



Arundel Christian School
2023-2024 Student Handbook

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School Philosophy & Foundations

History

Oasis Church established and opened Arundel Christian School (ACS) in 2010 as an outreach ministry to teach students about God through their academic studies. Over the years ACS has grown into a multi-cultural school whose student body represents multiple nations throughout the world. In 2010 ACS offered classes in Pre-K3 through 12th grades, and Pre-K 2 classes were added in 2012. When we opened our doors in 2010, we had a student body of 100 students, and today ACS has grown into a vibrant, multi-faceted school of 400 students. ACS is a registered Church Exempt School with the Maryland Board of Education and holds a 501(c) 3 designation through the Internal Revenue Service.

Educational Strategy - Faith Based Education

Our educational strategy is based on teaching from a biblical worldview as a foundation by integrating God's word in every subject. By doing so, our students are able to understand worldviews through a lens of faith that allows them to see every aspect of their life through a biblical worldview. Bible classes are taught as a core subject in each grade level, and students attend Devotions daily. Our expectation for our students is that parents are furthering their spiritual growth through regular attendance and involvement with a local Christian Church. Though it is not required, we do invite all our ACS families to attend Oasis Church since ACS is a ministry of Oasis.

Mission & Vision Statement:

ACS will glorify God through the excellence of our academic studies by educating students in a Christ-honoring environment that strengthens today's students to become tomorrow's leaders.

ACS Statement of Faith (In accordance with Oasis Church)

The Bible

ACS believes that the scriptures of the Old and New Testaments are the inspired Word of God and that men were moved by the Spirit of God to write the very words of Scripture. Therefore, we believe the Bible is without error.

God

ACS believes in one personal God who exists eternally in three distinct persons: Father, Son, and Holy Spirit, equal in power, authority, and glory.

Jesus

ACS believes Jesus Christ to be the virgin-born Son of God who lived in the flesh, died for the sins of the world, was buried, rose again bodily, and ascended to the Father.

The Holy Spirit

ACS believes in the Holy Spirit who regenerates and indwells every believer in Jesus, assures us of our salvation, guides us into all truth, glorifies Jesus, and convicts of sin, righteousness, and judgment. He comforts us, gives us spiritual gifts, and empowers us for service.

Mankind

ACS believes that all people were created in the image of God to have fellowship with him but became alienated in that relationship through sinful disobedience. As a result, people are incapable of regaining a right relationship with God through their own efforts.

Salvation

ACS believes that the blood of Jesus Christ, shed on the cross, provides the only way for the forgiveness of sin. God freely offers salvation to those who place their faith in the death and resurrection of Christ as sufficient payment for their sin. Salvation cannot be earned; it is a gift from God.

The Church

ACS believes in the universal church of the Kingdom of God, the body of Christ, of which Jesus Christ is the head. The members of the church are those who have trusted by faith in the finished work of Christ. The purpose of the church is to glorify God by loving him, obeying him, and bringing the gospel to the world.

Eternity

ACS believes in the personal, visible return of Christ to the earth and the establishing of his Kingdom, in the resurrection of the body, and the final judgment. We believe that our eternal destination of either heaven or hell is determined by our response to Jesus Christ.

An Atmosphere of Excellence

ACS is committed to serving God by offering an atmosphere of excellence in which our students learn and grow physically, academically, emotionally, and spiritually. We appreciate the many sacrifices that families make to provide a private education for their children; therefore, we expect our students to honor that sacrifice by respecting the values of the school and the authority of the administration.

ACS Objectives

- For every student to know Jesus as their personal Lord and Savior.
- For each student to know God's word and apply it to their daily lives.
- To love God and love others as God commands us to do through the Great Commandment and the Great Commission.
- To provide a safe, well disciplined environment, which encourages mutual respect for one another as per the Student Code of Conduct.
- To encourage within each student the development of personal and spiritual growth through academic excellence, setting goals, self-esteem, and respect for themselves and others.
- To challenge students with rigorous academics in all grades and subjects.
- To provide safety protocols that promote classroom and community safety.
- To provide a qualified, well-trained staff whose continued spiritual and professional growth and development are promoted.

Communication

In an effort to keep the lines of communication even more open, we have set up separate email addresses for all of our teachers. All parents and students are given an access code that will allow them to sign into our grading and communications program, Gradelink. All communication from both the office and the staff will be through this source, so do not hesitate to sign into the program!

Each teacher's email address is accessible on Gradelink.com. Please feel free to begin communicating with them right away. We will be using the e-mail addresses that have already been provided to us by you. Please make sure that the address you have provided is the one that you will be checking so that our communications to you are not missed. If your email address has changed, please contact the office so that we can update it.

Teachers will not be able to leave their classrooms to speak with parents on the telephone. Please contact your child's teacher directly through Gradelink so that he or she is aware of any questions or concerns you may have. Check daily for Gradelink alerts regarding your child's academic progress.

ACS staff and faculty will not give out their personal cell phone numbers as a line of communication with parents.

Please do not stop our staff in the parking lot to discuss a classroom matter! If you need to speak with a teacher, please send him or her an email with your questions. If the teacher cannot answer your questions in that manner, he or she will set up a time to meet with you.

Public Conduct

Students must be aware that his/her actions reflect upon his/her reputation, the reputation of their families, and the reputation of ACS. Students must refrain from any type of public misconduct or illegal behavior that will damage theirs or the reputation of the school. Students who engage in this type of activity, which, in the school's opinion, is damaging in any way the good name of ACS, will be subject to disciplinary action by the school.

Non-Discrimination Policy

Arundel Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

Academic Programs

Arundel Christian School (ACS) strives to challenge each student through our academic programs. We expect our students to come to school prepared to learn on a daily basis. The curriculum programs used by ACS have been chosen for both their academic rigor as well as for their emphasis on a Biblical worldview. It is our mission to prepare our students to graduate with the qualifications necessary to find success in post secondary education and to enter their chosen career paths not only as excellent and well-qualified employees and employers but also as emissaries of the Gospel of Jesus Christ.

Academic Standards

For subjects using either the BJU Press and Horizons curriculum programs, students will complete either one or two workbooks for the year depending on the course being taken. Because our curriculum is taught by our teachers and time is allotted for study and review, students may earn a 0% to a 100% cumulative grade for each test taken. The grading scale is as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

59 & Below = F (Failure)

Schoolwork that is turned in late may be accepted at the discretion of the teacher but points will be deducted from that assignment in accordance with the syllabus requirements for that class. The teacher is not required to accept assignments that are turned in more than a week past the assignment due date unless there are extenuating circumstances that have been clearly communicated to the teacher ahead of time. Because we expect students to take advantage of the study guides and test reviews often provided before a test is given, we do not offer extra credit to students who have failed or received low grades on Final Tests. If a student is absent, it is his/her responsibility and the responsibility of his/her parents to contact the teacher for any missed work. Any make-up work or testing must be completed by the student after school hours or when the teacher is available once the student has returned to school. Additional writing assignments, projects, and bonus materials will be averaged in the Unit Test for the Final Grade.

All ACS students are expected to complete their schoolwork in each of their assigned classes with the utmost honesty. Students who are caught cheating will receive a zero (0%) grade for that assignment. The following actions are considered cheating:

- Copying another student's work.
- Copying another student's test.
- Giving another student your work to copy.
- Bringing unauthorized notes to any test.
- Providing other students with answers to previously taken tests either physically or digitally.
- Plagiarism
- Using a cell phone, wifi enabled watch or any unapproved electronic device during a test.

Please Note: Students who persist in dishonest schoolwork shall face suspension or expulsion.

Awards & Special Recognition:

ACS encourages its students to work hard to achieve excellent grades, so we also want to make sure that hard work is recognized. Students in Kindergarten through the 12th grade are eligible to make the Honor Roll. The Honor Roll Statuses are as follows:

B Honor Roll – 85% - 89.99%

A Honor Roll – 90% - 95.99%

Director’s Honor Roll – 96% to 100%

We also strive to recognize students who are especially helpful or show kindness to one another. Good Behavior may be rewarded with a “Caught Doing Good” coupon, a certificate of recognition, or other privileges a teacher may deem appropriate. Many departments will honor a “Student of the Month” to encourage excellent behavior. At the end of each school year, ACS holds our Awards/Promotion Ceremonies. During those ceremonies, the accomplishments of all of our ACS students from PK through our Graduating Seniors are celebrated.

Graduating seniors are awarded the top two positions of Valedictorian and Salutatorian. Students who wish to achieve these high honors must have accomplished the following:

- Completed ALL of the College Preparatory classes offered in Math, English, Social Studies, Science, and Foreign Language.
- Have a wide range of electives and extracurricular activities.
- He or she must have the highest GPA covering all four years of high school. If there is a tie between two students’ GPA’s, a final decision will be made by the overall test averages of those students covering all four years of high school.
- He or she must be of excellent character and have a clean disciplinary record.

Learning Accommodation Policy:

Arundel Christian School does accept students who have diagnosed learning disabilities. Before finalizing enrollment, the ACS Admissions Manager will need to have documentation of the student's IEP or 504 Plan(s). If the student has other testing documentation from private institutions, those must also be provided to the school. The testing documentation must clearly identify the accommodations that the student's school would need to provide in his/her classroom environment. Our enrollment team will analyze the documentation provided and the accommodations required. If ACS is unable to meet the student's educational accommodations, we will notify the parents that the school is unable to meet their child's educational needs and will not move forward with enrollment.

