chains, spikes or jewelry considered potentially harmful (i.e. – wallet chains, spiked rings or necklace, etc.)
3. Acceptable activity day attire:
  - a. All acceptable academic day attire
  - b. Athletic shorts that have a minimum 7" inseam (Athletic shorts with a shorter inseam may be worn over spandex with a minimum 7" inseam. Spandex may never be worn alone.)

#### Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck.
2. Headbands, barrettes, ponytails, buns will not be allowed.
3. Boys' facial hair is to be neat and well-groomed at all times. No shaggy or unkempt appearance will be allowed. Compliance will be determined by the administration.
4. Nail color, visible tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry and gauges) are not permitted for boys. Earrings may not be worn on school grounds and whenever representing Aurora Christian School at school functions or activities. Existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

#### Appearance Standards for Girls

1. Hair should be clean, well groomed, not extreme (non-natural colors, etc.), and away from the eyes.
2. Visible tattoos, brands, body mutilations, or body piercings (including any magnetic jewelry and gauges) other than ear piercings, are not permitted for girls. Existing tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

#### **CELL PHONES / ELECTRONIC DEVICES**

Cell phones, handheld devices, earbuds, etc. should not be seen, heard, or used during school hours or on certain school trips, unless initiated by classroom teachers for educational use. (Laptops may be used for academic purposes.) First violation will result in confiscation of the device, warning, and reclamation in office at end of day. Second violation will result in confiscation of the device, issuance of a Level 1 misconduct, and reclamation in office at end of day. Upon further violations, Level 1 misconducts will be issued, and the device may only be reclaimed by a parent in the school office. Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic equipment. Cameras or picture phones are NEVER to be used in locker rooms or bathrooms.

#### **FIELD TRIPS**

Students will have the opportunity to attend field trips throughout the year. Days missed will not be recorded as absences or count toward the 8-day attendance policy. Permission slips will be sent home in advance. Students assume full responsibility for all missed classes and assignments. All assignments are due as regularly scheduled. Quizzes/tests not taken and projects/assignments not completed on time will not be awarded credit.

Students are not required to attend any field trips; however, students that choose not to attend will still be required to report to school and complete any required alternate projects.

Aurora Christian School greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. Please notify your student's class advisor if you would be willing to serve in this manner. Students may not transport other students during the school day without specific parental and administrative permission. Drivers and chaperones will be asked to read and abide by school guidelines, present a current driver's license, and show proof of auto insurance. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child).

#### **HALLWAYS**

No student is to be in the hallways during a class period without a pass from his or her teacher. In an effort to keep our hallways safe and clean, all items left out of lockers will be relocated to Lost and Found.

#### **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. This includes cyber, verbal, visual, social, physical, and sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

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

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

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

#### **SENIOR EVENTS**

A winter senior trip has been scheduled for the members of the graduating class. All details of the trip will be planned by the sponsors and the administration. ACS faculty sponsors and one member of administration will accompany students on these trips.

One senior "skip day" is permitted and will be considered a class activity. Class sponsors and administration must approve the activity, and permission slips must be distributed/collected prior to the activity. Seniors who "skip" without permission will be considered truant, and disciplinary consequences will apply.

#### **SKATEBOARDS, ETC.**

Due to potential injury and liability issues, in-line skates, wheeled shoes, skateboards, longboards, hoverboards, scooters and any other items that could be damaging to persons or property are not permitted on school grounds. Violation will result in confiscation of the device, to be reclaimed by a parent in the office upon payment of a \$15 fine. The school is not responsible for injury or death as a result of disregarding this policy.

#### **SPECIAL EVENTS**

High school class competitions occur throughout Spirit Week in the fall. The winning class of Spirit Week will be awarded a half-day release to be spent in a class activity. The winning class sponsors and students must have their group activity approved by the administration, and must distribute/collect permission slips prior to the activity. Students not attending the class activity must remain in school.

Any student seeking to bring a non-ACS student to a special event (Homecoming, Winter Formal, Jr-Sr Banquet, etc) must obtain an official Guest Pass from the office. The Guest Pass must be filled out entirely and submitted to the office prior to the event. Without a completed Guest Pass, admission for the guest will be denied.

Same-gender dates will not be permitted to attend ACS special events.

### **STUDENT ACTIVITIES**

Student activities at Aurora Christian School are intended to purposely promote the school's vision. We desire to offer opportunities for all students and families with varied interests. ACS activities are designed to build community and provide a venue for Christian witness. In addition, we determine to never be an offense or "stumbling block" through our activities. (I Cor. 10, Rom. 14:13)

The school has a variety of scheduled events throughout the school year. Privately sponsored events may not be publicized on school grounds without specific permission from the administration. Use of drugs, tobacco, or alcohol will in no way be allowed before, during, or after an event.

