

Elementary Handbook

Elementary

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ANCHORAGE CHRISTIAN SCHOOLS
Kindergarten / Elementary Handbook

6575 E. Northern Lights Blvd.

Office hours: 7:45 am – 4:00 pm

Telephone: 337-9575 Option 2

Fax: 269-3859

email: pking@acsedu.org

Web Address: www.acsedu.org

Thomas W. Cobaugh

Chief Administrator

Pamela King

Elementary Principal

Lisa M. White

Secretary

Denise S. 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.

MISSION STATEMENT

The mission 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. Our purpose is to train students in the knowledge of God, teach them a Christian worldview, and provide an excellent education. To accomplish this, Anchorage Christian Schools strives to create an environment in which each student may develop to his/her optimum potential spiritually, mentally, and physically, as well as socially, culturally, and vocationally.

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 Objectives of the school by both the parent(s) and the student. The student must indicate their agreement by signing, and thereby agreeing to abide by the standards listed on the "Standard of Conduct" form. Anchorage Christian Schools 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.

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.

PHILOSOPHY

The philosophy of education at Anchorage Christian Schools is founded in the Holy Scriptures. The educational program of Anchorage Christian Schools has been developed for the purpose of partnering with parents, with the goal of instilling in each child a maturity and Christ-like character that will provide students a strong moral foundation and the means to an excellent education. A detailed curriculum, a traditional Biblical philosophy of discipline and a variety of teaching methods are blended together to prepare students to be willing and ready to accept God's plan for their lives.

The education process is dependent upon having a basic Biblical philosophy to provide the right perspective, basic truths and principles for interpreting the facts encountered in life, and the study of all subject matter. We believe the concepts foundational to this truth are:

1. God is the Creator and Sustainer of all things and the source of all truth.
2. God maintains control over His entire creation.
3. True meanings and values can be ascertained only in the light of His person, purpose and work.
4. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

It is the purpose of Anchorage Christian Schools to provide a program of education, which while upholding a standard of scholastic excellence, has its integrating center in God the Father, God the Son (Jesus Christ) and God the Holy Spirit, three in one, that foster vital Christian living.

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.

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 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 others. 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

ELEMENTARY ENROLLMENT PROCESS

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

How does one apply to Anchorage Christian Elementary School?

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 the ACS Admissions Committee will interview new families and students as needed. The Admissions 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 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 as 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:

- If possible, a copy of the last standardized test results, educational records, etc.
- Letter of recommendation from adult leader (pastor, school, civic, community organizations, etc.)
- Birth certificate for K5 students
- Health/immunization records
- Registration fee

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

During the month of March and thereafter, enrollments for the fall term will be accepted on a first-come, first-serve basis. Anchorage Christian Schools admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.

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 II 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.

ACS is dedicated to helping each student grow in these three areas: (1) Physical—"the child grew," (2) Spiritual—"waxed strong in spirit," and (3) Mental—"filled with wisdom."

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.

FREQUENTLY ASKED ELEMENTARY QUESTIONS

- **What is your approximate class size?** 22 students per class
- **What are the hours school is in session?** The school day begins at 8:15 am. Children arriving after that time are considered to be tardy and must receive a tardy slip from the office before entering the classroom. Students are dismissed at 3:00 pm.
- **What curriculum is used?** The elementary primarily uses the A Beka curriculum supplemented with Saxon Math, and Bob Jones material in various grades.

- **Are there any before and after school programs offered for working parents?** ACS provides before school care from 7:00 am - 8:00 am and after school care from 3:00 pm-6:00 pm for an additional fee.
- **Is there a bus service provided?** ACS does provide limited bus service to students in the Anchorage area for an additional fee.
- **Does ACS require a uniform?** Students are required to follow the ACS dress code which includes an optional uniform. A detailed explanation of dress code can be found in the dress code section.
- **Which standardized testing do you use? How often?** We use the new updated Stanford 10, and grades 4 and 6 are tested once during the school year.
- **What programs are offered?**

Hot lunches and meal cards available

Summer Explorer Program: Field trips, crafts, games, outdoor activities, hiking, bowling, and swimming are some of the activities included in this program which is hosted at our facility.

Music: Choir K5 – 6th, Band 4th - 6th, Orchestra 4th - 6th, piano lab, private piano, and strings are available.

Physical Education: K5 through 6th.