If, however, the accommodations recommended for the applying student can be met by the ACS team, we will meet with the parents and discuss the manner in which we can meet those accommodations. If the Admissions Manager and the student's parents agree to the manner in which ACS can meet the student's learning accommodations, we move forward with enrollment.

Parents choosing to move forward with enrollment after these procedures have been followed will be held responsible for their financial contract with ACS. Please note that parents who do not provide all of the documentation required to notify the school of their child(ren)'s learning disabilities and/or the educational accommodations needed for their child(ren) will also be responsible for their financial obligations as detailed in the ACS Tuition Contract.

Lower School Department:

Guidelines for PreK2, PreK3, PreK4, & Kindergarten Enrollment

- Must have a Birth Certificate showing that the applicant is at least 2, 3, 4, or 5 years old as dictated by the grade they are entering by September 1st of the enrolling year.
- Grades PreK3 and up must be fully potty-trained and able to clean, dress, and undress themselves. Must be able to verbalize their need to use the bathroom. The ACS staff must not assist students in personal hygiene outside of emergency situations.
- Must be able to listen to and obey verbal directions.
- Must be independent and willing to separate from the parent during school hours.
- Must be self-controlled for his age, managing anger without violence or physically acting out.

Students who are enrolled in the PreK2 class with all the above-mentioned requirements except for the need to be potty-trained. Teachers will assist PreK2 students with potty-training and with dressing when necessary. Students will not be promoted from PreK2 to PreK3 if they are not fully potty-trained in the manner listed above.

PreK2 Classes

PreK2 students must be two (2) years old when entering the program. PreK2 students attend class 5 days per week. Students are taught their alphabet (phonetically), numbers (1-20), days of the week, months of the year, shapes and colors, Ten Commandments, Books of the Bible, and Bible verses along with social and developmental skills. ACS PreK2 staff will assist in potty training. The overall goal of PreK2 is to prepare our students for the ACS PK-3 program. While in PreK2, we will assist your efforts in potty training your child; however, he/she must be fully potty trained BEFORE entering our PreK3 program.

PreK3 Classes

PreK3 students must be three (3) years old when entering the program. Our PreK3 class, which meets 5 days a week, follows a curriculum designed specifically for three year olds with sequential, and integrated daily lessons in alphabet (phonetically), numbers, Bible, and weekly themed social-emotional lessons. Our PreK3 program is intended to prepare our students for entrance into our advanced PreK4 program. Students entering PreK3 MUST be completely potty-trained.

PreK4 Classes

PreK4 students must be four (4) years old when entering the program. Our PreK4 class also meets 5 days per week. This class follows the Accelerated Christian Education Programs including sequential, and integrated daily lessons in Word Building (Phonics), English, and Math. Students also have daily lessons in the Bible, and social-emotional development. Our PreK4 program is intended to prepare our students for entrance into our excellent Kindergarten program.

ACS understands that our preschool students are in a process of learning what it means to be in a structured environment with other children, and that on occasion a preschool student will become frustrated. Our team is committed to teaching our preschoolers how to follow group and individual instructions, how to follow a structured schedule, and most importantly how to interact with their peers. Sometimes a student will “act out” in a manner towards his/her peers or teacher(s) that is either physically or verbally unacceptable.

In such cases, our staff will verbally correct that student, and he or she may also receive a “time out” or may lose a portion of his or her play time. If a preschool student cannot respond to the verbal directions from his or her teacher and continues to scream, hit, scratch, bite, or kick his or her fellow classmates or his or her teacher, then the parent or guardian of that student will be required to come to the school to pick that student up and take him or her home for that day.

ACS does not make the choice to have a child picked up from school as a first resort; however, if a child refuses to calm down after displaying the behaviors listed above, that child must be picked up in order to maintain the welfare of all of the students in that class. Our expectation is that the parents of the child will reinforce correct behavior patterns with their child; however, if such behavior continues, the parents will be contacted by their Department Director to determine how to proceed with enrollment.

Elementary Classes

All Elementary students will receive daily Bible lessons as a part of their normal school day. Each Bible course from BJU Press is directly written to each applicable grade level and reading and comprehension level so that the students both enjoy and learn more about God's Word and its application to our lives.

All Elementary Students will have a Bible, Art, Spanish, and Physical Education class at least one day a week.

Kindergarten:

Guidelines for Kindergarten Enrollment

- Must have a Birth Certificate showing that the applicant is at least 5 years old as dictated by the grade they are entering by September 1 of the enrolling year. *
- Must be able to listen to and obey verbal directions.
- Must be independent and willing to separate from the parent during school hours.
- Must be self-controlled for his/her age, managing anger without violence or physically acting out.

Students who will turn five (5) years old after September 1st and before October 15th may be permitted to test into the ACS Kindergarten program. Such decisions are made on a case-by-case basis. ACS will not test a student for the Kindergarten program whose birthday is after October 15th of that school year.

By Law, Students entering Kindergarten must be five (5) years old by September 1st. The Horizons curriculum provides an advanced approach toward the first-grade readiness to read, emphasizing phonics on a daily basis with detailed, integrated, and sequential lesson plans. Core curriculum subjects are introduced which include:

- English
- Phonics
- Math
- Science
- Social Studies

ACS Kindergarten students will be learning and tested in important sight words as a part of their preparation for the First Grade program. All students in Kindergarten will also have Bible, Art, Spanish, and Physical Education classes once a week.

First Grade:

First grade students will continuously review and re-emphasize their phonics and reading skills. Following the guidelines in the BJU Press and Horizons curriculum programs, students will advance their skills in the core subjects with classroom teaching and instruction. ACS has implemented a new reading curriculum to enhance our students' reading and comprehension skills.

Second & Third Grade:

Students in grades 2 – 3 are taught through classroom instruction in the core subjects using the BJU Press and Horizons curriculum programs. Students will also study Spelling and Penmanship as a part of their core courses. ACS has implemented a new reading curriculum to enhance our students' reading and comprehension skills. Daily assignments are posted through Gradelink, Class Dojo, or through weekly emails.

Homework Expectations:

Daily assignments are posted through Gradelink or through weekly emails. Students are given ample class time during which they should be able to complete their goals. Some of the work may need to be taken home; however, if your child is consistently bringing home more than three assignments of homework a night, this is a warning sign that the student is not using his class time wisely. If this situation should continue to occur, please notify your child's department director. We encourage you to help us keep the lines of communication open between home and school. If ever in doubt, please do not hesitate to call 410-859-8573. You may also email your child's teacher directly with any questions. Your child's teacher's contact information is accessible through Gradelink.

Middle School Department:

All Middle School students will receive daily Bible lessons as a part of their normal school day. Each Bible course from BJU Press is directly written to each applicable grade level and reading and comprehension level so that the students both enjoy and learn more about God's Word and its application to our lives. Bible, Computer Science, Physical Education, Art, and Spanish classes are incorporated on a weekly basis.

Grades 4-5

The students are incorporated into our middle school program. All students are taught through classroom instruction in core subjects using the BJU Press Curriculum. ACS has established a reading program to enhance our students' reading and comprehension skills.

Grades 6-8

All middle school students will be taught their core subjects through the BJU Press curriculum program. Subjects will include Mathematics, Grammar and Writing, Reading and Literature, Social Studies, and Science. Students in 8th grade will begin their foreign language credit requirements for graduation. Students through grade 8 who receive a failing grade in two (2) or more subjects will not be promoted to the next grade.

If a student fails one (1) class, he or she may be permitted to go to the next grade; however, the failed course will have to be repeated along with the regular courses for the next grade. A student who has failed two (2) or more classes may be enrolled in local summer school classes. If the classes are passed, that student will be promoted to the next grade level. Proper documentation must be provided from the summer school program proving that the student has successfully completed the necessary courses.

Homework Expectations:

Daily assignments are posted through Gradelink or through weekly emails. Students are given ample class time during which they should be able to complete their goals. Some of the work may need to be taken home; however, if your child is consistently bringing home more than three assignments of homework a night, this is a warning sign that the student is not using his class time wisely. If this situation should continue to occur, please notify your child's department director. We encourage you to help us keep the lines of communication open between home and school. If ever in doubt, please do not hesitate to call 410-859-8573. You may also email your child's teacher directly with any questions. Your child's teacher's contact information is accessible through Gradelink.

Upper School Department:

All Secondary or High School students will receive daily Bible lessons as a part of their normal school day. Each Bible course from BJU Press is directly written to each applicable grade level and reading and comprehension level so that the students both enjoy and learn more about God's Word and its application to our lives.

