

# Anchorage Christian Schools 2017-2018 Secondary Handbook

## Contents

Philosophy and Foundation.....	2
Core Values.....	3
School wide Learning Results.....	3
Acceptance Policy.....	4
Questions & Answers about the Enrollment Process .....	5
Financial Policy.....	7
Lunches.....	7
Secondary General Policies.....	8
Grading.....	10
Graduation Requirements.....	10
Credit Transfer Policy.....	11
Requirements for Valedictorian/Salutatorian.....	11
Dropping & Adding Courses.....	12
Attendance Procedures.....	13
Church Attendance.....	14
Detention.....	15
Transportation and Student Vehicles.....	16
Instructions to Follow.....	17
First Aid.....	18
Discipline Policies.....	19
Athletic Policies.....	20
Student Activities.....	22
After School Policy.....	22
Digital/Social Media Policy.....	23
Code of Christian Conduct .....	24
Plagiarism Policy.....	26
School Dress.....	27
Bus Transportation.....	29
School Calendar.....	31
Index .....	32

**ANCHORAGE CHRISTIAN SCHOOLS**  
**JUNIOR-SENIOR HIGH**  
Handbook

(Accredited by the **Association of Christian Schools International** and **Advanced Ed**)

6575 E. Northern Lights  
Anchorage, AK 99504  
Office Hours: 7:45 am - 4:00 pm  
Telephone: 337-9575 FAX: 338-3903  
Email: [info@acsedu.org](mailto:info@acsedu.org)  
Web Address: [www.acsedu.org](http://www.acsedu.org)

Tom Cobaugh	Chief Administrator
Jason Hofacker	Secondary Principal
Shyla Wells	Academic Dean
Dylan Hoch	Athletic Director
Denise Carter	Finance Office Manager

The teachers of Anchorage Christian Schools realize their solemn ministerial responsibility before God in molding the lives and character of their students in order to give a good foundation for each child's future.

The administration and staff at Anchorage Christian Schools demonstrate a loving concern for each child under their care. Anchorage Christian Schools is a ministry of Anchorage Baptist Temple. This handbook does not create a contract and may be subject to change.

## **PHILOSOPHY AND FOUNDATION**

### **Vision**

The vision of Anchorage Christian Schools is to work hand in hand with likeminded parents and churches to provide the environment, instruction and opportunities for service, to educate and train leaders for Christ who function successfully in today's church and world.

### **Mission Statement**

Our primary mission is to train students in the knowledge of God and the Christian way of life and to give them an excellent education. To accomplish this, Anchorage Christian Schools strives to provide an environment in which all students develop to their optimum potential spiritually, mentally and physically, as well as socially, culturally and vocationally.

### **Philosophy**

Anchorage Christian Schools believes Christians must acknowledge that all truth, knowledge, and wisdom ultimately come from God. God, as revealed in the Person of the Lord Jesus Christ and through the Bible, is the center of all we do and believe at ACS.

Our program is designed to provide an alternative to the godless, humanistic education in the public sector. The personal salvation and sanctification of each student is our primary concern. Our

goal regarding academics is to provide students with the skills necessary to function successfully in this world, whether they pursue college or technical school after high school or enter the work force. Anchorage Christian Schools has an excellent college preparatory course of study. Anchorage Christian Schools is a ministry of the Anchorage Baptist Temple and, as such, believes in and affirms the Anchorage Baptist Temple's Articles of Faith. A copy of the Articles of Faith is available from the church office upon request, or by going to [www.ancbt.org](http://www.ancbt.org).

ACS does not discriminate on the basis of race, color, national, or ethnic origin in admissions or in the administration of any of its policies or programs.

## **Core Values**

### **I. Spiritual**

- A. To present the gospel to all students, seeking to win those without Christ.
- B. To encourage students who have made a profession of faith to live the kind of life that would glorify God.
- C. To teach a Christian orientation to all thinking wherein God is central and Biblical principles are paramount, being applicable to every part of daily life.

### **II. Intellectual**

- A. To challenge students academically in a supportive, but competitive learning environment.
- B. To teach the knowledge and skills required for future study and for occupational competence.

### **III. Social**

- A. To teach students to have the proper respect for and response to authority.
- B. To train students in acceptable social skills when dealing with others i.e. being prompt, courteous, considerate, cooperative, etc.
- C. To teach our American heritage, a love for country, and a respect for other nations.
- D. To teach the current problems facing our country and the world, showing students their present civic responsibilities and to prepare them for adult responsibilities as Christian citizens of our nation.

### **IV. Cultural**

- A. To help students develop their creative skills.
- B. To help children and young people develop an appreciation of the arts.
- C. To encourage students to understand, accept, and defend Christian cultural standards especially when those standards conflict with what is politically correct, i.e. the biblical view of marriage, the biblical view of human sexuality, including gender identity, abortion, separation of church and state, etc.

### **V. Physical**

- A. To provide a variety of opportunities for students to learn and develop the skills necessary to participate in interscholastic sporting programs.
- B. To require a limited degree of physical involvement, participation, and development for students who will not be involved on a school team.

## **ACCEPTANCE POLICY**

Attendance at Anchorage Christian Schools is a privilege, not a right. Acceptance will be on the basis of agreement with the Philosophy and Core Values of the school by both the parent(s) and the student. The student must indicate agreement by signing, and thereby agreeing to abide by the standards listed on the “Standard of Conduct” form. Students who are failing academically or who have substance related or disciplinary problems are not encouraged to apply. Anchorage Christian Schools does not discriminate on the basis of race, color, or national or ethnic origin in admissions or in the administration of any of its policies or programs.

Students forfeit the privilege of attending Anchorage Christian Schools if they do not conform to the standards and ideals of work and life at ACS. Any student whose academic record or conduct has been a problem may be asked to withdraw or not be allowed to re-enroll the following year. This decision will be made by the school administration.

The desire of the administration and the purpose of this policy is to ensure that each student has an acceptable citizenship record. The student’s behavior in the home, community, church, and school must indicate that ACS can be reasonably sure that his/her citizenship record meets our standard.

## **ANCHORAGE CHRISTIAN SCHOOLS’ SCHOOLWIDE LEARNING RESULTS**

I. In relation to spiritual and moral development, graduates of ACS:

A. Believe that the Bible is the infallible revelation of God and is the authority for a Christian’s faith and practice. 2 Timothy 3:16, 17; 2 Peter 1:21

B. Have made a lifetime commitment to Jesus Christ as Savior and Lord. John 3:3; Romans 12:1, 2; I John 2:6

C. Identify the local New Testament church as an integral part of the believer’s life for fellowship, equipping and accountability. I Timothy 3:1-13; Acts 2:41, 42

D. Demonstrate the character as outlined in the Fruit of the Spirit and the qualities of an elder or deacon in a local church. Galatians 5:22-23; I Timothy 3:1-10; Acts 6:3

E. Apply a proper understanding of a biblical worldview to all areas of their lives. Colossians 2:8; 2 Corinthians 10:5

F. Are committed to God’s specific calling in their lives. Galatians 4 1:15, 16; Romans 12:3-8; Proverbs 29:18

G. Evidence self-discipline, a biblical work ethic and servant mentality as necessary to bring honor and glory to the Lord as they are faithful in their calling. I Timothy 3; Galatians 5:22, 23

II. In relation to intellectual development, graduates of ACS:

A. Evidence the knowledge, skills and abilities to fulfill their calling. Romans 12:6-8; I Corinthians 10:31; Colossians 3:23

B. Demonstrate critical thinking skills in logic and problem solving.

C. Distinguish between opposing viewpoints and lovingly confront error.

D. Formulate a commitment to life-long learning.

III. In relation to social development, graduates of ACS:

A. Understand all human beings are created in the image of God and are the pinnacle of His creative acts. Genesis 1:26

B. Understand God's image-bearers are unique in their personality, abilities, talents, interests and potential, and have a unique purpose to fulfill and responsibility to engage in God's plan for the world. Matthew 25:14-30; Luke 19:12-28

C. Will have an awareness, understanding and appreciation for the sovereignty of God over history and the historical process. Deuteronomy 4:35, 39; Matthew 4:10

D. Interpret our culture in light of what God's Word says about the home, church and role of government.

IV. In relation to cultural development, graduates of ACS:

A. Understand that a biblical worldview includes an appreciation for the arts. Psalm 19:1; 96:6

B. Commit to fully developing their God-given talents and creative skills in service to the church and community. Matthew 20:26-28

C. Understand and internalize a biblical view of the world with a commitment to being "salt and light" in relation to cultural morality and not be taken captive by the vain philosophies of their day. Matthew 5:13, 14; Colossians 2:8

V. In relation to physical development, graduates of ACS:

A. Identify their bodies as "temples of the Holy Spirit." I Corinthians 6:19, 20

B. Integrate an appreciation for God's physical creation as stewards of the physical world. Psalm 27:4

## **QUESTIONS AND ANSWERS ABOUT THE SECONDARY ENROLLMENT PROCESS**

*Thank you* for the interest you have expressed in Anchorage Christian Schools. We appreciate the confidence you have expressed by considering one of our programs.