Library: Students in grades K5 - 6 will attend Library each week on a rotational schedule.

Chapel: Each Friday throughout the school year.

The “QUEST Program”: This program is available to students in grades 4-6 who are in the top 5% of their grade based on GPA, SAT, and Saxon Math assessment tests administered to each student. Students who qualify and elect to attend with parent permission receive an additional hour of instruction at a convenient time each week in math, reading, and writing to further challenge them academically.

SCHOOL TIMES

- Supervised care is provided by school staff in the elementary gymnasium at no charge to parents between 7:30 - 8:00 am.
- School starts at 8:15 am. Any student arriving after that time must report to the elementary office.
- Regular dismissal: Students are dismissed at 3:00.
- Buses will depart at 3:15 pm.

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher. All kindergarten and elementary children assemble in the elementary gym upon their arrival. Students assemble in their designated class area. The teacher will escort the children to their classroom each morning. It is also to the children’s advantage for parents not to wait in the gym with the children before the opening of school. Parents are also asked not to bring the children to their room in the mornings or to wait in the hallway for their children before school is dismissed. Car children are to be picked up at the lobby entrances when school is dismissed. Parents are not to drive cars to the bus loading area to let students off or to pick them up.

Children brought to school by car should be dropped off at the front entrance of the Elementary building. Children arriving BEFORE 8:00 are to proceed to the Elementary gymnasium.

Students arriving after 8:15 should go directly to the office for a tardy slip. Students are not permitted to go to the classroom early. At 3:00 pm the K5 - 3rd grade students are picked up from the classroom. 4th - 6th grade students will dismiss at 3:00 and will proceed to the bus, lobby, and after school activity room respectively. Children who do not ride the bus or are not enrolled in extended school care must be picked up by 3:15 pm or they will be placed in extended school program at the parent's expense.

Children enrolled in extracurricular music, sports, or serving detention are to be picked up as soon as the activity is concluded. Elementary students may not be supervised by older school aged siblings on school property after 3:15 pm.

K5 - 3rd grade students should be picked up from the classroom. Students who are going home by car must be picked up at the above time. Please keep the lobby clear following dismissal and do not conduct parent to parent/teacher conferences during this time to assure an orderly dismissal. Parents needing to discuss issues with a teacher should make an appointment with their student's teacher. Teachers are required to focus their attention on children at dismissal.

CAR CHILDREN

Children who do not ride the bus or are not enrolled in the after school activity must be picked up by 3:15 pm. Any children not picked up by 3:15 pm will be placed in the after school activity program. There will be an additional charge for this care.

Children enrolled in extracurricular music, sports, etc. are to be picked up as soon as the activity is concluded. Students who show repeated behavior problems are subject to disciplinary action.

BUS TRANSPORTATION

Any problems concerning the bus scheduling should be brought to the attention of the Transportation Director. Bus transportation is available for an additional fee. No relative other than brothers and sisters may be included in the family rate.

Bus service charges start in September and are paid in advance with tuition. The 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 must go through the Transportation Director and the School Finance Office.

Bus change requests made less than two weeks before the first day of class will 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 write a note and send it to the Elementary Office. The office will not take a child's word concerning a change in his/her schedule. Any calls about these changes must be made before 2:00 pm. **All students going home by car must be picked up by 3:15 pm.** Children enrolled in extracurricular music, sports, etc. are to be picked up as soon as the activity is concluded.

RESTRICTION ON CHILD PICK UP

ACS will endeavor to release your child to those persons listed on the enrollment card, or otherwise authorized by you. Identification **will be checked** if the pick-up person is unknown to the staff.

EXTENDED SCHOOL PROGRAM

Extended school care is available from 3:00 – 6:00 pm for an additional fee. This is a time of play and activity provided for parents who need a place for their children while they are working.

Parents desiring this service should contact the school Finance Office for financial information. Please do not send electronic games such as the PSP, Game Boy or iPods. **Important: Those parents taking advantage of our extended school program are reminded that this is available on regular school days and in-service days only, not during any school holidays.** Please note: extended school program is only available to students of Anchorage Christian Schools. Anchorage Christian Schools expects full cooperation from both student and parent. We at ACS take our commitment to each student's safety and security very seriously. During the first few days of school and periodically when the person signing for a student(s) during pick-up is not recognized, or their identity is in question, please be aware that a picture form of identification will be requested by the ACS staff member working (Driver License, Military ID). Students who show repeated behavioral problems will not be permitted to remain in the extended school program.