ACS students graduate with the necessary credits as is required for Anne Arundel County. It is our goal to prepare each student to be in the position upon graduation to apply to the college of his or her choice. Therefore, ACS not only meets the credit requirements for graduation in Anne Arundel County, but our students often exceed those requirements. The course requirements are listed below:

Core Courses:

English:	English I, II, III, English IV (British Literature), American Literature
Math:	Algebra I, Geometry (Required) Algebra II, Trigonometry (College Prep) Pre-Algebra, Fundamental Math, Consumer Math (General Studies)
Science:	Biology (Required), Physical Science (General Studies), Chemistry, Physics (College Prep)
Social Studies:	US History, US Government, World History (Required)

Elective Courses:

Technology:	Fundamentals of and Software Development, Introduction to Network Systems and Design, Keyboard and Applications**
Business:	Business Law, Banking Services Careers, Career Explorations**
Fine Arts:	Speech, Music Theory, Art
Psychology:	Philosophy
Foreign Language:	Spanish I-A, I-B, II, & III
General:	Foundations for Living, Engineering and Design, Introduction to Consumer Services**
Career Courses:	STEM, IT Tech, Finance **
Bible:	Bible 9, 10, 11, & 12, Heroes of Faith
PE:	Physical Education & Health

**ACS has implemented the use of computer-generated electives through Imagine Edgenuity that are in addition to those listed above. A full list of Edgenuity electives along with scope and sequence for each course are listed on their website at <https://www.edgenuity.com/scope-and-sequence/>.

Course Prerequisites:**COURSE:**

Algebra I
 Algebra II
 Geometry
 Trigonometry
 English II
 English III
 English IV
 Chemistry
 Social Studies

PREREQUISITE:

Pre-Algebra
 Algebra I & Geometry
 Algebra I
 Algebra II & Geometry
 English I
 English I & II
 English I, II, & III
 Algebra I & Physical Science
 None

High school students who fail a course with a grade of 59% or lower must repeat that course in order to receive credit towards graduation for it. A failed course will still appear on a student's transcript and will be computed into that student's overall GPA.

At ACS it is our assumption that both the parent and the student will want to pursue a college education after graduating high school; therefore, we plan that student's High School career with that goal in mind. However, some students will not wish to pursue a college degree and may wish to learn a trade, enter the military, or go directly into the workforce. Regardless of a student's career aspirations, we put together the best plan to help our students achieve their life goals while meeting their academic needs.

The Academic Programs offered are as follows:

- College Preparatory
- General
- Vocational

Graduation Requirements:

The Basic Graduation Requirements for graduation are as follows:

Math: 4 Credits

Foreign Language: 2 Credits

English: 4 Credits

College Preparatory: 3 Credits

Science: 3 Credits

Fine Arts: 1 Credit

**Must include Biology*

Social Studies: 3 Credits

Basic Technology: 1 Credit

**Must include US Government, US History,
and World History*

Physical Education: 2 Credits

Electives: 7 Credit

*Two (2) Foreign Language credits are required for graduation; however, as most colleges do require a Level III in a student's Foreign Language credits, ACS has included Spanish III as a graduation requirement for a College Preparatory transcript.

*Two (2) Foreign Language credits are required for graduation; however, as most colleges do require a Level III in a student's Foreign Language credits, ACS has included Spanish III as a graduation requirement for a College Preparatory transcript.

Students who are taking courses that will be awarded credit towards high school graduation must pass that class with a 60% or higher. Final grades resulting in a 59% or below will be considered failed classes, and no credit will be awarded. Failed classes must be retaken as a whole to receive full credit. Failed courses will still appear on the final transcript and are calculated into the overall GPA.

Students in Grade 9 must have passed all of their core subjects (Math, English, Social Studies, and Science) to be promoted to the 10th Grade. This requirement will continue from each high school grade level to the next. To be considered a senior, students must have completed at least 18 credits towards graduation and be enrolled in classes that will allow them to meet all graduation requirements by June of that same academic year.

Please direct any questions to the Department Director or the High School Advisor. Each student's program is individually planned.

Some factors determining the choice of a program:

- Parents' highest expectations for the student
- Parents' anticipated date for the student's graduation
- Parents' help gaining production from the student
- Student's age at time of enrollment and mental maturity
- Credits earned at previous schools
- Performance level as determined by IEP or 504 Plans upon enrollment
- Student's age at projected time of graduation

Homework Expectations:

Homework, as assigned on a class-by-class basis, can be expected in all subjects for students in the 9th – 12th grade. Homework, research papers, book reports, science projects, Field Trip homework, etc. are all part of a complete academic program that prepares students for institutions of higher learning. We appreciate the parents' encouragement and support. High school students in grades 9 through 12 who are working for a College Preparatory diploma or working on college-level courses most assuredly will have homework.

Organizational Structure

ACS Student Code of Conduct

The following regulations shall be followed by all ACS students:

- Teachers are the authority in all classrooms and shall be respected at all times. All ACS staff and faculty members are to be respected in all areas before, during, and after school hours while on ACS property.
- Students may not challenge authority figures by using ANY negative display of emotions, words, or gestures.
- ACS students are to conduct themselves as ladies and gentlemen in words, actions, deeds, and appearance at all times.
- The use of foul language is expressly forbidden. Name calling and/or “roasting” of a sexual or racial nature, racial slurs, religious slurs, derogatory comments about age, sex, national origin, disability, or insulting nature shall be the cause of immediate suspension. Name calling is often a prelude to violence.
- Fighting is prohibited anywhere or at any time on school grounds or at school-sponsored events. Any student involved in a fight shall be faced with suspension or expulsion.
- Students are not allowed to show physical displays of affection. Any sexual advances towards another student will be grounds for expulsion.
- Any student inciting or causing fights by calling names, spreading rumors, or causing dissension shall be suspended.
- Rough housing and/or rough play is not permitted on school property.
- Students who use social media outlets at any time to threaten, attack, or make fun of another student shall be in danger of suspension or expulsion.
- Students are not permitted to use cell phones or Apple watches. Students who are permitted by their parents to bring their cellphones to school must keep those phones turned off and locked in their personal lockers. If a cell phone is found in the possession of a student, the phone will be confiscated and turned in to the office. ACS is not responsible for lost, broken, or stolen cell phones.
- Any student found using or in the possession of tobacco, marijuana, alcohol, inhalants, vaping devices and/or paraphernalia of such devices, or any illegal or prescription drug shall be immediately suspended/expelled. Any student taking over-the-counter or prescription medication must turn in said medications in to the front office staff.
- ACS reserves the right to conduct searches of backpacks, purses, or any other personal item as necessary to enforce our policies.
- Students are to respect school property at all times. Destruction of school property shall not be tolerated. Parents must pay for any damages done to the property of ACS by their children. Students who destroy school property shall be in danger of suspension or expulsion.
- Students may not eat or drink during class time. Students are only permitted to carry water bottles with them in class.

Expectation for Enrollment/Re-Enrollment

- New Enrolling students are expected to have a minimum GPA of 2.7 for acceptance into ACS. Re-Enrolling students are expected to maintain a minimum GPA of 3.0. Occasional exceptions are made on a case by case basis.
- Students are not denied or offered entrance based on IQ, achievements, or ability. Student's with a history of "under-achieving" are welcome unless the administration determines they may pose a social, moral, or educational liability to other students.
- Students who actively engaging in any of the following will not be eligible for enrollment or re-enrollment:
 1. Illegal activity of any kind.
 2. Behavior leading to arrest, conviction, or incarceration.
 3. Use of alcohol or illegal drugs or other use of substances to get "high" on or off ACS school campus, school field trips, sports events.
 4. Smoking or using tobacco or nicotine products on or off school campus.
 5. Conceiving or fathering a child out of wedlock.
 6. Engaging in sexual activity inconsistent with Scriptural teaching.
 7. Abusive behavior harmful to self or others.
 8. Blatant or chronic rebellion, including refusal to respect authority or adhere to rules including dismissal or expulsion from another educational institution.
 9. Running away from home.
 10. Pregnant students may not enroll, re-enroll, or remain in school, though homeschooling may be considered on a case-by-case basis.
 11. Married students (or formerly married students) may not be admitted or remain in school.
 12. Students who are living on their own and not in the same household as their parents or guardians.

Applicants with a past history of above-mentioned behaviors are denied admission. However, the administration desires to model love and forgiveness and support for students with past struggles after repentance. In appropriate cases, ACS may admit a student with a history of the behaviors identified if in the administration's sole discretion:

- The applicant demonstrates to the administration's satisfaction a clear and convincing basis for believing that the applicant has recognized the past behavior as wrong and has expressed sincere remorse, sought forgiveness, and made appropriate "amends".
- The applicant has demonstrated consistently appropriate behavior for a sufficient period of time.
- The history is unlikely to have a future adverse effect on the student body or other members of the ACS student population.
- There is a reasonable basis for believing that the applicant is not likely to repeat negative behavior in the future.

Behavioral Expectations

We require that our students, with parental support, be committed to the following:

1. Giving full attention to each class by making every effort to learn the subject taught.
2. Having an open mind and heart to hear from God's Word in Daily Devotion and Chapel.
3. Being committed to making choices that will be healthy for mind, body, and spirit.
4. Cultivating and promoting good relationships with others.
5. Communicating truthfully to teachers, staff, and parents.
6. Completing all schoolwork honestly and reporting any actions that impede it accurately.
7. Abstaining from committing any illegal actions or bringing onto campus any illegal substances.
8. Refraining from any immorally, sexually, or racially harassing behavior.
9. Responding respectfully to verbal correction or disciplinary actions given by the teaching staff or administration.
10. Understanding that physical discipline (corporal punishment; spanking) is not a procedure at ACS. Though we believe this a Bible-based principle, it is to be administered at the discretion of the parent(s) in the privacy of their own home.
11. Attendance at ACS is a privilege and not a right.
12. The school reserves the right to suspend or expel any student for the following reasons, but not limited to, non-payment of tuition, infraction of rules, or for other behavior deemed inappropriate for the purpose of maintaining the spiritual and moral environment of the school.

