



# ADVENTURE CHRISTIAN SCHOOL

PRESCHOOL • ELEMENTARY • JUNIOR HIGH

Elementary  
&  
Junior High  
PARENT HANDBOOK

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This booklet contains general information regarding Adventure Christian School. Please read this handbook thoroughly and keep it for future reference. If you have any questions regarding the content of this handbook, please call our school office at:  
 (916) 781-2986



"Home of the Warriors"  
 6401-B Stanford Ranch Road Roseville, CA 95678 (916) 781-2986

Dear Parents,

Welcome to Adventure Christian School. It is a privilege to partner with your family in the education of your child. It is our mission to impact the lives of our students in such a way that causes them to seek after God and desire to follow Him.

Our school will not only teach them the academic disciplines, but will strive to instill in their hearts Christ-like character qualities. We will teach them Biblical responses to conflict and how to apply scripture to their daily lives.

ACS is a place where children and parents alike can feel safe, loved and confident in the educational experience they receive. We are committed to Proverbs 22:6 "Train up a child in the way he should go and when he is old he will not turn from it".

Your Partner in Christ,

Reneé Flores  
 K-8 Principal

Dear Students,  
 Welcome to Adventure Christian School. We are very excited to have you as part of our ACS family. As with any family, you will have the opportunity to grow in your relationships, learn patience and practice using God-like character qualities with each other and the staff.  
 We are looking forward to a great year together.  
 Love, Mrs. Flores

## PHILOSOPHY OF EDUCATION

### MISSION STATEMENT

Adventure Christian School is deeply committed to the timeless truth of Jesus Christ and the Bible. Our mission is to provide a Bible-based, academically challenging curriculum which not only leads a child to a personal relationship with Christ, but equips him/her to serve the Lord by developing a Biblical world view for everyday life.

### BIBLICAL MORALITY STATEMENT

Adventure Christian School (ACS) stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at ACS, are agreeing to support these and other basic Biblical values derived from historical Christianity. Parents understand and agree that ACS will teach these principles and Biblical values.

In addition, ACS urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5-6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). ACS was founded and continues to operate upon Biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

ACS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and revealing the truth of that relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Genesis 1:27-28, 2:18, 20, 23-24; Isaiah 54:4-8, 62:5b; Jeremiah 3:14; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Corinthians 9:5; Ephesians 5:23-32; 1 Timothy 5:14; Hebrews 13:4; Revelation 19:7-8.



## EXPECTED SCHOOL-WIDE LEARNING RESULTS

**Word of God** - Students will grow in their knowledge of God and His Word which leads to a personal walk with Christ as evidenced by...

- The understanding of their identity in Jesus Christ and indwelling power of the Holy Spirit's work within them
- Memorization and application of God's word evidenced in their response to the experiences they face on a daily basis
- An ability to defend their faith as they share it with others
- Growth in their walk with Christ as they study, understand, and obey the Word of God and develop a Biblical worldview.

**Academics** - Students will demonstrate academic achievement and competency...

- Demonstration of their proficiency in reading, writing, and speaking skills
- Master curriculum goals as evidenced in subject specific exams and standardized tests
- Comprehend, conceptualize, analyze and apply information from various disciplines

**Respect** - Students will demonstrate a healthy respect for God's Word by...

- Honoring their parents and accepting their leadership role in the student's life
- Supporting their school and church with their actions and behavior
- Learning what place the government plays in their individual lives
- Acting safely and showing appropriate manners
- Showing respect for themselves and others, taking pride in their school and using property and equipment in a safe manner.

**Responsibility** - Students will know and apply the characteristics of responsibility by...

- Knowing and doing what God expects of them as described in His Word
- Using their energies to fulfill the expectations of those who are counting on them
- Knowing and applying the principle that their body is the temple of God and they will commit themselves to a lifestyle of purity, health, and fitness
- Reporting all problems to the administration

**Initiative** - Students will take the initiative for their own education as evidenced by...

- Taking ownership and responsibility for doing their best school work in class and at home
- Showing positive leadership in the classroom
- Coming to school prepared and ready to learn
- Following directions the first time

**Opportunities Off Campus** - Students grow in their academics through experiences off campus as evidenced by...

- Participation in school sponsored field trips and camps
- Ability to identify and apply critical thinking skills in relation to what they have learned or experienced
- Demonstration of God-honoring behavior

**Reach Out to Others** - Students will look beyond themselves and demonstration ministry to others through...

- Christ-like servant leadership through service projects established by their school and church
- Working at home with parents to earn funds to support ministries and soldiers
- Willingness to serve where needed, when asked
- Practicing the Biblical principle of relating to others regardless of religious, economic or cultural backgrounds

**Social Development** - Students will demonstrate a yearly progression in their social development by...

- Cultivating an attitude of sportsmanship
- Clearly communicating their thoughts, feelings, and knowledge to fellow students and staff
- Growing development of conflict resolution skills with guided and independent practice
- Older students will participate in a big buddy system

#### NON-DISCRIMINATION STATEMENT

Children with special needs may be admitted on an individual basis with due consideration to the program offered and the needs of the child. All children enrolled must meet the ambulatory requirements of the Department of Social Services of the State of California. No child shall be excluded on the basis of race, color, gender, religion, or national ancestry.

