



## **MS/HS Parent/Student Handbook**

*Revised August 2023*

<b>MS/HS Parent/Student Handbook</b>	<b>0</b>
<b>Table of Contents</b>	<b>1</b>
<b>Section 1 - About ACS</b>	<b>4</b>
School Address and Contact	4
Mission Statement of Aurora Christian Schools	4
Vision Statement	4
Statement of Faith	4
Christian Philosophy of Education	5
Core Values	6
History of Aurora Christian Schools	7
Accreditation and Illinois State (ISBE) Recognition	8
Nondiscrimination Policy	8
Organizational Structure	8
Expected Student Outcomes	9
Parent Statement Of Cooperation	9
Revision Policy	10
<b>Section 2 - General Policies and Procedures</b>	<b>11</b>
Accidents/Injuries	11
Animals	11
Athletics	11
Bible	12
Book Agreement	12
Bullying / Harassment	12
Cell Phones/Electronic Equipment	13
Chapel	14
Child Safety	14
Communication	14
School Communication	14
Teacher Communication	14
Parent/Teacher Conferences	14
Computer Use	14
Emergency Closing	15
Emergency / Crisis	15
FACTS SIS	15
Field Trips	15
Finances	16
Grade Reports	16
Grievance Procedure	16
Insurance	17
International Student Language Policy	17

Lost and Found	18
Lunch	18
Medical	18
Health Examinations and Immunization Records	18
Vision and Hearing Screening	18
General Health Guidelines	19
Medication and Self-Administration	19
Music	20
Orientation Block Party	20
Parent Involvement	20
Patriotism	20
Physical Education	20
Safety	21
School Directory	21
School Pictures	21
School Photographs	21
School Supplies	22
Skateboards, etc.	22
Standardized Testing	22
Student Activities	22
Student Records	22
Student Services	22
Referral Process	23
Accommodations Policy	23
Focus (ACS) / Resource (Cornerstone)	23
Supplies	23
Transportation	23
Tuition Assistance Program (TAP)	24
Visitors	24
Voicemail	24
Volunteers	24
Website and Email	25
Withdrawals	25
<b>Section 3 - ACS MS/HS Handbook Addendum</b>	<b>26</b>
Academic - Classes and Grading Information	26
Academic - Course Changes	26
Academic - Dishonesty	26
Plagiarism	27
Academic - Grade Calculation	27
Academic - High School Minimum Graduation Requirements	28
Academic - High School Recommended Course of Study	29

Academic - Homework Completion	29
Academic - Homework - Make-up Work	30
Academic - Honors Courses	30
Academic - Middle School Requirements	30
Academic - Probation	30
Academic - Summer School	31
Academic - Transfer Credits	31
Admission Requirements	31
Arrival/Dismissal of Students	31
Athletic/Extracurricular Eligibility	32
Attendance Policy	32
Christian Service	34
Dancing	34
Discipline	34
Disciplinary Protocol	39
Dress Code	39
Dunham Scholars	41
Eagle Ambassadors	41
Fees	41
Graduation	42
Hallway Lockers and Locker Rooms	42
Help Classes	42
Lunch	42
Senior Events	43
Special Events (HS)	43
Student Drivers	43
Student Support Resources	44
<b>Signature Page Link for Google Form</b>	<b>46</b>
Parent/Student Handbook Signature Page	46

# Section 1 - About ACS

## School Address and Contact

Aurora Christian Schools  
2255 Sullivan Road  
Aurora, IL 60506  
Main Office: 630.892.1551  
Preschool Office: 630.264.3894  
Fax: 630.892.1692  
web: [aurorachristian.org](http://aurorachristian.org)

Aurora Christian Schools - Cornerstone Campus  
355 N. Cross Street  
Sycamore, IL 60178  
Main Office: 815.895.8522  
Fax: 815.895.8717  
web: [cornerstonesycamore.org](http://cornerstonesycamore.org)

## Mission Statement of Aurora Christian Schools

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

## Vision Statement

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

## 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:

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

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

7. 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.
8. 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.
9. The primary purposes of Christian education are:
  - a. to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
  - b. to nurture, admonish, & encourage the student to live in conformity with the revealed will of God;
  - c. to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
10. 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).
11. 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).
12. 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)
13. The biblical and philosophical goal of Aurora Christian Schools is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian Schools, all employees and students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian Schools retains the right to terminate any employee or refuse enrollment to or expel any student who engages in sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) or who identifies as homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender (Ge 1-2, Lev 20:10-16; Mt 15:18-20; Ro 1:26-27; I Co 6:9-10).

## Core Values

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

1. RELATIONSHIP
  - a. Our greatest desire is to encourage and support students in their development of a strong personal relationship with Jesus Christ.

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

## History of Aurora Christian Schools

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

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

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

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

By the end of the 1977-78 school year, pupil population had swelled to well over 380 students...once again we faced the need for larger facilities. On Saturday, June 3, 1978, a public auction was held at 14 Blackhawk St. Through a miracle, the old Benjamin Franklin Junior High School--a building of 73,000 square feet of classrooms, offices, gymnasium, auditorium, etc. on a full city block--became the property of ACS for \$150,000! Families and friends of our school again performed a monumental task of completely redecorating the "new" building by August 28th, the first day of classes for 1978-79.

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

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

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



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

In November, 2012, the Lord provided another miracle with the refinancing of our debt! We were overjoyed to Celebrate His Faithfulness!!