Disciplinary Procedures

Parent-School partnership is essential in the disciplinary process. Additionally, ACS desires to allow students the opportunity to correct their behavior and thrive within the ACS community. To this end, we have measures to help foster this relationship and help the student in their restoration process. Below are disciplinary measures a teacher may institute under the advisement of their director:

Classroom Communication

The first step in the discipline process is primarily communication from the student's supervising authority to the parent(s). This first-step will act as a grace warning for the student, but will affirm the committed partnership between parent and staff member.

ACS faculty and parents need to communicate freely with each other about the expectations and challenges that occur. Respectful communication is essential for a student to be successful at our school. We require in all situations that staff, students, and parents communicate with the utmost respect as ACS is an aggression free environment. Failure to communicate appropriately will result in a student being placed on academic probation.

Behavior Monitoring

ACS uses Gradelink as a general tool for documenting the expected behavior with rewards and or consequences. This resource is specifically designed to remediate the undesirable behavior and replace it with proper behaviors. This will be monitored by your student’s academic director(s), who will use this software to communicate progress with the student, parent(s), and academic directors.

Disciplinary Process

Detention Prevention (1 per teacher)	Lunch Detention	Director’s Detention	Probation	Suspension (ISS or OSS)	Expulsion
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Infractions

As we are seeking to create tomorrow’s leaders in an environment of excellence, all behavioral expectations are to be upheld. When a student does not meet standards, faculty members are able to issue infractions for the student’s misconduct. These infractions may be given by any staff member. Notification of infractions will be logged into Gradelink and be sent home in a written notice. The written notification is to be signed by the parent of the student. If a signature is not obtained, the student’s consequence will be prolonged. For example, rather than one lunch detention the student will have to serve two lunch detentions.

Positive Recognition

In celebrating positive behaviors demonstrated by our young leaders, teachers, campus-wide, may issue Warrior Reward points whenever a student goes above and beyond in their academic studies or classroom behavior. Warrior Reward points are logged in Gradelink by the teacher. These points may be cashed in for various prizes. Prizes are distributed by department School Head on Fridays during lunch.

- 10 points - Dress Down Pass
- 15 points - ACS Prize Box
- 25 points - Snack Shack Freebie

Detention Prevention

In understanding that all fall short of God’s glory we will extend grace for the first infraction a student receives by any given teacher. In order to ensure our students grow in their Christ-like excellence, grace will not be abused. Once a child receives an infraction following the Detention Prevention, he or she will automatically serve lunch detention for any and all misconduct. One warning per semester will be assigned to each student.

Lunch Detention

In order to achieve behavioral change, a student may lose the privilege of having lunch with their peers when receiving an infraction. During lunch detentions, students will complete a behavioral restoration activity and take an opportunity to consider the actions that lead them to having detention. No homework or tutoring will be permitted during this time. Students arriving late to detention will be assigned an additional detention. Failure to report to detention will result in a suspension.

Director's Detention

Students who exceed three (3) lunch detentions will serve a DIRECTOR'S DETENTION upon their next infraction. A DIRECTOR'S DETENTION is generally held from 4PM to 5PM in the space assigned by administration. Students may be given special work assignments to be completed during detention. No homework or tutoring will be permitted during this time. Students arriving late to detention will be dismissed later or assigned an additional detention. Failure to report to detention may result in a suspension, depending on the number and type of offenses. Transportation and schedule adjustments are the responsibility of parents. Only family emergencies will be considered excusable reasons for postponement. Work and appointments are not excused reasons. A \$25 detention charge will be placed on the family's account for every hour that detention is served.

Probation

An accumulation of detentions may indicate that a student is unwilling to adjust his behavior to meet the expectations of the school community. In such cases, the student will be placed on PROBATION. The ultimate goal is to provide a pathway towards future enrollment at ACS and support the overall disciplinary plan.

This enrollment status, deemed by an academic director, may be necessary to determine whether the student's enrollment should remain active. In order to repair the harm of a student's actions, the family of a student on PROBATION must attend a Community Meeting scheduled by their child's program director. These community meetings will be held at 8:30AM and will require a student's parents to be in attendance. Failure to attend the community meeting will result in immediate suspension/expulsion. PROBATIONARY students are not permitted to re-enter the classroom until a successful community meeting has been held. For a community meeting to be successful, a behavior plan will be presented to the student's family and must be adopted by the parents/guardians in attendance, the administration, and any faculty member involved at the meeting.

Suspension

A suspension is a disciplinary measure that is primarily for communicating the seriousness of the offense or that there have been multiple offenses that are not remediated. It is an opportunity for the student to be separated from the classroom in order to provide him or her another opportunity to consider their actions and the need to maintain ACS community standards.

In-School Suspension

An in-suspension is intended to communicate the severity of the issue(s) while providing the opportunity to continue academically. A \$75 fine will be placed on the family Gradelink account. A parent may choose to retain the student at home in lieu of the in-school suspension and forgo the fine. This would then count as an unexcused absence. A community meeting will be required to discuss the severity of the action(s) leading up to the suspension and the subsequent path of restoration clarified. Additionally, a clarification of the results of further disciplinary infractions will be required. Upon return, a student must meet with the director for the student to return to the classroom environment. A student who receives an In-School Suspension (ISS) will spend the day in school isolated from the student body. The student will be given classwork and assignments to complete during the ISS. This work will be collected and graded.

Out-of-School Suspension

An out-of-school suspension is assigned for serious offenses. This is assigned for infractions that are deemed harmful to the school environment and must require immediate remediation. A student who receives an Out-of-School Suspension (OSS) will be sent home for the day, or for a number of days, and receive all assignments missed upon returning to school. Any student with ISS or OSS may not participate in or attend any after-school events on the day of his or her suspension. A parent-director meeting will be required to discuss the severity of the action(s) leading up to the suspension and the subsequent path of restoration clarified. Additionally, a clarification of the results of further disciplinary infractions will be required. Upon return, a student must meet with the director for the student to return to the classroom environment. Two or more out-of-school suspensions may result in rejection of re-enrollment or immediate expulsion.

Rejection of Re-enrollment

Students with disciplinary issues may be allowed to complete the school year; however, when it is apparent that the relationship(s) is not beneficial to the student and/or ACS, it may be necessary to withhold re-enrollment for future years. The Parent Pledge signed upon enrollment requires a cooperative and supportive relationship between the home and school. As stated in the signed agreement, enrollment may be rejected due to a negative relationship. Request a copy of the Parent Pledge from the Admissions Office if you need one.

Expulsion

Expulsions are necessary if there has been an infraction that significantly breaches the school behavioral expectations. At times it is clear that a student's enrollment is unsuitable for Arundel Christian School. This is a measure employed when the administration determines that the student and/or parent makes it clear that continued enrollment is unsuitable for the ACS community.

Enrollment at ACS is a privilege that can be revoked at any time by the school. Expulsion is disruptive for everyone and is only enacted with prayer and careful consideration. Expulsion is a permanent dismissal of the student from the school. Violations of serious offenses are violations against biblical principles and are therefore violations against a code of right behavior at Arundel Christian School. A student who is expelled will not be able to return to the school during that school year. An expelled student may be allowed to return in future years at the discretion of the administration. An expelled student may not attend any school function or be on school property. Expulsion will require a meeting with the Head of School. An expulsion may be appealed by writing a letter to the Head of Schools requesting their review. The Head of Schools may deny the appeal or consider the request. In any case, the Head of School's decision is final.

Notwithstanding the above Disciplinary Procedures, a student may be immediately suspended or expelled at the discretion of the Director should it be deemed by the Administration that the student's offense warrants such a decision.

ACS reserves the right to modify the Disciplinary Procedure at any time. In the event that the Disciplinary Procedure is modified notification will be sent to the Parents/Guardians.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

Parent's Pledge Concerning Discipline

I, _____, understand that the Student Handbook is part of the Tuition Financial Contract.

I recognize that Arundel Christian School provides qualified, trained educators and I have confidence in their abilities and discretion to perform the educational functions due my child.

I fully believe that ACS is a school that offers a solid, back-to-basics, educational program that incorporates character-building principles.

I understand and agree that ACS is not intended to be a correctional institution for problems arising beyond those usually encountered in average school children. While ACS cares about special needs children, the school may not be equipped to accommodate them.

I understand and agree that some children do not adjust to a disciplined, academic environment and find excuses to criticize the policies and decisions of the classroom teacher or administration. IN SUCH CASES, I PLEDGE TO SUPPORT THE TEACHER AND ADMINISTRATION IN NORMAL CLASSROOM MANAGEMENT DECISIONS.

I understand and agree that ACS reserves the right to have full discretion in discipline while my student(s) are in their care, to place disruptive students on probation for a reasonable corrective period of time and/or to dismiss my student(s) who do not cooperate with the total educational process.