Now that ACS is a licensed extended care program, the municipality requires that all students enrolled in extended care MUST have a current physical exam (dated within a year of the first day of attendance) and then a new physical every two years.

Students on property after 3:15 pm will be placed in the extended school program. This is to ensure the safety of each student in our care. A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED AFTER CLOSING TIME AT 6:00 PM. THIS IS DUE AND PAYABLE AT THE TIME THE CHILD IS PICKED UP.

OPEN HOUSE

Open House will be held the Friday before school starts. The time for Open House is 11:00 am - 1:00 pm. Family and friends are invited to visit the school and meet the teachers at this special time.

REPORT CARDS AND “D” & “F” LETTERS

At the end of the **first** grading period a conference will be set up between teacher and parents to meet and discuss each student’s progress. At this time the teacher will give report cards to the parents. If a parent is unable to come to the conference time, the report card will be sent home with the student the following day.

All the other cards from subsequent grading periods will be sent home with the student. “D” & “F” letters will be mailed out halfway into the grading period each quarter.

PARENT-TEACHER MEETINGS

Parent-Teacher meetings will be held in the student’s classroom on Tuesday evening at 7:00 pm at the end of the first and third quarters.

Every parent is requested to attend all PTM meetings for the benefit of his/her child and to obtain pertinent information concerning the school program. **IMPORTANT: Children are not to attend the parent-teacher meetings.**

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 charged by Smart Tuition 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 may 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 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 low tuition rates for the benefit of each parent. For this reason, we must 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. There is a limited amount of scholarship money available 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.

LUNCHROOM

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 a la 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 and in the kitchen. A copy of the menu is available in the Elementary or Finance Office. It can also be printed from our website: www.acsedu.org and is posted on our Sycamore home page under Lunch.

ELEMENTARY GENERAL POLICIES

PLAYGROUND/RECESS

There is no playground activity before the first class of the day. Outside recess is a part of our daily activities, weather permitting, when the temperature is above 10° Fahrenheit for K5-2nd grades and 0° Fahrenheit for 3rd-6th grades. Students **MUST** participate with their class unless a **physician's note** is provided to the office stating otherwise. Round disc sleds, foam sleds, and roll-up sleds are the only sleds permissible. On colder days or if the weather is too severe for outside recess due to unsafe rain or ice conditions, the teachers lead in organized indoor activities. ***All students are required to be dressed appropriately for the weather.*** All items of clothing or personal belongings need to be marked with sufficient identifications. **ACS cannot be responsible for lost or stolen items.**

ELECTRONICS

All electronic devices such as the PSP, Game Boy, iPods or iPads as well as PDA's and cell phones are NOT allowed to be used at ACS during the school day or in our Extended Care Programs. E-readers are allowed in grades 4-6 with the express purpose of reading during the school day or reading in the homework room in After School Care. E-readers are not allowed at any other time.

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.

SCHOOL VISITS

Please feel free to consult with the Elementary 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.** Parents and visitors need to come to the Elementary Office and check in first. (Class parties, specials, lunch, etc.) For security reasons no one is permitted to go to the classroom without a visitor's pass.

TELEPHONE

Please do not telephone your children during school hours unless absolutely necessary. Students will not be allowed to use the school phone except in cases of emergency. **Cell phones are not permitted during school hours.**

WITHDRAWALS

All withdrawals from school must go through the Elementary and School Finance Office.

ADDRESS OR PHONE CHANGES

Any time an address or phone number (cell, home or work) is changed, please notify the Elementary Office or Finance Office.

ATTENDANCE

Attendance at Anchorage Christian Schools is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at Anchorage Christian Schools.

ABSENCES

Anchorage Christian Schools appreciates the cooperation of the parents in maintaining consistent, daily attendance in school. 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 without consistent attendance a child is deprived of the essential educational building blocks that lead to success in both Christian service and American society. Whenever a child is absent, an extra burden is placed on the teacher to identify and prepare missed class work, assess the impact of missed work and help the child get caught up. Additionally, we ask parental cooperation with the following procedural items:

- Following an absence, the student must report to the school office with a written and signed note from parent or guardian; or the parent / guardian must call the school office **prior to 8:45 am on the day of the absence giving the reason for the absence.**
- Parents or legal guardians leaving their student(s) under another adult's supervision while they are out of town need to inform the school office prior to their departure.