#### ADVENTURE CHRISTIAN SCHOOL GOALS

- To provide a safe learning environment where each child is encouraged to reach his/her potential for God's glory.
- To teach through Christ-centered curriculum.
- To learn to communicate with God through daily prayer.
- To encourage, model and teach Biblical principles throughout every part of the school day.
- To develop and maintain a respect and reverence for God through weekly chapels.
- To teach children to apply God's Word to every aspect of their lives.
- To enable students to become "Children of Character".
- To develop a servant's heart in order to carry out God's call to humbly uplift others and unselfishly reach out to others in need.

#### SCHOOL ORIENTATION

##### ACADEMICS

Students will be encouraged to be problem solvers, critical thinkers, effective writers, have digital literacy, and be effective communicators.

##### HISTORY

Adventure Christian School began by opening a preschool in 1999. Before we knew it, the Lord blessed our school beyond all expectations and our young preschool children were in need of a quality, Christ-centered elementary school. We offer Transitional Kindergarten, all day Kindergarten and First through Eighth grade classes. We are thrilled to be carrying the good news of the gospel to preschool children through junior high students.

##### DISTINCTIVES

Colors – Navy and Silver  
Mascot – Warriors  
Scripture – Ephesians 6:10-18

"Finally, be strong in the Lord and in His mighty power. Put on the full armor of God so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore, put on the full armor of God, so that when the day of evil comes you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God. And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints." NIV

##### SCHOOL STAFF

Adventure Christian School's teaching staff and resource staff is comprised of well-qualified instructors. ACS teachers hold a California Credential and/or ACSI Teaching Certificate. Our staff members have a personal relationship with the Lord Jesus Christ and support all Christian beliefs upheld by the school. All staff members maintain an updated CPR/First Aid card.

#### OFFICE HOURS

Monday through Thursday 8:00 a.m. - 4:00 p.m.  
Friday 8:00 a.m. - 3:30 p.m. (except on school holidays)

#### SCHOOL HOURS

TK and Kindergarten Monday - Friday 8:15 a.m. - 2:50 p.m.  
First - Eighth Monday - Friday 8:15 a.m. - 2:55 p.m.  
Minimum Days 8:15 a.m. - 12:15 p.m.

#### ATTENDANCE POLICY

Students at Adventure Christian School are expected to attend school regularly and promptly. Parents are encouraged to make personal appointments before or after school as not to interrupt the student's daily routine or that of the other students in the class.

#### ABSENCES

Please be sure to send a note to your child's teacher upon returning to school. Parents may use the school app or call the office to request missed work and may pick up the items in the school office. Make-up work will not be available until the following day if the school is not notified before 12:00 p.m. the day of the absence.

There are three kinds of absences:

- Excused – Sickness or a death in the family is excused according to California State Law. If a child has been diagnosed as having a contagious disease or condition (examples include: chicken pox, strep, lice, pink eye), kindly notify the office so that precautions can be taken and notifications to other families can be sent home in a timely matter.
- Arranged – Arrangements must be made with the teacher in advance and homework must be made up in a timely manner. Please make doctor appointments, dentist appointments, and vacations during non-school hours.
- Unexcused – All other absences that do not fit into the above two categories.
- Excessive Absences - Students who are absent more than 10 days in a semester may not receive credit for that semester. All absences (excused, arranged, unexcused) count towards total absences. The only exception to this is for a medical emergency or unusual circumstances that will require administrator approval.

#### TARDINESS

Promptness is expected from all Adventure Christian School students daily. Students will be marked tardy if they are not in line before their class leaves the line up area. If tardiness becomes a habit, the teacher will recommend a conference with the parents and/or school administration. A student is considered tardy when their class has left the line up area. The parent must bring the child to the office to receive an admittance slip for excused or unexcused tardies, which must then be given to the teacher.

Excessive absences and tardiness may result in academic probation.

#### DROP OFF / PICK UP

- Students may be dropped off at 8:00 a.m. at the earliest unless students are enrolled in before school care which is available from 7 a.m. to 8 a.m. Morning time is crucial for teachers to complete last minute preparations, make copies, set up their classroom, and most importantly attend devotions with their fellow staff members. If you would like to speak to your child's teacher please call the office and leave a number to schedule a time to meet after school when you both can sit down uninterrupted.
- For a safe and orderly drop-off, and to ensure passenger safety, please help your child develop the habit of being prepared to exit the car when you arrive at the designated drop-off/pick-up area. Any changes to the drop-off/pick-up policy will

be handed out at back to school night in August.