I understand and agree that the normal procedure prior to suspending a student is as follows: First, the teacher(s) warns the student; then, the teacher advises the parent of the situation; the student is then called to the academic director or Administrator's office for a decision about suspension, with parent notification. If there is no improvement in the student's behavior after suspension, dismissal follows. If the offense warrants, a student may be suspended or expelled immediately and without prior notice to the parent at the full discretion of the academic director and/or Administrator per the terms of the tuition contract.

I understand and acknowledge that occasionally, students take issue with school policies and are prone to criticize and exaggerate. Since this is normal for children, I pledge that, should such occur, I shall support the school personnel and call them for further details about questionable incidents. I will seek to speak directly with ACS Administration or Staff and will not discuss the discipline of my children with other parents or students.

I understand and agree if a situation arises where my student is dissatisfied in attending ACS, that the academic director and/or Administrator will call for a conference with the child, parent, and teacher to resolve the issue together.

When a student carries home exaggerated stories or complains about school events, we call that "SLANTED NEWS". Usually, "slanted news" is expressed to get parents' attention or to "let off steam". Please know that we are first and foremost Christians and that we love and care for all the students entrusted to us. Therefore, we ask that when your child comes home with a complaint, please evaluate before you investigate further. Contact the teacher or before- or aftercare supervisor FIRST and ask them what has occurred. Children are corrected when they misbehave but frivolous incidents are not reported. Developing social skills in the normal give-and-take of a classroom day is a major part of your child's education.

I Pledge to partner with Arundel Christian School and its teachers and staff by committing to the best of my ability to the following:

- I will pray for the staff and faculty, cooperate with them in discipline, and accept their judgment in such matters.
- I will lay a spiritual foundation through a Godly example in my home.
- I will support the school's character training.
- I will follow through with any classwork, assignments, slips to be signed, interim and progress reports.
- I will see that my child arrives at school on time.
- I will follow procedures regarding daily pick-up and drop-off.
- I will send written excuses for absences or tardiness.
- I will cooperate with training my child to respect school and church property and pay for abuse of the same.
- I will attend all parent functions, assisting as a classroom helper when possible, and all school fundraising efforts.
- I will assist in positively publicizing the school and its program among friends.
- I will not post negative comments about ACS on any social media platforms or review sites.
- I realize it is a privilege and not a right for my child to attend Arundel Christian School.
- It is my intention to abide by the decisions and support the discipline of the administration. I further realize that building strong relationships with my child's teachers and academic director in order to help in the training of my child is as much my responsibility as it is the school's.

I understand that all communication between home and school should be on a courteous and respectful basis. A breakdown in normal peaceful communications will necessitate removing the student from ACS.

I understand that by signing this document I agree to the terms and conditions of the ACS Student Handbook for my student and the below signatories. The ACS Student Handbook is part of the Tuition Financial Agreement making the two a whole complete document.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

No Bullying Policy

ACS is committed to a safe, nurturing environment for all of its students. Therefore, ACS prohibits bullying, harassment, or intimidation of any student on school property, on a school bus, at school-sponsored functions, social media, or anywhere else when it substantially disrupts the orderly operation of the school. ACS encourages students to follow the example of Christ Jesus by showing kindness in both word and action and will not tolerate wrongful actions or speech that harass, intimidate, or bully other students.

Bullying or harassment can be physical (hitting, pushing, shoving, kicking, unwelcome advances, etc.), verbal (threatening, mocking, cursing, calling derogatory names), electronic (harassment by telephone, cell phone, computer or other text receiving device) or relational (spreading harmful/hurtful rumors or gossip, purposeful exclusion, etc.), or on social media sites. "Bullying, harassment and intimidation" includes any intentional speech (written, verbal, or electronic) or action that does any of the following:

1. Physically harms a student;
2. Damages the student's property, or reputation;
3. Substantially interferes with any student's education environment; or
4. Places a student in reasonable fear of harm to their person or property.

Any ACS student who believes they are the subject of bullying, harassment, or intimidation at school (or at school-sponsored functions), or by ACS students on social media, and any student (or teacher) who sees another student being bullied or harassed has a right to report such conduct to the Administration. If a parent believes that his/her child is being bullied, harassed, or intimidated by another ACS student, they have the right to complete a **Bullying, Harassment, or Intimidation Form**, available in the school office or on the school's website. The school administrator or designee will investigate and complete a determination after receiving the Complaint form. The administration will then contact the person who filled out the form (and/or their parents) to discuss the results of the investigation, as well as any decision regarding consequences or remedial actions.

ACS does not allow reprisal or retaliation against students who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

It is the intention of the ACS Administration to ensure to the best of its ability that any student with a concern is heard. With that in mind, we will respond to any student concern by contacting all of the parents of the students involved. We shall expect that our parents will join us in monitoring their children's behavior toward other students and ensuring that their children treat their fellow students with proper respect at all times.

Uniform Policy

Preschool Uniform Policy

Arundel Christian School has partnered with Dennis Uniforms and Tommy Hilfiger for all student required apparel. Students must arrive at school every day in their complete uniform as outlined in the following section. Please Note: Preschool students must have pants with elastic waistbands for easier dressing (no buttons, zippers, or belts).

Girls' Uniforms:

Girls in Preschool uniform options are either a maroon plaid jumper/shift dress or a navy blue or maroon polo dress with the ACS logo on it. These jumpers and dresses must be purchased from Dennis Uniforms or Tommy Hillfiger (online store). A white long or short-sleeved, Peter Pan-collared shirt is to be worn under the maroon plaid jumper. This shirt must also come from Dennis Uniforms or Tommy Hillfiger. Girls may also wear navy, gray, black, or tan pants (leggings are an option for Preschool only) with a maroon or gray polo shirt with the ACS logo on it.

Boys' Uniforms:

Boys in all grade levels have the same uniform. Boys in Preschool may wear navy, gray, black, or tan pants or shorts and maroon or gray polo shirts with the ACS logo on them. ACS logo shirts must be purchased from Dennis Uniforms or Tommy Hillfiger (online store).

Boy's and Girl's Uniforms

Preschool students have the option of purchasing an ACS cardigan, pull-over sweater or sweater vest with the ACS logo on it. Students may also purchase the ACS fleece. Fleeces come as zip-up, pull-over, or zip-up vests. The fleece may be worn with the daily uniform as well as with the athletic uniform. If a student is choosing to wear a sweater or fleece to school, it must have the current ACS logo on it in order to be worn inside the classroom. Fleeces, sweaters, and sweatshirts must have the current ACS logo and have been purchased from Dennis Uniforms or Tommy Hillfiger. Students must either wear the ACS fleece, sweater, or long-sleeved white shirt option with their ACS polo shirt. No student will be permitted to wear a "hoodie" or other type of sweatshirt underneath their uniform shirts.

Proper Undergarments:

Proper undergarments shall be worn by all students. Undershirts shall be white only without writing or logos of any kind. *Students may wear a white turtleneck or long-sleeved white shirt under their uniform shirts if they desire.* Socks must be worn by Preschool students as shoes are not worn in the classroom. Socks may be white, black, navy, or gray.

Athletic Uniform:

Preschool students may wear the Athletic Uniform on Fridays. All students in all grades have the same Athletic Uniform. Students have the option of wearing either navy sweatpants or navy mesh shorts with the ACS logo on them. All students wear the gray gym T-shirt with the ACS logo on it. Students may also choose to wear the navy gym sweatshirt with the ACS logo on it with this uniform. The sweatshirt may only be worn with the gym uniform; therefore, it may be advisable to purchase the fleece which can be worn with the daily uniform and the Athletic Uniform. The full Athletic Uniform must be purchased from Dennis Uniforms or Tommy Hilfiger.

Uniform Shoes:

Preschool students must wear slip-on or Velcro fastening shoes. This does include tennis shoes and Mary Jane style shoes. Shoes may be black, navy, gray, or any other neutral color. No ties, cartoons, glitter or light-up shoes are permitted. Since shoes are not worn in Preschool classrooms, shoes should be easily taken on and of.

Kindergarten-Twelfth Grade Uniform Policy

Arundel Christian School obtains school uniforms from Dennis Uniforms and Tommy Hilfiger (online store). Students must arrive at school every day in their complete uniform as outlined in the following section.

Please Note: Students who arrive at school dressed out of uniform, parents will be called to come and pick up their student or to bring the correct uniform to school for their students.

Girls' Uniforms:

Kindergarten - 3rd Grade

Girls in Kindergarten through the 3rd grade uniform options are either a maroon plaid jumper/shift dress or a navy blue or maroon polo dress with the ACS logo on it. These jumpers and dresses must be purchased from Dennis Uniforms or Tommy Hilfiger. A white long- or short-sleeved, Peter Pan-collared shirt is to be worn under the maroon plaid jumper. Girls may also wear navy blue uniform slacks with a maroon or gray polo shirt with the ACS logo on it.

4th - 7th Grade

Girls in 4th through 7th grade have a kick-pleat, navy or maroon plaid skirt purchased from Dennis Uniforms or Tommy Hilfiger and worn with the ACS polo shirt. They may also wear navy blue uniform slacks.

8th-12th Grade

Girls in 8th through 12th grade have a navy or maroon plaid kilt purchased from

Dennis Uniform or Tommy Hillfiger and worn with the ACS polo shirt. They may also wear navy blue uniform slacks.

