

ACS HANDBOOK



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Welcome to ACS

Dear Parents,

Agape Church School is dedicated to providing a Christ-centered education experience and environment for the youth in our community. We provide schooling for kindergarten through 12th grade. The teaching style used is called layered learning and it teaches to the heart as well as the mind. In addition to strong academics, we also value quality time in the Bible, prayer and worship. We believe a genuine relationship with Jesus is crucial in the life of our students, families and staff. Our goal is to be a school that teaches students the importance of strong academics, having the right character and knowing Jesus Christ. We desire to demonstrate the love of Christ in such a way that everyone knows that they are important, loved and wanted in Jesus' Name.

We hope you will find the materials and information contained in the handbook to be beneficial. We urge you to contact the school for any additional information or assistance you may need. Thank you again for the privilege of serving your children.

Sincerely,

Agape Leadership Team

School Leadership:

Agape Church School (ACS) is a non-profit Christian school. Our emphasis is placed on helping families raise their child(ren) to have a Christian-based education that supports their Christian values and beliefs. The school has an advisory board made up of people from different churches and walks of life, a leadership team of staff from the school, as well as the church board that also helps to govern the direction of the school. We simply focus on the Word of God and the Gospel message.

Nondiscriminatory Statement:

ACS does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its admissions policies, educational policies, and/or other school administered programs.

Our Philosophy:

Agape Church School believes that God's Truth is revealed through the Bible, which is infallible and is the standard for living a Christ-centered life. It is through God, that a proper understanding of facts and knowledge can truly be made possible. ACS believes that Christian education is a process in which devoted Christian teachers, meet each child where they are at and lead them appropriately through developmental academics and appropriate level educational activities.

Goals:**Physical**

- To respect our bodies as God's Temple & develop healthy lifestyles that honor God.
- To develop motor skills and athletic skills according to their individual readiness.

Spiritual

- For the students to see the Bible as God's truth.
- To develop a personal relationship with Jesus.

Academic

- To help students think independently and critically.
- For students to develop a desire to attain their academic potential.

Social

- To help students to develop the spiritual gifts that God has given them.
- To have an awareness for others and the community around them.
- To encourage students to treat others as they would want to be treated.

Policies:

The policies outlined in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the spring before the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, ACS reserves the right to make the change at the discretion of the administration and school board.

Admissions Policy

Agape Christian School is open to anyone interested in securing a Christian education, from kindergarten through 12th grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Agape Christian School rules. It must always be understood that attendance at Agape Christian School is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment may forfeit this privilege. Parents of children enrolling in ACS can obtain the necessary enrollment forms from the School office. After completing all required paperwork and payment of registration fees, the child will be allowed to enroll based on availability. If the class is full, the child will be placed on a waiting list and called in order when a spot becomes available. Registration fees are due at the time of enrollment and are non-refundable. Returning students cannot be enrolled in the school for an upcoming school year unless all fees and tuition are current from the previous school year. New students must also present the last report card distributed by their previous school.

Parent/Legal Guardian Disclosure

Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs, or concerns about their child in writing before registration. The director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Agape Church School reserves the right to withdraw any child from our program at any time if behavioral or emotional problems with a child disrupt class time, threaten another person's safety, or the child makes it unreasonably difficult to meet the needs of the other children in the school.

Beginning of the School-Year Requirements

Parents must attend the orientation meeting or Back to School Night previous to the school year start. ACS reserves the right to refuse re-enrollment to any student of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. If there are custody agreements involved with your child, you must provide the school with a copy of court papers indicating who has permission to pick up the child. The school will not deny a parent access to their child unless we have received proper documentation in advance. The school will not be involved with any custody issues.

A supply list for each grade will be given at our Back to School Night or student orientation.

