



**Preschool-5th Grade**  
**Parent/Student Handbook**

*Revised August 2022*

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# 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; 1 Co 6:9-10).

## Core Values

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

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

## Awards

Students will be recognized with awards for academic progress and Christian character.

After each semester grading period, honor rolls will be awarded. Students earning High Honor Roll must have achieved A's in every class. Students earning Honor Roll must have achieved grades of at least B in every class.

## 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 are required to cover textbooks (as directed by the teacher). 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@aurorachristian.org](mailto:natalie.henderson@aurorachristian.org)). Formal disciplinary action is not permitted solely based on an anonymous report.

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

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

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

## Cell Phones/Electronic Equipment

Cell phones, handheld devices, smart watches, earbuds, or any other electronic equipment should not be seen, heard, or used during school hours or on certain school trips, 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.

Teachers will require devices to be visibly stored in the classroom. Middle school students will be required to check in their phones at the beginning of the day and pick them up at the end of the day.

- 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 reclamation in office at the end of day.
- Upon further violations, further disciplinary actions will be issued and the device may only be reclaimed by a parent in the school office.

Administration reserves the right to view information on confiscated devices. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic equipment.

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.

Elementary students should obtain approval from staff to use any type of cellular device before or after school in extended care.

## Chapel

Regular chapel time will be held as part of the school program. 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 whose class attends. 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 announcement emails by school division (Fridge Notes, Lion's Line, Week in the Life) and monthly principal newsletters will be sent. 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 twice each year (fall and spring), with dates 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.

Conferences at times other than the Parent - Teacher Conference Fairs 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. If the student is enrolled in a technology course, a grade of WF (withdraw/failing) will occur. Disciplinary action may also include 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. 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 on time 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 current driver's license, and show proof of auto insurance. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child). Additional chaperone guidelines may be distributed to volunteers.

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

## Finances

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

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

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

## 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 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. The last student to leave a table will ensure that there are no trays, utensils, or trash left on that table and the floor.

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 notes 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 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 occur sometime 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. ParentConnect (ACS) and PFC (Parents for Cornerstone) are parent organizations that support the general administration and faculty at each campus. 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 Support Team (PST). Please contact your principal if you have ideas for a PST.

## 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 not carry backpacks/bags/purses/etc. to class. These items must be stored inside assigned lockers. (Clear/mesh backpacks may be carried to class.)
- 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. Eleventh grade students will complete the PSAT, a qualifying exam for the National Merit Scholarship. 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. (I Cor. 10, Rom. 14:13)

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

## Student Identification Cards

Student ID cards will be issued at the beginning of school. Students should carry their ID cards, preferably on a lanyard or clip. ID cards will be used for various purposes like health screening check-in (if required), extended care check in and out, purchases in the cafeteria, library checkout, and may be used at local businesses for student discounts. Defacement of ID cards is not permitted, and will result in the requirement of a new ID card. Replacement cards will be automatically issued to students arriving at school with no ID, and a \$3.00 replacement fee will be charged to the student account.

## 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 immediate student dismissal. Upon admission, the Focus team will develop an Aurora Christian Plan for Student Success (PSS). Copies of current testing must be on file at Aurora Christian Schools in order for a PSS to be developed and/or implemented. Plans will be reviewed annually to determine any revisions to PSS accommodations.

## 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 (see Focus). 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 will 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

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 (in place of study hall) if they are referred by teachers and/or the administration. Focus teachers will supervise implementation of accommodations noted in a student’s Plan for Student Success. Parents of students in Focus will be routinely contacted. Please make sure that contact information is routinely updated in 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. The school cannot be responsible for the safety of the child in any carpool. It is the parents’ responsibility to provide adequate 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 ACS Cornerstone (or a nearby DeKalb location) to ACS will be provided for a monthly fee. 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.

## Voicemail

Voicemail is available for all administrative and teaching staff. Parents can call the school office (ACS: 630.892.1551, ACS 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. Volunteer forms can be completed at the Block Party. Please call the school office if you are available and would like to know how you can help. 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

Mid-year withdrawals from school must be completed through the main office. Withdrawals for an upcoming school year may be completed by notifying the Finance Office in writing via email.

## Yearbook

Individual yearbook pictures will be taken in the fall. Yearbook activity photos will also be taken in school and at events throughout the school year. Pictures deemed inappropriate by the administration will not be used. Yearbooks will usually be picked up at the Block Party or available the first semester of the following year.

