

ACS PS-5th Grade Addendum

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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.

Our teachers are more than willing to help students that are willing to help themselves. "Help classes" are offered by the teachers. Individual assistance is also offered by the teachers.

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

Academic Observation

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. Assignments are posted on ParentsWeb 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 should 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.
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. Students given an unexcused absence will be given a “0” for each subject and/or class period missed. All assignments missed due to an unexcused absence must be completed even though a grade of “0” will be recorded for each one (including quizzes and tests).
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 and requests 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. 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 for 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.

Tardiness (ACS - PS)

Punctuality is a part of the student's training. Parents are expected to help in this area by making sure that their child arrives at school on time. Children should arrive no later than 8:00 a.m.

Our preschool day begins promptly at 8:30 each weekday morning. The teacher takes classroom attendance and begins class. It is important that your child be on time so that the class learning environment is not interrupted. If your child arrives after 8:30 and the teacher and students are away at a special (PE, library, music, etc.), your child will have to wait with the secretary for the class to return to join their classmates. Please help your child start out his/her school years right by practicing promptness. For a daily absence, please email the office and classroom teacher in the morning before school begins. In the case that your child has been exposed to a contagious illness such as chicken pox, measles, strep, "pinkeye," COVID-19, etc, or is going to be absent for an extended period of time, please email the office and classroom teacher regarding the absence.

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.

Preschool assignments are made based upon schedule, age, gender, ratio of new students and returning students, and the individual student personalities. Assignments are also made based upon the schedule requested by the parents and the schedule of the teaching staff.

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 kindergarten classrooms, kindergarten assignments are made based upon schedule (half day/full day), gender, ratio of new students and returning students, and the individual student personalities. Kindergarten students may be moved by the principal from one classroom to another shortly after the beginning of the school year.

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* (2nd 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. 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:

- Listen
- Do what the teacher asks
- Be kind
- Do your best work
- Take good care of your school

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.

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 ParentsWeb, email, note, phone call, or text)
- 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
- 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.

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.
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.)	
Truancy (absence from school without permission)	
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	

<p style="text-align: center;">Level 3 Misconduct</p> <p style="text-align: center;">(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.)</p>	<p style="text-align: center;">Range of Consequences</p>
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)	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, tardy and/or attendance violations, or the demonstration of an attitude deemed outside the expectations of ACS. The administration reserves the right to extend disciplinary observation status at 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. (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.

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.

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 (if suspenders are worn, they should be fastened and properly worn)
 - 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 (except Hat Day), including a raised hood or sweatband
 - 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 worn with leggings: minimum length 6" from floor when kneeling (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, (K-3rd) can wear tank top
 - e. Shoes: closed-toed casual shoes, dress shoes, gym shoes, 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. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care.

7:30am-8:00am – General drop-off time.

- Parent/Guardian park in the parking lot by door 7 and walk their child up the sidewalk to door 7. Our preschool staff will greet you at the door to welcome your child.

Pick-Up Procedures:

Half-Day Preschoolers

- Pick-up time is at 11:30am at door 7.

Full-Day Preschool:

- Student pick-up begins at 3:00pm.
- Parent/Guardian park in the parking lot by door 7 and walk up to door 7 to pick up their child.
- Any student who is not picked up by 3:25pm, will stay for extended care.
- Extended care is housed in our preschool area.

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. There is a fee for before and after school extended care.
- 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 as traffic permits (see Image 1)
- 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.
- Bills are sent via email regularly, but parents may easily view statements online by checking FACTS. Two bills will be sent via email in May, one in the middle of the month and another the day before the last day of school. The final balance is due before the report card will be released.
- 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 can lower the student's grade average.

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

No homework (i.e., regular daily assignments) will be given over holiday vacations. Students may, however, be required to study for a test if the scheduled testing period for that class falls on the day following a vacation. If possible, no more than two tests will be scheduled on any one day.

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 and media center 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. Students earn prizes as they read books and pass tests.

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

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

Lunch Program

Lunch Program (ACS - PS)

A daily hot lunch program 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 (\$3.65) 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 \$3.65 per day. Milk for students who bring their lunches will be available at the cost of \$0.65 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.