

# ACS Cornerstone PS-8th Grade Addendum

<b>ACS Cornerstone PS-8th Grade Addendum</b>	<b>1</b>
Absences, Attendance, & Tardy Policy	3
Absence	3
Tardiness	4
Chronic Truancy	5
Vacation	5
Academics	5
Academic - Dishonesty	5
Academic Observation	6
Plagiarism	6
Academic - Grading Scale	6
Academic - Homework	7
Admission Requirements	7
Arrival/Dismissal of Students	7
Athletic/Extracurricular Eligibility (ACS Cornerstone- 5th-8th grade)	8
Chewing Gum and Candy	9
Child Care Days	9
Class Assignments	9
Christian Service (MS 6th-8th)	9
Discipline	9
Discipline - Preschool	9
Discipline - Elementary	11
Disciplinary Observation	13
Discipline - Grounds for Dismissal	14
Discipline - Middle School	15
Disciplinary Protocol - Elementary through Middle School	19
Dress Code	19
Preschool Dress Code	20
Elementary (K-5th) Dress Code	21
Middle School Dress Code	23
Electronic Devices	24
Extended (Before and After School) Care	24
Hallway Lockers	25
Library	25
Lunch Program	25
Personal items from home/Toys	25

Recess	26
Retention Policy	26
Snacks	26
Student Council (ACS Cornerstone - MS)	26
Toys/Personal items from home	27

## Absences, Attendance, & Tardy Policy

Regular attendance is vital to a student's success. The definition of a truant is "any person who misses a day or part of a day." Seeing that a student maintains a regular schedule of attendance requires a cooperative effort made by the student, parent(s), and school personnel.

The desire of ACS Cornerstone is to be in line with Section 26-1 of the Illinois School Code. In effect, this states that parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children. The school is expected to monitor each student's attendance.

### Absence

Attendance is very important to each child's education. School policy is that nine absences in a semester, excused or unexcused, except for illness, will result in a detention. **Please call the school office before 10:00 a.m. to excuse your child's absence.** Not calling the school by 10:00 a.m. will result in an unexcused absence.

#### Valid Causes of Absenteeism

- Illness
- Death in the immediate family
- Family emergency
- Circumstance which causes reasonable concern for the parent or guardian for the safety or health of the student
- Other situations approved by the school principal

#### 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.

#### 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.

#### 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.

#### Early Dismissal –

- 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 call the school office 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. Procedures for signing out your child for early dismissal:
  - i. Report to the office.
  - 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)

#### Illness -

- If a student becomes ill during the school day, the student is to report to the main office.
- A student may not go home unless a parent/guardian has been contacted by the office.

#### Make-Up Work -

- Will be permitted in cases of excused absences only.
- Parents/guardians can request make-up work from the classroom teachers by calling the office and requesting it. Work can be picked up after school between 3:30pm-4:00pm in the vestibule.
- All work assigned prior to absence will be due upon return or on the assigned due date.
- Work assigned while the student is absent must be caught up within the same number of days as excused absence. (one day absent-one day to make up the work, 2 days absent-2 days to make up work, etc.)
- Students absent on the day of a scheduled 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 review day.
- Alternate assessments which cover the same material may be given as make-up quizzes/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.

## Tardiness

### *Tardy to School:*

ARRIVAL AFTER 8:20am. IS TARDY. If a student arrives after 8:20 a.m., he or she MUST come directly to the office to sign in and receive an admittance pass. Punctual and daily attendance is required at school and is a shared responsibility between the student and his/her parent(s) or guardian(s). Frequent tardiness negatively impacts the classroom environment. Regular, on-time attendance prepares the student for academic success and trains the student in habits that will benefit him/her as a responsible adult.

1. A student will be allowed 3 tardies with no consequence.
2. At 4 and 5 tardies, the office will notify parents.
3. At 6, 7, and 8 tardies, the office will notify parents and the student will serve a recess detention (K-5) or lunch detention (6-8).
4. At 9 and 10 tardies, the office will notify parents and the student will serve a recess detention (K-5) or morning service detention (6-8).
5. Over 10 tardies, the parents will meet with the principal to discuss an action plan for continued attendance.

### *Tardy to Class (Middle School):*

All students are expected to be in 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 towards disciplinary consequences.

1. Every three tardies (cumulative across all class periods) result in one PM detention.
2. 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.