## Section 3 - ACS PS-5th Grade Addendum

### Academics

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

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

### Academic Observation

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

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

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

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

### Attendance, Absence, & Tardy Policy

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

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

Definition of Terms:

1. Tardy to Class – A student is marked tardy to class if not present when class begins. Parents dropping students off after 8:00am (when the drop-off lane is closed) must drive to door #2 and

the student **must** be signed in at the main office by a parent/guardian. If your child comes to school after 9:00am, the child will be marked as absent for half a day and should have a pass from the office. Tardies count against attendance records.

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

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

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

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

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

## Book Club

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

Occasionally, there are books that are controversial in nature because of content. We request that you as parents closely monitor the materials that your child desires from these programs.

## Chewing Gum and Candy

Food, gum, and candy may be eaten only under the supervision of a teacher.

## Class Assignments

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year.

When there are multiple classes of a grade level, first through fifth grade assignments are made based upon gender, student learning style, student needs, ratio of new students and returning students, the instructor's teaching style, and the individual student personalities. When there are multiple preschool and kindergarten classrooms, assignments are made based upon schedule (half day/full day), gender,

ratio of new students and returning students, and the individual student personalities. Students may be moved by the principal from one classroom to another shortly after the beginning of the school year.

## Discipline

### Discipline (ACS - Preschool)

Enrollment at Aurora Christian Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. "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). We believe that children should be taught to obey and respect their parents and those in authority over them.

Teachers and staff will encourage appropriate behavior through the use of consistent, clear rules and expectations and involve children in problem solving to foster the child's own ability to become self-disciplined. Teachers and staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions. Teachers and staff will use discipline that is developmentally appropriate and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Teachers and staff will help students learn to control their own behavior and to make good behavioral decisions. Our goal is to help students learn emotional control in order to discipline themselves. Assisting the student to problem-solve, adjust to social experiences, develop independence, make wise decisions, and learn cooperation enables the child to grow in understanding emotional responses.

The definition of challenging behavior is, "any behavior that 1) interferes with children's learning, development and success at play, 2) is harmful to the child, other children, or adults, or 3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (2<sup>nd</sup> Ed.), Pearson Education Inc., 2007, p. 8). Examples of challenging behavior include physical aggression (hitting, biting, shoving, hitting with a toy, etc.), relational aggression ("You can't play with us." or verbal aggression), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules. We will make every attempt to work with each child and family. If there are continual discipline problems with significant disruptive or aggressive behaviors, the parent(s) will be called in for a conference with the teacher and/or principal. Our goal is to work together to help your child.

Teachers and staff make every effort to communicate with parents so that we can work together in helping your child.

General rules include:

- Reference - God is here!
- Respect - Do what the teacher asks, listen, and be kind.
- Responsibility - Do your best.

Discipline Purpose

- Character Development. Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.
- Classroom Environment. Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

Discipline Procedure

1. General Principles
  - a. Each staff member will be primarily responsible for administering discipline.
  - b. Each staff member will seek to identify and reinforce positive behavior demonstrated by each child whenever possible.

- Verbal acknowledgment and praise.
    - Granting special privileges.
    - Physical affirmation (hug, high-five, etc).
  - c. Each staff member will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
2. Specific Practices
- a. Each staff member will allow a period of orientation (about 2 weeks) for each new child to become acquainted with classroom schedule and behavioral guidelines.
  - b. Each staff member will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).
  - c. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major (i.e., hitting another person), then each staff member will establish a "time-out".
    - The child is separated from the class.
    - The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense (1 minute per year of child's age).
  - d. Upon successful completion of the "time-out", the staff member will initiate a reentry conversation with the child.
    - The child is asked to explain why he/she was in "time-out".
    - The staff member ensures that the child clearly understands the reason for being disciplined.
    - The staff member is careful to distinguish between the unacceptable behavior and the accepted child as a person.
    - The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.
    - The staff member, after demonstrating acceptance of the child, invites the child back to the class.
  - e. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, a staff member will refer the student to the Principal for further discipline.
3. If a child is referred to the Principal for discipline
- The staff member will contact the parent.
  - The Principal will email the parents regarding the discipline.
  - If necessary, the staff member will initiate a parent-teacher conference.
4. Office procedures for continued disobedience
- Parent/Teacher/Principal conference.
  - Suspension from school. If this occurs, the Principal will call the parents and ask them to come to school to pick the child up for the day. Suspension may be for the remainder of the day or may be for up to 3 school days.
  - Disciplinary Observation. A preschool child placed on disciplinary observation has demonstrated continued disobedience with multiple visits to the Principal. A student on disciplinary observation is in danger of expulsion or may be denied enrollment for the next school year.
  - Dismissal or Expulsion. If the discipline process is ineffective in producing the behavior desired in the child's life, a child can be dismissed or expelled from school. A student can also be dismissed or expelled because of a specific behavior or action if the administration determines that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable.