Finances

Tuition Payment

As a non-profit organization, ACS seeks to provide the best quality education at a minimum cost. As a Christian school, we are not entitled to tax revenue and must receive funds for operating the school from parents, sponsors, and others called to support this ministry. Financial responsibility is one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable ACS to maintain a positive Christian testimony by having funds necessary to meet our financial obligations promptly. All gifts received by ACS, for which no services are rendered, are tax deductible. The administration of Agape Church School will announce tuition prices in April for the following school year. The annual tuition of \$5000.00 may be paid by using any one of the following methods:

- One annual payment—the total annual tuition is due on September 1.
- Ten equal payments – The first payment is due August 1 or at the time of registration after August. This is non-refundable. The remaining nine payments are due on the first of each month, September through May.

Parents must choose a method of payment and sign a tuition agreement. Signing this form constitutes a contractual agreement between the school and the parent for the payment of the tuition.

School Supplies & Book Fee

The student supply and book fee for the school year is \$200 and is incorporated into the monthly fee. This fee is charged per student to cover the cost of textbooks, workbooks, and school supplies used by the student during the year. Once purchased, the books and supplies become the property of the student.

Payments

Payments can be sent to 903 Taylor Place, Fallon NV 89406, or can be dropped off in the office during school hours. You can also make payments on our website www.acsfallon.org. Please make sure that your payment is marked with your name, child's name, and the amount of the payment.

Returned Check Fee

A \$30.00 returned check fee is charged for each returned check. If a check is returned, the person who wrote the check will be contacted and a date agreed upon to replace the check. The time for replacement will not exceed one week. If a second check is returned for any reason, that family will be placed on a cash-only basis.

Financial Contract

It is understood that the enrollment contract made with Agape Christian School is a contract between the parent and the school for payment of the monthly or weekly fees and that these fees are due and payable as to all terms of the contract except:

- When the student moves out of town at an unreasonable distance to attend the school.
- In the case of an agreement between the school and the parent(s) that removing the child is in the best interest of the child's education.
- Death of a child.
- If there is a loss of income, equal to the amount of tuition, such as a job loss in the immediate family of the student.
- ACS tuition is 30 days delinquent.

Parents or legal guardians of each student will be responsible to pay full tuition for any students that have been withdrawn early or expelled due to inappropriate behavior.

Payment Arrangements

- All payments for tuition will be due on the first day of each month. A late fee of \$10.00 will be added to any account with a balance due after the 7th of the month.
- A 1.5% monthly finance charge will be added to all unpaid balances once a child is dropped from enrollment.
- Kindergarten students have half days and dismiss at 12:00PM Monday through Friday. Kindergarten students should bring a snack for morning and a lunch.
- Grades 1st - 12th dismiss at 3:00PM Monday through Thursday and at 2:00PM on Fridays.
- No counter checks will be accepted. Checks must have all information printed by your financial institution.

Discounts and Scholarships

- We do offer discounts for multiple students in the same household at full tuition.
- We also have limited scholarships available. Scholarship forms must be requested, filled out and returned with all appropriate information in order to be considered for a scholarship by August 1st.

Withdrawals and Dismissals

When a student is withdrawn from ACS, written notification must be given directly to the administration ten days before last attendance day. Transcript papers will be given when all tuition fees, library books, and resource books have been turned in to the teacher. All grades and records will be held until all outstanding balances are paid. Withdrawal is not complete until the withdrawal forms are turned into the office.

School Holidays

As a school, there are breaks during the academic year. The most accurate place to find the school schedule is on the school's website at www.acsfallon.org.

Agape Church School observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Break (announced at the beginning of each school year)
- Memorial Day
- Labor Day
- Veterans' Day
- Thanksgiving Break
- Christmas Break (announced at the beginning of each school year)

Curriculum

ACS uses a mix of curriculum that is Christ-centered and utilizes Charlotte Mason's philosophy of education. We use the Bible, Heart of Dakota, The Good and the Beautiful, Answers in Genesis, Life of Fred Math, Teaching Textbooks Math, and Guest Hollow. There is also a focus on classical literature, music, poetry, and art.