### ***How does one apply to Anchorage Christian Schools Junior/Senior High?***

The enrollment process begins by receiving our enrollment packet. New applicants must read, fill out, and return to the finance office all registration forms and questionnaires after reading the student handbook. A student will not be considered for enrollment until all completed forms are turned in.

After all required paperwork is turned in (see list below), the ACS Admissions Committee will interview all new families and students. Students will be interviewed individually after the family interview. The enrollment committee will determine final eligibility and then make the selections to fill any openings that may be available.

### ***What is the Admissions Committee looking for?***

The Admissions Committee is looking for a commitment to the Lord Jesus Christ as evidenced by the prospective student's testimony, commitment to his/her local church, and character.

Attendance at Anchorage Christian Schools is a privilege, not a right. We believe, therefore, that students must desire to attend here. A student's attitude and behavior should show respect toward adults and peers. A student's desire to associate with other likeminded Christian young people through their church's youth group, Bible studies, or other groups is important.

The Committee is looking for evidence that the prospective student has a growing, personal relationship with the Lord Jesus Christ.

The Admissions Committee is also looking for a commitment on the part of the family to the Lord Jesus Christ as evidenced by the family's regular attendance at a local church of like faith to our sponsoring church, the Anchorage Baptist Temple. We believe the home, church, and school need to support each other physically and spiritually. When one or more of these influences contradicts or fails to support the other(s), the effect is often counterproductive to what we are trying to accomplish at ACS.

The Admissions Committee is looking for families who, like ACS, unashamedly believe, teach, and practice a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in ACS will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, the Admissions Committee believes it will be best for all concerned if you do not enroll your child at ACS.

The Admissions Committee wants parents to understand that biblical principles are integrated into every subject taught at our school. We consider all of our staff ministerial as they are committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with these teachings of God's Word, ACS will complement the beliefs and ideals your child is taught at home and we look forward to partnering with you to educate your child in God's truth.

Lastly, the Admissions Committee is looking for evidence that the prospective student can be successful in our program, both academically and socially. It is in the best interest of the prospective student to be enrolled in a program where their success is at least moderately assured. It is not our desire to enroll any student who we feel would not be successful.

ACS does not have and is not able to provide special education services. We can, on an individual basis, modify curriculum in order to meet the needs of some learning disabilities. After meeting with the parents and student and reviewing the student's educational records the admissions committee will determine whether or not the prospective student can be successful in our program.

### ***What forms and questionnaires are needed to complete our application?***

In addition to your signed registration paperwork, we require the following:

- a copy of your academic transcript from the previous school;
- letter of recommendation from an adult leader (pastor, school, civic, community organizations, etc.);
- a copy of your most recent report card;

- if possible, a copy of the last standardized test results, educational records, etc.;
- health/immunization records;
- registration fee.

**Once signed and completed, your paperwork will be forwarded to the ACS high school office.** We will schedule an interview for you and your student with an administrator.

Again, we thank you for the interest you have shown in our school. We sincerely hope we will be able to be an important part of your child's education.

### **FINANCIAL POLICIES**

- A 5% discount is available on tuition if paid in full by cash, check, or money order on or before July 1st.
- A LATE PAYMENT FEE OF \$50.00 is billed to your account on any unpaid invoices by the 15th of each month.
- No relatives other than brothers and sisters may be included in 2nd, 3rd student or family rates.
- Bus transportation is available upon request for an additional fee.
- For all accounts, the year must be paid in full by May 15.
- **Students will be withheld from class (without advance notice to parents) when payments become one month in arrears.**
- **A needs-based \$1000 scholarship is offered to every Kindergarten through 12th grade student by Anchorage Baptist Temple. Applications are available in the Finance Office or on the website.**

**For detailed rate information please refer to our website [www.acsedu.org](http://www.acsedu.org) and click on the admissions link.**

Anchorage Christian Schools has partnered with Smart Tuition for the management of tuition fees and payments. Once enrolled, parents will be invoiced by Smart Tuition and all payments will be made to them.

Anchorage Christian Schools is endeavoring to keep tuition rates low for the benefit of each parent. For this reason, we have to operate an annual fund raising program and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects. Anchorage Christian Schools is the Christian Education Ministry of the Anchorage Baptist Temple, which furnishes our excellent facilities.

There is a limited amount of scholarship money available in addition to the ABT scholarship for qualifying families at the beginning of the school year. Information and applications are available in the Finance Office. If you would like to contribute to the HOPE Fund (Helping Other People Educationally), you may do so with a tax-deductible donation through the Finance Office or our website.

**LUNCHES:** Students may purchase electronic meal cards for lunch in the amounts of \$20.00 or more through the Finance Office. These cards are issued on a cash/check/credit card basis or by

our Automatic Renewal option. Students may also purchase daily lunches or lunch items with cash or checks made out to ACS and turned in to the lunch cashier at the time of purchase. Automatic renewal is only offered in \$50 increments.

The lunchroom offers a variety of beverages and ala carte menu items daily. A special mini-lunch is also available each day. A menu listing food and drink items with corresponding prices is posted in each classroom, on our website, and in the kitchen. Copies are also available in the Finance Office. It can also be printed from our website: [www.acsedu.org](http://www.acsedu.org) and it is posted on our Sycamore home page under lunches.

Food and beverages should be consumed in the cafeteria, not classrooms, hallways, or restrooms. Food may be consumed in the classroom only when directed by the teacher.

During lunch students are to stay in the cafeteria, main lobby, gym (if a supervisor is present), or go outside after finishing their lunch.

**WITHDRAWALS:** All withdrawals from school must go through the Secondary Office and School Finance Office. No school records (including health records, report cards, transcripts and diplomas) will be released for any student when there is a balance due on the student's account.

## **SECONDARY GENERAL POLICIES**

**DISCIPLINE:** Anchorage Christian Schools expects full cooperation from both student and parents in the education of the student. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in the manner which he/she feels is in accordance with Christian principles and discipline as set forth in the Scriptures and general school policy.

If a student does not respond to the discipline used at ACS, the parents are contacted to administer whatever discipline is necessary to change the student's behavior. If the parents are unsuccessful in their attempts, the student will be asked to withdraw. If at any time the school feels that the cooperation from the parents and/or student is lacking, the student may be asked to withdraw. If the behavior of the student indicates an uncooperative spirit, he/she may be asked to withdraw.

**SUPPORT OF PARENT AND STUDENTS:** ACS expects parents and students to fully support the administration, staff and programs. If at any time the school feels that the support or the cooperation from the parents and/or student is lacking, the student may be dismissed from an activity or asked to withdraw from school. If the school feels that the behavior of the student or parent indicates an uncooperative spirit, the student may be dismissed from an activity or asked to withdraw from school.

When you have a problem or concern:

1. Contact the person most immediately involved (teacher, secretary, administrator). Matthew 5:23-34; 18:15.
2. If resolution with that person cannot be achieved, then contact that person's immediate supervisor.



3. If the concern is still not resolved then contact the principal or chief administrator if the problem was not resolved with the principal.

4. Do not share problems with those not directly involved in the solution. Matthew 18:15-16; Proverbs 26:20.

**SCHOOL VISITS:** Please feel free to consult with the Secondary Office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student. Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a mutually convenient time.

**PHONE:** Please do not call or text your child during school hours unless absolutely necessary. Students will not be allowed to use school phones except in cases of emergency.