## Chronic Truancy

If a student misses more than fifteen days in a semester for any reason his/her promotion to the next grade may be jeopardized. The decision to promote or retain the student will be made by the teacher and administrators on a case-by-case basis. When a student misses in excess of twenty days for unexcused absences, it could result in counseling, discipline, advice to counsel, or expulsion. Through parental approval we may recommend a referral to community agencies. This government grant program allows us to be a recipient of counseling personnel if necessary.

## Vacation

ACS Cornerstone encourages the nurturing of the family, but we discourage taking vacations during periods when school is in session. Vacations may create educational problems. Parents must give teachers written notification of vacation a minimum of five days prior to the vacation and complete a vacation contract. Students must have all homework completed when they return or they will receive zeros for the time absent. Teachers will give homework for no more than one week in advance. These are unexcused absences.

## 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 frequently 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 - Dishonesty

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

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

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

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

## 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.

## 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 - Grading Scale

Letter	Percent
A+	100 - 98
A	97 - 94
A-	93 - 90
B+	89 - 87
B	86 - 84
B-	83 - 80
C+	79 - 77

Letter	Percent
C	76 - 74
C-	73 - 70
D+	69 - 67
D	66 - 64
D-	63 - 60
F	59 - 0

\* I = Incomplete

\*S = Satisfactory

Grading categories are as follows:

### Elementary School:

- Tests/Projects: 50%
- Classwork/Homework: 50%

### Middle School:

Tests/Projects:50% (Q1 & Q3), 44% (Q2 &Q4)  
 Classwork/Homework: 50% (Q1 & Q3) 44% (Q2 & Q4)  
 Semester Finals: 12% (Q2 & Q4)

## Academic - Homework

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.

Homework is given either to extend the learning of the classroom or to practice and internalize what has been taught. It is the practice of ACS Cornerstone that regular homework assignments will not be given on Wednesday evening, in order to promote the attendance of our school family at mid-week church services (with the exception of math and unfinished schoolwork).

Ordinarily students spend the following amount of time completing their homework assignments:

- Kindergarten - 15-25 minutes
- Grades 1-2 - 20-25 minutes
- Grades 3-4 - 30-45 minutes
- Grades 5-6 - 60-90 minutes.

In upper grades, the nature of assignments is such that most are given over more than a one-day span. In grades K through 6, parents must supervise and sign homework assignment books, which list assignments and due dates. It is the responsibility of the students to see that they get their homework done. Disciplinary action will be taken if a child fails to complete the homework assignments.

When a student is late in handing in a graded project such as a book report, the teacher may reduce the student's grade by one whole letter (i.e. A- to B-) for each day the assignment is late.

If a student has an excused absence, he can make up all homework, tests, and quizzes (one day for each day absent). Homework for the day may be picked up after 3:15 p.m. if it is requested. For an unexcused absence, a student may receive a zero on all homework, tests, and quizzes. Homework may be adjusted for a student by the principal in extenuating circumstances.

## Admission Requirements

All prospective students will be required to take the MAP screening for both Math & Reading prior to admittance to ACS Cornerstone. Results will help determine if ACS Cornerstone is a good fit for your student

Students who have ever been tested for learning difficulties must provide all results and/or IEPs or 504 plans before admission. The Principal and Resource teacher will review files, contact a parent, and determine if ACS Cornerstone 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

Drop-Off Procedures:

6:30am-8:00am - Drop-off students at door 7 for extended care (Monday-Fridays). 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.

8:00am-8:15am – General drop-off time.

- PS Parent/guardian park along the sidewalk and take your child to door 7.
- ES/MS Parent/guardian drive up the middle lane of the parking lot and wait until directed to pull along the sidewalk areas of red/orange/yellow. The child can exit the car and enter door 8 to have the ID card scanned before walking to class.
- Instruction begins at 8:20am.

Pick-Up Procedures:

Half-Day Preschoolers: Family Name Placard must be on the dashboard

- Pick-up time is at 11:30am at door 8.

Full-Day Preschool: Family Name Placard must be on the dashboard

- Student pick-up is from 3:00pm-3:10pm.
- Parent/guardian pull along the sidewalk beginning at red and working back towards purple. A teacher will call for your student to exit and meet you.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 8. Parents must ring the doorbell and request their child.