### **STUDENT DRIVERS**

Driving is a privilege. Failure to drive safely or follow ACS posted signs will result in the loss of this privilege. The administration reserves the right to inspect any vehicle driven by a student to school. The following regulations must be followed by those students who drive to school:

1. Register vehicle(s) through the main office.
2. Purchase a parking permit. (Permits must be visible while on campus.)
3. Park in assigned parking space. Parking in other areas/spaces will result in a \$20 campus ticket. Unpaid tickets will be automatically deducted from lunch account after 10 school days. Repeated tickets may result in the loss of driving privileges.
4. Do not enter cars during the school day without office approval.
5. Observe speed limit and operate vehicles in a safe manner at all times. Violation of this may result in a \$20 campus ticket and withdrawal of driving privileges. Unpaid tickets will be automatically deducted from lunch account after 10 school days.

Students may not transport other students during the school day or leave campus during the school day without specific parental and administrative permission. .

### **STUDENT IDENTIFICATION CARDS**

Student ID cards will be issued at the beginning of school. These ID cards will be used for purchases in the cafeteria, library checkout, and may be used for student admission discounts. Defacement of ID cards is not permitted, and will result in the requirement of a new ID card. Replacement cards will be issued for \$10.00.

# 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.

A student's signature on the Student Standards of Conduct form binds him/her to these standards from the point of initial enrollment until graduation or official withdrawal. This includes all summer vacations, holidays, and school breaks.

## DISCIPLINE

All students have freedom of choice in behaviors, but not freedom from the resulting consequences. Discipline is intended to change/shape student behavior, and will be in effect at all ACS functions on or off campus. "For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it." (Hebrews 12:11) **In any area of discipline, if the situation warrants, the administration has the authority to suspend, dismiss, or expel a student from the school.**

### Range of Consequences

**Teacher Consequence:** Teachers may hold students accountable for behavior by requiring the student to serve a 15-30 minute period before or after school. When a teacher consequence is issued, parents will receive notification from the issuing teacher. If a student fails to serve a teacher consequence, an AM detention will be issued.

**AM Detention:** AM detention is a 45 minute work period served from 6:45 to 7:30 AM. When an AM detention is issued, parents will receive notification from the office. If a student is late to detention, the student will complete that detention and a second detention will be issued. If a student is absent from an assigned detention, a Saturday School will be issued.

**Saturday School:** Saturday School will be assigned by the office, and will run from 8:30 AM – 11:00 AM on Saturdays determined by the administration. When a Saturday School is issued, parents will receive notification from the office. There will be a \$40.00 supervision fee charged to the student account. Students coming to Saturday School should be prepared to perform general maintenance tasks or a pre-arranged offsite service project. If a student is absent from their assigned Saturday School, they will be assigned another Saturday School with an \$80.00 supervision fee.

**Suspension:** Suspensions will be assigned by the administration, and will be served out of school. When a suspension is issued, parents will be contacted by the principal. Suspended students are not allowed on campus and may not attend or participate in any school activity. All make-up work will be due upon return. A student who receives two suspensions in a year for any reason will be placed on disciplinary probation.

**Social Suspension:** The administration may choose to place a student on social suspension for a specified period of time. When a social suspension is issued, parents will be contacted by the principal. A student on social suspension may not participate in or attend any extra-curricular activity or event. (Requests for attendance at specific events may be approved by the principal.)

**Disciplinary Probation:** Circumstances may warrant that a student be placed on disciplinary probation due to excessive discipline violations or the demonstration of an attitude deemed outside the expectations of ACS. Any student accumulating two (2) suspensions in a year or five (5) disciplinary actions in a semester will be placed on disciplinary probation. When a disciplinary probation is issued, parents will be contacted by the principal. The administration also reserves the right to extend probationary status and/or a behavior contract at any time to any student that warrants such, regardless of the student's position in the discipline system. A student who is placed on disciplinary probation may be placed on social suspension. The administration reserves the right to dismiss a student on probation at any time should the behavior warrant.

**Expulsion:** As mandated by the School Board, in cases of many Level II and III Misconducts, the student will be immediately suspended to allow time to complete a disciplinary hearing process. Expulsion decisions will be determined by a disciplinary committee at a disciplinary hearing. The academic status of an expelled student will be immediately terminated, and all semester coursework will be invalidated. (The academic coursework of a student expelled during the final four weeks of a semester may be accommodated for offsite completion and credit.) Expelled students will not be allowed on campus for the remainder of the semester.