#### PICK UP PROCEDURES

- TK through eighth grade will be excused at 2:50 and 2:55p.m. respectively.
- Unless Adventure Christian School has been notified by written or verbal permission from the parents or legal guardians, no other person will be allowed to pick up any student from the school, even if they are on the emergency card.
- All children should be picked up at the drop-off and pick up area no later than 15 minutes past dismissal time. Any child not picked up within 15 minutes after dismissal may be placed into our After School Care Ministry (ASCM) and charged the afternoon drop in rate.
- Parents may not leave children unattended while picking up a sibling. While waiting for students to be dismissed, parents must remain in their car in the drive through line or park in the designated area and walk to the gate to pick up their child.

#### RAINY DAYS

- Children may go straight to the classroom beginning at 8:00 a.m. if it is raining unless they are enrolled in before school care from 7a.m. to 8 a.m. at which time they will be released from the before school care area to their classroom at 8 a.m.
- Rainy day pick-up will be the same as all other days unless otherwise directed.

#### CLOSED CAMPUS POLICY

ACS has a closed campus policy regarding visitations, however, parents, youth pastors, and alumni are welcome to visit at lunch. All visitors must sign in at the school office and wear a visitor's badge.

At no time during school hours are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up before the end of the day, the parent or legal guardian must first check in at the school office, sign out their child, and they will be released into the care of the parent or guardian.

#### SCHOOL VISITS

Prospective students and their parents are encouraged to visit if they are interested in attending Adventure Christian School. Permission for a student and parent to visit must be scheduled by the office staff prior to the visit.

#### ADMISSIONS

1. Students must be in good standing academically and behaviorally during their previous school year.
2. Each student must complete an application and pay a non-refundable application fee. A copy of the applicant's most recent report card for the current year in addition to a copy of the applicant's most recently completed grade level report card must be submitted prior to applications being deemed complete. An assessment is required for placement purposes (TK – 8<sup>th</sup>). We reserve the right to deny enrollment to a student for any reason.
3. TK – 8<sup>th</sup> students must have a copy of all current immunizations and birth certificate on file. First grade students must provide a current Physician's Report before the first day of school. Seventh grade students must provide a current Physician's Report and immunization record including a TDap (pertussis) booster.
4. After receiving acceptance notification, parents must complete a registration packet for each student, pay school registration fees, (which are non-refundable) and agree to pay tuition fees in a timely manner.
5. Each family must be supportive of Adventure Christian School's goals and spiritual position. Failure to do so may result in dismissal of the student.
6. For Kindergarten entry, students must be age five by September 1<sup>st</sup>. For

Transitional Kindergarten entry, a student must be age five by December 31<sup>st</sup>.

#### ACADEMIC EXPECTATIONS

Students at Adventure Christian School are encouraged to do their best at all times. Report cards are completed and sent home quarterly. Parent/Teacher conferences are held at the end of the 1<sup>st</sup> quarter. In addition, progress reports may be issued during the fifth week of each quarter for students who have fallen below satisfactory.

#### ACADEMIC EVALUATION

Student evaluation is an on-going and continuous process. Adventure Christian School staff will monitor and measure student performance in all areas of academics including class work, homework, tests, class participation, and special projects. Report cards will be issued a few days after the end of each quarter.

Students must pass core subjects and be performing at grade level by the end of each school year in order to be promoted to the next grade. In the event the student is not ready to be promoted to the next grade, he/she will be given first priority in registration. Repeating a grade will aid children who are struggling in the area of academics.

#### GRADING

Transitional Kindergarten and Kindergarten through second grade will receive the following grades each term:

O – Outstanding, S – Satisfactory, N – Needs improvement

The following scale will be used for third through eighth grades:

93 - 100	=	A
90 - 92	=	A-
87 - 89	=	B+
83 - 86	=	B
80 - 82	=	B-
77 - 79	=	C+
73 - 76	=	C
70 - 72	=	C-
65 - 69	=	D
Below 65	=	F

All teachers use RenWeb to record their students' work. RenWeb is made available by personal password to each family to review and be knowledgeable of their child's academic progress.

#### MAKE-UP ASSIGNMENTS

Students are required to make up missing assignments when absent due to illness, family activities or emergencies. The number of school days absent constitutes the number of days allowed to make up assignments. Please see your child's teacher for appropriate make-up assignments.

Adventure Christian School strongly encourages families to plan vacations and trips during our school-wide days off, ensuring our students are not missing the scheduled activities and academics with their class.

#### MISSING ASSIGNMENTS

Third through eighth grade assignments are due the following day unless otherwise stated, i.e. special projects. When an assignment is not turned in on the appropriate day, the assignment will be considered missing/late. Missing work will receive percentage point reductions off the earned grade accordingly: Third grade and Fourth Grades: 5% deduction for each day late up to 5 days (25%). Fifth – Eighth grade: 10% deduction for each day late

up to 5 school days. After 5 school days missing, assignments will not be accepted and a 0% will be recorded for that assignment.