Excused Absences

Students who miss one or more days because of personal illness or death in the immediate family (or other family emergencies of similar gravity) will receive an excused absence and may have full privileges upon returning to school. In general, these absences will be for reasons over which the student and his/her parents have no control. A student who is granted an excused absence will be responsible to arrange with teachers to make up his/her work. Students will be given a total number of days to turn in assignments equal to the number of days absent plus one. If an absence occurs at the end of the first or third quarter, an incomplete "I" will be given until the work is made up. If an absence occurs at the end of the second or fourth quarter, the work cannot be made up. Grades are closed at the end of the semester.

Pre-Excused Absences

If a student knows he/she is going to be absent from classes, he/she must fill out the pre-excused absence form available in the elementary office and on the school website. **The note must be turned in to the elementary office. The office will notify the teacher.** A student who is granted a pre-excused absence will be responsible for the content of daily lessons during the absence.

Teachers can email lessons while a student is absent IF requested by the parent. Students will make up work, tests, quizzes, papers and projects upon returning to school. Students will be given a total number of days to complete assignments equal to the number of days absent plus one. If an absence occurs at the end of the first or third quarter, an incomplete "I" will be given until the work is made up. If an absence occurs at the end of the second or fourth quarter, the work cannot be made up and must be completed prior to the absence. Grades are closed at the end of the semester.

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. The teacher will be under no obligation to **assist the student with make-up work.** Furthermore, it is the responsibility of the parent **not the teacher** to seek tutoring and replacement of the knowledge opportunities lost by the student. Finally, excessive unexcused absences may result in dismissal from school.

Accumulated Absences

Any absence involving ten consecutive days in any one 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. No refunds on tuition are made because of absences.

Any student who is absent for forty days or more in a school year will not pass to the next grade.

ACS meets or exceeds the net number of school days required by the State of Alaska for all grades.

Tardiness

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, 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. Multiple unexcused tardies will result in a merit loss.

Truancy

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

SCHOOL CLOSINGS

When bad weather necessitates the closing of Anchorage School District public schools, Anchorage Christian Schools will close at the same time. School closing announcements are made over the local radio stations. Please listen to the radio before calling the school.

ILLNESS

For the welfare of your child and others in the school, children who are ill must remain at home. Students should only return once they are able to participate in normal daily activities, including outdoor recess. Please be sure your student is fully equipped for participation in recess with coat, hat, gloves, etc...upon return as an aid to the prevention of future illnesses.

Class recess is held outdoors weather permitting, when the temperature is above 10° Fahrenheit for K5-1st grades and 0° Fahrenheit for 2nd -6th grades. All students are required to participate in our daily outdoor activities. Please **DO NOT** ask teachers to keep your child inside or send notes or requests to that effect as ACS does not have staff assigned to allow students of the same class to be separated from their classmates.

Additionally, students may not self-medicate or be administered prescription medications here at ACS without a physician's prescription. All medication must be turned over to the first aid office when a prescription requires them to be administered during school hours.

STUDENT HEALTH OFFICE: The purpose of the Student Health Office is to ensure students are healthy and ready to learn. The Health Office is normally staffed by a full-time registered nurse, 8:00 am to 3:00 pm every school day. When the nurse is unavailable other trained staff members meet the health needs of our students.

The nurse is here to provide first aid, care for students who become ill or injured during the school day, administer medications, assist students with chronic medical conditions such as asthma and diabetes, and ensure the school is compliant with state regulations for school health.

A ***Student Health Information and Emergency Medical Treatment Consent Form*** is to be completed at the start of each school year and returned to the Student Health Office no later than the end of the first week of school. The form is required for each student and should be updated as changes occur.

All medications, prescription and non-prescription, are to be turned in to the Student Health Office. The proper form must be complete and on file for medications to be administered during school hours. The health office keeps Tylenol (acetaminophen) and Motrin/Advil (ibuprofen) on hand.

Students with a temperature of 100.5 or higher will be sent home and are expected to stay home until the fever has been gone for 24 hours without the use of a fever-reducer medication. For the welfare of your student and others, students who are ill must remain at home. Students should not be sent to school if they are ill in the morning before school.

Any physical restrictions should be made known to the health office and a note from the student's healthcare provider with any limitations or accommodations should be on file with the health office.