Elementary Students: Family Name Placard must be on the dashboard

- Student pick-up is 3:15pm.
- Parents will be assigned a color spot on the sidewalk for pick-up by a teacher on duty.
- Parents are to pull directly to that color and wait for your child/pick-up your child.
- Students will be helped into the car by a teacher on duty. Parents are not to exit their car.
- Parents coming prior to 3:10pm must stack in the parking lot as directed by the teacher on duty.
- Parents are allowed to come over the bridge at 3:10pm.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 8. Parents must ring the doorbell and request their child.

Middle School: Family Name Placard must be on the dashboard

- Student pick-up is 3:20pm.
- Parents will be assigned a color spot on the sidewalk for pick-up by a teacher on duty.
- Parents are to pull directly to that color and wait for your child/pick-up your child.
- Students will be helped into the car by a teacher on duty. Parents are not to exit their car.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 8. Parents must ring the doorbell and request their child

Families who have children in multiple grades should defer to their oldest child's departure time.

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.

Anyone picking-up a child must be listed on the pick-up slip.

When classes are outside, we ask that parents communicate with staff and follow dismissal procedures.

## Athletic/Extracurricular Eligibility (ACS Cornerstone- 5th-8th grade)

At Aurora Christian School, 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: 8:20am – 3:20pm. 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.

## Chewing Gum and Candy

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

## Child Care Days

There are days in the calendar that are "no school" days, but child care may be available if pre-enrollment demands. Registration for these dates will be sent within two weeks of the designated date. There is an extra hourly fee for enrollment on these dates.

## 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.

## Christian Service (MS 6th-8th)

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, 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.

## Discipline

### Discipline - Preschool

Enrollment at ACS Cornerstone Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. *"For the moment, all discipline seems painful rather than pleasant, but later it yields the*

*peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:11).* We believe that children should be taught to obey and respect their parents and those in authority over them.

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

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

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

<b>Level 1 Misconduct</b> <b>Faculty and staff will address Level 1 misbehavior and may refer the student to the principal</b>	<b>Range of Consequences</b>
Loud, disruptive talking/noises that interrupt instruction	Classroom consequence first and communication to parent 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	

<b>Level 2 Misconduct</b> <b>The student will be referred to the principal. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range on Consequences</b>
Destruction of personal or school property	Principal communicating and meeting with parents.
Throwing objects (including snow and/or snowballs)	
Inappropriate or coarse language (rude, crude, lack of respect, profanity, etc.)	

Academic dishonesty (including forging signatures)	Repeated Incidents: Can lead to immediate suspension and/or expulsion from ACS Cornerstone.
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	

<b>Level 3 Misconduct</b> <b>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 may be warranted.</b>	<b>Range of Consequences</b>
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 Cornerstone, 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 Cornerstone, 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 Cornerstone 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 Cornerstone 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 Cornerstone, 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 Cornerstone, 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 Cornerstone.

## Discipline - Middle School

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/Cornerstone 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.
- PM Detention: PM detention is a 45 minute work period served from 3:30 to 4:15 PM. When a PM 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.
- Suspension: Suspensions will be assigned by the administration, and will be served in or 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 Cornerstone 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.*
- 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 Cornerstone. 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. 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 ACS Cornerstone. 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 Cornerstone 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.



<b>Level I Misbehavior: Faculty/Staff will address the Level I Misbehavior immediately, and may refer to the principal. Parents will be notified of any consequences issued by the office.</b>	<b>Range of Consequences</b>
Coarse language	Warning through PM Detention
Disorderly conduct (shouting in halls, disrupting classes, littering, throwing food, shoving/pushing, horseplay, etc.)	Warning through PM Detention
Dress code violation (on campus during school hours)	1st incident: Teacher contacts parent and will report the violation to the principal; warning 2nd incident: An email is sent home from the principal; 2nd warning 3rd & Subsequent incidents: Parents are called to bring additional clothing, and the child will remain in the office until he/she is in dress code.
Electronic device violation	1st incident: Phone confiscated until end of day, Warning 2nd incident: Phone confiscated until end of day with parent retrieves in office, PM Detention Subsequent incidents: Phone confiscated until end of day and parent retrieves in office, PM Detention
Tardy	PM Detention for every 3 Tardies