#### HOMEWORK POLICY

Homework is an important part of your child's education and contributes to the student's success at school by reinforcing and maintaining skills taught in the classroom. Homework is defined as class work not finished during the regular school day and work assigned by the teacher to be completed at home.

Time spent on homework (not including unfinished class work), should not exceed the following:

Kindergarten/First grade:	10 minutes, in addition to nightly reading
Second/Third Grade:	20 - 30 minutes, in addition to nightly reading
Fourth/Fifth Grade:	40 - 50 minutes, in addition to nightly reading
Sixth Grade:	60 minutes, in addition to nightly reading
Seventh/Eighth grade:	70 - 80 minutes, in addition to nightly reading

Intermediate - Junior High (4th - 8<sup>th</sup>) may require limited extra time as projects are assigned. Projects help students with scheduling and planning of their time.

#### STANDARDIZED TESTING

The ACSI version of Terra Nova Achievement Test will be administered in April each school year. This is a standardized, norm-referenced test, which is given to all students beginning with second grade. Students are expected to be at school, on time, and prepared for the achievement test each day. Standardized test scores are important to us at ACS. In order to obtain accurate results of the student, the grade level, and our school, every child's attendance during this time is extremely important.

### SPIRITUAL EXPECTATIONS

#### BIBLE EMPHASIS

Adventure Christian School students are taught the academic disciplines primarily through the use of Bible-based curriculum. This includes Biblical studies in class, memorization of teacher assigned Bible verses, and other applications of scripture as discussed in class.

#### CHAPEL

Each week all students at Adventure Christian School participate in Chapel, which is a time to gather together as a school for a time of worship, prayer and Biblical teaching. Parents are welcome to attend any of our chapels. At times, the students participate and prepare the chapel so parents are encouraged to attend on that particular day.

#### BIBLE MEMORIZATION

Students at Adventure Christian School are required to memorize scripture as a part of their weekly routine. Scripture teaches in Psalm 119:10-11, "I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you."

#### TEXTBOOKS

Adventure Christian School primarily utilizes ACSI, ABeka and Bob Jones curriculum. Standard Publishing is used for Bible lessons. (We do give the teachers the right to supplement any subject with additional curriculum as they feel necessary). The school orders all approved textbooks and workbooks. If a textbook is lost or defaced, the student's account will be charged an appropriate amount for replacement. (Please Note: All hardbound books are to be covered at all times.)

The NIV version of the Bible will be used in our classrooms.

### SOCIAL EXPECTATIONS

#### DISCIPLINE POLICY

At ACS, we believe in teaching the students the value and importance of making good, responsible choices. If a child is making responsible choices, he/she will receive positive rewards such as WOW cards, Warrior stickers, Homework passes, or other teacher created incentives. Students who choose to disobey will be "Refocused" using our school-wide Refocus plan.

#### BEHAVIOR STRATEGIES

God holds parents responsible for the training of their children according to Deuteronomy 11:19 and Ephesians 6:4. The administration and teachers of Adventure Christian School are grateful for your trust that we might partner with you to provide an environment where your child may grow in the love and knowledge of our Lord and Savior. Parental support is crucial in every area of schooling for students. Consequently, discipline issues must be carried out at home as well as at school. Together we are a team in providing the best environment for all students and fostering a positive learning experience for all.

The Bible is our source of inspiration and gives every believer a guide to Christian living. Adventure Christian School will work diligently to teach all students the importance and value of living a life which is pleasing to the Lord. "Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. Part of this training will include discipline. Discipline should be seen as a way to correct behavior, help children make wise choices, and raise disciples in God's eyes. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

#### BEHAVIOR PLAN

All students at Adventure Christian School are considered a contributing factor to school success. Our school-wide behavior plan is in effect when students are inside or outside of the classroom and is designed to encourage students to follow the rules. The staff at Adventure Christian School work as a team to encourage all students to be successful. The staff will support and promote a positive school environment by consistently following the guidelines that have been established. Each child will be expected to behave in all areas of the school and to treat all adults with the same level of respect.

#### HUMAN DIGNITY STATEMENT

Adventure Christian School intends to provide an environment that ensures respect, equity and safety for all. We expect all persons to teach each other with dignity because they are created in God's image. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day. ACS does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, office staff or aide. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable, whether intentional or unintentional. Harassing behavior is not limited to, but includes the following:

- Making sexual advances or comments
- Cyber-bullying, which includes intimidating harassment or creating a false profile on Twitter, Instagram, Facebook, or any other social media
- Engaging in inappropriate physical contact

- Writing a note to someone else, either electronically, by hand, through digital or social media, with content that may be construed as sexual, or “unwholesome” as defined in Ephesians 4:29
- Using inappropriate words (written or spoken), pictures, objects, gestures, or actions
- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature.
- Intimidation or bullying of any kind

#### ACS REFOCUS PLAN

When a child makes an inappropriate choice in class, on the playground, or during an extracurricular activity, the teacher will remove the child from the situation, allow for a time to think through their choice, respond to the teacher at a developmentally appropriate level, and return to the teaching environment when they are ready. The goal behind this method of discipline is to teach children to take responsibility for their choices, ultimately helping them be a responsible member of society.