The founders of Aurora Christian [Paul and Loretta House] and Cornerstone (then DeKalb) Christian [Walter and Ruthana Rodatz] collaborated in 1975-1976 as they opened nearby schools with similar missions. In August, 2019, Cornerstone Christian Academy joined our ACS family and became Aurora Christian Schools - Cornerstone Campus. ACS Cornerstone is offering a quality PreK-8 program in Sycamore while all high school students are attending our main ACS campus in Aurora. We believe the Lord is using our combined ministries to sustain and strengthen Christian education in northwest Illinois.

We continue to pray for God’s provision. We are glad you are a part of the Aurora Christian Schools Family. To God be the Glory; great things He has done!

## Accreditation and Illinois State (ISBE) Recognition

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

## Nondiscrimination Policy

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

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

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

## Organizational Structure

The Aurora Christian Schools Board of Directors is a self-perpetuating, policy governance board. All operational and educational responsibilities and decisions are delegated to the Superintendent and his/her designees.

Aurora Christian Schools functions best when all involved follow a simple principle of communication and problem resolution: involve the least number of people and at the lowest level possible. This approach is

based on the teaching of Scripture as found in Matthew 18. When seeking resolution, we encourage students to meet individually with the teacher. Should no resolution result, the student and parent together should schedule a meeting with the teacher. Should no resolution result, all parties should together consult with the next level supervisor. Requests for meetings with supervisors prior to initial steps will be redirected appropriately.

## Expected Student Outcomes

- ✓ Students will develop a personal relationship with Jesus Christ.
- ✓ Students will develop meaningful relationships within a Christian community.
- ✓ Students will demonstrate respect for authority and others.
- ✓ Students will develop a Biblical worldview.
- ✓ Students will be able to think critically and solve problems.
- ✓ Students will be college-accepted and academically prepared to succeed.
- ✓ Students will identify how they may use their gifts and talents in pursuit of God's calling for their lives.
- ✓ Students will develop a natural, self-motivated awareness of everyday opportunities to serve those around them.
- ✓ Students will engage in opportunities to serve in their communities and beyond.

## Parent Statement Of Cooperation

The following statement is printed on each enrollment application. Annually, parents and MS/HS students affirm the statement by their signature on the Handbook Acknowledgment.

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

We will acquaint ourselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard. If we ever find that we cannot accept the disciplinary standards of ACS or if our student fails to meet the minimum academic requirements, we may withdraw our student or face possible dismissal. In the event of academic failure where no alternatives are available, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition monies paid. All tuition paid is nonrefundable, including the Tuition Deposit. We understand that 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.

## Revision Policy

Aurora Christian Schools reserves the right to change 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.

## Section 2 - General Policies and Procedures

### Accidents/Injuries

Aurora Christian Schools does not employ a school nurse; however, faculty members are certified in First Aid and CPR. Minor injuries will be treated in the office. All accidents/injuries that occur during the school day or on any school sponsored trip will be reported to the office immediately. Students with serious injuries will be taken immediately to the hospital (911 will be called if necessary) and parents will be notified by phone. It is the parent's responsibility to see that the office has on file emergency telephone numbers where a parent, relative, or emergency contact can be reached in case of emergency.

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with 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.

### Animals

Animals should not be brought into the school or to athletic events on campus. Service or therapy animals may be approved by the administration.

### 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 Schools 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:

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.

## Bible

The Bible is of primary importance at Aurora Christian Schools, and all subjects are taught from a biblical perspective. Each student will also be enrolled in a Bible course every semester of attendance. Students will perform Christian service and memorize Scripture appropriate to their age levels.

## Book Agreement

At some grade levels/classes, 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, a fee will be charged to the student account for the cost of replacement or repair.

## Bullying / Harassment

Aurora Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. 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 Schools, bullying is considered a form of harassment. The administration will discern the difference between conflict and bullying. To be considered bullying, all three of these elements must be present:

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

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

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

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

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

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

Bullying is in conflict with the mission of Aurora Christian Schools. It is against state law and ACS policy. Incidents of bullying should be promptly reported to the principal via phone (ACS: 630-892-1551, Cornerstone: 815.895.8522) or email ACS Preschool & Elementary: [mayra.johnson@aurorachristian.org](mailto:mayra.johnson@aurorachristian.org), ACS Cornerstone Preschool through Middle School: [amanda.leonhart@aurorachristian.org](mailto:amanda.leonhart@aurorachristian.org), ACS Middle

& High School: [natalie.henderson@aurorchristian.org](mailto:natalie.henderson@aurorchristian.org). Formal disciplinary action is not permitted solely based on an anonymous report.

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

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

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

## Cell Phones/Electronic Equipment

There will be a gradual release of cell phone usage based on grade level.

Elementary & Cornerstone Middle School students must secure their cell phones in their lockers for the duration of the school day. Phones are not permitted to be in use during the school day or on school field trips unless initiated by classroom teachers for educational use, or approval is given by administration. Students should obtain approval from staff to use any type of cellular device before or after school in extended care.

Aurora Middle School students will be required to check-in their cell phones with their first hour teacher, and may retrieve their cell phones at the end of the school day. Cell phone technology is not permitted to be in use during the school day or on school field trips unless initiated by classroom teachers for educational use, or approval is given by administration.

High School students are permitted to access their cell phone technology during passing periods, at break time, at lunch, in study hall, and on field trips. Students are required to check-in their cell phones during each class period to avoid distractions. Phones are not permitted to be accessed in the classroom unless initiated by classroom teachers for educational use.