<b>Level II Misconduct: Faculty/Staff will address the Level II Misconduct immediately and refer to the principal. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range of Consequences</b>
Academic dishonesty:	1st incident: Zero for the assessment, PM Detention, and referral to principal 2nd incident in same quarter class: Failure for the quarter and suspension 2nd and subsequent incidents overall: Zero for the assessment, suspension, and disciplinary hearing for consequence
Bullying or Intimidation, including cyber-bullying:	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal from ACS Cornerstone
Dishonesty (lying or trying to deceive school personnel)	PM Detention through suspension
Disobedience (neglect to obey authority)	PM Detention through suspension
Disrupting the educational process or climate	PM Detention through suspension
Endangering the health, safety, or well-being of oneself or others (includes fighting – instigation or retaliation)	PM Detention through suspension
Failure to serve detention	PM Detention through suspension
Insolent or Derogatory Remarks (rude, having or showing a lack of respect for other people)	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Insubordination (disrespect of authority / refusal to obey authority)	PM Detention through suspension

	Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Mockery (including on social media): behavior, speech, or action that makes fun of someone or something in a hurtful way	PM Detention through suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Obscene and/or Offensive Materials: distribution or in possession (e.g. posting inappropriate pictures, viewing/possession of pornography, etc.)	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Profane, Vulgar, or Obscene Language or Actions (including "replacement" obscenities)	PM Detention through suspension
Possession or incendiary use of fireworks, lighter, etc.	PM 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.)	PM 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	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Threats: an expression of intention to inflict evil, injury, or damage	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Trespassing: unauthorized presence on campus or in building	PM Detention through Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
Truant: absent from school without permission	PM 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 Cornerstone
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors.	PM Detention through dismissal or expulsion from ACS Cornerstone

<b>Level III Misconduct: Faculty/Staff will address the Level III Misconduct immediately and refer to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range of Consequences</b>
Antagonistic behavior: actions or words that are antagonistic to the basic goals and objectives of the school, or have an adverse effect on other students (e.g. illicit sexual behavior*, gambling, etc.) *See Admission Requirements relative to parenthood.	1-10 day suspension and possible recommendation for dismissal or expulsion from ACS Cornerstone Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Cornerstone
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 Cornerstone

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 Cornerstone
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 Cornerstone
Weapons: possession or use of explosives, firearms, or any other item used as a weapon	Immediate suspension and disciplinary hearing for expulsion from ACS Cornerstone

## Disciplinary Protocol - Elementary through Middle School

### Disciplinary Investigation:

- The principal will conduct interviews of all students or teachers involved in/with the situation prior to any consequence.
- If evidence is found that warrants a consequence of any kind to the student, parents will be contacted via phone for either a phone conversation or face-to-face meeting.
- 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, and other school property and equipment without notice to or consent of the student.
  - 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.

Writing, pictures, graphics on shirts that could be determined as mockery, a put-down, inappropriate humor, or defaming in any way should not be worn to school. All clothing should be labeled with your child's name.

## Preschool Dress Code

The dress code of Aurora Christian Cornerstone Campus 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. 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. 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.

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.

### General Guidelines

- Acceptable school attire:
  - a. Pants: clean and neat slacks, shorts, blue jeans, pants, or clean/neat sweats with no holes worn at the waist – pants may not be frayed or have excessive holes and should be clean
  - b. Girls: dresses, skirts, (recommend that girls wear shorts under skirts/dresses) tunics worn with leggings/spandex
  - c. modest sun dresses, sleeveless, and spaghetti straps
  - d. Shirts: collared, button-down, sweatshirt, pullover, t-shirt, tank top
  - e. Shoes: dress shoes, sandals, crocs, gym shoes, or boots (Velcro tennis shoes are best for preschoolers) *\*If your child usually wears gym shoes, there is no need to purchase a second pair. However, if your child usually wears other footwear, please bring a pair of gym shoes to leave at school for use during outside or gym play.*
- Restricted attire:
  - a. 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.
  - b. Bodysuits or clothing with snapped crotches
  - c. Immodest fit, bare midriff, halter, cut-off, or see-through clothing

- 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. Clothing that is excessively frayed
- g. Pajama clothing or clothing that looks like PJs
- Appearance Standards for Boys
  - a. 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.
  - b. Headbands, barrettes, ponytails, will not be allowed
  - c. Nail color, earrings, or body piercings are not permitted for boys
- Appearance Standards for Girls
  - a. Hair should be clean, well groomed, not extreme, (mohawks, spikes, non-natural colors, etc.), and away from the eyes.