ALL K5 students and ANY New Students from outside the Anchorage Municipality are to provide the following before the start of school:

1. Current immunization record, to include Hepatitis A and Varicella. For more detail, see <http://www.epi.alaska.gov/immunize>
2. ***TB Risk Assessment Form*** OR proof of TB testing and results
3. Physical exam within 6 months of enrollment. Sports physicals may be within one year.

If you choose not to immunize, a current Medical or Religious Exemption form, must be on file before the start of school.

ALL students must be considered *compliant* regarding immunization status BEFORE the start of school. If they are not, they will not be allowed to begin school until they are compliant.

All forms are available on the school website, from the Finance Office or the Student Health Office. You may email the school nurse at dkern@acsedu.org or call 907-269-3815.

BEHAVIOR/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 and 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. Anchorage Christian Schools supports the Biblical philosophy of corporal discipline. Anchorage Christian Schools **DOES NOT**, however, administer corporal discipline. **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.** Students are expected to consistently maintain a positive, respectful, cooperative attitude toward anyone in authority on ABT/ACS property. Insubordinate, disrespectful attitudes and griping will not be tolerated. Students whose attitudes are determined to be consistently negative, uncooperative and disrespectful will be asked to withdraw from school.

Merits

The elementary department at Anchorage Christian Schools believes it is important to give proper praise and recognition to the student who is responsible and obedient. To promote good daily behavior, each student is given ten merits. The student who keeps a majority of merits for the entire year will be recognized in the awards chapel at the end of the year.

The loss of a merit or portion of a merit is determined by the administration. The amount of the loss is determined by the severity of the offense. Severe offenses include a suspension. If the student loses any merits or portions of a merit, the parent will be notified.

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 the following:

- 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, or 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.

Destruction of Property/Vandalism

As we are using our church building, we must be extra careful to allow nothing to happen to the facility. Our property must be appreciated and respected. Any student who vandalizes walls, desks, lockers, or any church/school property, regardless of when the actions occur, may be suspended or even expelled.

Suspension

Students who have been suspended cannot make up their work assigned or completed the day of the suspension, with the exception of an exam or test. 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 in the assignment on the day they return to school or on the due date.

CURRICULUM

ACS places great emphasis on the basics of education. The A Beka Book curriculum is used along with Bob Jones, Saxon Math, and other resources, providing strong phonics and mathematics programs.

BIBLE

Bible study is recognized as of fundamental importance and is a required subject. It augments the study of English, History, Geography, and Science. Without a knowledge of Biblical truth, a student cannot be considered educated. The Bible gives 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 do.

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the

foundation for Christian character. The New King James Version is used at Anchorage Christian Schools.

TEXTBOOKS

Students' textbooks and workbooks are to be kept orderly and clean. There is to be no marking or defacing of textbooks. Textbooks that are damaged or lost will be replaced at the parent's expense. Books such as science, history, health, math, and readers are to be covered within the first week of issuance. Incidental supplies such as paper, pencils and crayons are not furnished by the school. Teachers will inform the students and parents of incidental supplies as needed by each student.

ELEMENTARY HOMEWORK

Believing that homework is an integral part of the school program, each teacher is apt to give homework to aid the students who advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons.

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.

2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

4. For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention. We do request parent's full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in student discipline.

Grades K5 – 6th Grading System:

98-100 A+	77-79 C+
93-97 A	73-76 C
90-92 A-	70-72 C-
87-89 B+	65-69 D+
83-86 B	60-64 D
80-82 B-	0-59 F

Art, Music, and P.E. use the following Grading System:

90-100 "E" Excellent

80-89 "S" Satisfactory

70-79 "N" Needs Improvement

0-69 "U" Unsatisfactory

SCHOOL DRESS

Anchorage Christian Schools supports the emphasis of the Christian home in matters of modest dress, hair styles, and good grooming. Proper grooming must be taught along with rules of manner and morals. 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 subject of dress. ACS seeks to use every means, including dress, to encourage the students to think and act as Christian young 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 an evidence of self-evaluation.

GENERAL

Bizarre styles, tattoos, fads, badges, pins, hair styles, etc., are calculated to call attention to the wearer and will not be permitted.

Students are not permitted to wear sweatshirts or hooded sweatshirts, with the exception of the ACS sweatshirt, ACS hooded sweatshirt, or other ACS logo wear.