Electives

Many elective classes will be offered including art, music and trades.

Christian Training

Since one of the basic purposes of ACS is developing Christian leadership in our students, it is only natural that Christian training has an important place in the life of the school.

- Morning Chapel will be held first thing each morning, attendance is required.

Daily Schedule

No students may be on campus before 7:45AM or after 3:15PM without supervision and approval.

School Hours:

Kindergarten – 8:00AM-12:00PM Monday - Friday

Grades 1st-12th - 8:00AM-3:00PM Monday-Thursday, 8:00AM-2:00PM Fridays

Field Trips

- All field trips must be approved by the administration and a written request must be turned in 30 days prior to the planned event and before sending permissions slips out to parents.

- Classes may go on field trips during the school year to nearby points of interest. Parents will be advised beforehand of any such trips. If Money is required, please make all payments to the front office prior to the event.
- Consent forms must be signed for each student and be on file in the office.
- Field trips are part of the classroom activities. Students are expected to attend.
- It is important that all chaperons remember they are Christian role models for our students. Please be an example by demonstrating maturity in actions and attitudes. The teacher will be in charge of each field trip and will direct the parents as to what help is needed from them.
- Chaperons should refrain from purchasing special treats for the children unless all students in the class benefit equally.
- Only students enrolled in the class may go on the field trip.
- All dress code requirements for a typical school day remain in effect for field trips. The dress code applies to both students and chaperons.

Attendance Policy

In order to gain the most from school, each student must be regular in attendance. Excused absences are listed below. If a child is going absent, be sure to notify the school on the morning of the absence. If a child leaves/arrives at 12PM it will be counted as a half day absence.

Excused Absences

- Doctor-excused absences (if exceeding 3 days).
- Severe illness in the immediate family with a doctor's note.
- Death in the immediate family.
- Participation in an approved school activity.
- Approval by the administration (severe weather, e.g.)
- * Excuses must be received by the school within 3 days.

Unexcused Absences

All other absences, including suspension (tardy or behavior) count against the nine unexcused absences.

Total Absences

Total absences may not exceed 10 per semester. If total is exceeded a meeting with the administration team will be scheduled to discuss further actions.

Tardy & Absentee Notes

A note explaining the reason for the absence should be written by the parent and sent to the office for filing in the student's attendance record. All absences are initially entered as unexcused and are changed to excused absences when supporting

documentation is supplied. It is the student's responsibility to see that work is made up as soon as possible. Teachers set the deadline for making up work.

Assignments made before the absence retain the original due date.

(For example, a spelling quiz is assigned at the beginning of the week for Friday. The student is absent on Thursday. Since he/she was present when the assignment was given, he will not be exempt from the quiz.

Pre-arranged Absences

It is the student and/or parent's responsibility to check with his/her teachers before the absence to find out what assignments will be due while he/she is gone. On the day he/she returns to class, the student with pre-arranged absences will be responsible for turning in any assignments due while he/she is gone. Parents should make arrangements with the teacher for making up missed quizzes or tests.

Tardiness

Like absenteeism, tardiness is a disruption of the learning process for the student and to other members of the class. Excessive tardiness requires a conference between student, parents, and school administration. All students should be in class at 8:00AM. Students arriving after 8:00AM should report to the office and sign in before going into the classroom. If a student is tardy due to a doctor's or dental appointment, the student is responsible for bringing a note from the parent before the planned late arrival.

- Tardies exceeding 30 minutes count as .25 of the day
- Tardies exceeding 4 hours count as .50 of the day
- Tardies exceeding 6 hours count as .75 of the day

Unscheduled School Closings

For unscheduled school closings or delays, check the School website or Facebook page.

- ACS does not always follow Churchill County School District on unscheduled school closings.
- ACS may, on occasion, have an unscheduled closing due to providential or safety issues. Whenever possible, the administration will attempt to inform parents in advance of such closings.
- If ACS needs to close or start school later, we will inform parents by way of text, phone call, email or social media posts.