All girls may wear white, navy, maroon, or natural colored tights or hose. They may also wear white, navy, or maroon knee-highs with their skirts or jumpers. Socks of the same colors may be worn with navy slacks. Students may not wear shoes without socks or stockings.

The navy slacks must be uniform grade slacks. Knit or jean-type stretch fabrics or different styles of cargo pants are not permitted. All slacks purchased must be the same as those offered by the uniform company listed above.

All girls have the option of wearing a navy blue or plaid skort with their maroon ACS polo shirt. The skort must be purchased from Dennis Uniforms or Tommy Hillfiger. All students have the option of purchasing a cardigan or pull-over sweater or sweater vest with the ACS logo on it. Students may also purchase the ACS fleece. Fleece comes as zip-up, pull-over, or zip-up vests. The fleece may be worn with the daily uniform as well as with the gym uniform. If a student is choosing to wear a sweater or fleece to school, it must have the ACS logo on it in order to be worn inside the classroom. Fleece, sweaters, and sweatshirts MUST have the current ACS logo on it and have been purchased from Dennis Uniforms or Tommy Hillfiger. Students must either wear the ACS fleece, sweater, or long-sleeved turtleneck option with their ACS polo shirt.

Please Note: No student will be permitted to wear a "hoodie" or other type of sweatshirt underneath their uniform shirts.

Boys' Uniforms:

Boys in all grade levels have the same uniform. Boys wear navy slacks and maroon or gray polo shirts with the ACS logo on them. The navy slacks must be uniform grade slacks. All slacks purchased must be as those offered by the uniform company listed above. Uniform pants may not be denim or cargo pants. There is also a shorts option for all boys' uniforms. Boys are to wear white, navy, black, or maroon socks. Footies and anklets are not permitted.

As with the girls' uniforms, all students have the option of purchasing a cardigan or pull-over sweater or sweater vest with the ACS logo on it. Students may also purchase the ACS fleece. Fleece comes as zip-up, pull-over, or zip-up vests. The fleece may be worn with the daily uniform as well as with the gym uniform. If a student is choosing to wear a sweater or fleece to school, it must have the current ACS logo on it in order to be worn inside the classroom. Fleece, sweaters, and sweatshirts must have the current ACS logo and have been purchased from Dennis Uniforms.

Please Note: Students must either wear the ACS fleece, sweater, or long-sleeved turtleneck option with their ACS polo shirt. No student will be permitted to wear a "hoodie" or other type of sweatshirt underneath their uniform shirts. Kindergarten students should have navy slacks with elastic waistbands for easier dressing.

Universal Uniform Expectations:

Proper Undergarments:

Proper undergarments shall be worn by all students. Undershirts shall be white only without writing or logos of any kind. Students may wear a white, black, gray, navy, or maroon turtleneck or long-sleeved shirt under their uniform shirts if they desire.

Athletic Uniform:

Students will be assigned days to wear the Athletic Uniform based on their Gym Class schedule. All students in all grades have the same Athletic Uniform. Students have the option of wearing either navy sweatpants or navy mesh shorts with the ACS logo on them. All students wear the gray gym T-shirt with the ACS logo on it. Students may also choose to wear the navy gym sweatshirt with the ACS logo on it with this uniform. The sweatshirt may only be worn with the gym uniform; therefore, it may be advisable to purchase the fleece which can be worn with the daily uniform and the Athletic Uniform. The full Athletic Uniform must be purchased from Dennis Uniforms or Tommy Hilfiger.

Uniform Shoes:

Students in Kindergarten through 2nd grade must wear slip-on or Velcro fastening shoes. This does include tennis shoes, Sperry's, and Mary Jane style shoes. Shoes may be black, navy, gray, or any other neutral color. No ties, cartoons, glitter or light-up shoes are permitted. Students in 3rd through 12th grades must wear Sperry slip-on, loafer or boat shoe style or a leather Buck tie shoe style in black, brown, or navy with their daily uniform. Students may not wear high-heeled or platform loafer style shoes. Toms, Boots, and Croc's are not permitted. Students in 1st through 12th grades may wear sneakers with their Athletic Uniform only.

Please Note: No student may wear sneakers that have any kind of wheels attached to them.

Other Uniform Options:

Some students are members of the ACS Warriors athletic teams. Those students have had sweatshirts and T-shirts made that can be worn with their regular or gym uniforms. We have also designed T-shirts that can be purchased and worn in place of the Gym Uniform T-shirts.

We will make you aware of any of these options as they become available so that they can be used either for specific field trips or in place of the gym uniform.

"Dress-Down" Days:

There will be times when students are permitted to come to school out of uniform. We call these days Dress-Down Days. If such a day is planned, you will be notified

by the ACS staff in writing. Students may also earn individual Dress-Down Days as rewards for excellent behavior or service. You will also be sent a written notification of such privileges.

Uniform Infractions:

If your child arrives at school out of uniform or wearing a non-ACS standard uniform item, he/she will be issued a written notification to be signed by you indicating the type of Uniform Infraction. You will also be notified to either pick your child up from school or bring the missing uniform article(s) to school for your child. It is then the responsibility of the parent to obtain the proper uniform as indicated.

I understand and accept the expectations of the ACS Uniform Policy.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

ACS Financial Expectations

Students whose balances are more than thirty (30) days late will be sent home and not permitted to return until all past due tuition payments are made. ACS will not carry rolling balances from month to month. All payments are expected to be made in a timely manner and without delay through the Gradelink system. ACS reserves the right, at their discretion, to cancel Payment Plans for accounts that are late on a consistent basis. In the event that ACS cancels your payment plan, the full balance of tuition will be due immediately.

Parent/Guardian acknowledges and understands and agrees that their Student(s) will not be allowed to receive their report cards, nor participate in classes until any past due tuition payments are paid in full, and that they will be responsible for a 10% late charge due when making the past due payment.

Graduating student/senior, or student who transfers out of ACS with a past due tuition and/or school fee, including, but not limited to, learning materials, athletics, etc., will not be allowed to participate in the graduation ceremony nor be issued his/her diploma, nor shall ACS release official transcripts and/or other academic records until all past due balances are paid in full. All student transcripts are the property of ACS.

I understand and accept the Financial Expectations of ACS.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

ACS Technology Use Policy

The Network at Arundel Christian School is available to all ACS students. Students are permitted to use an ACS computer, while on school property, *for educational purposes only*. In the classroom, the teacher determines when computers can be used. Students are responsible for the safety of their assigned computer. ACS is not responsible for the loss or theft of any personal electronic device(s), nor is it responsible for any damage done to their assigned ACS computer. Student assigned ACS email and associated platforms used in association with the student email or any platform paid for by ACS that students use is the property of ACS and not the student, parents or guardians.

Students, Parents or Guardians must sign and abide by the following Technology Rules in order to use ACS network and computers on campus.

1. Students must use their assigned computer responsibly and in a legal manner.
2. Students are prohibited from using any personal electronic device to capture, record, duplicate, or transmit the words (i.e. audio) and/or images (i.e. pictures or videos) of any student, staff member, or other persons in the school or while attending a school related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a personal electronic device to take or transmit audio/pictures/videos of an individual without his/her consent is considered an invasion of privacy and it is NOT permitted.
3. Using electronic devices to chat with other students, or anyone outside of school, during the school day is expressly prohibited. Any student found to be using their personal devices to chat will be considered as an effort to cheat on classwork, quizzes, tests, etc.
4. All electronic devices including but not limited to cell phones (see cell phone policy), Apple watches, or wearable technology, portable gaming systems, radios, airpods, laser beam toys, toys representing a weapon, videos are not permitted on ACS Campus. Even in such cases, ACS is not responsible for any electronic devices or toys that are lost, taken, broken, or damaged in any way.
5. Students may not use their devices in any manner that is disruptive to the educational environment.
6. Students may not use their personal computers while on campus or ACS digital resources (Student Emails, Google Apps Account etc.) for personal use, or to threaten, humiliate, harass, embarrass, or intimidate another person.
7. Students may NOT access or distribute from their personal computers while on campus ANY profane, pornographic, illegal, or offensive material or bring to school their personal computers that have the above items stored on their hard drive or in their computer's history.

8. Students may not access their personal cellular signals (i.e. hotspot, airdrop) while on campus unless given permission from their teacher.
9. Students are responsible for servicing their personal computers. ACS will not service, repair, or maintain any non-school owned technology.
10. ACS electronically monitors students' use of the computer network and internet.
11. A student's personal computer or any electronic device and its contents may be searched whenever a school administrator has reason to believe that the search will provide evidence that the student has violated or is violating a law or a school rule. This includes, but is not limited to, text messages, photos, and videos.
12. Students may not access, modify, delete or vandalize another person's files, folders, or network information.
13. Students may not "hack" or disrupt the functionality of the school's network.
14. Students are PROHIBITED from using their personal computers or electronic devices to take pictures, record video/audio on campus (i.e. classrooms, hallways, bathrooms, outside, etc.) unless instructed to do so by their teacher. Students who violate this rule as well as upload them to social media, or airdrops them to other students, will be subject to suspension and any other disciplinary action should a law be broken.

Guidelines for Internet Use

The internet should only be accessed with the permission of the teacher. When using the internet while on campus, students are representatives of ACS and must conduct themselves in a respectful and ethical manner. All use of the internet will be for educational purposes only. Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures, videos, or other materials is STRICTLY prohibited.