## Discipline (ACS - Elementary)

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

General rules include:

- Reference - God is here!
- Respect - Do what the teacher asks, listen, and be kind.
- Responsibility - Do your best.

Discipline Purpose

- Character Development. Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.
- Classroom Environment. Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

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

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

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

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

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

In any area of discipline, the administration may determine that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable. If the situations warrant, the administration has the authority to suspend or expel a student from the school. Some students may attend ACS with a medical diagnosis that may impede behavior. If accommodations put in place by the team are not effective, if

outside supports provided by the family are not successful, if student academics are affected, and if classroom interruptions continue, the principal and parents will meet to discuss potential alterations of student expectations and to determine if ACS is an appropriate placement for the student.

### Student Conduct

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

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

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

Level 3 Misconduct (The student will be referred to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities and SIRS may be warranted.)	Range of Consequences

Antagonistic behavior (actions or words that are in opposition to the basic goals and objectives of the school and/or have an adverse effect on others)	Principal communicating and meeting with parents. Repeated Incidents: Can lead to immediate suspension and/or expulsion from ACS. Warning through expulsion from ACS
Harassment (Verbal or physical gestures or remarks that may be considered sexual in nature, repetitive teasing, etc.)	
Threats, violence, will actions that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students	
Possession or use of inappropriate items (alcohol, drugs or paraphernalia, tobacco or electronic cigarettes, real or play weapons, etc.) on or off school grounds	
Possession or use of explosives, firearms, or any other weapons at school	
Any gang affiliations, plus any Level 1 and Level 2 Misconducts that are ongoing	

## Disciplinary Observation

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

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

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

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

## Discipline – Grounds for Dismissal

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

- Attitudes reflecting a "Flaunting of Sin."
  - As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices, which would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.
  - If the student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.
- Attitudes which Create Negative Tenor for Other Students

- Proverbs speaks repeatedly about the power of a person's influence in others' lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor which continues to pull others down into wrong attitudes or conduct.
- Students do not have to be Christians in order to attend ACS. We do not know of any Christian school that is composed of a totally Christian student body, no matter how much their handbook might attempt to legislate such.
- At ACS, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.
- Attitudes which Continue to "Dampen" Spiritual Growth in Others
  - This would include any kind of mocking of the things of God, or the creation of a "peer pressure" that would make spiritual growth difficult for others.
- A Progressive Hardening Against the Things of God
  - Although everyone attending ACS is not required to be a Christian, we do desire that the experience at our school be one that makes Christianity progressively more and more attractive. But, for the benefit of all students, we cannot allow a continuing spiritual resistance in any student.
- Verbal Abuse to Fellow Students and/or Teachers
  - It is crucial to us that ACS be a safe place, even emotionally. Although we realize that "kids will be kids," it is imperative that verbal abuse will not be allowed.
- The Inability, or Unwillingness, of Parents to Work with us When Serious Problems Arise with Their Student
  - We, at ACS, believe that teamwork with parents is both Biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame shifting, denial, or defensiveness, it will not be possible to work together for the good of the student.
  - It is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Some parents reflect the attitude, "My child is good, but other students are negatively influencing my child." Though we realize the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.
  - If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school.
  - At ACS, it is our conviction that in order to achieve success in the lives of our students, school administration, staff, parents, and students must work together within the objectives and purpose of ACS.

## Dress Code

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

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

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

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

If any staff member deems a student immodest or out of code in any way, the student must correct the issue immediately or will be sent to the office for correction.

## Dress Code (ACS PS)

We want to create a good self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls, in accordance with the principles of modesty which is set forth in Scripture.