**CELL PHONES:** Students may only use cell phones before school, after school, or during lunch. Cell phones must be turned off at all other times. If a student brings a cell phone to class it must be put in the cell phone caddy in the classroom. If a student uses a cell phone or if the cell phone rings at any time other than before school, after school, or during lunch the phone will be taken and turned into the office. Consequences for violating this policy are as follows:

- First offense: detention, cell phone is returned to student at the end of the day with a warning;
- Second offense: detention, a parent must pick up the cell phone from the office;
- Third offense: detention, the student loses the privilege of having a cell phone at Anchorage Christian Schools.

**ACADEMIC STANDARDS:** "...whatever you do, do all to the glory of God." (1Corinthians 10:31)

The Christian has no excuse to present only his/her average effort. The student must strive to excel and to offer the Lord his/her best. Let us strive to have "Excellence Without Egotism" so that we give Him the glory for anything we are able to achieve.

**ACADEMIC PROBATION:** When a student's academic record reveals that he/she is not working according to his/her ability and/or failing to progress in a satisfactory manner, the student may be placed on academic probation because the administration feels that his/her progress is so low that his/her position as a student in good academic standing is being endangered.

A student will be placed on Academic Probation for one quarter when he/she has failed two or more subjects as reflected on his/her report card for any given grading period. During this time, a student will not be allowed to participate in or miss class for extracurricular activities until he/she shows a **2.0 GPA** and does not have either **one D & one F OR two F's** on a weekly grade check.

**GRADING:** Grades are issued quarterly based on daily assignments, quiz, and test grades. They represent academic work as follows:

A 90-100 Superior

B 80-89 Excellent

C 70-79 Average  
D 60-69 Poor (Unacceptable)  
F 0-59 Failing (Unacceptable)  
I Incomplete  
J Audit  
K PE Credit Waiver  
WF Withdrawn - Failed  
WP Withdrawn - Passed

Students participating in a performance based music group (i.e. ACS Singers) will earn either a “P” (passed) or “F” (failed) rather than a letter grade. “P” grades have no effect on a student’s GPA, but credit is granted. “F” grades do affect a student’s GPA, and no credit will be granted. Students in grades seven and eight who have failed two or more subjects in a given school year will be required to attend summer school before being promoted to the next grade level.

### **GRADUATION REQUIREMENTS:**

1. Twenty-three credits are required for graduation.
  2. At least eighteen of the twenty-three credits must be in courses other than music and physical education.
  3. Credit must be obtained in the following required courses (grades 9-12):  
4 credits in English, 4 credits in Social Studies (including Geography/Alaska History, World History, American History and Government), 2 credits in Natural Science, 3 credits in Mathematics, 1 credit in Bible for each year a student is enrolled in ACS, 1 credit in Physical Education (1/4 PE credit waiver is granted for successful completion of a sports season).
  4. All courses earn one-half credit per semester. Courses are a semester in length and will be awarded one-half credit upon successful completion at the end of each semester. Quarter credit is not awarded for successfully completing only nine weeks of a semester length course.
  5. Credit is not earned for participation on athletic teams. A 1/4 **PE credit waiver** is earned for successfully completing a season on an athletic team. This is not credit applied toward graduation requirements, but a **“required credit waiver.”** It will be designated by a “K” on the student’s transcript.
  6. A Bible course must be taken at ACS each semester a student is enrolled.
  7. Requirements for class designation.
    - a. Sophomore - Five and one-half units of credit
    - b. Junior - Eleven and one-half units of credit
    - c. Senior - Seventeen and one-half units of credit
- To receive a diploma, a student must be enrolled at least one semester and must carry enough credits to finish the senior year with a cumulative minimum of twenty-three credits.
8. When calculating a student’s GPA most high school classes are calculated on a 4 point scale. AP classes are calculated on a 5 point scale if the student takes the AP exam.
  9. Participation in the graduation ceremony at Anchorage Christian Schools is a privilege. Students who violate the standard of conduct even if they have completed their academic work may forfeit the privilege of walking at graduation.

## **HIGH SCHOOL CREDIT TRANSFER POLICY:**

### Transfer Out

Credit is earned in .5 credit increments. Each class which meets every day for a semester earns .5 credit. Credit is posted on a transcript at the end of 1st and 2nd semester. If the student's account is clear official transcripts are sent to the receiving school at the school's request or given to the parent in a sealed envelope at the parent's request.

### Transfer In

ACS accepts credit that is posted on an official transcript from other educational institutions. Credit is transferred as it appears on the sending transcript. If a letter grade is not given, the grade will be posted on the ACS transcript based on the ACS grading scale.

### High School Credit for Junior High Classes

Students who take Algebra classes in junior high will receive high school credit if they earned an A or a B. Credit will be posted on their 9th grade transcript and will impact their 9th grade GPA. Students who earn a C will repeat the class.

### Dual Enrollment

ACS allows students to dual enroll in either college or home school (IDEA, Denali Peak, Raven, etc.) classes. In order to remain true to our philosophy and core values, students who wish to graduate from ACS and are dual enrolled may not *substitute* a class through an alternative program for a required core class (Bible, English, math, science, and history) offered at ACS. An exception will be made for the student enrolled in classes other than Bible through a Christian university with a similar biblical philosophy, e.g. Liberty University's or Grand Canyon University's online program, or Wayland Baptist University. The student may take and receive credit for other Bible classes taken *in addition* to the required ACS class but must at a minimum take the Bible class offered for their schedule at ACS.

### College Classes

ACS transfers credit using the following formula: 3 credit college hours are equivalent to .5 high school credit. The class and grade are posted as they appear on the sending transcript.

**VALEDICTORIAN/SALUTATORIAN REQUIREMENTS:** Valedictorians/salutatorians must successfully complete the college prep course of study be ranked one and two in their class.

Class rank is determined by the cumulative average of all courses taken at Anchorage Christian Schools. Advanced Placement courses taken at ACS are weighted on a 5 point scale. University courses taken for dual credit are not weighted.

To be selected as Valedictorian/Salutatorian a student must:

- Have "A's" in all the classes he/she has taken including elective courses;
- Take the following college prep course of study;
  - ❖ 4 credits English to include a full year of AP English Literature and Composition
  - ❖ 4 credits on math to include a full year of AP Calculus
  - ❖ 4 credits of science to include a full year of chemistry and either Anatomy or Adv. Chemistry/ Physics

- ❖ 4 credits of history
- ❖ 4 credits of Bible to include Comparative Religions
- ❖ No substitutions may be made to the above course list.
- Receive an “A” in the Advanced Placement courses offered at ACS;
- Have the highest percentage average for the AP courses taken at ACS;
- In case of a tie for valedictorian, co-valedictorians will be recognized. There will be no salutatorian.

**PROGRESS REPORTS:** At the middle of each quarter, parents will be notified if the student is consistently doing below average (“C” or 70%) work on tests, quizzes, homework, and oral assignments. Parents whose children are consistently doing average or above average work will not receive a mid-quarter report. Quarterly reports will be sent to all parents.

Parents may check their student’s grades at any time through our school information system, Sycamore. This can be accessed by clicking on the link on the school website, [www.acsedu.org](http://www.acsedu.org). Contact the secondary office for a user name and password.

**DROPPING AND ADDING COURSES:** Students may drop or add a course within two weeks after the semester begins. All drop/adds must be approved by parents and administration. Students who drop courses after the two-week period may suffer an academic penalty. Required courses may not be dropped. All schedule changes must originate in the office. No student has the right on his/her own to change from a class to which he/she has been assigned. Any permanent change must be approved by the administration.

**BIBLE:** Bible study is recognized at ACS as of fundamental importance and is a required subject. It augments the study of English, History, Geography, and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives full direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of man as “The Book of Books” can.

Knowledge of the Bible and a clear understanding of a Biblical Christian worldview are the greatest educational assets any person can have in addition to the moral and spiritual values resulting from such study.

Character development is of utmost importance at ACS.