Girls

The Bible teaches that women are to adorn themselves in modest apparel. The standard of dress for girls is: dresses, skirts, jumpers, or slacks worn with the ACS logo wear found on the ACS Land's End website www.landsend.com/school.

1. To maintain ACS's Christian testimony, it is important that our girls be well dressed but not over-dressed.
2. Girls should give more attention to color, design, and fabric choice complimentary to a Christian than to the styles that emulate the world.
3. Christian modesty demands that blouses or sweaters must not be sheer or tight fitting. "T" shirts are not acceptable dress code. No writing or logos should be on any clothing. Low necklines, sundresses, and blouse styles with "bare-shoulder look" are not permissible school dress. Girls are not permitted to wear neckties with any shirt.
4. All dresses and skirts should come to the middle of the knee or longer in length. Dress and skirt length requirements must be followed regardless of whether the student chooses to wear leggings for warmth or dress. Floor length dresses are acceptable. Blue denim skirts, shirts, and dresses are allowed. No bleached jeans or stone washed jeans material are permitted. Brush cotton or corduroy skirts are acceptable. Excessively worn, torn, or faded clothing should not be worn.
5. Slacks or colored jeans are permissible for girls when worn with the ACS logo wear sold in the school store and any logo wear found on the ACS Land's End website www.landsend.com/school. Every Friday blue jeans may be worn with ACS logo wear or hoodies. No bleached jeans or stone washed jeans are permitted. ACS vests should be worn with a shirt underneath. All shirts worn under ACS logo clothing must meet ACS dress code guidelines. All pants should be solid in color with no designs. No stretch pants, athletic pants, skinny jeans, sweat pants, capri pants, or low rise pants permitted.
6. Socks, tights, or leggings (to the ankle) with socks must be worn with dresses and skirts. Pantyhose are **NOT** permitted to be worn by ACS Elementary students.
7. Hairstyle is to be of modest design becoming of Christian girls. Girls may highlight their hair as long as it is a natural occurring color (i.e. no green, orange, etc.). Chunky or multicolored highlights are not acceptable. Decisions of the administration are final.
8. Lipstick, tinted lip gloss, eye and facial makeup are not to be worn.
9. The use of combs and brushes is restricted to restrooms only.
10. Heels on girl's shoes may not be over 2" high. Traditional shoe styles are acceptable. Sandals must have a back strap. No open back shoes or slippers. Shoes with wheels are not permitted.

Boys

The standard of dress for boys is: collared dress shirt or ACS polo shirt or other ACS logo wear found on the ACS Land's End website www.landsend.com/school with **solid colored slacks or colored jeans**; No baggy shirts or pants; No camouflage; **No athletic pants** or skinny jeans of any kind. No writing or logos

should be on any clothing. Every Friday blue jeans may be worn with ACS polos or hoodies. All pants should be solid in color with no designs.

1. Short or tight fitted trousers are not to be worn. Moderately flared trousers will be permitted. Fads are totally unacceptable. No bleached jeans or stone washed jeans are permitted. Brush cotton or corduroy slacks are acceptable. Excessively worn, torn or faded clothes should not be worn. Belts are required with slacks that have belt loops for students 3rd - 6th grades. Hats may be worn outside only for protection from environment, but must not be worn indoors unless stated otherwise by the Principal during special emphasis days, such as during Spirit Week.
2. Appropriate sport coats, sweaters, or vests and ACS logo clothing are the only clothing items to be worn over shirts. Dress shirts may be any color, including denim, or pattern as long as it is a collared, button-up dress shirt. The ACS polo shirt is the only acceptable polo shirt. ACS vests should be worn with a shirt underneath. All shirts worn under ACS logo clothing must meet ACS dress code guidelines.
3. Hair is to be cut and neatly groomed at all times. Hair that extends over the ears, eyebrows, or shirt collar will not be permitted. Hair is to be combed off of the forehead so that it does not extend over the eyebrows, ears or shirt collar. No lines or designs are to be etched in the hair. Hair fads are not allowed. Boys may highlight their hair as long as it is a natural occurring color (i.e. no green, orange, etc). Chunky or multicolored highlights are not acceptable. Decisions of the administration are final. Spiked or shaggy hair is not allowed.
4. Shoes with laces must be kept laced and tied. Socks must be worn at all times. Socks are not required with sandals. Sandals are acceptable, but they must have a back strap. Beach sandals or slippers with or without a back strap are unacceptable. Shoes with wheels are not permitted.
5. Clip-on, regular, or bow ties are the only ties that may be worn.
6. Jewelry or apparel that reflects a feminine or gang appearance is not allowed. Visible necklaces are not to be worn.

