

ACS MS/HS Handbook Addendum

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Academic - Classes and Grading Information

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

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

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

Specific course offerings may vary due to course enrollment.

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

4.5 Classes: Anatomy & Physiology, Honors Algebra II/Trigonometry, Honors English II, Honors Chemistry, Honors Geometry, Precalculus, Spanish IV

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

Academic - Course Changes

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

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

Academic - Dishonesty

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

- Copying or allowing another student to copy an assignment, project, report, or take-home test
- Copying from or helping another student during a quiz or test, or providing another student with information regarding a quiz or test
- Using unapproved written or electronic materials during an assessment (“cheat sheets,” stored information on a calculator, etc.)
- Submitting another person’s work as one’s own
- Misrepresenting records for activities such as fitness testing, data collection, etc.

- Plagiarizing (Presenting material from another source, including the internet and translation programs, without appropriate documentation; see further explanation under PLAGIARISM in this handbook)
- Altering answers on an assignment, project, quiz, or test after grading
- Stealing copies of quizzes, tests, or answer keys
- Altering grades in a gradebook or electronic grading program
- Final exam projects must be completed independently without help from others.

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

Plagiarism

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

Academic - Grade Calculation

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

High School semester grades are calculated as follows:

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

High School Bible semester grades are calculated as follows:

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

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

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

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

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

6th semester grades are calculated as follows:

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

6th Bible semester grades are calculated as follows:

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

Comprehensive final exams covering each semester will be given in all classes during the last week of the semester. Students with outstanding balances on student accounts (tuition, lunch, fees, fines, etc.) will not be allowed to take final exams. Seniors who are earning an A at exam time will not have to take the final exam for that class.

Academic - High School Minimum Graduation Requirements

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

Subject	Required Credits
Arts	.50 credit
Bible*	4.00 credits
Technology	1.00 credits
English	4.00 credits
Foreign Language	2.00 credits
Health	.50 credits
History/Social Studies	3.00 credits
Mathematics (must include Algebra II)	3.00 credits
Physical Education	1.50 credits
Science (must include Chemistry)	3.00 credits
Required Academic Credits	22.50 credits
Required Elective Credit	3.50 credits
Total Minimum Required Credits	26.00 credits
Additional Electives Possible	6.00 credits
Total Credits Possible	32.00 credits

*Waived for years not attending Aurora Christian High School.

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

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

Students who transfer in during their junior or senior year may graduate with 24 credits. Most students will accumulate more than the minimum amount of credits for graduation. Aurora Christian Schools does not allow “early release” or graduate students early. Only full-time, on-campus students during senior spring semester may participate in graduation ceremonies. Exceptions may be made for medical treatment, international exchange academic experiences, or NCAA athletic eligibility. Upon request, course load evaluation for minor adjustments may be made for a student on a PSS.

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

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

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

All graduates who have earned a cumulative GPA of 3.5 will wear gold cords at graduation. Students who fail to complete all of the requirements for graduation of Aurora Christian School, as approved by the Board of Directors and as outlined in the Parent/Student Handbook, will not be allowed to participate in graduation exercises until such requirements have been fully met.

Academic - High School Recommended Course of Study

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

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

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

Academic - Homework Completion

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

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

Academic - Homework - Make-up Work

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

Academic - Honors Courses

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

Academic - Middle School Requirements

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

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

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

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

Academic - Probation

Academic probation is not a punishment. It is a reminder to students and parents of the seriousness of school work and the need to stay caught up in each class. Parents are encouraged to regularly check FACTS SIS and contact teachers regarding their student's progress. Our goal is to work together to help students succeed. (We will assume the parent is monitoring the student's progress via FACTS SIS.) Please call the teacher if questions arise.

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

The following provisions exist for students on academic probation:

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

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

Academic - Summer School

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

Academic - Transfer Credits

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

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

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

Admission Requirements

Students who have ever been tested for learning difficulties must provide all results and/or IEPs or 504 plans before admission. The Administrative Team will review files, contact a parent, and determine if Aurora Christian School can adequately service the student. (See Accommodations Policy)

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

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

Arrival/Dismissal of Students

Students arriving before 7:00 AM should enter through Door 7 and proceed to the cafeteria. Students should enter Door 11 after 7:00 AM and proceed to the cafeteria. All students will be supervised in the cafeteria until 7:25 AM and then must transition directly to their 1st hour class until classes begin at 7:45 AM.