**PATRIOTISM:** “Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction - a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.” (excerpt from Planned Patriotism)

**ATTENDANCE PROCEDURES:** It is recognized that the school does not have the authority to tell parents when and for what reasons they may take their children out of school. At the same time, parents must recognize that whenever a child is absent, an extra burden is placed on the teacher to help him/her catch up his/her work when he/she returns. We will, therefore, ask parental cooperation in the following procedures:

1. The parent or guardian must call or e-mail the school office prior to 8:45 am giving the reason for the absence. If a parent does not call the office the office will attempt to make contact with the parent. If there is not contact the student's absence will be unexcused.
2. Parents or legal guardians who leave their student(s) under another adult's supervision while they are out of town need to advise the school office prior to their departure.
3. The attendance policy for Anchorage Christian Schools is based upon a seven period day with non-granting of credit occurring upon accumulation of twenty-one (21) absences in one semester, whether excused, pre-excused, or unexcused.
4. Students with extended absences due to medical or approved personal reasons may be excluded from this policy upon the discretion of the administration. Tardies count towards accumulation of the twenty-one absences. A student who is more than fifteen (15) minutes late is considered absent from that class.
5. The responsibility for a student's attendance lies with the parent and the student; it is, however, the obligation of Anchorage Christian Schools to assist you in assuring regular attendance. Therefore, once a student accumulates five (5) absences, parents are notified; on the tenth (10<sup>th</sup>) absence a student is placed on attendance probation.
6. Anchorage Christian Schools meets or exceeds the net number of school days required by Alaska state law for all grades.

**BAD WEATHER CONDITIONS:** When bad weather necessitates the closing of Anchorage School District public schools, Anchorage Christian Schools will close at the same time. School closing announcements regarding closure of ASD are made over the local radio stations. Please listen to the radio before calling the school. ASD website also posts school closures. **ACS will post school closures on Sycamore.**

**EXCUSED ABSENCES:** In general, these absences will be for reasons over which the student and his/her parents have no control. We strongly discourage a student's absence for the two-day periods before and after a scheduled vacation. Absences caused by sickness, death in the immediate family, doctor's appointments, legal obligations, or circumstances beyond one's control (weather) will be excused.

**PRE-EXCUSED ABSENCES:** If a student knows he/she is going to be absent from classes, he/she must bring a written statement from home stating the reason and the length of the absence. This would include fishing/hunting trips, vacations, etc. The pre-excuse slip should be presented far enough in advance of the planned absence so that all makeup work can be completed prior to the absence. After the teachers have initialed the statement, it must be turned into the secondary office. An "excused" absence will be given for a pre-excused absence.

**UNEXCUSED ABSENCES:** This is an absence from school with the knowledge of the parent but without having made arrangements with the school in advance of the absence.

**TRUANCY:** Any absence without the knowledge or permission of the parent and which does not meet the absences outlined above will be subject to disciplinary action by school authorities.

**ACCUMULATED ABSENCES:** Any absences involving ten consecutive days in any semester must have a written statement from a doctor to qualify for an excused absence. If a student is absent for as many as fifteen days in any one semester, his/her record will be reviewed as to whether or not credit will be given for that semester.

**MAKE-UP WORK:** A student who is granted an excused absence will be responsible to arrange with his/her teachers to make up his/her work.

He/she will be given a total number of days to turn in his/her work equal to the number of days absent plus one. The only exception to this policy is for pre-announced tests, reports, term papers, presentations, etc., which will be due on the announced date (work to be turned in) or on the day the student returns (tests, presentations).

**TARDINESS:** Promptness is a measure of school citizenship. The school day will begin at 8:15 am. A student who is tardy for first hour will report directly to class. Teachers will keep a record of tardies and notify the office if tardiness becomes a chronic problem. **A student with five unexcused tardies to first hour during one grading period will receive one day of suspension from classes.** A student is considered tardy if he/she arrives at school between 8:15 am and 10:30 am. If a student comes to school after 11:00 am it will be recorded as a full day absence. Tardies caused by sickness, death in the immediate family, doctor's appointments, legal obligations, or circumstances beyond one's control (weather) will be excused. All other tardies will be unexcused unless prior arrangements have been made with the office.

**CHAPEL ATTENDANCE:** Chapel attendance is required for all students at Anchorage Christian Schools.

**CHURCH ATTENDANCE:** Students enrolled in Anchorage Christian Schools are required to attend church regularly. Our purpose is to help Christian young people grow in the grace and knowledge of the Lord Jesus Christ according to 2 Peter 3:18. Faithful church attendance helps create a balance in life and allows the students to see life from God's point of view.

**CLOSED CAMPUS EXPECTATIONS:** When a student is dropped off at the school, it is expected that the student will not leave the campus.

Students who need to leave the school grounds for any reason, including illness, need to check out with the appropriate office. Those who fail to check out may be disciplined and may be considered skipping class or truant. Parents picking up students prior to 3:00 pm should first check with the Secondary School Office

Seniors are allowed to leave campus during lunch. Seniors who leave campus are legally responsible for themselves and persons they transport from or to campus. If they return tardy to their next hour class, this privilege may be withdrawn.

**DETENTION:** “Detention Hall” will be open from 3:10 to 3:55. A student will report directly to detention hall by 3:10 with material to study for the entire 45 minutes. Students will not be permitted to leave before 3:55. **AFTER SCHOOL DETENTION WILL HAVE PRIORITY OVER OTHER AFTER SCHOOL ACTIVITIES INCLUDING WORK, CARPOOLS, MUSIC GROUP PRACTICE, AND ATHLETIC TEAM PRACTICES.**

Students may postpone detention for athletic team try-outs, trips, and games.

Detentions are divided into two categories: discipline detentions and procedure detentions. Students will be given a discipline detention for being disrespectful toward staff, disobedience, disturbing the class, and other conduct related actions. Procedure detentions will be given for eating in a classroom or hallway, overdue homework, and dress code violations.

Any teacher may assign detention for the above reasons. Detentions may be assigned for other infractions, but will be done so by office personnel or those designated by the office. If a student has more than one detention he/she will serve the detentions on succeeding days.

When a student is given a detention, the teacher will fill out the “DETENTION SLIP” in duplicate. The infraction will be recorded on the form, signed by the teacher and the student to acknowledge his receipt of the detention. The teacher issuing the detention will give one copy to the secretary in the office who will record the detention on the absentee list the next day. She will then file the detention slips in the discipline file. The issuing teacher should check the detention list each day for discrepancies.

The student’s name will appear with the teacher’s name to identify the class for which he/she is serving detention in the event he/she receives more than one detention on the same day.

The duplicate form will be taken home by the student to be signed by a parent. Parental signature verifies the awareness of their student’s behavior.

The form is to be turned into the school office the next morning before school starts. If the student fails to bring the signed form back to school on the following regular school day, the school office will attempt to contact a parent, and the student will be given another detention. If the parent cannot be reached the student will still serve their detention that day.

If a student receives a detention for eating food in classrooms/hallways, the student may either serve the detention the next day or pay a \$5.00 “janitorial maintenance” fine. This fine will be paid to the secretary in the secondary office.

Any student who has a total of seven (7) or more accumulated detentions at any one time will be suspended for one day. This can be a combination of “discipline” and “procedure” detentions. This suspension will be in lieu of seven (7) detentions for the student.

When a detention is given it will be served on the following regular school day. Detention is only served at one time: 3:10 to 3:55. If a student works after school, he/she must make arrangements with his/her employer to be at school during the scheduled time. If a senior leaves school early, he/she must return at 3:10 to serve the detention. If a student rides a bus home, he/she must make other arrangements for transportation. We realize the potential hardship and inconvenience this may be on some students and parents. We must, however, ask for your cooperation when such arrangements are to be made. If a student is late for detention according to the school clock, his/her detention will be extended five minutes per minute he/she is late. If he/she is more than ten minutes late, he/she will be given another detention instead of the extension. A student who does not show for detention will be given another detention in addition to the one skipped. If a student athlete traveling on a school trip receives a detention the day prior to the activity, he/she will serve the detention the first regular school day after the trip. If a student athlete receives a detention the day prior to a home game/activity, he/she will serve the detention the day following the game or activity.

**SUSPENSION:** Any student suspended from school by disciplinary action will have one point in each subject deducted from his/her quarter grade for each day suspended. These students will be allowed to make up work. Work assigned before the suspension will be due on the day the student returns to school. If notification of a test or an assignment was given before the suspension, the student will be expected to take the test or turn the assignment in the day he/she returns to school or on the due date.

**EXPULSION:** Any senior expelled from ACS their senior year will not be allowed to return to ACS. Any other student expelled from ACS will be expelled for the remainder of the semester in which the offense occurred and for the entire semester following the semester in which the offense occurred.