Grades

Report cards are given out each eight-week period. Conferences are held twice per year. Please contact your teachers with any concerns. Parents may request a conference at other times as needed.

Grading Scale

K-12 - A: 100-90% | B: 89-80% | C: 79-70% | D: 69-60% | F: 59-0%

Transcripts

Transcripts are forwarded to a school upon a student's transfer or completion at ACS if the account is current.

The Family Educational Rights and Privacy Act (FERPA):

Is a federal law that protects the privacy of student education rights. FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great travel distance or if it is impossible for parents or eligible students to review the records. Schools may charge for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows the school to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Schools to which a student is transferring
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors, and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. ACS will not disclose student's

names, addresses, phone numbers, date and place of birth to any third-party requests without parent's approval.

Health and Safety

School administration works diligently to maintain a safe and healthy environment for all our students. Parent cooperation with the school health-and-safety policies is necessary to avoid accidents and to care for our students.

Medication

Faculty will not administer medication without the written or verbal authorization from the parent. It is the parent's responsibility to provide any medication for students. Parents must fill out a medication slip with dosage, date, and time. All medication must be in the original container from the pharmacy, properly labeled with the student's name and with clear directions. Medication slips can be picked up at the school office.

Injuries

If a child is injured during school hours, the parent will be notified. If care for the child is more than the school can provide, the child will be taken to a medical facility. If the injury is a scrape, small cut, etc., the school will wash the area and apply a bandage. No other ointments will be administered to the area without parental permission.

Insurance

Agape Church School does carry a liability insurance policy. However, the parent's insurance is primary (pays first) and the school insurance is secondary (pays after primary insurance has paid all considered by them to be eligible).

Sickness

Students diagnosed with a communicable disease (meaning an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host, infected person, or animal to another person) must be kept home until the possibility of the contagious infection has passed. The school administration must be notified immediately of a diagnosis of a communicable disease. A doctor's note is required for re-entrance.

In the interest of every student's well-being, parents are requested to keep their children home when they are sick. If a child has symptoms, such as a fever of 100 degrees or more, rash, vomiting, excessive nasal discharge, or diarrhea you must keep your child home. If the child develops these symptoms during school, the parent will be called to pick up the student as soon as possible. If we cannot reach the parents, we will notify the next person listed on the student information card.

Please do not bring your student to school with a contagious disease. Keep your child at home for at least 24 hours or until symptoms subside. Your help in this area is of utmost

importance. If you bring your student to the school with these symptoms, sickness will continue to spread through the class.

Illnesses that result in temporary removal

- Fever – Students must not attend or remain at school if fever is 100 degrees or higher. The student may return when fever free for 24 hours.
- Strep – The student may return forty-eight hours after beginning antibiotic treatment as long as he/she is fever-free.
- Vomiting – Students may not attend if vomiting has occurred twice in 24 hours. May return 24 hours after the last vomiting occurrence.
- Diarrhea – Students may not attend or remain at school if diarrhea has occurred twice in one hour. May return 24 hours after the last occurrence.
- Head lice is not a disease but is contagious. We maintain a nit-free policy. For this reason, any student diagnosed as having lice will not be permitted back into the classroom until the child, and his/her home has been treated. The school administration must inspect the student before re-entry. The administration can at any time require a child having head lice on a constant basis to see a physician before being allowed to return to school.
- Conjunctivitis (Pink Eye) – A student who has pink eye will be sent home due to the contagious nature of pink eye. The student may not attend with white or yellow eye discharge. The student may return 24-hours after beginning medical treatment.
- Rash – Faculty/administration will notify the parent when a rash is observed. If the rash spreads or is accompanied by another symptom, the student must leave the school.
- Respiratory Infection – Students must not attend with an uncontrolled cough, difficulty breathing or wheezing. The student may return when symptoms subside.