### Inappropriate Dress

1. If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the students will be asked by a member of the administrative staff not to wear it again.
2. If the student wears the questionable item again, the student's parents will be called to bring a suitable change of clothes. The student will either be held from class until proper clothing arrives or will be dismissed for the day.
3. Repeated offenses will warrant further action as determined by the administrator.
4. If modesty guidelines are violated, immediate disciplinary action will take place.

## Elementary (K-5th) Dress Code

Students in grades K-5 are required to wear uniforms. It is the responsibility of the student's parent/guardian to ensure that his/her child is dressed appropriately for school. Uniforms must be worn at all times while on school grounds and for field trips (before, during, and after school).

### Purchasing Clothing

Uniform dress is not expected to be purchased through any specific company. Uniform dress could be purchased at retail stores such as Old Navy, Target, JC Penny, etc. However, if you do desire to use a specific company for plaid skirts or jumpers, Dennis Uniform ([www.dennisuniform.com/schools/BASICS](http://www.dennisuniform.com/schools/BASICS)) and French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)) are two school uniform companies that ACS Cornerstone recommends.

### General Guidelines

1. Acceptable academic day attire:
  - a. Uniforms should be neat in appearance.
  - b. Skirts, skorts, and jumpers must be no more than three inches above the knee. Skirts, skorts, pants, and jumpers may be navy, tan/khaki, or black. Jumpers may also be plaid (\*Plaid jumpers must be purchased through Dennis Uniform - The Basics Collection). All leggings and tights need to be green, black, gray or white.
  - c. Pants: Docker-style or corduroy pants only (no cargo pants). These must be navy, tan/khaki, or black. Shorts may be worn from the start of the school year until October 15th and from April 15th until the end of the school year, weather permitting. \*Shorts must be navy blue, tan/khaki or black (no cargo shorts).
  - d. Shirts: Polo shirts – Boys and girls should wear polo shirts that are kelly green, forest green, navy blue, white, gray, or black (no logos), Collared, button up shirts must be white.

- e. Sweaters: Cardigans and V-neck sweaters must be kelly green, forest green, navy blue, white, gray, or black.
  - f. Sweatshirts and hoodies – only kelly green, forest green, navy blue, white, gray, or black **(solid color, no logos)**.
  - g. Shoes: dress shoes, gym shoes, sandals, or boots
2. Acceptable spirit day attire (every Friday):
- a. Jeans (with no holes or frayed)
  - b. All acceptable academic day attire
  - c. Sweatshirts/Spirit wear WITH ACS-Cornerstone (vintage or current) attire visible on top.
  - d. Tshirts/sweatshirts without ACS-Cornerstone (vintage or current) as long as the writing/emblems that are NOT offensive or antagonistic to the values and beliefs of ACS Cornerstone.
  - e. Athletic pants/sweatpants that are clean/neat with no holes and are worn at the waist.
  - f. 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.
  - g. Leggings are acceptable for girls as long as a tunic/tshirt/sweatshirt is long enough to hit mid-thigh.

#### Appearance Standards for Boys

1. Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and no longer than the nape of the neck.
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) 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, are not permitted for girls. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

#### Inappropriate Dress

1. Pajama clothing or any clothing that resembles pajamas. (unless it is a designated PJ day from the principal)
2. If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the students will be asked by a member of the administrative staff not to wear it again.
3. If the student wears the questionable item again, the student's parents will be called to bring a suitable change of clothes. The student will either be held from class until proper clothing arrives or will be dismissed for the day.
4. Repeated offenses will warrant further action as determined by the administrator.
5. If modesty guidelines are violated, immediate disciplinary action will take place.

#### 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.

# Middle School Dress Code

Students must be dressed appropriately to be issued final exams.