**TRANSPORTATION AND STUDENT VEHICLES:** No student will be allowed to transport other students to and from school except by permission agreed upon in advance by parents. No student is ever to drive another student's vehicle to or from school nor on the school property. Students are not to leave school in another student's vehicle to attend school activities (i.e. ball games, etc.) unless written parental permission has been given to the school office. Athletic team members and choir and band members will always ride to and from games, practice, and concerts in a vehicle provided by the school unless other arrangements have been approved in advance by the principal and the athletic director. **School vehicles parked in the school parking lot during school hours are to be locked, undisturbed, and unoccupied.**

Student vehicles **MUST** leave the parking lot by 4:00 pm unless the driver is staying for a scheduled activity.

**Failure to observe the student vehicle instructions may result in the loss of driving privileges.**

**TRAFFIC PATTERN:** In order to maximize safety and minimize traffic congestion please follow the traffic pattern map posted on the ACS website and drive at a safe speed for the location and conditions. [Website\For Parents\Traffic Flow Plan.pdf](#)



## **INSTRUCTIONS TO FOLLOW**

**SCHOOL OFFICE:** No student is to be in the school offices at any time unless he/she has specific business there. Students who find it necessary to pay accounts should endeavor to do so **before or after school**. **SCHOOL OFFICES WILL CLOSE AT 4:00 PM EACH DAY.**

**TELEPHONE:** If a student is ill, the first aid office will make the necessary phone call to advise parents. No student is to use a telephone in the school office without permission. Telephones in church and school offices are for church and school personnel and will be considered off limits to students.

**VISITORS:** Prospective students desiring to attend classes as a visitor at Anchorage Christian Schools must be registered in the office at least the day prior to the proposed visit and should plan to meet our standards for dress and conduct.

Students wishing to bring visitors to school are to observe the following rules:

1. The visitor must be brought to the school office with written parental permission to attend classes.
2. The student bringing the visitor is to introduce his/her visitor to each teacher before the class begins.
3. Each visitor is to abide by our school rules in conduct and dress while attending our school.
4. Visitors should be legitimate prospective students.
5. Visitors will not be permitted in class during special testing.

**E-NOTES:** E-notes are sent out monthly by the secondary office to parents who provide their email address to the school. Copies are kept on file in the secondary office.

**BUILDINGS AND GROUNDS:** Students are not to adjust thermostats, shades, draperies, or windows without the teacher's permission. Students should help us keep the buildings and grounds clean. Trash should be put in the containers provided. Students are not to write on the whiteboards/chalkboards or erase them without a teacher's permission.

**PROPERTY/VANDALISM:** Any student who vandalizes walls, desks, lockers, or any church/school property, *regardless of when the actions occur*, will be disciplined. Each student must respect God's property and the rights of others. Any student who breaks or defaces any school property is responsible to replace the broken or damaged item. The school will not assume responsibility for the carelessness of a student.

A student must never use books, pencils, gym clothes, etc., that do not belong to him/her unless he/she has permission from the owner. No student is to add to or delete anything from any bulletin board without teacher approval. Students are to keep their hands and feet off the walls, and are not to sit on top of desks or tables.

**LOCKERS:** Each student will be assigned a hall locker and will be provided with a combination padlock. For the protection and safety of possessions, students should observe the following suggestions:

1. Keep the locker locked at all times;
- 2. DO NOT GIVE THE LOCKER COMBINATION TO ANYONE;**
- 3. DO NOT** store valuables in the locker;
4. Inform the school office of any mechanical or security problem with your locker;
5. Locker changes must not be made without authorization from the school office;
6. Students are responsible for the condition of their lockers, both inside and out. Any writing on a student's locker must be removed by the student immediately. Writing on or otherwise damaging lockers may be charged against the student to whom the locker is assigned. As lockers and locks are the property of the school, they may be examined by the school officials when deemed necessary. Students will be disciplined for vandalizing lockers.

**LOST AND FOUND:** Unclaimed lost and found articles will be periodically thrown away.

**SKATES:** Do not bring skateboards, ice skates, roller skates, or roller blades to school.

**BOOK POLICY:** Students are expected to cover all textbooks within one week of issuance. Student textbooks and workbooks are to be kept neat and clean—no marking or scribbling.

**FIRST AID OFFICE:** The office is open from 8:00 am to 3:00 pm every school day. This office is provided by the school to assist with first aid, administering of medications, and aiding children who become ill during the school day.

Parents should not send children to school if they are ill in the morning. This is for the welfare of your child(ren) and others. All medical and associated information is considered strictly confidential by office personnel.

#### Physicals

- New students dated within the last three years;
- Students involved in sports dated within one calendar year.

#### Immunizations

- New students – up to date copy;
- Medical or Religious exemption form completed and on file;
- All students are required to have 2 measles shots on file;
- All students are required to have Hepatitis A & B shots on file;
- A *Tuberculosis Risk Assessment for Alaska Students* is to be completed for incoming K-5 students and students who are new to the district by the parent/guardian. Once the assessment is complete the student may need the TB skin test. The school nurse will contact you only if the TB skin test needs to be accomplished.

**BAND:** A limited number of instruments may be rented from the school.

**VOICE:** Voice instruction is available as private lessons. A music recital is presented each semester.

**PIANO:** Piano instruction is available as private lessons. A music recital is presented each semester. Enroll for band, voice, or piano lessons at the Finance Office as soon as possible. Absentee lessons (due to a student's illness) will be made up.

**HONOR VIOLATIONS:** Any student who willfully withholds information concerning another student involved in an "Honor Violation" will be disciplined as if he/she had committed the violation himself / herself. Honor Violations are infractions committed against the student body as listed on the Standard of Conduct code.

**DISCIPLINARY PROBATION:** A student will be placed on disciplinary probation when the administration feels that his/her behavior pattern and record indicate that he/she is not conducting himself/herself as he/she agreed to do in abiding by the rules of the school. During this time some privileges may be denied, and the student will be observed carefully to see if he/she is making any real effort to improve his/her attitudes and actions. The administration reserves the right to say whether or not a student will be retained at the end of any probation period.

## **DISCIPLINE POLICIES**

**ALCOHOL:** Students found guilty of drinking alcoholic beverages will be given a three day suspension for the first offense. If a student is found guilty a second time, he/she will be expelled\* from school.

**BULLYING/HARASSMENT:** Bullying/Harassment is a single act or course of conduct directed toward an individual or group of people that serves no legitimate purpose other than to annoy, intimidate, frighten, alarm, torment, or abuse that person or group. Examples of harassment may include but are not limited to:

- Making demeaning remarks directly or indirectly, such as name-calling, racial slurs or "jokes"
- Physically threatening or harming an individual
- Displaying harassing visual or written materials
- Defacing, damaging, destroying property or material

Bullying/Harassment is taken very seriously and will not be tolerated at ACS. Threats may warrant parental conference, detention, suspension or expulsion\*.

**CHEATING:** Students found guilty of cheating on a test, quiz, or major assignment will be suspended from classes for three days. Cheating violations other than those mentioned above will be given a lesser penalty.

**DRUGS:** Students who possess drug paraphernalia, use, have in their possession or make pretense of using, possessing, or encouraging others to use narcotics, drugs, (marijuana, cocaine, etc.) will be expelled\* from school.

**SEXUAL MISCONDUCT:** Students who are found to be guilty of sexual misconduct will be expelled\* from school.

**STEALING:** Students who are found to be guilty of stealing or shoplifting, at school or away from school, will receive a three day suspension.

**THREATS:** A threat is defined as “any willful threat or attempt to inflict injury on another person, acquaintances, family or friends.” Conflicts should be handled in a biblical way. Staff members and counselors are available to assist students in dealing with conflict at any level before it escalates.

Threats are taken very seriously and will not be tolerated at ACS. Threats will warrant: parental conference, suspension or expulsion\* from ACS. Students should understand all credible threats will be reported to the Anchorage Police Department.

Any student who threatens any staff member will be placed on emergency suspension with possible expulsion.\*

**TOBACCO:** Students who have in their possession or are found to be using tobacco products of any kind or tobacco related paraphernalia of any kind (vape pens, hookah pipes, etc.) will receive a three day suspension for the first offense. If this action continues, the student will be expelled\* from school.