Doctor Appointments

Whenever possible, all medical and dental appointments should be scheduled outside school hours. Academic problems often develop when students make a habit of leaving early or arriving late at school.

Nutrition Policy

- Water bottles should be brought daily (containing only water).
- Please do not send your students with excessive sugar or candy.
- No food or drink is allowed in the classroom besides water.

Physical Activity

Each child will have an opportunity for the appropriate amount of active play each day. Active play will take place outdoors when weather permits. When the weather does not permit outdoor activity, active play will take place indoors. All children should dress appropriately for cold or hot weather.

Conduct

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive toward excellent character in dress, conduct, and attitude.

Standards of Conduct

- Be respectful to school personnel, and the rights and property of others at all times.
- Be attentive and responsive to your teachers.
- Bullying will not be tolerated.
- Be punctual.
- Abide by the dress code.
- No defacing of school property.
- Profane language will not be tolerated.
- Sexual talk or innuendos will not be tolerated.
- ACS has a zero drug and alcohol tolerance program in place for the protection of our students and preservation of school atmosphere. Possession and/or use of drugs, tobacco, and alcoholic beverages are strictly forbidden. This is grounds for immediate dismissal of the student.
- If a student is suspected of drug, alcohol, weapon, firearm, or tobacco use or possession, parents will be called in to approve a search and/or administer a test.
- No toys or playground equipment are to be brought from home except on “show-and-tell” days, which will be set by each individual teacher.
- ACS will not be responsible for items lost or stolen.
- Students are responsible for personal property. Parents are encouraged to label all personal items (especially coats and sweaters) for easy identification.
- Gum is not allowed.
- Weapons and or firearms are not allowed

Computers and Media

- Students are not allowed to use computers without permission or go to website addresses without permission.
- Students/Parents are not allowed to put any degrading or harmful information about the school, students, or employees on any website.
- Non-educational devices (iPods, MP3 players, video game systems, cell phones, earbuds, headphones, smart devices & watches, etc.) are not allowed in the classroom. If brought, they will be left in the office for the parent to pick up. Any cell phones or internet or cellular capable devices that are brought must be turned into and signed into the front office, and may be picked up and signed out at the end of the day.
- In the case of emergencies, students may only use the school phone to contact parents.

Discipline

Discipline, which is firm, consistent, fair, and tempered with love, is maintained at ACS. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for the students. However, when the disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Agape Church School reserves the right to inspect any package, book bag, etc. that is brought on campus.

Step 1: Issues handled within the School.

This step may happen several times as leadership deems appropriate.

1. Verbal warning with child

- a. Please make sure to address the action(s) that are causing the issue(s) clearly with the student. (*We never want to attack the individual rather address the problem(s)*)
- b. Verbal Warnings must be documented using the Verbal Warning Notice, describing the behavior and marking the box for each time the behavior has been addressed.
- c. Three verbal warnings in most cases should be given, before moving to a written warning, except in serious discipline issues.
- d. All verbal warning sheets will be kept by the teacher with the student records. All forms may be sent to the board and admin as needed.
- e. The board may advise or override next steps as needed.

2. Written warning with child

- a. If three verbal warnings have been given and the action of the student has continued, a written warning will be filled out, with the recommended discipline. Students will be required to read, acknowledge, and sign the written warning form.
- b. Once the written form is signed, the student will be sent with the form to the office and discipline will be administered.
- c. All written warning sheets will be kept by the office staff with the student record. All forms may be sent to the board and admin as needed.
- d. The board may advise or override next steps as needed.

3. Dress code warning with the child

- a. Dress code violations are to be addressed immediately by teachers, admin, or staff.
- b. If a child is in dress code violation, they will be sent to the office to call for a change of clothes, if the parent is unable to bring a change of clothes

the student will be required to change into a set of clothes provided by the school.