Social Media

Students' use of social media is PROHIBITED while on campus.

Consequences for Violating Technology Use Policy

Any violations of ACS Technology Use Policy will result in disciplinary action. This includes, but not limited to, the loss of ACS network and/or computer privilege, suspension or expulsion, from school, and/or legal action. In addition, should any damage be incurred to any school-owned equipment or network due to gross negligence or intentional abuse, the person(s) involved will be held financially liable.

Cell Phone Policy

As listed in our Student Code of Conduct, students are not permitted to have cell phones with them during the school day. We do understand that for safety purposes parents do want their children to have cell phones. With that in mind, the following policies shall apply to all ACS students:

- Students are not permitted to have their cell phones with them during the school day.
- Students whose parents have permitted them to bring their cellphones to school must turn their phones off, and the phones must be kept always locked in the students' lockers unless given specific permission by an ACS staff member to remove the cell phone from the locker.
- Students needing to contact their parents for any reason must request a pass to the office where one of the office staff will either call the parents or allow the student to make a call to the parent.
- ACS students are not permitted to receive or respond to text messages during the school day. Parents needing to contact their children may do so by calling the office. The office staff will relay any message to the student; however, we will not pull a student out of class unless there is an emergency. Such emergencies must be relayed to the academic director of your child's academic program.
- ACS will not be held responsible for any lost, stolen, or damaged cell phones. Parents sending their children to school with a cell phone understand that both they and their children are solely responsible for that cell phone and anything that may happen with or to it.
- Cell phone use is not permitted in Before or Aftercare.
- If a student is caught with his or her cell phone while at school without having received permission to have that phone from a teacher or staff member, the cell phone will be taken from that student. The cell phone will be given to the academic director and only returned to the parent.
- Any student caught making any video recordings in school or posting any videos made during school to any form of social media without permission shall face immediate suspension.

I understand and accept the expectations of the ACS Technology Use & Cell Phone Policy.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

Arrivals & Departure Procedure

School begins promptly at 8:30 am. The doors will open each morning at 8:10 am, and all students must enter the building as detailed in the Parking Lot Procedures.

Any student arriving after 8:30 am must enter through the front office in order to be admitted to class. Students below 4th grade must be accompanied into the building by a parent. Please refer to our Attendance and Tardiness Policies.

All visitors must enter through the front office and will receive a VISITOR'S BADGE. Any parent or guardian or designated person wishing to pick a student up early must come to the front office to do so and must sign that student out for the day. **No student will be released to any person other than the parents, guardians, or those persons listed on the Student Information Sheet without PREVIOUS notification to the office.** The office will ask for photo identification from adults picking up ACS students.

Early dismissal for a High School student who drives will only be granted when a note from home is sent to the office permitting the student to leave campus early. If a High School student who drives becomes ill and needs to go home, contact with a parent must be made by the office before that student will be permitted to leave campus. **Students who drive may not take other students home with them without written permission from the parents involved.**

ALL students must be picked up from school at the end of the school day. Students are not permitted to remain after school unless they are enrolled in an aftercare program. **Students who have not been picked up by 3:45 pm will be placed into Aftercare, and the parents will be charged for that day.**

The front office reception area is reserved for guests of our school. It is not to be used as a congregating area for students and/or parents. When needing to speak with our front office staff, please keep that area quiet so that our staff can effectively field the phone calls they receive or answer the questions of parents and guests of the school.

Anyone entering the building will need to be admitted by a staff member. Parents and guests of ACS will not be permitted to leave the front office unless escorted by an ACS staff member.

Parking Lot Policy

It is imperative that every parent and their designated drivers familiarize themselves with all of these procedures. In order to ensure that each student is dropped off safely and in a timely manner, each driver is expected to comply with all of the following procedures.

- **IT IS IMPERATIVE THAT EVERYONE COMING AND GOING FROM THE ACS PARKING LOTS DO SO IN AN ORDERLY AND POLITE MANNER.**
- IT IS THE DRIVER'S RESPONSIBILITY TO DRIVE SAFELY BOTH IN THE PARKING LOT AND ON THE ROADS OUTSIDE OF THE SCHOOL.
- **A driver showing any signs of being impaired will be referred to the ACS Security Team. ACS will not knowingly release any student into the care of an impaired driver.**
- THE STAFF ON THE PARKING LOT ARE THERE TO ENSURE THE PROTECTION OF ALL OF THE STUDENTS AND WILL INTERVENE IN ANY SITUATION THAT HAS THE POTENTIAL TO THREATEN THAT SAFETY.
- **NO VEHICLES ARE TO PULL AROUND ANOTHER CAR IN THE PARKING LOT LOOP UNLESS SPECIFICALLY DIRECTED TO DO SO BY AN ACS PARKING LOT ATTENDANT!**
- **All Parking Lot Attendants will leave the parking lot at 8:28 am daily.** Students arriving after that time must be dropped off at the front office. Kindergarten and Preschool students must be escorted into the front office by an adult.
- **REGARDLESS OF THE TIME AT WHICH YOU DROP OFF YOUR CHILD/CHILDREN, NO ONE BUT ACS STAFF MEMBERS MAY PARK IN THE "STAFF" PARKING SPACES.**
- **All ACS Parent and Staff traffic must enter through the existing line on Candlewood Road and exit from our main Candlewood Road entrance. Parent drivers may not enter or exit from the far entrance/exit as it impedes the businesses of that location.** This is a term set forth in our lease agreement and will be followed without exception unless given direct permission from ACS Administration.

DO NOT BLOCK THE ENTRANCE(S) TO ANY OF THE PARKING ENTRANCES OF ACS OR ANY OTHER BUSINESS FACILITIES ON CANDLEWOOD DRIVE.

Morning Drop-Off Procedures:

YOU MUST HAVE YOUR PARKING PLACARDS HANGING FROM YOUR REAR VIEW MIRROR SO THAT OUR PARKING LOT ATTENDANTS CAN SEE THEM.

- We cannot see your parking placards if they are laying on your dashboard.
- **Please understand that our Parking Attendants will only advance cars in the line when the parking placard is clearly visible.**
- If we cannot see your parking placard, we will instruct you to wait until we have advanced the cars whose parking placards are visible. Please do not expect our Parking Attendants to recognize your car!

Who are **RED TAG** students?**Red Tag:**

- All PK students
- Kindergarten students who have PK siblings
- 1st through 12th grade students who have PK siblings
- **RED TAG** vehicles will come into the parking lot and go directly to the right into the **RED TAG** loop.
- ***There is a **STOP** written on the pavement at the end of the loop.***
- ***All parents will wait in the **RED TAG** loop for an ACS Parking attendant to come to their car.***
- ***DO NOT TAKE YOUR CHILD(REN) OUT OF YOUR VEHICLE UNTIL AN ACS PARKING ATTENDANT HAS COME TO YOUR CAR!***
- ***All students must be unbuckled from their car seats by the person who is dropping them off to school.***
- ***ACS Parking Attendants will not buckle or unbuckle children into or out of their carseats.***
- The **RED TAG** students will be escorted into the school by their ACS Parking Attendant.
- Once all of the attendants have moved toward the building, an ACS Parking Attendant will be on hand to direct you out of the parking loop and back onto Candlewood Drive.

Who are **YELLOW TAG** students?**Yellow Tag:**

- 1st through 5th grade students who do not have PK siblings
- 1st through 5th grade students who have
- 6th-12th grade siblings
- 6th through 12th grade students who have 1st-5th grade siblings
- Kindergarten students who have 1st-12th grade siblings or no siblings
- **YELLOW TAG** vehicles will come into the parking lot and make the first left and follow the **YELLOW** arrows completely around the loop.
- There is a **STOP** written on the pavement at the end of the loop.
- Your children will then exit your vehicle and walk into the building.
- An ACS Parking Attendant will be on hand to supervise the students exiting their vehicles.
- Students should be prepared to exit their vehicles wherever your vehicle has stopped in the loop immediately so that other families are not held up in the line.
- Only when all of the students have exited their vehicles and walked across the parking lot will an ACS Parking Attendant direct you out of the parking loop and back onto Candlewood Drive.

Who are **BLUE TAG** students?

Blue Tag:

6th through 12th grade students who do NOT have siblings in PK-5th grade **ONLY**.

- **BLUE TAG** vehicles will join the car line on Candlewood Road.
- A Parking Lot Attendant will come to you and direct you out of the main line and past the entrance to ACS to follow the flags indicating **BLUE TAG** Drop-Off/Pick-Up.
- **BLUE TAG** students will exit their vehicles and be directed by an ACS Parking Attendant to walk across the parking lot and through the playground to enter the Multi-Purpose Room of the building.
- **BLUE TAG** vehicles will then pull up Candlewood Road and make a U-Turn or left-hand turn at the end of Candlewood Road.

DO NOT MAKE A U-TURN IN THE MIDDLE OF CANDLEWOOD ROAD INTO ONCOMING TRAFFIC!

★ **Any parent who chooses to anywhere park off school property is responsible to walk their child directly into the office. ACS staff will only assist students in the parking lines.**

★ **There will be no space allocated within the parking lot or on Candlewood Road for parents wanting to park and drop off their children after 8:00 am.**

Afternoon Pick-Up Procedures:

All parents will line up on Candlewood Drive just outside of the main entrance to Arundel Christian School. At 3:25 pm an ACS Parking Attendant will begin to direct traffic into the parking lot.