**WEAPONS:** The possession and/or use of weapons or items designed to look like weapons while under school jurisdiction are strictly prohibited by municipal ordinance. Students guilty of weapons violations may not be allowed to continue in ACS. Any student possessing a firearm on school property will be expelled\* from school. Possession or use will warrant: parental conference, notification of Anchorage Police Department, and suspension or expulsion\* from ACS.

\*see **EXPULSION** policy.

**ACS reserves the right to search anything on school property including lockers, bags, backpacks, coats, electronic media devices to ensure that students are not in possession of items not approved of by the school.**

**SCHOOL FUNCTIONS:** Students are encouraged to attend all school functions such as musical programs, athletic events, and the annual Commencement. However, no student will be allowed to participate in any official function of the school if his/her department in conduct and dress does not reflect the standards of the school. The principle of “appropriateness” is to be applied. All school rules apply on all field trips and on all school-sponsored events on or away from the school campus.

#### **ATHLETIC POLICIES:**

Anchorage Christian schools endeavors to provide athletic activity for all students.

#### **Road Trips:**

Parents are expected to monitor what kinds of electronic devices their child has and what content those devices contain. If there is a disagreement about the appropriateness of certain content on school sponsored trips or activities, the coach in charge will make the final decision. Athletic team members and choir and band members will always ride to and from games, practice, and concerts

in a vehicle provided by the school unless other arrangements have been approved in advance by the principal and the athletic director and are expected to pay the round trip transportation expenses. After the event students may be released to the custody of their parents or their designee. Students are not to leave school in another student's vehicle to attend school activities (i.e. ball games, etc.) unless written parental permission has been given to the school office.

### **Support of Parent and Athlete:**

ACS expects parents and students to fully support the administration, staff, and programs in which the athlete participates. If at any time the school feels the support or cooperation from the parents and/or student is lacking, the student may be dismissed from the activity or asked to withdraw from school. If the school feels the behavior of the student indicates an uncooperative spirit, he/she may be dismissed from the activity or asked to withdraw from school.

### **Eligibility:**

Before a student will be allowed to participate in sports he/she must have a current physical, signed medical release form, athletic application, and must have **paid his/her athletic and travel fees**. In order for a student to maintain his/her eligibility he/she must meet the following standards.

1. Academic - A student cannot participate in any interscholastic sport if his/her academic progress fails to meet the approval of the administration and ASAA guidelines.

a. Each athlete must successfully pass and complete a minimum of five subjects each semester. These subjects must lead to the granting of credits to meet graduation requirements.

b. No student will be allowed to participate in or miss class for athletic or other extracurricular activities if he/she fails to maintain a 2.0 GPA or has one D and one F or has two F's on his/her weekly grade check. Weekly grade checks are generated beginning the second Wednesday of the quarter.

c. A student may participate when grades have been raised to the standards previously stated after a mandatory one week period of ineligibility. Students may become immediately eligible when they submit overdue work and the grade has been posted in Sycamore.

2. Attendance - The following attendance guidelines apply to students participating in extracurricular programs.

a. Students participating in extracurricular activities are required to be in attendance at school by 11:00 am the day their activity is to take place or by 11:00 am the day before if the activity occurs on Saturday. This includes practices.

b. Students must be in attendance at least three full class periods the day the activity is to take place or the day prior to the activity if it occurs on a Saturday.

c. Students must be on time for their first hour class the day of and the day after an extracurricular activity (or have an excused tardy) or they may forfeit their eligibility for the next scheduled activity based on review by the administration.

3. Conduct - The administration may, upon recommendation of a teacher, deem an athlete ineligible to participate in extracurricular activities due to unacceptable classroom conduct. The Conduct Ineligibility will be for a specified period of time or a specified number of events to be determined by the administration.

The primary consideration for any special honor, such as captain, most valuable player, etc., will be the individual's overall conduct, attitude, and positive spiritual leadership in school as well as in the athletic endeavor. These qualities will be determined by the administration and coaches.

**Fees:**

	<b>Senior High</b>	<b>Junior High</b>
<b>Athletic Fee per sport full time student</b>	<b>\$90.00</b>	<b>\$80.00</b>
<b>Athletic Fee per sport part time student</b>	<b>\$130.00</b>	<b>\$110.00</b>
<b>Sports Travel Fee per year</b>	<b>TBA</b>	<b>TBA</b>

**Prior to the first game each student must pay the athletic fee. The travel fee for student is required. Team managers are responsible to pay travel fees. Athletic fees are not required for the team manager.**

**STUDENT ACTIVITIES:** All programs, outings, parties, skits and other activities not scheduled in the official school calendar must be approved by the administration at least two calendar weeks before the event is to occur. Also, at least one week before the activity is scheduled, all dialogue and musical numbers to be presented in any activity must be approved by the administration

Parents will be notified in writing by the school prior to any official after-school function such as a party, banquet, etc. These functions will be chaperoned and controlled by Anchorage Christian Schools' faculty. Anchorage Christian Schools will not be responsible for any activity which is not designated as an official school function.

**READING MATERIAL:** A student is to be in possession of only approved reading material on Anchorage Christian Schools' grounds. Students should ask the teacher when in doubt concerning certain books or publications.

**LIBRARY RULES:** Books are checked out for one week with the privilege of a one week renewal. If a student is absent on the day his/her book is due, the book will then be due on the day he/she returns to school. If a book is not found, the student will be charged for the price of the book.

A fine will be charged for any excessive damage done to a book while checked out. No student is to repair a damaged book.

**AFTER SCHOOL POLICY - SECONDARY**

School hours are from 8:15 am to 3:00 pm. Secondary classrooms are closed at 3:30 pm. Students should arrive not more than 20 minutes before school starts nor stay more than 20 minutes after school is dismissed, excluding those students involved in supervised after-school activities. **ACS does not provide supervision for secondary students before 7:45 am or after 3:00 pm unless they are participating in a school sponsored activity.**

Any staff member may enforce AFTER SCHOOL POLICIES. The following policies are guidelines to follow to ensure the safety of students who cannot leave at the proper time and to protect the facilities and grounds.

1. Students are to wait for their rides in or near the secondary lobby. Students are not to wait in the vehicle traffic areas outside of the building. They should not be in the halls or elementary areas.
2. There is to be no eating or drinking in areas of the building that are carpeted. Students may leave the lobby area to go to the cafeteria to eat or drink.
3. Students involved in sports practice may change into practice clothes 10 minutes prior to the start of practice. Students who leave the building and come back for sports practice may come back in their practice clothes if it is no more than 10 minutes prior to the start of practice. Students who are waiting more than 10 minutes after their practice for a ride must change into appropriate after school dress.
4. Student dress after school should be appropriate, neat, clean, and modest – just as during school hours. In keeping with the goal of ACS to provide a distinctively Christian atmosphere the following dress code is presented for after school. All clothing is to be:
  - a. APPROPRIATE – This generally means moderation; not conforming to or identifying with the world in areas which may contradict or distract from Christian values.
  - b. NEAT – This means clean and not torn or ragged. Shoes must be worn.
  - c. MODEST – This means no tight-fitting or see-through clothing, no low-cut necklines, no tank tops, and no shorts. Girls may wear slacks or nice looking colored jeans.
5. School behavior policies are in effect after school. Rough housing, horseplay, and physical contact are not appropriate. Consequences for violations of these rules will be the same as when school is in session.
6. Students may not “hang out” at ACS after school. Those not involved in after-school activities should go home.

**BUILDING CLOSURE:** All school buildings will be closed and locked at 6:00 pm each day. All students not involved in an approved activity should be picked up by 4:00 pm.

### **DIGITAL/SOCIAL MEDIA POLICY**

Digital/Social media has become engrained in today’s society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Digital/social media technologies have many benefits in our world; however, they can also be disruptive when inappropriate postings occur.

ACS recognizes and supports a student’s rights to freedom of speech, expression and association, including the use of social networks. This freedom is to be expressed within a framework of pure thoughts and actions (2 Timothy 2:22; Philippians 2:15; 1 Peter 1:16). In this context, each student must remember that enrollment at ACS is a privilege, not a right. Students represent God, their family and school and, therefore, are expected to portray themselves in a positive manner at all times. Any online postings or electronic transmissions must be consistent with federal and state laws, as well as ACS guidelines (including those listed below).