#### OFFICE REFERRAL

If the behavior becomes repetitive, the student will be sent to the office to speak to the Principal or Vice Principal. At that point in time, parent contact will be made. School consequences may include:

- Loss of Recess
- Playground or Classroom Clean-up
- Detention
- Incident Recorded in RenWeb

#### SUSPENSION

Suspension from school will only be implemented when all other corrective measures have failed or have not been successful in changing the student’s course of behavior. Parents will be notified immediately if a child is suspended. The following reasons are cause for suspension at Adventure Christian School:

- Willfully causing physical or emotional harm to any person.
- Willfully causing damage to school property.
- Willfully disobeying any person in authority including administrators, teachers, aides, office staff, and substitute teachers.
- Using profanity during school hours and/or during school events.
- Undermining the religious beliefs upheld by Adventure Christian School.
- Willful intimidation of any person.
- Fighting or physical confrontation.
- Intimidation, exploitation, or harassment including sexual harassment.
- Verbal or written threats against any students, staff or the school.

If a child is suspended from school he/she will be allowed to make up class work, but it will be considered late. If a test or other project is being completed that day, administration will determine the appropriate make up assignment.

Adventure Christian School reserves the right to suspend or dismiss any student who has been in violation of any additional school rules which are not detailed in this handbook.

## HEALTH & SAFETY

### HEALTH

To prevent the spread of illness, we ask that if your child is ill he or she be kept at home.

Some symptoms which keep a child from attending school include:

- A temperature above 99 degrees.
- Vomiting or diarrhea.
- An unidentified rash.
- Colored discharge from the nose.
- Eyes that are red or have discharge coming from them.
- Any open or oozing wound will be looked at by the school principal and she/he will decide whether admittance into school for that day will be allowed.

If a child becomes ill during the course of the day, the parent will be contacted and requested to come and pick up the child as soon as possible. The child will be taken to the school office and monitored until the parent arrives. As a general guideline, children may return to school when they have been free of symptoms of a fever for 24 hours or have been on an antibiotic for 24 hours. If your child is sent home with a fever on Tuesday, for example, he/she will not be able to return on Wednesday since he/she has not been fever free for 24 hours.

### IMMUNIZATIONS

Students entering California schools for the first time must present written evidence from a physician or agency performing immunizations that they have been fully immunized as required by the State of California.

Updated immunizations must be filed with the school at each checkpoint year in accordance with SB 277. Additionally, first grade students are required to have a current Physician’s Report turned in before the first day of school. Seventh grade students must have a current Physician’s Report and a current immunization record showing the TDap (pertussis) booster.

### ASTHMA & OTHER CHRONIC ILLNESSES

If your child has asthma, a serious allergy, or a chronic illness, please be sure to alert your child’s teacher, P.E. teacher and the school office. A written statement from the doctor must be submitted to the school office detailing necessary action which must take place in case of a medical emergency. If a child is laboring to breathe or is in any other danger which cannot be quickly alleviated by medication, emergency professionals will be notified immediately.

### MEDICATIONS

In the event your child is in need of medication during the school day, the following criteria must be met:

1. All medications must be turned into the office.
2. Only office staff members will be allowed to administer medication to the students.
3. Students must have a parent turn in the medication before school and pick up the medication directly after school, unless the child has a chronic illness such as asthma, severe allergies, etc.
4. Medications must have the original label on them displaying the physician’s written directions and the patient’s name.
5. A written statement from the parent or guardian indicating the desire for the school to assist the student with a prescribed medication must be on file in the school office.
6. Tylenol or over the counter cough medication may be utilized with prior written parental consent. In this case, parents must also provide a written schedule, amount, and method by which such medications are to be taken.

### ACCIDENT & INJURIES

Parents will be notified in cases of accidents, injuries, or illness. If our staff is unable to reach the parents, emergency contacts will be notified. Please be sure your child’s emergency contact information is up to date at all times.



**SAFETY DRILLS**

Safety drills will take place once a month at Adventure Christian School. During this time, students are taken to a designated spot in the parking lot. Teachers are responsible for taking roll during the drill to ensure the safety of all students. Please speak to your child about the importance of cooperation during these drills. In the event of an actual emergency, children will remain with their teachers until all parents are notified and students are safely released to their families. Adventure Christian School takes your child's safety very seriously. Teachers have emergency preparedness trainings, meetings, and drills regularly.