Personal laptops/Chromebooks/tablets may be used for academic purposes. No video or audio recording is permitted without the consent of all individuals. Cameras or picture phones are NEVER to be used in locker rooms or bathrooms.

- First violation will result in confiscation of the device, warning, and the student can reclaim the device in the office at the end of day.
- Second violation will result in confiscation of the device, disciplinary documentation, and the student can reclaim the device in the office at the end of day.
- Upon further violations, disciplinary actions will be issued and the device may only be reclaimed by a parent in the school office.

Administration reserves the right to view information on student devices on school property or while on school sponsored events/trips. 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.

**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.**

## Chapel

School chapel is held weekly. Chapel is designed using music, special speakers, Christian films, and chapel talks by our staff to provide a positive, meaningful experience for all students. Chapel attendance is required of all students. Students are expected to be courteous and respectful to chapel guests at all times.

## Child Safety

All Aurora Christian faculty and staff are annually trained as mandated reporters of suspected abuse or neglect. Aurora Christian adheres to written child safety policies and procedures. These policies are available for review by contacting your principal.

## Communication

### School Communication

ACS is committed to providing strong school-home communications. Communication regarding class activities, special events, volunteer opportunities, etc. will be made through email blasts. Each classroom teacher provides regular communication to parents and will make every effort to respond to individual parent messages. Weekly digital newsletters will be sent via email. Event calendars and lunch menus will be posted on the school's websites.

FACTS is a primary source of communication. 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 FACTS. A link to FACTS is available on the school website. To access these tools, each family must have a valid email account on file with the school. Please update your email information through FACTS or in the school office whenever changes occur.

### Teacher Communication

Grades are updated weekly in FACTS. Please realize that it is unrealistic to expect teachers to initiate frequent contact beyond the normal reporting procedures. It is the fundamental responsibility of the parent(s) to monitor their student's academic progress and initiate further communication. Teachers can be contacted directly by 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.

### Parent/Teacher Conferences

Parent/Teacher conferences will be held in the fall. Spring conferences can be held by request. Dates will be viewable on the school website calendar. PS/ES conferences are scheduled with the classroom teachers. MS/HS conference fairs provide opportunity for parents to meet with any or all of their student's teachers with no appointments required.

Additional conferences throughout the school year may be scheduled by contacting the teacher.

## 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. Students may use personal devices on campus. Filtered Internet access is available through the network on campus.

The following uses of electronic devices 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 web pages without teacher permission
- Downloading programs, games, or music on school devices
- Moving equipment, altering/adding/deleting any system/program/file settings, or making electrical/hardware/system connections on school devices (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
- Employing the school network for commercial purposes
- Violating copyright laws

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 electronic device privileges on campus, and if the student is enrolled in a technology course, a grade of WF (withdraw/failing) will occur. Disciplinary action may also include suspension, expulsion, or legal prosecution.

## Emergency Closing

Information regarding emergency closings will be relayed via email, posted on the home page of the school websites, and posted on the school Facebook pages. Please be sure that all contact information is updated regularly through FACTS SIS. Students will be expected to turn in assigned work on the day school resumes after an emergency closing. Homework assignments not turned in during the period in which they are due on the first day back in school after an emergency closing will be considered late.

## Emergency / Crisis

Aurora Christian Schools has developed a comprehensive crisis plan in cooperation with local and state authorities and utilizing ALICE protocols. 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.

## FACTS SIS

FACTS SIS 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. Parents are encouraged to contact the office for assistance when technical difficulties arise. A link to FACTS SIS may be found at [aurorachristian.org](http://aurorachristian.org) and [cornerstonesycamore.org](http://cornerstonesycamore.org).

## Field Trips

Students will have the opportunity to attend field trips throughout the year. Participation in a school-sponsored field trip is recorded as a day of school attendance. Students may be charged a fee for school-sponsored field trips. Permission slips will be sent home in advance, including information about



attire, transportation, and cost. All field trips are optional; however an alternate activity may be assigned to students not participating. MS/HS students assume full responsibility for all other missed classes and assignments. All assignments are due as regularly scheduled. Quizzes/tests not taken and projects/assignments not completed will not be awarded credit.

Aurora Christian Schools greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. Please notify your student's teacher or class sponsor 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 valid 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). Additional chaperone guidelines may be distributed to volunteers.

Illinois State safety belt regulations will be followed. All children will be required to be properly secured according to the laws.

## Finances

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

MS/HS students with outstanding balances on student accounts (tuition, lunch, fees, fines, etc.) will not be allowed to take final exams. Parents who are in arrears with regard to educational expenses for their student(s) face the probability of attendance interruption until the deficit is removed. Aurora Christian reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid. Transcripts, access to final grade reports through FACTS, summer athletic participation, summer child care, 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 are subject to submission due dates posted on the school website.

## Grade Reports

Individual class grades are available online through FACTS SIS, accessible via a link on the school website. Report cards will be accessible on FACTS SIS at the end of each quarter or semester when all tuition and fees have been paid. An email will be sent notifying parents that final grades have been posted.

## Grievance Procedure

At Aurora Christian Schools, a formal student complaint/grievance is defined as any nontrivial complaint, either academic or non-academic in nature. The complaint must be submitted formally in writing by a student to a member of the school administrative team.