- c. Students will not be allowed back into class until a change of clothes are brought or they are changed into the clothes provided by the school.
- d. Any class time missed will be counted against the students attendance record.
- e. Teachers will record the date of each dress code violation.
- f. If a student receives 3 dress code violations in a school year it will result in 1 week of suspension immediately following the third violation.
- g. If a student receives a second set of 3 dress code violations, the student will be expelled.

Step 2: Issues handled with School & Family

If in school discipline has not changed the direction of the student behavior, parent(s)/guardian(s) will be brought in to discuss the next steps.

4. All Verbal, Written, and Incident Forms

- a. Before meeting with parent(s)/guardian(s) it is necessary to have everyone involved fill out an Agape Incident Report Form so that we can have the best picture possible of what happened.
- b. Before meeting with parent(s)/guardian(s), all verbal and written warnings should be collected for parents to view.
- c. Please contact parents and set up an in person meeting to go over past verbal warnings, written warnings, and incident reports regarding the issue you are addressing. (In house suspension may need to happen until a meeting with parents can take place, as deemed by the administration)
- d. Discuss possible disciplinary action at school and at home that could help solve the issues being dealt with. (The heart here is to work together with the family.)
- e. All forms will be kept on record for 2 school years.
- f. All forms may be sent to the board and admin as needed.
- g. The board may advise or override next steps as needed.

Step 3: Issues handled with School, Family & Board

If in school discipline & meeting with the parents has not changed the direction of the student behavior, all prior discipline forms and incident reports will be sent to the board for advising in the next discipline actions. Parents will be informed of the admin and the board's decision in a timely manner.

Examples of Disciplinary Actions

Apology to staff and classmates, removal from class, loss of free time, written essays, adult accompaniment during class, work duty, suspension, expulsion... If other minor

types of discipline are not effective, corporal punishment, as a last resort, which consists of paddling a child on his/her buttocks, will be administered.

The parent(s)/guardian(s) will be notified when this step of discipline has been necessary. A school administrator in the presence of another adult will administer corporal punishment. When the parent(s)/guardian(s) have failed to give written permission for corporal punishment, they will be asked to come to the school to administer such or to pick up their child if he/she becomes unruly. A child may be dropped from enrollment in the school if he/she is unwilling to rectify behavior.

Discipline issues will only be discussed with the parent or legal guardian of the child. If you wish to speak to an employee regarding your child, you must have an administrator present. If a parent disrupts or disturbs classes by yelling, arguing, using inappropriate language, or exhibiting aggressive behavior, he/she will be asked to leave the campus. If the parent does not leave the campus the Fallon Police Department will be called, and the student could be dismissed.

Cheating

ACS expects all school students to do their best, performing all schoolwork in an honorable and honest fashion. Any instance of cheating will result in an automatic zero for all parties actively involved and possible suspension. You will not receive a refund for your child's tuition or weekly fees if they are suspended, expelled, or dismissed from ACS.

Bullying

ACS has high behavior standards and a reputation for well-behaved students. ACS strives to maintain a safe learning and work environment that is free of bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity toward others. Bullying is harmful behavior initiated by one or more students and directed toward another student or students. Bullying is the repeated intentional aggressive behavior towards another.

Examples of Bullying

- Verbal: name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or Internet, etc.,)
- Physical: pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.
- Psychological: acts that instill a sense of fear or anxiety
- Miscellaneous: any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

Reporting Bullying

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.

Any reported bullying shall be addressed as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying. If it is indeed a form of bullying, the school administration staff should be notified immediately.

The school administration staff will meet with the students and witness privately and separately. Appropriate actions will be taken depending on the age of the child and the form of bullying. This will be done at the discretion of the school administration. Parents of all children involved will be contacted.

Dress Code

ACS desires to set a standard of modest dress and general appearance for students and teachers that will:

- Be a testimony for the whole school.
- Be a testimony for the Christian atmosphere of our school.
- Not distract from the educational process.