The dress code of Aurora Christian Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance. Any writing or emblems that are offensive or antagonistic to the values and beliefs of ACS, as determined by the administration, will not be allowed.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. We recommend that students come to school dressed to play. This would include appropriate apparel for weather, sneakers with socks, and jeans or shorts. Please save fancy clothing and dresses for Sundays or special events. If there are questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

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

Please keep in mind when dressing your child for school that you should send him or her in clothing that is easy for your child to manage. If clothing worn to school begins to distract any student from classroom orderliness or interrupt the educational process, parents may be asked to keep the student from wearing it to school.

All clothing should be labeled with your child's name. This includes jackets, coats, and blankets.

### General Guidelines

1. Acceptable school attire:
  - a. Pants: clean and neat slacks, shorts, blue jeans, pants, or clean/neat sweats with no holes worn at the waist – pants may not be frayed or have excessive holes and should be clean
  - b. Girls: dresses, skirts (recommend that girls wear shorts under skirts/dresses)
    - \* Tunics worn with leggings/spandex
    - \* Modest sun dresses, sleeveless, and spaghetti straps
  - c. Shirts: collared, button-down, sweatshirt, pullover, t-shirt, tank top
  - d. Shoes: dress shoes, gym shoes, or boots (Velcro tennis shoes are best for preschoolers)
2. Restricted attire:
  - a. "Pull-ups" (disposable pants which are a transition from diapers to regular underwear), or training pants.
  - b. Shirts or outfits with any writing/emblems that are offensive or antagonistic to the values and beliefs of Aurora Christian Schools as determined by the administration. Do not send your child to school in clothing that bears a skull and/or cross bones.
  - c. Bodysuits or clothing with snapped crotches
  - d. Immodest fit, bare midriff, halter, cut-off, or see-through clothing

- e. Clothing that displays secular artists, skulls, skeletons, weapons, or offensive material, or writing across the seat of the pants.
- f. Shoes untied, with open toes, wheels in soles, slippers, sandals, Crocs, or backless shoes
- g. Hats or headwear, including a raised hood or sweatband (unless approved for hat day)
- h. Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
- i. Belts, sunglasses, watches, chains, spikes or jewelry considered potentially harmful. (i.e. – wallet chains, spiked rings or necklace, etc.)
- j. Clothing that is excessively frayed
- k. Pajama clothing or clothing that looks like PJs

#### Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck. If hair is braided, it is to meet these length codes
2. Headbands, barrettes, ponytails, will not be allowed
3. Nail color, earrings, or body piercings are not permitted for boys

#### Appearance Standards for Girls

1. Hair should be clean, well groomed, not extreme, (mohawks, spikes, non-natural colors, etc.), and away from the eyes.

#### Dress Code Violations

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

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

## Dress Code (ACS - Elementary)

### General Guidelines

1. Acceptable school attire:
  - a. Pants: modest fit dress pants, jeans, or sweats with no holes, and to be worn at the waist
  - b. Dresses, skirts, (girls only) that are a minimum length 6" from floor when kneeling (4th/5th)
    - \*Tunics or oversized shirts worn with leggings (4th/5th)
    - \*In K-3rd, girls may wear modest sun dresses, sleeveless, and spaghetti straps
    - \*Leggings/Spandex may be worn under appropriate fitting clothing
  - c. Shorts: modest fit dress, cargo, hiking, athletic shorts, or denim with no holes that are a minimum length 6" from floor when kneeling (4th/5th)
  - d. Shirts: collared, button-down, sweatshirt, pullover, t-shirt, loose fitting, non-spaghetti strap tank top
  - e. Shoes: closed-toed casual shoes, dress shoes, gym shoes, crocs, or boots
2. Restricted attire:
  - a. Immodest fit, bare midriff, or see-through clothing
  - b. Clothing that displays secular artists, skulls, skeletons, weapons, or offensive material, or writing across the seat of the pants
  - c. Shoes untied, open toes, wheels in soles, slippers, socks only, bare feet
  - d. Hats or headwear (except Hat Day), including a raised hood or sweatband
  - e. Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher

- f. Chains, spikes or jewelry considered potentially harmful. (i.e. – wallet chains, spiked rings or necklace, etc.)

#### Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck. If hair is braided, it is to meet these length codes
2. Headbands, barrettes, ponytails, buns will not be allowed
3. Nail color, visible tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry and gauges) are not permitted for boys. Earrings may not be worn on school grounds and whenever representing Aurora Christian Schools at school functions or activities

#### Appearance Standards for Girls

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

#### Dress Code Violations

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

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

## Drop-Off/Pick-Up Procedure

### Drop-Off/Pick-Up Procedures (ACS PS)

#### Drop-Off Procedures:

6:30am-7:30am - Drop-off students at door 7 for extended care, Monday-Friday. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. Extended care fee is \$5 an hour before and after school.

7:30am-8:00am – General drop-off time. Parent/guardian park in the parking lot near door 7, walk your child to door 7 and check-in your child with the staff member checking in.

#### Pick-Up Procedures:

##### Half-Day Preschool:

11:30am - Pick up students at door 7. Parent/guardian park near door 7 and walk to door 7 to pick up their child.

##### Full-Day Preschool:

3:05pm - Student pick up begins. Parent/guardian park in the parking lot by door 7 and pick up their child at door 7. Any student who is not picked up by 3:25pm, will be dropped off at extended care. Parents will then pick up their child from extended care, door 7.

Anyone not recognized by the teacher in charge of your child must be prepared to show a photo ID (driver's license, student ID, etc.), so all pick-up persons should carry a photo ID whenever they come to pick up your child.

No one younger than a fifth grader may escort a child into the building or pick-up a child from school. Anyone picking-up a child must be listed on the emergency contacts.

## Drop-Off/Pick-Up Procedures (ACS ES)

### *Arrival of Elementary Students*

#### Drop-Off Procedures:

- 6:30am-7:30am - Drop-off students at door 7 for extended care. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. Extended care is \$5 the hour before and after school.
- 7:30am-8:00am – General drop-off time, students are dropped off at door 11 (student access only).
  - Parents should use the drop-off lane in the west/main parking lot outside of door 11 (7:45-8:00am is the best time for elementary drop-off).
  - Students will exit the vehicle, enter door 11.
  - At 8:00am, door 11 will be secured with no buzz-in access.
  - After 8:00am, parents need to drop students off at door 2, the main entrance, AND sign their child in. Students will then receive a tardy pass from the office.

#### Pick-Up Procedures:

##### Half-Day Kindergarten

- Pick-up time is at 11:30am at the main office.

##### Full-Day Kindergarten through 5th Grade:

- Student release begins at 3:05pm.
- Enter campus on Eagle Drive from Sullivan Road (by football field).
- Proceed on the road between the building and football bleachers, follow the roadway *behind* the gym, follow the cones (set up in door 16 lot) and turn around, proceed back toward the football field, follow the right turn and line up behind all the other vehicles.
- Proceed through pick-up lane.
- Student(s) will be released from inside the building to come to your vehicle.
- Exit campus on Eagle Drive onto Sullivan Road.
  - \* Middle/High School students may pick up sibling/carpool students at the pick-up location inside the building and walk together to door 11.

##### After School Clubs (when clubs begin):

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

#### GENERAL NOTES:

- REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- PROCEED WITH CAUTION (SAFE SPEED LIMIT!!!), ALWAYS WATCHING THE VEHICLE IN FRONT OF YOU!
- If you carpool or will be giving another student a ride home or having a playdate, make sure the teacher or office has been communicated about this change.
- Teachers, staff, and volunteer parents will rotate outside supervisory duties to help students into vehicles and to monitor student safety.

## Extended Care

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

- Extended care hours are 6:30-7:30am and 3:30-6:00pm.
- The charge is \$5.00 for any part of an hour. Beyond 6:00pm, parents will be called.
- Frequent failure to observe the student pick-up deadline of 6:00pm may result in loss of after school extended care privileges.
- Charges are made to the FACTS account.
- Failure to keep bills current or payments returned due to insufficient funds may result in the requirement to have advanced payment for extended care privileges on a cash only basis or may result in loss of extended care privileges.
- Students in extended care beyond 4:30 will be permitted to have a snack and/or juice brought from home. Student snacks must comply with the Approved Snack List.
- Please contact the office immediately with any registration changes, phone numbers, persons picking up your child, etc OR update that information on the emergency contacts section of your child's information on FACTS.