Examples of items which would be considered a formal complaint include but are not limited to:

- Discrimination (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Aurora Christian Schools.
- Harassment (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Aurora Christian Schools.

- Complaint about the failure of a faculty or staff member to allow a student to pursue his/her rights to an appeal under school grievance procedure.
- Complaint about issues regarding payment and/or payment plans.
- Non-compliance with the school's stated Non-Discrimination Policy.

Not every written communication from a student is considered a complaint. For example, written letters expressing a general dislike of a policy not connected to any of the complaint items listed above; Letters from other people on a student's behalf., requests for exceptions to the policies of Aurora Christian Schools, or written letters expressing a dislike of personnel not connected to any of the complaint items listed above.

Students with a complaint or a grievance related to their experience at the school should follow the grievance process outlined below:

- Step One: The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.
- Step Two: If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the staff member's immediate supervisor (Principal in the case of academic matters).
- Step Three: If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the Superintendent who will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the Superintendent or designee and two staff members not involved in the matter in question. All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within five school days. The Committee's decision will be final.

While ACS does its best to resolve student complaints, students who remain unsatisfied after exhausting their remedies with ACS may elect to seek enrollment at another educational institution.

## Insurance

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

## International Student Language Policy

International students must meet the following requirements:

- Student must be 12-19 years of age and enrolled in junior high or high school or the equivalent.
- Student cannot have graduated from, be enrolled in, or be pursuing acceptance to a college or university until graduated from Aurora Christian Schools.
- Student must be proficient in English and be able to read and understand the scheduled course material. Secondary Level English Proficiency (SLEP) scores are required for every foreign exchange student who has not met the required TOEFL (IBT) score of 55.
- If a hosting agency is involved, it must be credible, recognized, and approved by SEVIS. Other options might include working through a Christian organization, an ACSI member school, pastor, or missionary.

All language is a gift from God; no particular language is better or more righteous than another. However, in order to help our international students honor their parents by learning English while studying in the US and to show consideration for those around them, the following English immersion policy has been implemented:

English shall be spoken at all times, in all locations, and at all school events. The only exceptions to this policy are when no speakers of other languages are within hearing distance or when a staff member gives direct permission to a student. Willful infractions of this policy may result in disciplinary consequences.

All international students must willingly abide by school policies, rules, and the handbook. The host families will be local, have a sincere Christian faith, and attend church on a regular basis.

## Lost and Found

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

## Lunch

Students are encouraged to visit with each other during this period; but horseplay, music, and unnecessarily loud talking or noise is not permitted. Throwing food is not allowed. All students eating hot lunch will wait their turn in line. All students are responsible to clean their areas after they have finished eating. All trash is to be placed in trash receptacles.

Aurora Christian Schools is a closed campus for lunch. Students may bring lunch or purchase hot lunch.

## Medical

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 must complete a Special Medical Procedures form. Aurora Christian Schools 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.

## Health Examinations and Immunization Records

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. If a family chooses not to immunize their student(s) due to religious reasons or otherwise, a letter stating this must be on file in the school office. Reports of compliance will be submitted annually to the appropriate state agencies as required. Students will be excluded from school on October 15 if requirements for health examinations and immunizations have not been met [105 ILCS 5/27-8.1].

## Vision and Hearing Screening

The State of Illinois mandates vision screening for all preschool, kindergarten, 2nd grade, and 8th grade students. The State of Illinois also mandates hearing screening for all preschool, kindergarten, 1st, 2nd, and 3rd grade students. These screenings will be offered on campus and required for each student.

## General Health Guidelines

A Medical Information and Emergency Care Plan must be completed each school year for students with special medical needs including life-threatening allergies, severe food intolerances, and self-administration of medication.

Students will be screened for temperature upon arrival at school. Students will not be admitted with a fever over 100.0°F. If a student is determined to have a fever during the school day, a parent must arrange for pickup within 30 minutes of notification. A student should not return to school until he/she has been fever-free, free from vomiting, and diarrhea-free for 24 hours.

Please note these specific guidelines for return to school:

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

We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.

Health forms (new or updated) must be turned in at Block Party or by the first day of school.

## Medication and Self-Administration

The Medical Release/Parental Permission form, signed by a parent/guardian and kept on file in the office for each student, 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 FACTS SIS.

A Medical Information and Emergency Care Plan must be completed each school year for students with special medical needs. A plan should be created for students with life-threatening allergies (bee sting, nuts, etc.) or severe food intolerances. A plan is required for a student to be permitted to self-administer

medication for asthma (including albuterol treatments or nebulizers), diabetes, or an anaphylactic emergency. The school and school personnel incur no liability for injuries occurring when administering medications.

If a student must take a prescription or over-the-counter medication (except asthma, diabetic, and emergency anaphylaxis 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. If a student has been prescribed medical cannabis and is in need of administration during school hours or while on a school-sponsored activity, a parent/guardian must provide the school with a copy of a current Medical Cannabis Registry Card issued by the Illinois Department of Public Health. Information regarding prescription information, purpose for prescription, and IDPH designated caregiver(s) must also be provided. The student's caregiver or a school administrator may administer a prescribed medical cannabis-infused product. Based on the medical plan developed by school personnel with parents/guardians, the student may be allowed to self-administer under the direct supervision of a school administrator. Topical cannabis-infused products will not be administered on school grounds. No student will be allowed to smoke or vape cannabis products.