Following expulsion during the first half of a semester (end of quarter mark), a student may be considered for academic readmission with social suspension for the next semester. Following expulsion during the second half of a semester, a student may be considered for readmission after an additional semester. Application for readmission must be initiated with the principal. If readmitted, the student will return to school on a behavior contract including but not limited to disciplinary probation.

**Dismissal from School:** It is not our desire to ever have to ask a student to leave Aurora Christian School. Yet, we understand that these difficult times may come. Attitudes are revealed through speech, behavior, and actions (including social media activity). The following are potential grounds for immediate dismissal without a disciplinary hearing:

### *Attitudes reflecting a "Flaunting of Sin."*

If a student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

### *Attitudes which Create Negative Tenor for Other Students*

Proverbs speaks repeatedly about the power of a person's influence in others' lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor which continues to pull others down into wrong attitudes or conduct.

Students do not have to be Christians in order to attend ACS. We do not know of any Christian school that is composed of a totally Christian student body, no matter how much a handbook might attempt to legislate such. However, students will not be allowed to create a negative tenor for the rest of the individuals within the school.

### *Attitudes which Continue to "Dampen" Spiritual Growth in Others*

We will not allow any kind of mocking of the things of God, or the creation of a "peer pressure" that would make spiritual growth difficult for others.

### *A Progressive Hardening Against the Things of God*

For the benefit of all students, we cannot allow willful disobedience of school policies or a continuing spiritual resistance in any student.

*Verbal Abuse to Fellow Students and/or Teachers*

It is crucial to us that ACS be a safe place, even emotionally. Although we realize that "kids will be kids," it is imperative that verbal abuse will not be allowed.

*The Inability, or Unwillingness, of Parents to Work with us When Problems Arise with Their Student*

We, at ACS, believe that teamwork with parents is both Biblical and essential. Should a disciplinary issue arise with a student, we will endeavor to clearly communicate with parents.

Unfortunately, it is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. 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. If parents demonstrate an unwillingness to cooperate, their student may be dismissed.

Student Conduct

All ACS student conduct rules are in effect from the time the student enrolls, 24/7/365, on and off campus.

<b>Level I Misbehavior:</b> Faculty/Staff will address the Level I Misbehavior immediately, and may refer to the principal. Parents will be notified of any consequences issued by the office.	<b>Range of Consequences</b>
Coarse language	Warning through AM Detention
Disorderly conduct (shouting in halls, disrupting classes, littering, throwing food, horseplay, etc.)	Warning through AM Detention
Dress code violation (on campus during school hours)	1st incident: Change into attire that is compliant with Dress Code; warning 2nd incident: Change into attire that is compliant with Dress Code; AM Detention 3rd & Subsequent incidents: Change into attire that is compliant with Dress Code; AM Detention; Social Suspension (maximum 2 weeks) *See course work requirements under Dress Code
Electronic device violation	1st incident: Phone confiscated until end of day, Warning 2nd incident: Phone confiscated until end, AM Detention Subsequent incidents: Phone confiscated until end of day and parent retrieves in office, AM Detention
Food or candy [or drinks other than water for MS] outside the cafeteria (Drinks are allowed for HS only in closed-top containers but will not be allowed in the theater, library, or computer labs.)	Warning through AM Detention
Hallway violation: without a pass or presence in unauthorized/unsupervised area	Warning through AM Detention
Parking lot violation	Warning through Suspension; may be ticketed or have parking pass revoked
Public display of affection	Warning through AM Detention
Tardy	AM Detention for every 3 Tardies