## Grading Scale (Elementary)

Grading scale:

A	100-92	C+	82-80	D+	71-70
B+	91-90	C	79-75	D	69-65
B	89-85	C-	74-72	F	64-0
B-	84-83				

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

\* O/S/U (Outstanding, Satisfactory, Unsatisfactory) are assigned for art, band, music, physical education, conduct, and effort.

## Help Classes

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

## Homework

Homework is assigned for the purpose of review and reinforcement, not for teaching. Homework assignments not turned in when they are due will be considered late. Late assignments will result in the assignment being scored from a starting maximum grade of 65% or no participation credit given..

Students who habitually fail to do homework will be referred to the principal for disciplinary action. It is the student's responsibility to see that homework is completed. Students are responsible to get their parent's signature on the assignment notebook. Parents are responsible for checking the child's assignment(s) to confirm the assignment(s) are completed before signing the assignment notebook.

No homework (i.e., regular daily assignments) will be given over holiday vacations. Students may, however, be required to study for a test if the scheduled testing period for that class falls on the day

following a vacation. If possible, and depending on the length of the tests, no more than three tests will be scheduled on any one day.

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

## Library

We are pleased to provide a quality library for our K through fifth grade students. Books are checked out for one week and due the following scheduled class library day.

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

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

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

## Lunch Program

### Lunch Program (ACS - PS)

A daily hot lunch is offered for all preschoolers who stay longer than half-day. It is included in the tuition if your child is here for 7 hours or longer. You will be billed for lunch (\$3.75) if your child is a half-day student staying longer on any given day. All children need to be able to feed themselves. Lunch menus will be available online. Preschool children may bring a sack lunch, but no discount will be provided for those who choose to bring their own lunch.

1. If your child does bring lunch from home, please train your child to open all containers and eat the food in the lunch from home.
2. Students bringing lunch are to use disposable goods such as zip lock baggies, etc.

### Lunch Program (ACS - Elementary)

A hot lunch program is available for students who do not bring a sack lunch. Hot lunch includes a carton of milk. Lunch prices are \$3.75 per day. Milk for students who bring their lunches will be available at the cost of \$0.75 cents per carton.

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

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

## Party Invitations / Birthdays

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

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

## Potty Training (Preschool)

Being "potty trained" means independently:

1. being able to communicate the need to use the potty.
2. taking pants and/or tights down.
3. getting on the potty.
4. cleaning self appropriately and thoroughly.
5. getting clothes back on correctly.
6. washing and drying hands.

Our desire as a preschool is to provide a clean, healthy environment for the students attending. When students have "accidents," it creates an unhealthy environment for the child as well as the other children in school. "Accidents" also take teaching staff away from their responsibilities as a teacher to assist with properly cleaning a child.

There should be no more than one accident per week during the first month of school enrollment. There should be no more than one accident per month during the remainder of the school year.

If there is an existing medical condition, a doctor's note should be submitted and on file explaining all of the details.

## Recess

Aurora Christian Schools considers recess a privilege, not a requirement. Recess is held either outside (when weather permits) or inside (in the classroom or another part of the school). Students are expected to participate in recess daily. In the case of broken bones, surgery, or other medical situations, the need may arise for a student to be excused from recess. Please submit your request to the teacher. More information may be requested if necessary.

Elementary recess is considered to be a time for students to play. We believe in the value of play time for the students during recess. When they are outside for recess, we want them to be actively playing. When students must be inside for recess, we encourage appropriate play in the classroom. We ask that playing cards not be brought to school. Toys should not be brought from home, as they could be lost, damaged, or destroyed; unless approved by the classroom teacher and principal.

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

## Retention Policy

### Retention Policy (ACS - PS)

At the end of the school year, a determination must be made regarding a student's progress. At the preschool level, every student passes. Retention might be recommended/required based upon a child's developmental/classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, input from outside of ACS, and/or parental input may all be used to help in making a retention recommendation/decision. A parent may also choose to retain their child.

### Retention Policy (ACS - Elementary)

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

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

## Snacks

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

## Traffic and Parking Procedure

### Traffic and Parking (ACS - PS and ES)

#### General Parking Lot Rules

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

## Parent/Student Handbook Signature Page

By signing this page, I affirm that I have read and agree to abide by the policies and procedures outlined in the 2022-2023 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.

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**Parent Signature**

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**Date**

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

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**Date**

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**Print Student Name**

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**Grade**