## 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.

## Orientation Block Party

An all-school Block Party will be held during the week before school starts. Parents and students should attend the Block Party to complete school year "start-up" details and to become familiar with important policies and procedures. All necessary forms must be signed at the beginning of the school year, and parents are responsible for all information concerning their student's enrollment at Aurora Christian School.

## Parent Involvement

There are many opportunities for parents to be engaged in the ACS community. Parent Connect-Aurora, & Parent Connect-Cornerstone are parent organizations that support the general administration and faculty at each campus. Aurora Music Boosters and Sports Boosters actively support specific departments. Throughout the year, various event planning or chaperone needs may arise for short-term parent involvement. Additionally, parents with expertise in a field may be recruited for participation in a specific Parent Advisory Committee (PAC).

## 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 celebrate Veterans' Day and observe Memorial Day.

## Physical Education

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

## Safety

School safety and security are of paramount importance. A video surveillance system is in use and may be used for disciplinary purposes in cases of school policy violation or criminal prosecution. If surveillance reveals a serious violation of school policy or state or federal law, it may be used by authorities to pursue recompense and/or justice.

- All exterior doors are locked during school hours. Students will be admitted during arrival according to procedures distributed at Block Party. At all other times during the school day, students must enter the building and sign in through the main office.
- All visitors and volunteers must enter through the main office and exchange a government-issued picture ID for a "Visitor's Pass."
- Emergency procedures are regularly reviewed, practiced, and in compliance with local and state regulations.
- Students may carry clear/mesh backpacks to class. All other bags must be stored inside assigned lockers.
- No weapons of any kind are allowed on school property at any time (except by law enforcement).
- Students should never prop open an exterior door or open a locked door for anyone (including other students).
- All threats against teachers or students will be taken seriously and may be reported to local authorities.
- Student lockers must remain closed and locked at all times.
- For safety concerns, the administration reserves the right to search and/or wand students, student lockers, locker contents, book bags, purses, and automobiles. Students may also be asked to empty their pockets.
- Students who leave campus after the school day ends are no longer the responsibility of ACS. (Students may not leave campus and return to extended supervision.)

## School Directory

An ACS directory is available to school families through ParentsWeb. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent. The directory includes student name, grade, parent name, home number, and address of students. Parents who choose to exempt their address and phone number from the directory may do so by modifying their family information in FACTS SIS.

## School Pictures

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

## School Photographs

Photographs of students will be taken in the course of school activities throughout the year and will be used for promotional and advertising materials including the ACS websites and Facebook. Consent or denial is part of the initial enrollment application. Parents may contact the office to deny school use of a child's photo.

## School Supplies

Please be sure that all items are clearly marked with your child's name.

Supplies are to be purchased prior to the beginning of school. The school supply list is available in the office or on the school's website at [aurorachristian.org](http://aurorachristian.org) or [cornerstonesycamore.org](http://cornerstonesycamore.org).

## 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.

## Standardized Testing

Standardized testing will be given at various times to various grade levels for the purpose of monitoring student growth. Information regarding testing dates will be sent home in weekly announcement emails. Parents will be notified when test results are available. Students in grades 8, 9, and 10 will take the PreACT. Eleventh grade students will complete the PSAT in the fall and the ACT in the spring. Aurora Christian Schools also hosts ACT exams during the April and June national testing dates.

## Student Activities

Student activities at Aurora Christian Schools 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. (1 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 vaping devices, drugs, tobacco, or alcohol will in no way be allowed before, during, or after an event.

## Student Records

Student cumulative files are securely 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.

It is the responsibility of parents to provide the school with up-to-date legal paperwork/documentation regarding custody or parental rights. Legal paperwork will be reviewed by the principal, shared with appropriate and necessary school personnel, and added to the student's file.

## Student Services

Aurora Christian Schools desires to work with parents to help students with learning difficulties to succeed academically. However, we cannot provide services for every student with special needs. Test scores, current IEPs, current ISPs, and current 504 Plans will be reviewed in order to determine if we are capable of meeting a student's needs. Failure to submit prior testing/special educational records upon admission may result in student dismissal. Upon admission, administration 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.

## Referral Process

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

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

## Accommodations Policy

Accommodations are academic changes made for a specific student because of a current medical diagnosis that impedes learning. Accommodations are an adjustment involving classroom, schoolwork, and /or homework for the purpose of helping a student be successful. All accommodations must be approved by the administration, documented in a Plan for Student Success, and reviewed regularly to determine their continued validity.

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

All accommodations will be reviewed annually to determine their continued validity.

## Focus (ACS) / Resource (Cornerstone)

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. Elementary students may receive pull-out or push-in support. Students in grades 6-12 may be assigned a period of Focus/Resource (in place of study hall) if they are referred by teachers and/or the administration. Focus/Resource teachers will supervise implementation of accommodations noted in a student's Plan for Student Success. Parents of students in Focus/Resource will be routinely contacted. Please make sure that contact information is routinely updated in FACTS SIS.

## Supplies

General supply lists are available in the office or on the school websites. High School course-specific supply needs will be explained during the first week of classes.

## Transportation

Parents are responsible for forming carpools for the purpose of transportation of their students to and from school. The office can provide a listing of all school families living in your area at the beginning of the school year upon request. The school cannot be responsible for the safety of the child in any carpool. It is the parents' responsibility to provide valid insurance coverage for their vehicles if they or their student is driving others to school, extracurricular 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. Students who are participating in off-campus educational experiences approved by the administration must have a parent-signed transportation waiver in the office.