#### **Specifically prohibited behaviors include but are not limited to:**

- Sexually explicit, profane, lewd, indecent, illegal or defamatory language/actions
- Derogatory language regarding church/school personnel or other students or their families
- Comments designed to harass or bully students and/or church/school personnel
- Exposed, sexually-oriented or indecent photos, images or altered pictures (i.e. sexting-the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images)

**Also prohibited are all on-campus connections to off-campus violations of the policy which include but are not limited to:**

- Use of school computers to view off-campus violations
- Students accessing violations at school on their own devices
- Distribution of hard copies of violations on school property
- Re-communication on campus of the content of the violations

Students engaged in such activities are subject to federal and state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages or digital transmissions that contain a sexual message or image a violation of this policy, which will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

*Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and will result in school discipline up to and including expulsion from school.*

## **CODE OF CHRISTIAN CONDUCT**

The Biblical and philosophical goal of Anchorage Christian Schools is to develop students into mature, Christ-like individuals who will exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents and/or students may personally believe differently, while enrolled at Anchorage Christian Schools, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior.

Students are expected to abide by these standards of conduct from the time they are accepted into the school. This includes school time, summertime, weekends, and holidays, whether at school, home, or elsewhere. Students found to be out of harmony with the ideals of work and life at ACS as reflected in the Code of Christian Conduct will be subject to potential disciplinary actions up to and including expulsion.

Biblical behavior must come from the heart, not from external standards imposed on students. Though we recognize it would be impossible to make rules to govern every type of offense the following items are expected to be strictly observed:

1. ACS believes students are not to be involved in drinking alcoholic beverages or the use of any tobacco or tobacco related paraphernalia of any kind . See section titled **DISCIPLINE POLICIES**. Exodus 10:7, 15, 16; I Corinthians 6:19, 20; Ephesians 4:29
2. Students are expected to use proper speech as defined by Scripture. Vulgarity, profanity, and lying have no place in a Christian's life or at this school. Matthew 5:37; Ephesians 4:29, 32; Colossians 3:9; 4:6; James 5:12



3. Stealing and cheating are considered very serious offenses. Students will face discipline commensurate with the offense if they are guilty of these offenses. Exodus 20:15; Ephesians 4:28

4. Behavior that hurts the individual's testimony while away from school will be considered serious. The testimony of ACS is a very important asset to every student and to the entire school. It is to be guarded as one of our most valuable treasures. Students, who by their attitudes, dress, and behavior give evidence of not wanting to uphold the Christian testimony of the school will face expulsion from the school. James 3:13; I Peter 1:15

5. Mutilation and destruction of property shall be considered serious enough to require suspension or expulsion.

6. Students are expected to conduct themselves as ladies and gentlemen while in school. They are to be courteous to each other. Rough-housing, running in the halls, and yelling in the school are not allowed. Undue boisterous action or talk shall be out of order at all times. Proverbs 25:28; I Corinthians 14:40

7. Proper Christian conduct between members of the opposite sex will be emphasized in the school. Couples may sit together during the lunch hour; however, couples found to be in secret or private places will be subject to disciplinary action. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted during the school day, on the buses, **or at school functions.**

8. The school administration strongly discourages "steady" dating among our students. We feel that "steady" dating is a definite detriment to the social and spiritual development in the life of a Christian young person. It is the policy of Anchorage Christian Schools that no student should become engaged while attending Anchorage Christian Schools. A student who marries prior to graduation will not walk. 2 Timothy 2:22

9. Students are expected to practice traditional Christian moral standards with others. Sexual relationships outside of the marriage between one man and one woman, pornography (printed or digital material, including "sexting"), and homosexuality are not in harmony with traditional Christian moral standards. This would include any student who professes to be homosexual/bisexual/transgender or is a practicing homosexual/ bisexual/transgender, as well as any student who supports or otherwise promotes such practices. Genesis 2:24; Matthew 19:4,5; Leviticus 20:13; Romans 1:27

10. Practicing traditional Christian moral standards includes dressing in conformance with one's biological sex at birth and using restrooms, locker rooms, and changing facilities conforming with one's biological sex at birth. Genesis 1:26, 27; Matthew 19:4, 5

11. Students are expected to consistently maintain a positive, cooperative attitude. Insubordinate attitudes and griping will not be tolerated. Students whose attitudes are determined to be consistently negative and uncooperative will be asked to withdraw from school. Philippians 2:2, 3; 4:8

12. Students who use, have in their possession or make pretense of using, possessing, or encouraging others to use narcotics, drugs, (marijuana, cocaine, etc.) during or after school will be subject to DISMISSAL from school. I Corinthians 6:19, 20; Ephesians 5:18

**ACS reserves the right to search anything on school property including lockers, bags, backpacks, coats, electronic media devices to ensure that students are not in possession of items not approved of by the school.**

### **PLAGIARISM**

What is plagiarism? The word plagiarism comes from a Latin word meaning *kidnapper*. Plagiarism is a form of cheating that uses another's work as your own. Just as theft reflects negatively on the person who is caught stealing, plagiarism reflects negatively on the person who uses the ideas, words, or opinions of others as her own. Plagiarism can result in embarrassment, loss of credit, and even expulsion from some schools or colleges. In the world of business, plagiarism can result in job loss. Understanding plagiarism is important. It is important that students at ACS understand that plagiarism is not acceptable and they will be held accountable for the integrity of written work.

**In most cases when a student fails to cite a source properly the instructor will assign a penalty based on his/her assessment of the infraction's severity. This could mean a points reduction and redoing the work correctly.**

Possible scenarios for plagiarism:

- “Cuts and pastes” printed or electronic text (**from the Internet or elsewhere**) into his/her paper, and presents it as his/her own.
- Consults an Internet or print source to “get ideas” that he or she then incorporates into a paper, without proper attribution.
- Retypes material from a printed or electronic source into his/her own paper, and presents it as his/her own.
- Submits a paper written by someone else, including a parent, sibling or tutor, while claiming to be the author.
- Submits a paper he/she has written in another course, unless otherwise specified by the instructor.
- Puts another person's ideas “in her own words,” without documenting the source.
- Takes another person's expressions--a key word, a phrase, or a longer passage—without telling the reader precisely what has been done. This is considered plagiarism even when the student's own ideas are being expressed.

Guidelines to avoid misusing sources and committing plagiarism:

- Indicate clearly where direct quotations within a paper begin and end by using quotations and introductory phrases.

- When paraphrasing, make it clear to the reader that the ideas expressed are someone else's, by using introductory phrases and/or transitions.
- Include internal documentation of the source quoted or paraphrased. (Use the method specified by the teacher)
- When citing from the Internet or another electronic source, follow citation conventions, as they are articulated in any recent writing handbook.
- Include a "Works Cited" page at the end of the paper. (A Works Cited page alone is useful, but it is not full and proper acknowledgment, since it does not tell the reader precisely what parts of the paper present another person's ideas.)

## **SCHOOL DRESS**

Proper grooming must be taught along with other rules of manner and morals. Anchorage Christian Schools supports the emphasis of the Christian home in matters of modesty of dress, hair styles, and good grooming. Conservative fashions conducive to good study habits are required to be worn by all students in order that the proper emphasis may be placed upon the matter of dress. ACS seeks to use every means, including dress, to encourage the students to think and act like Christian ladies and gentlemen.

Conservative fashions remove the very unattractive spirit of clothes competition. Proper fashions give the student a distinctive appearance, school pride, and Christian deportment. It should be recognized that one's personal appearance is a manifestation of self-evaluation. Other than earrings on girls, no visible body piercing is allowed. Visible tattoos or other body markings are not allowed.

**GIRLS:** The Bible teaches that women are to adorn themselves in modest apparel. To maintain a Christian testimony, it is important that our girls be well dressed, but not overdressed. Girls should give more attention to color, design, and fabric choice complimentary to a Christian than to styles that emulate worldly standards. The standard of dress for girls is: dresses, skirts, jumpers, or slacks according to the following guidelines:

1. Skirts shall come at least to the middle of the knee while a girl is walking or cover the knee when a girl is seated. Girls should always sit modestly. Slits above the knee are not acceptable. Excessively worn, torn or faded clothes should not be worn.

2. Loose fitting dress slacks may be worn with ACS logo wear. ACS team jackets, ACS letter jackets, ACS sweatshirts sold in the school store and any logo wear found on the ACS Land's End website [www.landsend.com](http://www.landsend.com) are acceptable. ACS logo jackets must be zipped or buttoned. White or light blue Oxford shirts may also be worn with slacks.