This guide is established to remind parents and students that dress and appearance is an issue of the heart. Modesty, neatness, and cleanliness are the main concerns of our dress code. Our overall goal is to assist parents in preparing and nurturing your children's hearts to bring honor and glory to Jesus Christ in how they look, what they wear, and how they conduct themselves before others.

When the administration or faculty observes a student, who is in noncompliance with the dress code the parents or legal guardians will be notified. After three violations, a student will be suspended for 1 week, six total violations will result in expulsion. Since this normally works a greater hardship on the parents or guardians than the students, parents are asked to supervise their child's dress on a daily basis.

Attire

ACS will have uniforms to help aid in addressing the above dress code.

- Students and Staff must wear Agape apparel
- Shirts may be either long or short-sleeved. No sleeveless shirts will be allowed. Shirts are to be loose fitting.
- All sweatshirts must be Agape apparel. Large coats during winter may be worn outside.
- Students must wear their shirts to prevent the midriff from showing, regardless of the posture of the student.
- Students may wear denim, khaki, or cargo-type pants (solid colors only).
- Girls may also wear capri pants that are loose-fitting and fall below the knee.
- Girls may wear knee-length skirts (below the knee) when standing up. For modesty, K4-6th grade girls must wear shorts under skirts.
- Leggings without a proper length skirts or shorts are not allowed.
- Students may wear loose fitting shorts that extend to below the knee in length.
- Tight pants or baggy pants are not allowed.
- Pants must not have any holes or frayed hems.
- Pant legs must not be so long that the student walks on them.
- Shoes must be worn at all times. Sandals and open-toed shoes are discouraged.
- Animal tails, ears, etc. are not to be worn at school.

Hairstyles

Hairstyles that are extreme, disruptive, or have distracting colors or style are not acceptable. The administration reserves the right to make that determination on such issues.

Jewelry

Students are allowed to wear bracelets, necklaces, and rings. Body piercings are not permitted.

All jewelry must align with school philosophy.

Girls may wear earrings (two piercings per ear only).

Tattoos

Visible temporary and permanent tattoos are unacceptable for both boys and girls.

Hats & Hoodies

Hoods, hats or head coverings are not to be worn on student's heads inside. Due to weather conditions children are allowed to wear appropriate hats and hoodies outside.

Fundraising

ACS may have fundraisers throughout the year. We encourage each family to support the school if possible. The profits from fundraisers might help people in need of tuition

or field trips, materials for Life Skills classes and any other major items that are needed by the school.

All fundraisers will need prior written board approval.

Birthdays

- Your child's birthday may be celebrated with his/her classmates. Parents will need to contact the teacher one week in advance to make arrangements. The teacher will give the time of the birthday celebration to you.
- Parents are to bring all supplies, including napkins, plates, cups, forks, spoons, a knife to cut the cake if needed, etc. Nothing is to be used from the kitchen.
- Treats must be prepared in a clean and healthy site. Check with the teacher for potential allergies.

Pickup and Drop Off

There will be school monitors available beginning at 7:45 a.m. each morning and until 3:15 p.m. each afternoon. For your child's safety, all children must be walked to the playground for drop off or pickup.

Campus Visitors

For the safety of all children and employees, all visitors to the school grounds must follow proper check-in procedures and background check. Everyone must come to the receptionist's desk to sign in and out when visiting the school. All doors are locked and we ask all visitors to exit at the front desk.

Lost and Found

Items that are lost or found can be turned in or looked for in the schools Lost & Found. Items not retrieved are donated to the thrift store at the end of each month.

Smoke-Free Campus

ACS is a smoke free campus. For the purposes of this policy "tobacco" is defined to include any lighted and unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product. This definition also includes electronic nicotine delivery systems, and spit tobacco, also known as smokeless, dip chew, and snuff, in any form.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the school, on school grounds or parking lots; or at any school-sponsored event off campus. In addition, no student is permitted to possess a tobacco product. The provisions of existing policies that address the use and possession of drugs shall apply to all tobacco products.