IN ALL MATTERS OF DRESS, THE JUDGEMENT OF THE ADMINISTRATION WILL BE BINDING AND FINAL.

PROGRAMS

Chapel

Chapel services are held regularly and all chapel services are compulsory for the segment of school for which they are held. Chapel consists of one service each week.

School Assembly Programs

School assembly programs will be conducted at regular intervals. Classes of most grade levels participate in the assemblies and present items of interest to the audience. Parents and friends are invited to attend these special programs.

Library

Students in grades K5 - 6th regularly visit the school library. Students in grades 1st – 6th may check out two books at a time. Lost books must be paid for by the student.

Music Department

Elementary students are required to participate in a music class. A concert is presented each semester.

Band/Orchestra: Band or orchestra instruction is available in grades 4th - 6th as semi-private lessons with performance groups. This arrangement is only by the approval of the band/orchestra director. A limited number of instruments may be rented from the school. A music recital is presented each semester.

Choir: Elementary students in K5 - 6th are required to participate in a music class twice a week, with the exception of band students. A concert is presented each semester.

Piano: Piano instruction is available in grades K5 - 6th as private lessons or piano lab lessons. A music recital is presented each spring.

Enroll for band, orchestra or piano lessons at the School Finance Office as soon as possible. Absentee lessons (due to a student's illness) will be made up. Our policy is that we do not make up lessons or deduct for lessons missed because of school holidays.

Physical Education

Elementary students (K5 - 6th) participate in PE (gym) classes as scheduled. **All students are required to participate in gym class unless we have been notified with a doctor's written request to keep the student out of PE activities for a specified amount of time.**

Grades 4 - 6 require a solid color (non-see-through) t-shirt or a t-shirt with an acceptable message and shorts/sweat pants to change into for PE when scheduled. Sweat pants and shorts to the knee are acceptable. No leggings.

Grades K5 - 3 do not change clothes for PE, but must have tennis shoes for both girls and boys in order to participate. (Girls K5 - 3rd grades should also wear shorts during scheduled PE days under skirts or dresses.)

Children without proper PE gear will receive a "U", unsatisfactory, grade for the day.

LOST AND FOUND: Although ACS cannot be responsible for lost and found articles, every possible effort will be made to help you locate lost or misplaced items. Coats, gloves, boots, caps, etc., need to be marked for identification. **(Lost and found items will be disposed of on the first of each month.)**

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 course. 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)

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

**"I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
AND TO THE REPUBLIC FOR WHICH IT STANDS,
ONE NATION, UNDER GOD, INDIVISIBLE,
WITH LIBERTY AND JUSTICE FOR ALL."**

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

**"I PLEDGE ALLEGIANCE TO THE CHRISTIAN FLAG
AND TO THE SAVIOUR FOR WHOSE KINGDOM IT STANDS,
ONE SAVIOUR, CRUCIFIED, RISEN, AND COMING AGAIN
WITH LIFE AND LIBERTY FOR ALL WHO BELIEVE."**

PLEDGE OF ALLEGIANCE TO THE BIBLE

“I PLEDGE ALLEGIANCE TO THE BIBLE, GOD’S HOLY WORD.
I WILL MAKE IT A LAMP UNTO MY FEET AND A LIGHT UNTO MY PATH,
I WILL HIDE ITS WORDS IN MY HEART THAT I MIGHT NOT SIN AGAINST GOD.”

ACS ELEMENTARY SCHOOL SONG

WE STAND TOGETHER IN UNITY
STUDENTS, PARENTS, TEACHERS IN GOD’S MINISTRY
LAWS OF OUR COUNTRY, WE WILL ABIDE
WE’LL RAISE GOD’S STANDARD HIGH, HIGH, HIGH
GOD HAS APPOINTED TO US NOW THIS DAY A TIME TO LEARN
IN A PLACE WHERE WE PRAY
HERE IN HIS SHELTER, WE’LL KEEP HIS RULES
TOGETHER WE’LL PRAISE HIM FOR ANCHORAGE CHRISTIAN
SCHOOLS.