<b>Level II Misconduct:</b> Faculty/Staff will address the Level II Misconduct immediately and refer to the principal. Reporting to the local law enforcement authorities may be warranted.	<b>Range of Consequences</b>
Academic dishonesty:	1 <sup>st</sup> incident: Zero for the assessment, AM Detention, and referral to principal 2 <sup>nd</sup> incident in same course: Failure for the semester and suspension 2 <sup>nd</sup> incident overall: Zero for the assessment and suspension Subsequent incidents: Zero for the assessment; Immediate suspension and disciplinary hearing for dismissal from ACS
Bullying or Intimidation, including cyber-bullying:	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal from ACS
Dishonesty (lying or trying to deceive school personnel)	AM Detention through suspension
Disobedience (neglect to obey authority)	AM Detention through suspension
Disrupting the educational process or climate	AM Detention through suspension
Endangering the health, safety, or well-being of oneself or others	AM Detention through suspension
Failure to serve detention	AM Detention through suspension
Insolent or Derogatory Remarks (rude, having or showing a lack of respect for other people)	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Insubordination (disrespect of authority / refusal to obey authority)	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Mockery (including on social media): behavior, speech, or action that makes fun of someone or something in a hurtful way	AM Detention through suspension and disciplinary hearing for dismissal or expulsion from ACS
Obscene and/or Offensive Materials: distribution or in possession (e.g. posting inappropriate pictures, viewing/possession of pornography, etc.)	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Profane, Vulgar, or Obscene Language or Actions (including "replacement" obscenities)	AM Detention through suspension
Possession or incendiary use of fireworks, lighter, etc.	AM Detention through suspension
Tampering or misuse of emergency equipment, including but not limited to fire alarm pulls and AEDs (Student will pay for repairs, city fines, and/or replacement.)	AM Detention through suspension
Theft: taking and removing of personal property with intent to deprive the rightful owner of it; possession of another's property without permission	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Threats: an expression of intention to inflict evil, injury, or damage	AM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Trespassing: unauthorized presence on campus or in building	AM Detention through Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Truant: absent from school without permission	AM Detention through Saturday School
Vandalism: willful destruction, damage, or defacement of property (Student will pay for repairs and/or replacement)	Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors.	AM Detention through dismissal or expulsion from ACS

<b>Level III Misconduct:</b> Faculty/Staff will address the Level III Misconduct immediately and refer to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities may be warranted.	<b>Range of Consequences</b>
Antagonistic behavior: actions or words that are antagonistic to the basic goals and objectives of the school, or have an adverse effect on other students (e.g. illicit sexual behavior*, gambling, etc.) *See Admission Requirements relative to parenthood.	1-10 day suspension and possible recommendation for dismissal or expulsion from ACS  Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Alcohol: use or possession	1 <sup>st</sup> incident: 10 day suspension and mandatory completion of a restoration plan  2 <sup>nd</sup> incident: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Alcohol: sale or distribution	Immediate suspension and disciplinary hearing for expulsion from ACS
Cannabis / Marijuana: possession, use, sale, or distribution including paraphernalia and vaporizers	Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Drugs, or any other substance that causes impairment: possession, use, sale or distribution including paraphernalia and vaporizers	Immediate suspension and disciplinary hearing for expulsion from ACS
Gang affiliations of any kind	Immediate suspension and disciplinary hearing for expulsion from ACS
Harassment (Includes any unwelcome verbal or physical gestures or remarks of a sexual nature and repetitive teasing)	Suspension through disciplinary hearing for dismissal or expulsion from ACS
Threats, Violent Acts, or other willful actions that directly or indirectly jeopardizes the health, safety, and welfare of school personnel or other students	Suspension through disciplinary hearing for expulsion from ACS
Tobacco, including electronic cigarettes: use or possession of product or paraphernalia	Suspension  Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Tobacco, including electronic cigarettes: sale or distribution of product or paraphernalia	Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Weapons: possession or use of explosives, firearms, or any other item used as a weapon	Immediate suspension and disciplinary hearing for expulsion from ACS

### **DISCIPLINARY PROTOCOL**

**Disciplinary Investigation:** Parental contact or consent is not warranted prior to interviewing or questioning of students by school authorities. Incidents which occur on school-sponsored trips will be handled by a member of the administration with the assistance of an additional school employee either on-site or upon return to school. Parents will be notified of any/all disciplinary consequences issued to their student. Incidents of Level II or III Misconduct (as outlined in this handbook) may result in immediate suspension to allow time for a disciplinary hearing.

**Search and Seizure:** The administration is authorized to conduct searches based upon reasonable suspicion that a student has violated the law or school policy. School authorities may also inspect and search places such as lockers, desks, personal belongings, vehicles, parking lots, and other school property and equipment without notice to or consent of the student. Furthermore, within reason, the administration or designated school authorities may search places such as vehicles, lodging/accommodations, and personal belongings of students participating in or attending school sponsored events (i.e. athletic trips, Senior retreat, ACSI festivals, Mission Impossible, etc.). Any evidence found during a search will be confiscated. Parental contact or consent is not warranted prior to search and seizure by school authorities.

**Disciplinary Hearing:** Upon parent notice of suspension that may lead to dismissal or expulsion, a disciplinary hearing will be scheduled. Parents will be notified of hearing procedures at that time. The disciplinary committee will be composed of administration and faculty. The superintendent or designee will observe the hearing and ensure compliance with board policy. Results of the investigation will be heard, the student and/or the student's parents will be given an opportunity to speak, and the committee will adjourn to a closed session to determine disciplinary action. Decisions of the disciplinary committee will be final.