**Dress slacks must be a loose fitting, woven fabric. Stretch pants, spandex, knit pants, capri pants, sweat pants, warm-ups, break-a-ways, and jeans, leggings, jeggings, and skinny jeans are not permitted.**

3. Christian modesty demands that blouses or sweaters must not be sheer or tight fitting. Sweatshirts that are not ACS logo are unacceptable school dress. Crop top, low-cut necklines, sundresses, and blouse styles with a "bare shoulder" look are not permissible school dress. T-shirts, ACS or otherwise, are not acceptable.

4. Clothing for physical education classes will be specified by the teacher.

5. Unannounced dress inspections will be conducted by school personnel. Our outward appearance is a reflection of our hearts and minds. Through our clothing, makeup, and hair styles, we either draw attention to ourselves or we magnify the Lord.
6. Excessive use of eye and facial makeup is not allowed.
7. Makeup and perfume may be applied in the restroom only. The use of combs and brushes is restricted to restrooms only.
8. Girls may color or highlight their hair as long as it is a natural occurring color (i.e. no green, orange, etc.). Decisions of the administration are final.

**BOYS:** The standard of dress for boys is: collared dress shirt, white or blue Oxford shirt, or ACS Logo wear according to the following guidelines:

1. Short or tight fitting trousers are not to be worn. Moderately flared trousers will be permitted. Baggy trousers are not allowed. Fads are totally unacceptable. Blue jeans, sweat pants or warmups, and skinny jeans are not allowed.
2. A button-down collared dress shirt or ACS logo wear is acceptable dress. ACS team jackets, ACS letter jackets, ACS sweatshirts sold in the school store and any logo wear found on the ACS Land's End website [www.landsend.com](http://www.landsend.com) are acceptable. ACS logo jackets must/be zipped or buttoned must be worn with the ACS polo shirt or a collared dress shirt. T-shirts, ACS or otherwise, are not acceptable. **PANTS** must not show excessive wear.
3. Hair is to be cut and neatly groomed at all times. Hair in its natural state must be above the ears, collar, and eyebrows. Long hair that comes down over the ears or shirt collar will not be permitted. No lines or designs are to be etched in hair. Side burns are not to come lower than the bottom of the ear. Shaggy hair will not be permitted. Boys may highlight their hair as long as it is a natural occurring color (i.e. no green, orange, etc.). Decisions of the administration are final.
4. Boys must be clean shaven.
5. Dress shirts must be tucked in and buttoned except for the top button.
6. Combs and brushes must be used in the restroom only.
7. Shoes and socks must be worn at all times. Shoes with laces must be kept laced.
8. "Stone Washed" jeans are not allowed. Brushed cotton or corduroy pants are acceptable. Excessively worn, torn or faded clothes should not be worn. Pants with frays or holes should not be worn.
10. No jewelry or adornments other than watches or rings may be worn. No make-up or nail polish is acceptable.

## **SUMMARY**

### ***Regular Dress Code Girls:***

1. Dresses or skirts that are middle of the knee in length or longer and modestly cut (not too short, tight, low cut). Stomach and back areas must be covered at all times.
2. Sweatshirts that are not ACS logo and T-shirts are never allowed.
3. Any kind of shoe is acceptable.
4. Hair can be highlighted if it is a natural look.
5. Coats and jackets may not be worn in the classroom.

### ***Regular Dress Code Boys:***

1. Any pants or slacks that are not blue jeans, sweats, or warm-ups or skinny jeans.
2. A button-down collared dress shirt
3. Any kind of shoe is acceptable. Socks must be worn.
4. Hair should be short.
5. Face must be clean shaven.
6. Coats and jackets may not be worn in the classroom.

***Optional Dress Code for both boys and girls:***

Slacks may be worn with an ACS logo wear shirt. Girls may also wear a light blue or white oxford dress shirt with slacks.

Enforcement of the dress code will be in accordance with the spirit of expectations. The school administration reserves the right to judge any article of clothing on an individual basis. If a student is in doubt as to the acceptability of his/her attire, he or she should check with the academic dean beforehand. Consequences for dress code infractions may include the following: warning; call to parent; detention; student sent home; or other more serious consequences depending on the seriousness or frequency of the offense.

**STUDENTS ARE SUBJECT TO BEING WITHHELD FROM CLASS ANY TIME THEIR CLOTHING IS NOT IN CONFORMANCE WITH THE ACS DRESS CODE. IN ALL MATTERS OF DRESS, THE JUDGMENT OF THE ADMINISTRATION WILL BE FINAL AND BINDING.**

**BUS TRANSPORTATION**

Any problems concerning bus scheduling should be brought to the attention of the Transportation Director. Bus transportation is available for an additional fee (see rate sheet).

No relative other than brothers and sisters may be included in that rate.

Bus service charges start in September and are paid in advance with tuition. First payment for tuition must be made by August 15th in order to be eligible for transportation at the beginning of the school year. Students who want to add bus service in succeeding months may do so only as space and time allow.

All withdrawals from bus service go through the Transportation Director and the School Finance Office. Bus change requests made less than two weeks before the first day of class may not be implemented until the second week of classes. It is understood that the bus cannot wait at stops for any student, as that would disrupt the time schedule, causing all the students on the bus to be tardy. Please have your children ready for the bus at the appointed time. Parents whose children misbehave on the bus may be asked to transport their own children.

It is very important that all children riding the bus go to and from school on the bus the first week of school. It is the policy of Anchorage Christian Schools that bus changes are made on a permanent basis. Requests for changes on a one day basis will not be approved. NOTE: The Transportation Director reserves the right at any time to make any bus route changes that are in the best interest of Anchorage Christian Schools.

If a child who usually rides the bus is to be picked up by car that day, the parent should send a note to the Secondary Office. The office will not take a child's word concerning a change in his/her schedule.

School Calendar  
(Abridged)

August	18 21	7 <sup>th</sup> grade and Secondary New Student Orientation First Day of School – Grades K thru 12
September	4 28-29	Labor Day Holiday Teacher Convention- Student Holiday
October	6 18-19 20 24	Secondary Pictures Exams End of First Quarter PTM
November	3 23-24	In-Service – Wrestling Tournament Thanksgiving Holiday
December	21-22 22 15, 16, 17 25	Exams End of Second Quarter Anchorage Baptist Temple Christmas Pageant Christmas Holidays through January 8th
January	8 15	School Resumes Martin Luther King, Jr. Day – Student Holiday
February	19	President’s Day – Holiday
March	7-8 9 13 29-30 30-31	Exams End of Third Quarter – In-Service PTM/ Science Fair Good Friday- Easter Ho Anchorage Baptist Temple Easter Pageant
April	1 26	Anchorage Baptist Temple Easter Pageant Junior High School Awards Chapel
May	3 15-16 16 17	High School Awards Chapel Exams Last Day of Class High School Graduation, 7:30 pm, ABT Auditorium

## Index

Academic Probation.....	9
Acceptance Policy.....	3
After School Policy.....	22
Anchorage Christian Schools Schoolwide Learning Results.....	3
Athletic Policies .....	20
Attendance Procedures .....	13
Bad Weather Conditions.....	13
Bus Transportation.....	29
Cell Phone Policy.....	9
Church Attendance .....	14
Closed Campus Expectations.....	14
Code of Christian Conduct.....	24
Core Values.....	3
Credit Transfer Policy.....	11
Detention .....	15
Digital/Social Media Policy .....	23
Discipline Policies .....	19
Dropping & Adding Courses .....	12
Eligibility.....	21
Excused / Unexcused Absences.....	13
Expulsion.....	16
Financial Policy.....	7
First Aid.....	18
Grading .....	9
Graduation Requirements .....	10
Instructions to Follow .....	17
Lockers.....	17
Lunches.....	7
Philosophy and Foundation.....	2
Plagiarism Policy.....	26
Pre-excused Absences.....	14
Questions & Answers about the Enrollment Process .....	5
School Calendar.....	31
School Dress.....	27
School Visits.....	9
Secondary General Policies.....	8
Student Activities.....	22
Suspension.....	16
Tardiness.....	14
Transportation and Student Vehicles.....	16
Valedictorian/Salutatorian Requirements.....	11
Withdrawals.....	8