**PARENT INFORMATION****ADVENTURE PARENT CONNECTION**

The Adventure Parent Connection, known as the APC, offers an opportunity for parents to get involved in our school. The primary focus of the APC is to support the administration and staff and to offer avenues of involvement for parents. APC is responsible for a yearly school wide fundraiser. Parent involvement is vital for the success of our fundraiser. We invite all families to participate.

**BIRTHDAY PARTIES**

Families are welcome to bring a special birthday treat for the class with prior approval from the student's teacher. If your child is having a birthday party or special get together outside of school, please do not ask the classroom teacher to distribute invitations, or to place them in cubbies or children's backpacks. Please distribute the invitations off campus. Thank you for your sensitivity.

**CELL PHONE POLICY**

Cell phones may be brought to school, but must remain in the off position during the school day. In case of emergency, students may use their cell phone with teacher/administrator permission.

**FIELD TRIPS**

Adventure Christian School does not provide transportation for field trips or any other school related activity for Transitional Kindergarten and Kindergarten students. Parent participation is required for all field trips. In the event your child will be riding with another family, please be sure to send a letter granting permission for your child to do so prior to the trip.

Students in first through eighth grade will travel to field trips by private car. A permission slip and parent participation sign-up sheet will be sent home prior to each activity.

\*Please note that a field trip day is considered an academic school day. If your child does not attend, it will be recorded as an unexcused absence.

**FUNDRAISING**

Under certain circumstances, grade level fundraising may be approved for a limited time (i.e. book fairs etc.).

**GRADUATION**

Eighth grade students must be in good academic standing in order to graduate and participate in commencement ceremonies at the end of the year. Additionally, financial accounts associated with the graduating student must be current in order for students to participate in end of year activities such as, but not limited to, graduation ceremonies, graduation trips, etc.

**LUNCH PROGRAM**

Students will be given a 20-minute period to eat their lunch (grades TK - 8). Immediately after or prior to lunch, students will be taken to the playground and will have a recess/

break which consists of an additional 25- 30 minutes.

Hot lunch will be served on Monday through Friday. Milk cards may be purchased from the school office as well. The school does not have adequate space for storing student lunches, therefore we cannot offer refrigeration. Ice packs are a great way to keep your child's lunch fresh if the food from home needs to be kept cold. The school also has no way of heating lunches making thermoses a great choice for hot foods on cold days.

**PARENT VOLUNTEERS**

Parent volunteers are welcome to work in the classroom or to help the teacher with class parties, special projects or field trips. A fingerprint/background clearance must be on file in the office prior to parent volunteers receiving permission to work in the classroom or attending a school field trip. Additionally, parents must also attend a parent volunteer meeting prior to working in the classroom or attending a school field trip. Individual classroom teachers will set a schedule of days and times in which they need help from parents.

**RE-ENROLLMENT FOR FOLLOWING SCHOOL YEAR**

Each year, students must re-enroll for the following school year including payment of an annual, non-refundable registration fee. In order for a student to be eligible to re-enroll, the financial account associated with that student must be current and in good standing. Additionally, the school reserves the right to place a child on behavioral probation and suspend a student's re-enrollment for a following school year if such disciplinary concerns are warranted by administration.

**TUITION AND ADDITIONAL FEES**

To help our families with the cost of tuition, Adventure Christian School offers a 5% discount on the annual tuition if paid in full by September 5<sup>th</sup>. As an alternative to paying the annual tuition in a lump sum, a ten month tuition payment plan is offered with payments due on the last day of each month and considered late if received after the fifth, the first month being August and the final month May. A \$25.00 late fee will be added to all balances not received by the fifth. The first installment is due August 31st and will be considered late if received after September 5. There will be no reduction in tuition due to illness, vacations or holidays. A \$35.00 Returned Check Fee will be charged for any check that is returned for any reason.

Students transferring into the school mid-year between the 1<sup>st</sup> - 15<sup>th</sup> of any month will be required to pay the full month's tuition on their first day. New students enrolling from the 16<sup>th</sup> through the end of the month will only be required to pay half the tuition amount for that month. Families with more than one student will be charged the full tuition price for the oldest child only; younger siblings will receive a 5% discount for the second child, a 10% discount for the third child and so on.

Because Adventure Christian School is a private school, we rely solely on tuition for our day to day expenses. Unpaid tuition has a very negative impact on our ability to operate and minister to our students. If tuition remains unpaid after fifteen days, we reserve the right to drop your student from enrollment.

If at anytime you choose to withdraw your child from enrollment, you must sign a "Drop Notice" (available in the school office) at least two weeks prior to your child's last day of attendance; you will be responsible to pay for 2 weeks tuition whether the school is notified in advance or not. If tuition has been paid in advance, a refund will be pro-rated based on the date listed on the Drop Notice as the student's last day of attendance. After May 1st, there will be no refunds of tuition for students who drop. Tuition for the month of May must be paid regardless of a student's drop date.