Transportation for HS students/siblings from Cornerstone (or a nearby DeKalb location) to ACS will be provided and billed monthly. Contact the ACS office for details.

Before-school and after-school busing may be available for eligible students living in District 129 (West Aurora) or District 427 (Sycamore). Arrangements for this service must be made in advance in the school office. The administration of Aurora Christian Schools will partner with all transportation providers to enforce appropriate behavior.

## Tuition Assistance Program (TAP)

Partial tuition assistance awards are available for Kindergarten through High School. Applications are accessed through the Finance page of our websites 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.

## Visitors

Any person other than students, staff, faculty, administration, or board members are considered visitors on campus. Visitors will be limited and must be pre-approved through the principal's office. All visitors must enter through the main office and exchange a government-issued picture ID for a "Visitor's Pass." 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 Schools should not be on campus during school hours unless officially shadowing through the admissions office or with permission from the principal.

## Voicemail

Voicemail is available for all administrative and teaching staff. Parents can call the school office (ACS: 630.892.1551, Cornerstone: 815.895.8522) and be transferred to voicemail to leave a message.

## Volunteers

Parents and grandparents are encouraged to volunteer a part of their time on a regular basis to assist office staff, cafeteria staff, library staff, maintenance, fundraisers, etc. Our school could not function without our volunteers. Please contact Parent Connect or your child's classroom teacher for volunteer opportunities. All volunteers must enter through the main office and exchange a government-issued picture ID for a "Visitor's Pass."

All volunteers who may work alone with a student must fill out an application and submit to a fingerprint background check. Regular volunteers who have been cleared through application and background check may be issued a school ID.

## Website and Email

Please bookmark the ACS Websites at [aurorachristian.org](http://aurorachristian.org) and [cornerstonesycamore.org](http://cornerstonesycamore.org).

Faculty and staff members may be contacted via email at [firstname.lastname@aurorachristian.org](mailto:firstname.lastname@aurorachristian.org).

## Withdrawals

Withdrawals must be completed by notifying the Finance Office in writing via email.

# Section 3 - ACS MS/HS Handbook Addendum

## Academic - Classes and Grading Information

Aurora Christian Schools 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 Schools 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 Algebra II/Trigonometry, Honors English II, Honors Chemistry, Honors Geometry, Precalculus, Spanish IV

5.0 Classes: AP Calculus, AP English Language, AP English Literature, AP Statistics, AP World History, Physics, Spanish V  
Online course weights will be determined by school guidance personnel based on comparison to classes offered at Aurora Christian School.

## Academic - Course Changes

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

Once the school year has started, schedule changes 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 midpoint 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.

## 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)
- The use of Artificial Intelligence (AI) technology to complete papers / assignments
- 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
- Final exam projects must be completed independently without help from others.

“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 Schools is an automatic zero on the assignment and disciplinary action.

## Academic - Grade Calculation

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

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. Seniors who are earning an A at exam time will not have to take the final exam for that class.

## Academic - High School Minimum Graduation Requirements

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

Subject	Required Credits
Arts	.50 credit
Bible*	4.00 credits
Technology	1.00 credits
English	4.00 credits
Foreign Language	2.00 credits
Health	.50 credits
History/Social Studies	3.00 credits
Mathematics (must include Algebra II)	3.00 credits
Physical Education	1.50 credits
Science (must include Chemistry)	3.00 credits
Required Academic Credits	22.50 credits
Required Elective Credit	3.50 credits
Total Minimum Required Credits	26.00 credits
Additional Electives Possible	6.00 credits
Total Credits Possible	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 Schools 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 medical treatment, international exchange academic experiences, or NCAA athletic eligibility. Upon request, course load evaluation for minor adjustments may be made for a student on a PSS.

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, and internships.

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 a higher academic level than Trigonometry.
  - Science class at a 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.

## Academic - 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.

Year	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 AP Stats and/or Precalculus 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 AP Stats or Precalculus 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

## Academic - Homework Completion

In grades 6-8, homework assignments not turned in at the time when homework 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 homework 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.

## Academic - Homework - 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.

## Academic - 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 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. Any student, regardless of AP course enrollment, may choose to take any Advanced Placement exam. 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.

## Academic - Middle School 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 various electives that may include Computers, Art, Family Science, Spanish, etc.

Seventh and Eighth grade students choose two electives. Elective options could include courses in Band, Choir, Technology, Art, Family Science, Spanish, Social Studies, etc.

## 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 FACTS SIS 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 FACTS SIS.) 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 will then be made.

The following provisions exist for students on academic probation:

1. Students on academic probation are ineligible for extracurricular 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 end of the semester.
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 - 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.

## Academic - 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

## Admission Requirements

Students who have ever been tested for learning difficulties must provide all results and/or IEPs or 504 plans 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.

## Arrival/Dismissal of Students

The building is open for MS/HS students at 7 AM. Students should enter Door 11 and proceed to the cafeteria. All students will be supervised in the cafeteria until 7:25 AM and then will be released to transition to their 1st hour class which will begin at 7:45 AM.

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, which will be



located in the Daily Grind. Students who leave campus after school will not be readmitted for supervision. From 3:15 – 5:30 AM, \$5.00 per hour or portion of the hour will be charged to the FACTS family account for Extended Supervision. From 5:30 – 6:00 PM, \$5 will be charged to the FACTS family account for Extended Supervision. Supervision after 6:00 PM is not available. Students who remain on campus unsupervised or avoid Extended Supervision will be subject to disciplinary consequences. Students should be picked up from Extended Supervision at Door 4.