Students not participating in a supervised after-school activity are expected to leave campus by 3:05 PM. Those present on campus after 3:05 PM will be required to report to Extended Supervision. Students who leave campus after school will not be readmitted for supervision. From 3:15 – 5:30 AM, \$5.00 per hour or portion of the hour will be charged to the FACTS family account for ExS. For ExS from 5:30 – 6:00 PM, \$5 will be charged to the FACTS family account. Supervision after 6:00 PM is not available. If you are unable to arrange transportation for your student by 3:05 PM, please notify the school office to register your student for Extended Supervision and to receive further detail. Students who remain on campus unsupervised or avoid Extended Supervision will be subject to disciplinary consequences. Students should be picked up from Extended Supervision at Door 4.

Athletic/Extracurricular Eligibility

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

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

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

If a student receives a suspension from school, he/she will be ineligible to represent ACS in any competition/performance on the days of suspension. If there are no competitions/performances on the days of suspension, the student will be ineligible to participate in the next extracurricular competition/performance within one week. Exceptions may be made for postseason, individual, single-elimination, advancement events.

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

Attendance Policy

Punctual and daily attendance is required at school and is a shared responsibility between the student and his/her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Aurora Christian Schools expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them. The school day begins at 7:45 a.m. and ends at 2:50 p.m. Attendance is taken every period.

Absences

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

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

Attendance Policy: 8 Days per Semester

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

Tardy Policy

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

Illness

If a student is at school, the parents have self-certified that the student is healthy and free from symptoms.

Students with a fever should not attend school and will be excluded from class if they have a temperature greater than 100.0°F. If a student becomes ill during a school day, the student is to report to the main office. A student may not go home unless his/her parent or guardian has been contacted by a school official. In cases of extended illness, parents are asked to contact the office to discuss immediately.

Extracurricular Attendance

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

Pre-Arranged Absences

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

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

Pre-Arranged Early Dismissals

The school does not encourage absences for medical and dental appointments, etc. during the school day and prefers parents/guardians to make such appointments after school and/or on weekends. A request for early dismissal must be accompanied by a note or email from a parent/guardian with the student's name, the date, and reason for dismissal. All students leaving school must check-out through the main office and check-in when returning. All absences apply toward the 8-day attendance policy.

College Visits

Junior and Senior students will be allowed excused absences to visit colleges and universities, provided they have school and parental permission. The first two college visit days per year will not be counted towards the 8 day attendance policy. Subsequent college visit absences will be excused, but will count towards the 8 day attendance policy. Any class work missed due to a pre-approved college visit must be completed as regularly scheduled (i.e. no extensions). Note: College Visits may only be taken when the college is in regular teaching session (not during finals).

Truancy

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

Closed Campus

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

Make-up Work

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

all assignments, quizzes, or tests missed during the unexcused absence. *Please see special notes regarding “Pre-Arranged Absences” in the Attendance section of this handbook.

Christian Service

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

Dancing

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

Discipline

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

Range of Consequences

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

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

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

Suspension: Suspensions will be assigned by the administration, and will be served out of school. When a suspension is issued, parents will be contacted by the principal. Suspended students are not allowed on campus and may not attend or participate in any school activity. If a student receives a suspension from school, he/she will be ineligible to represent ACS in any competition/performance on the days of suspension. If there are no competitions/performances on the days of suspension, the student will be ineligible to participate in the next extracurricular competition/performance within one week. Exceptions may be made for post-season, individual, single-elimination, advancement events.

All make-up work will be due upon return. A student who receives two suspensions in a year for any reason will be placed on disciplinary probation.

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

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

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

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

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

Attitudes reflecting a "Flaunting of Sin."

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

Attitudes which Create Negative Tenor for Other Students

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

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

Attitudes which Continue to "Dampen" Spiritual Growth in Others

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

A Progressive Hardening Against the Things of God

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

Verbal Abuse to Fellow Students and/or Teachers

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

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

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

Unfortunately, it is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Should the overall attitude of the parents be one of continual blame-shifting, denial, or defensiveness, it will not be possible to work together for the good of the student. If parents demonstrate an unwillingness to cooperate, their student may be dismissed.

Student Conduct

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

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

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

Trespassing: unauthorized presence on campus or in building	AM Detention through Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Truant: absent from school without permission	AM Detention through Saturday School
Vandalism: willful destruction, damage, or defacement of property (Student will pay for repairs and/or replacement)	Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors.	AM Detention through dismissal or expulsion from ACS

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

Disciplinary Protocol

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

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

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

Dress Code

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

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

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

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

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

on-time all assignments that are due while out of class for dress code correction. Students are responsible for completing any course work done in class by the end of the day. (Students will not be given additional time to complete work assigned while out of class.) Students must be dressed appropriately to be issued final exams.