Parents will be notified no less than thirty calendar days prior to any modification of tuition rates and/or policies.

## COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY

ACS is pleased to offer students supervised access to a computer network to access grade level approved curriculum on the internet. Internet use enables teachers and students to bring a vast amount of resources and experts into the school and classroom. Access to the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information.

With access to computers all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the vision for education of the school. ACS has taken available precautions to restrict access to controversial materials, however, on a global network it is impossible to control all materials. While the purposes of the school are to use internet resources for constructive educational goals, students may find way to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with the school's standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Upon entry into the school community, all students and staff are required to comply with the Acceptable Use Policy agreement, thereby indicating their commitment to the standards it expresses.

- Vandalism - Any malicious act or attempt to harm or destroy hardware, software, systems, user data, or other resources will result in immediate cancellation of privileges.
- Inappropriate materials or language - No preface, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately.
- Social media is not allowed on our campus. Students are not allowed to use Facebook, Instagram, Twitter, Kik, Ask, Snapchat, Vine, etc. Students caught using social media while on campus are subject to disciplinary consequences.

Staff and students using the internet are representing the school. They are responsible for ensuring that the internet is used in an effective ethical, and lawful manner.

Examples of acceptable uses are:

- Using Web browsers to obtain information from websites.
- Accessing databases for information as needed.
- Using the school's network to promote the exchange of information to further education and research in a manner consistent with the mission of the school.
- Using the school's network to access outside resources that conform to this Acceptable Use Policy.
- Using the network and internet in a manner which respects the rights and property of others.
- Keeping all accounts and passwords confidential and inaccessible to others.
- Showing responsibility by taking precautions to prevent viruses on the school's equipment.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

Examples of unacceptable uses are:

- Use of the internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Conducting a personal business using school resources.
- Transmitting any content that is offensive, harassing, or fraudulent.
- Using inappropriate language; do not swear or use vulgarities.
- The sending of material likely to be offensive or objectionable to recipients.
- Using programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
- Doing harm to other people or their work.
- Doing damage to the computer or the network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarism and violation of copyright laws.
- Sharing your passwords with another person. Doing so could compromise the security of your files.
- Wasting limited resources such as disk space or printing capacity.
- Trespassing in another's folders, work, or files.
- Downloading material from the internet that is unrelated to your education.
- Viewing, sending, or displaying offensive messages or pictures.
- Hacking in any form.

### MONITORING

Violations of these guidelines will result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

### Acceptable Use Violation Notice

Students who violate the Acceptable Use Policy adopted by ACS shall be subject to the appropriate action described in this handbook in addition to the following consequences:

- First violation: He/she will lose computer access for a period of four weeks.
- Second violation: He/she will lose computer access for one full quarter.
- Third violation: He/she will lose computer access for two full academic terms.

## iPAD POLICY

The School is providing tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Technology does not diminish the role of the teacher, but enhances their ability to engage students and facilitate their learning. Effective teaching and learning with iPads integrates technology into the curriculum any-time, anywhere, and place.

Student use of the iPad falls under the guidelines of the School's Acceptable Use Policy for technology. Access to the internet is monitored through our content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the property of ACS and subject to regular review and monitoring.

Students will:

- Bring iPad to school every day full charged.
- Keep your iPad with you or in a secured, locked area at all times.
- Report loss or theft immediately.
- Remember that your iPad is for educational purposes. Selected applications installed on any school iPad must align with educational purposes.
- Use a passcode lock to restrict access to the iPad.

Students should not:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.

- Exchange iPads with another student.
- Allow students to retain or remove the iPad from their presence.
- Apply any permanent marks, decorations, or modifications to the iPad.
- Allow others to use their iPad.
- Clear or disable browsing history.

Failure to comply with these guidelines will be treated as failure to comply with the School's Acceptable Use Policy and will be dealt with as specified in the School's discipline guidelines.

Students and parents will be required to sign the school's iPad Agreement and the school's Pledge for iPad Use prior to a student's use at the issuance of the device.

Using the iPad:

- Use of the iPad will require a few necessary tasks to keep the device performing well:
- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source. Do not attempt to charge the iPad via computer connection.
- Document any software/hardware issues to Administration as soon as possible.
- Keep the iPad in a well-protected temperature controlled environment when not in use.

Reporting Technical Issues & Damage:

Any errors or problems with the iPad should be reported as soon as possible. This can be done by informing Administration about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device. Any physical damage, intentional or not, to the iPad will be reported to K-8 Administration immediately. Damage due to regular use may be covered under AppleCare at a cost of \$49. After two incidents of damage, Apple will consider the device no longer fixable and it will need to be replaced. Damage due to negligence will result in the student assuming the financial responsibility of replacement of the iPad, case, or cord. Current replacement pricing from Apple is \$429. This price is recent as of January 2016 and is subject to change. Contact the K-8 office for further assistance.

Inspection:

iPads may be selected at random for inspection to confirm compliance with ACS AUP.