## Athletic/Extracurricular Eligibility

At Aurora Christian Schools, academics are second only to spiritual growth. Although we believe that extracurricular 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 extracurricular 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 extracurricular activities until the 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 extracurricular competition/performance within one week. Exceptions may be made for postseason, individual, single-elimination, advancement events.

Extracurricular activities include all activities held outside of regular school hours: 7:45 am – 2:50 pm. To attend or participate in any extracurricular practice or event, students must fully attend all classes from 3rd hour through the end of the school day. Exceptions may be made with a doctor's note.

## Attendance Policy

Punctual and daily attendance is required at school and is a shared responsibility between the student and his/her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Aurora Christian Schools expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them. The school day begins for MS/HS at 7:45 a.m. and ends at 2:50 p.m for HS and 2:55 p.m for MS. 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 Schools 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 attendance 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 is at school, the parents have self-certified that the student is healthy and free from symptoms of illness.

Students with a fever should not attend school and will be excluded from class if they have a temperature greater than 100.0°F. 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.

#### Extracurricular Attendance

Extracurricular activities include all activities held outside of regular school hours: 7:45 am – 2:50 pm. To attend or participate in any extracurricular practice or event, students must fully attend all classes from 3<sup>rd</sup> hour through the end of the day. 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. 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. Any class work missed due to a pre-approved college visit must be

completed as regularly scheduled (i.e. no extensions). 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.

## 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.

## Dancing

Although it is impossible to create a community with expectations totally acceptable to everyone, Aurora Christian Schools 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 will be limited and closely monitored at school sponsored events. Dance as a form of worship and the use of choreography in drama, musical productions, and athletics are also acceptable forms of expression.

## 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 AM to 7:30 AM. When an AM detention is issued, parents and students will receive notification from the office. It is the parents' responsibility to communicate with their child about the detention. 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 administration, and will run from 9 AM – 12:00 PM on predetermined Saturdays. When a Saturday School is issued, parents will receive notification from the principal. There will be a \$40.00 supervision fee charged to the student's FACTS 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. 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 extracurricular competition/performance within one week. Exceptions may be made for post-season, individual, single-elimination, advancement events.

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 extracurricular 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, 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.

<u>Level I Misbehavior:</u>	<u>Range of Consequences</u>
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.	
Coarse language	Warning through AM Detention
Disorderly conduct (shouting in halls, disrupting classes, littering, throwing food, shoving/pushing, 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 of day, 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

<u>Level II Misconduct:</u> Faculty/Staff will address the Level II Misconduct immediately and refer to the principal. Reporting to the local law enforcement authorities and SIRS may be warranted.	<u>Range of Consequences</u>
Academic dishonesty:	1st incident: Zero for the assessment, AM Detention, and referral to principal 2nd incident in same semester class: Failure for the semester and suspension 2nd and subsequent incidents overall: Zero for the assessment, suspension, and disciplinary hearing for consequence
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 (includes fighting – instigation or retaliation)	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

<u>Level III Misconduct:</u> 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 and SIRS may be warranted.	<u>Range of Consequences</u>
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. School authorities may require a student to cooperate in an investigation if there is specific information about activity on the student's social media account(s) that violates the school's disciplinary rules or policies. School authorities may require a student to share the reported content from the student's account(s) as part of the investigation in order to make a factual determination, but may not request or require a student to provide the password(s) or other related account information to gain access to the student's account(s) or profile on a social media website or app. Parental contact or consent is not warranted prior to search and seizure by school authorities.

**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.

## 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. If a student does not have appropriate clothing to change into, he/she will be issued a change of clothes and the student's FACTS account will be charged accordingly.

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, unless specific permission has been granted by administration.

### General Guidelines

1. Acceptable academic day attire:
  - a. Pants: modest fit dress pants, joggers (with the exception of sweatpants material) or jeans with no holes. Leggings may be worn only with a top that reaches the end of a student's fingertips while standing.
  - b. Shorts: modest fit dress, cargo, hiking, or denim with no holes. The length of the shorts must reach the end of a student's fingertips while standing.
  - c. Dresses and skirts must reach mid thigh while standing.
  - 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, skulls, skeletons, weapons, or offensive/inappropriate material
  - c. Sweats (with the exception of Spirit Days), spandex, athletic shorts
  - d. Shoes with wheels in soles; slippers; socks only; barefeet
  - e. Hats or headwear, including a raised hood
  - 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 spirit day attire:
  - a. All acceptable academic day attire
  - b. WITH ACS-wear visible on top or bottom:
    - i. Athletic shorts that reach the end of a student's fingertips while standing
    - ii. Sweatpants
4. Acceptable activity day attire: (Class Outings, Spirit Week Friday, Senior Trip, Mission Impossible)
  - a. All acceptable academic day attire
  - b. Modest tank tops (at faculty discretion)
  - c. Athletic shorts that reach the end of a student's fingertips while standing
  - d. Sweatpants
5. Formal event attire:

The most difficult task for administration is the determination of modesty, which is often at odds with cultural fashion trends. Please, do not put the administration in a difficult position. We do not want to cause any embarrassment by having to notify a student who arrives at an event that their attire is inappropriate. Modesty is a somewhat subjective interpretation, but one we have a duty to uphold. Formal event dress code guidelines must be followed by all attendees at events (both current ACS students and off-campus guests).