General Guidelines

1. Acceptable academic day attire:
 - a. Pants: modest fit dress pants or jeans with no holes
 - b. Dresses and skirts that are a minimum length 4" from floor when kneeling
*tunics worn with leggings: minimum length 6" from floor when kneeling
 - c. Shorts: modest fit dress, cargo, hiking, or denim with no holes that have a minimum 7" inseam
 - d. Shirts: collared, button-down, sweatshirt, pullover, t-shirt
 - e. Shoes: dress shoes, gym shoes, sandals, or boots

2. Restricted academic day attire:
 - a. Sleeveless tops/dresses, immodest fit; see-through; exposed skin (even when arms are raised); cleavage-revealing
 - b. Clothing/bags that displays secular artists, skulls, skeletons, weapons, or offensive/inappropriate material
 - c. Sweats, leggings, spandex, yoga pants, athletic shorts
 - d. Shoes with wheels in soles; slippers; socks only; barefeet
 - e. Hats or headwear, including a raised hood or sweatband
 - f. Chains, spikes or jewelry indicating group affiliation may not be worn at school or at any school function
 - g. Chains, spikes or jewelry considered potentially harmful (i.e. – wallet chains, spiked rings or necklace, etc.)

3. Acceptable spirit day attire:
 - a. All acceptable academic day attire
 - b. WITH ACS-wear visible on top:
 - i. Athletic shorts that have a minimum 7" inseam (Athletic shorts with a shorter inseam may be worn over spandex with a minimum 7" inseam. Spandex may never be worn alone.)
 - ii. Sweatpants

4. Acceptable activity day attire: (Class Outings, Spirit Week Friday, Senior Trip, Mission Impossible)
 - a. All acceptable academic day attire
 - b. Modest tank tops (at faculty discretion)
 - c. Athletic shorts that have a minimum 7" inseam (Athletic shorts with a shorter inseam may be worn over spandex with a minimum 7" inseam. Spandex may never be worn alone.)
 - d. Sweatpants

5. Formal event attire:

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

 - a. Attire should reflect a formal family occasion (like a wedding) rather than a night on the town or evening at a club.

- b. Dresses that are too revealing, expose midriffs or cleavage, or are too short in length are not appropriate (anything shorter than mid-thigh).
- c. To avoid confusion or issues at an event, administration is willing to pre-approve outfits based on a picture of the student in the outfit.

Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), and away from the eyes.
2. Boys' facial hair is to be neat and well-groomed at all times. No shaggy or unkempt appearance will be allowed. Compliance will be determined by the administration.
3. Nail color, body mutilations, or body piercings (including any magnetic jewelry and gauges) other than ear piercings, or small nose studs, are not permitted for boys. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

Appearance Standards for Girls

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

Dunham Scholars

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

Eagle Ambassadors

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

Fees

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

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

Graduation

Graduation ceremonies will be scheduled on a Sunday at 3:00pm in May. Participation in graduation rehearsal and the graduation ceremony is mandatory for graduating seniors. Students who fail to complete all of the requirements for graduation of Aurora Christian School, as approved by the Board of

Directors and as outlined in the Parent/Student Handbook, will not be allowed to participate in graduation exercises until such requirements have been fully met. Students not meeting attire standards for graduation will not be allowed to participate in graduation exercises. Special participation in graduation ceremonies will be by administrative invitation only.

Hallway Lockers and Locker Rooms

Each student will be assigned hallway lockers at the beginning of the year. All books, lunches, etc. should be kept in the student's assigned school hallway locker. It is the student's responsibility to keep assigned locker(s) clean, neat, and locked at all times. All areas on school property are subject to random inspection by the administration, including student lockers, gym lockers, backpacks, and other areas in which students may store their possessions. Students will be held responsible for any damage to lockers (including adjustments to the locking mechanism) and for any items found in their assigned lockers. The school assumes no responsibility for lost or stolen items. Offensive or inappropriate materials may not be displayed inside or outside the lockers. Lockers are to be free of stickers and markings on the exterior with the exceptions of names, Scripture, and athletic team recognition. Any sort of decoration on the inside must be easily removable and is not allowed to be in any way offensive or controversial to the standards of ACS.

PE students and athletes will be issued a locker room locker and school padlock. Sports bags and large equipment may be stored in locker rooms or a designated storage area, but will not be accessible during the school day. A student's locker room locker must have a school-issued lock on it. Non-school locks will be cut off by the office. Unlocked lockers may be locked by school staff with another lock which will be removed upon payment of a \$5 fine. Items left out of lockers may be confiscated and put in Lost and Found.

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

Help Classes

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

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

Lunch

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

Lunch menu meals and convenience items are available for purchase in The Talon (school market) or Daily Grind (coffee shop). No cash is accepted. Talon items must be purchased using the student ID card on a debit system through the family "lunch account." Lunch accounts must be pre-loaded with money through FACTS or in the Finance office.

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

Senior Events

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

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

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

Special Events (HS)

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

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

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

Student Drivers

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

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

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