## SCHOOL DRESS CODE

The purpose of our dress code is to encourage modest, neat, clean and appropriate dress to promote a positive learning environment. In order to avoid the implication that certain types of dress are good or bad, Adventure will continue to support a "casual uniform" dress code. Our desire is to teach our students to "Dress for Success." Scripture teaches in John 15:19, "If you belonged to the world, it would love you as its own. As it is, you do not belong to the world, but I have chosen you out of the world."

### General Information:

School Colors: Navy and Silver

### Elementary:

Shirts - Navy, Light Blue, Red, White, Grey, or Yellow plain, collared, polo shirt  
 Bottoms - Navy, Khaki, or Grey docker-type shorts or pants (no corduroy) for boys;  
 skirts, skorts, pants, longer walking shorts, jumpers, collared dresses for girls

Chapel - Navy or white collared shirt with school logo  
 Navy, khaki, or grey shorts or pants for boys; Navy or khaki skirt, jumper, or navy polo dress for girls

Fridays - Usual uniform dress or students may wear jeans if they are wearing an ACS affiliated shirt (fundraising shirt, ACS team shirt, ACS spirit wear shirt, or shirt with logo).

**Junior High:** Students will have a slightly different dress code from the Elementary students. Students will be required to wear Chapel Dress on Wednesdays, however the rest of the week they may wear jeans M, T, TH and F with an ACS logoed shirt or a plain collared shirt. Jeans must be clean, without tears or decoration and fit modestly. "Skinny jeans" are not considered modestly fit. Shorts must be hemmed, not cut and rolled.

**Warrior Days:** Students are encouraged to show their school spirit the first Friday of the month by wearing navy and grey/silver. As administration counts what the students are wearing, they look for navy pants, blue or grey shirts (plain or with school logo), socks, navy or grey shoes, jackets, hats, scarves, and a navy or silver hair bow. School logoed hats may be worn in class on Warrior Day only. Face paint and hair color are reserved for Spirit Week only.

### Guidelines for Dress and Appearance:

- Free dress attire may be worn on designated minimum days as long as it follows the general guidelines of length, cleanliness, slogans, and fabric type, etc.
- All clothing must fit well, look neat and cannot be baggy or excessively tight.
- Shirts and sweatshirts must be in the aforementioned designated colors, plain, (meaning no lace, embroidery, ruffles or other embellishments), with short or long sleeves. Monday, Tuesday, and Thursday shirts must have a collar (this means a polo shirt, a button up shirt or a turtle neck).
- Long sleeve shirts may be worn under collared shirts as long as they are school colors. Chapel days long sleeve shirts under the Warrior polo must be white or navy.
- T-shirts with the Warrior emblem may be worn only on Fridays. Plain t-shirts with no ACS logo may be worn only on Free Dress days.
- Pants must be neatly hemmed, without holes, Docker style or similar fabric-type pants. No corduroy, sweats or other styles of exercise/work out wear are allowed.
- Sweaters worn in class should be plain (no embellishments or outside logos) and in a school color. Sweaters and jackets that will only be worn outside, must be school appropriate.
- Shoes must be appropriate for physical activity and worn at all times. Sandals may be worn with back straps. Shoes with skates in the bottom may not be worn. Tennis shoes are best on P.E. days.
- Hair may not be colored and should be neat and clean.
- Hats and gloves may be worn outside only.
- Attire that resembles gang affiliation or likeness is not allowed.

### Girls Guidelines:

- Tank tops, see-through, stretch material such as lycra or sleeveless shirts, skirts or dresses are not allowed.
- Shirt dresses may be worn in school colors any day with the exception of Chapel day where it must be navy with the school logo.
- Shirts must cover midriff area at all times.
- Camis may be worn, but may not show above the shirt buttons or below the hem.
- Shorts and skort length should be no shorter than six inches from the bended knee K – 5<sup>th</sup> grade, and four inches from the bended knee 6 – 8<sup>th</sup> grade.
- Skirt, jumper, and dress length may be no shorter than six inches from the bended knee K – 5<sup>th</sup> grade, and four inches from the bended knee 6 – 8<sup>th</sup> grade, with shorts worn underneath for modesty.
- Footless tights (no lace) may be worn under skirts or dresses.
- Capris which are mid-calf length are allowed.
- For safety reasons, flip-flops, slip-ons, or high heels may not be worn.
- Hair must be kept out of the eyes.
- Minimal makeup is allowed only for seventh and eighth graders. (Makeup should not be noticeable.)
- Jewelry must be conservative and not detrimental to the student's or others' safety.

### Boys Guidelines:

- Shirts must cover the stomach area at all times.
- Pants and shorts must be worn above the hip and not on or below the hip.
- For safety reasons flip-flops or slip-ons may not be worn on campus.
- Hair must be above the eyebrow, above the bottom of the earlobe, and above the collar.