- a. Attire should reflect a formal family occasion (like a wedding) rather than a night on the town or evening at a club.
- b. Dresses that are too revealing, expose midriffs or cleavage, or are too short in length are not appropriate (anything shorter than mid-thigh).
- c. To avoid confusion or issues at an event, administration is willing to pre-approve outfits based on a picture of the student in the outfit.

#### Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (tall mohawks, spikes, etc.)
2. 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.
3. Nail color, body mutilations, or body piercings (including any magnetic jewelry and gauges) other than ear piercings, or small nose studs, are not permitted for boys. Inappropriate 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 (tall mohawks, spikes, etc.)
2. Body mutilations or body piercings (including any magnetic jewelry and gauges) other than ear piercings or small nose studs, are not permitted for girls. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

## 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. 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.

## 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

## Graduation

Graduation ceremonies will be scheduled on a Sunday at 3:00pm in May. 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.

## Hallway Lockers and Locker Rooms

Each student will be assigned hallway lockers at the beginning of the year. All books, lunches, etc. should be kept in the student's assigned school hallway locker. It is the student's responsibility to keep assigned locker(s) clean, neat, and locked at all times. All areas on school property are subject to random inspection by the administration, including student lockers, gym lockers, backpacks, and other areas in which students may store their possessions. 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. Lockers are to be free of stickers and markings on the exterior with the exceptions of names, Scripture, and athletic team recognition. Any sort of decoration on the inside must be easily removable and is not allowed to be in any way offensive or controversial to the standards of ACS.

PE students and athletes will be issued a locker room locker and school padlock. 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 locker room locker must have a school-issued lock on it. Non-school locks will be cut off by the office. Unlocked lockers may be locked by school 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.

## Help Classes

Help Classes will be offered before or after school, and in some cases are required for students needing extra assistance. The days and times of each teacher's Help Classes may be found on each teacher's FACTS SIS teacher page. Students will be excused from extracurricular 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.

## Lunch

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.

Lunch menu meals and convenience items are available for purchase in The Talon (school market) or dressDaily Grind (coffee shop). No cash is accepted. Talon 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 FACTS or in the Finance office.

All items purchased in The Talon or Daily Grind are immediately recorded in FACTS. Parents are responsible for monitoring their student's purchases and maintaining a positive lunch account balance. Automatically generated emails are sent daily through FACTS to parents whose family accounts are negative. Students with extensive lunch balances may be prohibited from purchasing items in The Talon.

## 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 this trip.

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.

All seniors are expected to be present at senior awards, graduation rehearsal, and graduation. Graduating seniors must be in dress code (additionally, no shorts) to participate in the graduation ceremony.

## Special Events (HS)

High school class competitions occur throughout Spirit Week. 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 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) during the Block Party or through the main office.
2. Purchase a parking permit. (Permits must be visible while on campus.)
3. Rules for parking:
  - a. Always have your parking tag clearly hanging from the rear view mirror
  - b. Park in the assigned parking spot
  - c. If another vehicle is parked in your spot:
    - i. Park your vehicle in an unnumbered spot
    - ii. Report it to the office
  - d. Parking violations include:
    - i. Parking across the lines of your assigned spot
    - ii. Parking in a spot that is not your assigned spot

- iii. Parking without your vehicle tag clearly visible hanging from the mirror
4. If you must drive another vehicle other than the registered vehicle, please notify the office in writing of the vehicle Make, Model, and License Plate.
5. Parking violations will result in a \$20 campus ticket. Repeated tickets may result in the loss of driving privileges.
6. Do not enter cars during the school day without office approval.
7. 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.
8. Unpaid tickets will be automatically billed to the student's FACTS 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 Support Resources

### **National Suicide Prevention Lifeline**

988

### **Suicide Prevention Services (Batavia)**

630.482.9699

### **National Crisis Counseling Text Line**

Text HOME to 741741

### **SAFE2HELP Illinois**

Seek Help Before Harm

844.4.SAFEIL

Text - 72332

Download the SAFE2HELP Illinois mobile app

Bookmark the page: [www.safe2helpIL.com](http://www.safe2helpIL.com)

### **Faith's Law Resource Guide**

Resource Guide: <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

This page is intentionally left blank.

## Parent/Student Handbook Signature Page

(Please submit this form digitally via Google Forms.) [LINK](#)

By signing this page, I affirm that I have read and agree to abide by the policies and procedures outlined in the 2023-2024 Parent/Student Handbook.

\*This handbook is also available online at [aurorachristian.org](http://aurorachristian.org) and [cornerstonesycamore.org](http://cornerstonesycamore.org).

Entry to the school building or to any school sponsored events signifies self-certification of being symptom-free and having had no recent contact with a COVID-positive individual.

I am aware of the risks of exposure to communicable diseases including, but not limited to, COVID-19 and mutations/variants thereof. I understand that the decision whether or not to mask resides with each parent. I knowingly and voluntarily accept and assume responsibility for the risks and dangers that could arise out of, or occur during, attending Aurora Christian Schools. I also acknowledge my duty to notify the school and self-isolate if I or any member of my household is waiting for test results or is diagnosed with a communicable disease including, but not limited to, COVID-19 and mutations/variants thereof.

---

**Parent Signature**

---

**Date**

---

**Student Signature (only by MS/HS Students)**

---

**Date**

---

**Print Student Name**

---

**Grade**