## General Guidelines

1. Acceptable academic day attire:
  - a. Pants: jeans (no holes or frayed) modest fit dress pants with no holes
  - b. Dresses and skirts that are a minimum length 4" 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
  - f. Leggings (for girls): must have sweater/shirt/sweatshirt long enough to hit mid-thigh.
2. Restricted academic day attire:
  - a. Coats in class (unless given permission from a teacher)
  - b. Hoods worn in the building.
  - c. School clothing from, and representing, other local schools
  - d. Sleeveless tops/dresses, immodest fit; see-through; exposed skin (even when arms are raised); cleavage-revealing
  - e. Clothing/bags that displays secular artists, skulls, skeletons, weapons, or offensive/inappropriate material
  - f. Sweats, athletic pants, spandex, yoga pants, athletic shorts
  - g. Shoes with wheels in soles; slippers; socks only; barefeet
  - h. Hats or headwear, including a raised hood or sweatband
  - i. Chains, spikes or jewelry indicating group affiliation may not be worn at school or at any school function
  - j. Chains, spikes or jewelry considered potentially harmful (i.e. – wallet chains, spiked rings or necklace, etc.)
3. Friday attire:
  - a. Green Zone T-shirt and/or ACS Cornerstone attire (vintage/CCA or current) encouraged.
  - b. All acceptable academic day attire
  - 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.)
    - a. Sweatpants & athletic pants that are clean, neat, with no holes, and worn at the waist
    - b. All acceptable academic day attire.
4. Concert 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.

  - 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.), away from the eyes, and no longer than the nape of the neck.
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) 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, are not permitted for girls. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

#### Inappropriate Dress

1. Pajama dress or anything that resembles pajamas (unless it's a designated PJ day from the principal)
2. If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the students will be asked by a member of the administrative staff not to wear it again.
3. If the student wears the questionable item again, the student's parents will be called to bring a suitable change of clothes. The student will either be held from class until proper clothing arrives or will be dismissed for the day.
4. Repeated offenses will warrant further action as determined by the administrator.
5. If modesty guidelines are violated, immediate disciplinary action will take place.

#### 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.

## Electronic Devices

All electronic devices, including but not limited to, cell phones, Apple watches, tablets, iPads, personal laptops, Nintendo Switch (or any gaming device) is not to be used while on school property. This includes both before and after school. If seen by a teacher/faculty member, a warning will be given. Upon a second infraction, the device will be confiscated and able for pick-up at the end of the day by a parent/guardian in the front office. Repeated incidents could lead to a detention. \*Please note, Apple watches are allowed only on school-mode/used as a watch. Should any communication need to happen between parent/student, a call to/from the school office is the correct approach. Parents, please refrain from texting your student during the school day.

## Extended (Before and After School) Care

Please see the Drop-off and Pick-Up for further instructions on Before and After School Care.

Before and after school extended care will be provided for all students of working parents who must drop off their child before 8:00am or who cannot pick him/her up until after 3:35pm.

- Extended care hours are 6:30-8:00am and 3:35-6:00pm.



- The charges are \$2.50 for any part of an hour. Beyond 6:00pm, the rate increases to \$5.00.
- 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.
- Please update your contact information in FACTS with any registration changes, phone numbers, persons picking up your child, etc. We must receive a note from the parent if any person other than a parent or a predesignated carpool driver will be picking up your child.

## Hallway Lockers

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, 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.

## Library

We are pleased to provide a quality library and media center for our PS through eighth grade students. Student ID cards function as library cards and are kept in the library. Books are checked out for one week and due the following scheduled class library day.

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

Hot lunches are available each day for your student. Money is put on their lunch account through the finance department. Monthly lunch menus are available on our school website and also linked through our weekly Lion's Line.

## Personal items from home/Toys

Students are not to bring toys/personal items from home. These items include, but are not limited to, stuffed animals (PS/K may bring stuffed animals for nap time only), cards (playing or trading), barbies, action figures, inline skates, athletic equipment/balls. The only exception is for

show-and-tell, although the item needs to remain in the students' locker/backpack the remainder of the day.

## 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 gymnasium). 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.

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.

Children will also play outside during extended care hours, weather permitting.

## Retention Policy

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.

## 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.

## Student Council (ACS Cornerstone - MS)

This Cornerstone program is intended to develop leadership qualities in our students with emphasis on Christian ethics and morals, and helping them develop God-given skills in the classroom and elsewhere. In addition, the organization has as its mandate the enrichment of the academic and social environment of Cornerstone. In order to be eligible to run for an elected position, a student must first be re-enrolled at CCA for the following school year.

## Toys/Personal items from home

Students are not to bring toys/personal items from home. These items include, but are not limited to, stuffed animals (PS/K may bring stuffed animals for nap time only), cards (playing or trading), barbies, action figures, inline skates, athletic equipment/balls. The only exception is for show-and-tell, although the item needs to remain in the students' locker/backpack the remainder of the day.