YOU MUST HAVE YOUR PARKING PLACARDS HANGING FROM YOUR REAR VIEW MIRROR SO THAT OUR PARKING LOT ATTENDANTS CAN SEE THEM.

- We cannot see your parking placards if they are laying on your dashboard.
- **Please understand that our Parking Attendants will only advance cars in the line when the parking placard is clearly visible.**
- If we cannot see your parking placard, we will instruct you to wait until we have advanced the cars whose parking placards are visible. **Please do not expect our Parking Attendants to recognize your car!**
- ALL PARENTS WILL HAVE BEEN ISSUED A **RED**, **YELLOW**, or **BLUE** TAG TO DISPLAY IN THEIR CAR WINDOWS.
- **PLEASE HAVE THIS CLEARLY DISPLAYED SO THAT YOUR CHILD/CHILDREN'S NAME(S) CAN BE CALLED INTO THE SCHOOL AND YOUR CHILD SENT OUT AS QUICKLY AS POSSIBLE .**

Note: The ACS Parking Lot Attendants cannot see your parking placard when it is laying flat on your dashboard. Please hang it from your rear-view mirror so that you can advance in the parking line in a timely manner.

RED TAG PARENTS will be directed into the **RED** pick-up loop to the right as you come in the entrance.

- **RED TAG** vehicles will join the line on Candlewood Road.
- You will be directed to pull in all the way around the loop and assigned to Lanes #1, #2, or #3 as directed by an ACS Parking Attendant.
- Your family's name will be called, and once the loop is full and all traffic has stopped, an ACS Staff Member will bring your child/children to your car.

YELLOW TAG parents will enter the parking lot and make the first left into the **YELLOW** parking loop.

- **YELLOW TAG** vehicles will join the car line on Candlewood Road.
- Your family's name will be called, and once the loop is full and all traffic has stopped, your child/children will walk to your vehicle and enter it.

At the end of both parking loops will be a **STOP** sign written on the pavement. An ACS Parking Attendant will be at that location to dismiss your cars in an orderly manner back out to Candlewood Drive.

BLUE TAG students will be picked up along a designated Candlewood Road space.

- **BLUE TAG** vehicles will join the car line on Candlewood Road.
- A Parking Lot Attendant will come to you and direct you out of the main line and past the entrance to ACS to follow the flags indicating **BLUE TAG** Drop-Off/Pick-Up.
- Another **BLUE TAG** Parking Attendant will be waiting to call your child's name to the awaiting indoor team who will direct your student to leave the building and be directed by **BLUE TAG** Parking Attendants to the cars awaiting them in the **BLUE TAG** line.
- **BLUE TAG** vehicles will then pull up Candlewood Road and make a U-Turn or left-hand turn at the end of Candlewood Road.

DO NOT MAKE A U-TURN IN THE MIDDLE OF CANDLEWOOD ROAD INTO ONCOMING TRAFFIC!

Morning Club Drop-Off:

Parents dropping their children off for Morning Club will be able to park in the available parking spaces **MARKED "D.O./P.U."** and walk their children into the **FRONT OFFICE** entrance of the building. Please bear in mind that if you park in the spaces surrounding the **RED** or **YELLOW** parking loop closer to 8:00 am, you may risk being blocked into the loop until the parents dropping their students off for the day have pulled back out of the loop.

REGARDLESS OF THE TIME AT WHICH YOU DROP OFF YOUR CHILD/CHILDREN, NO ONE BUT ACS STAFF MEMBERS MAY PARK IN THE "STAFF" PARKING SPACES.

Afternoon Club Pick-Up

Parents picking their children up from Afternoon Club will be able to park in the available parking spaces **MARKED "D.O./P.U."** Parents will come into the front office where a team member will call for their child to come to the front office. No one but authorized personnel will leave the front office area to pick up any child.

Attendance Policy

ACS complies with Maryland State laws regarding regular school attendance. COMAR Section 7-301 requires that, "each child who resides in the state and is 5 years old or older and under 16 shall attend school regularly during the entire school year unless the child is otherwise receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age."

The following absences from school are deemed to be lawful. As such, work missed during absence for any of the reasons below may be made up and grades awarded accordingly. Parental notes or other written documentation are required to determine lawful absences.

The Administrator or academic director must authorize all lawful absences.

(): requires written request to the administrator or academic director*

- Death in the immediate family
- Illness of the student
- Court summons
- Suspension
- School sanctioned family activities*
- Religious observances*
- School sanctioned activities
- Other emergencies or circumstances judged and approved by the administrator or academic director

Work missed during school-sanctioned activities, family activities, or lawful absences must be made up by the student. If written permission is required for a lawful absence, the parent must agree to have the student complete the schoolwork he or she will be missing during the approved absence. If the work assigned is not completed, those absences can be considered unlawful. If work then must be made up, the student will be required to arrange to complete the work after the regular school day.

The make-up policy for short-term, lawful absences shall be:

- It is the student's responsibility to contact the teacher for make-up assignments for any work missed due to an absence.
- Work satisfactorily made up within the school's prescribed time after returning to school will receive full credit.
- Failure to make up work missed while absent will result in a failing grade for that working period.

Except for school-sanctioned family activities, notes and documentation verifying lawful absence from school must be submitted when the student returns to school from the absence. Failure to submit verification as required will result in the absence being considered unlawful. An absence for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy.

Students who have excessive unlawful absences will be referred to the courts and/or other agencies for action. Students who have been unlawfully absent may lose credit toward graduation.

Students who accumulate more than eight (8) days of absences (lawful or unlawful) per semester or sixteen (16) days per year will be required to produce an acceptable doctor's note or other documentation for all subsequent absences. Failure to provide an acceptable note will result in the absence being considered unlawful.

Students who have four (4) or more days of unlawful absences per term may receive a failing grade for that term. Students who accumulate eight (8) days of unlawful absences

in a semester course or sixteen (16) days of unlawful absences in a year-long course may receive a failing grade in that course.

Tardiness Policy

School begins promptly at 8:30 am. ALL students are to report to their designated areas for Morning Roll Call and Devotions.

If a student has unexcused tardiness more than three (3) unexcused in a month, a late fee of \$75.00 per student will be assessed to the student’s tuition. It is the responsibility of the parents to ensure their child’s timely arrival. Tardy students are missing Morning Devotions, which as a Christian school, is our most important part of the day. In addition, late students are missing morning announcements and/or “circle time”, and the late student causes a disruption to the normal flow of the class. If there is a traffic problem, health emergency, or other emergency, please call the office and make them aware of the situation. Otherwise, the tardiness will not be excused.

Tardiness will also affect a student’s attendance record. The following will apply to students who do not arrive to school on time:

- Absent or late less than ninety (90) minutes=tardy. Tardiness three (3) times within one month will constitute a one-half day absence.
- Absent or late between ninety (90) minutes and three (3) hours=one-half day absence.

Excused tardiness will require written explanations. If a student is late because of a doctor’s visit, a written excuse from the doctor is required.

With both excused and unexcused absences or tardiness, students are required to make up for any lost class time after school hours. Students who make a habit of being unlawfully absent from school, may be expelled from ACS.

I understand and accept the expectations of the Arrival & Departure Procedure, Parking Lot Policy, Attendance Policy, and Tardiness Policy.

Parent/Guardian 1: _____ Date: _____

Parent/Guardian 2: _____ Date: _____

AM Club & PM Club

Before care opens at 6:30 am and ends at 8:10 am. Aftercare begins at 3:45 pm and ends promptly at 5:30 pm. The earliest time that a student can be dropped off without using Before care is 8:10 am. The latest a student can be picked up without using aftercare is 3:45 pm. If a student is NOT picked up as a car rider (and is not enrolled in PM Club) that they will need an emergency contact to be at the ready since some of the PM Club classes will be at capacity.

Before-Care hours are from 6:30 am until 8:10 am. After-Care hours are from 3:45 pm until 5:30 pm. ***NO LATER!*** A FEE OF ***\$3.00 PER MINUTE*** WILL BE CHARGED TO ANY PARENT WHOSE CHILD IS PICKED UP ***AFTER 5:30 PM.***

Any parent who is consistently late picking their child up from Aftercare will forfeit their child's position in the program. Parents must pre-register their children before they can be placed in Before- or Aftercare. Before- and Aftercare registration is completed in each child's Financial Contract; therefore, adding a child into both or either program will require an update to the Financial Contract. Parents who wish to utilize Before or Aftercare for their children for occasional use must notify the office in advance and will be charged \$10/hour for the day the service is used.

ALL PAYMENT PLANS MUST BE ARRANGED WITH THE FINANCIAL OFFICE BEFORE A CHILD IS ENROLLED IN BEFORE- OR AFTERCARE.

In the event of inclement weather, Before- and Aftercare will follow in accordance to how ACS makes its closing decisions. If there is any kind of morning delay, there will be no morning care. If school is closed early or if afternoon activities are canceled due to inclement weather, Aftercare will also be closed.

Parents should monitor local news bulletins; however, the school will notify you whenever school closes early because of inclement weather. ***It is the parents' responsibility to make sure there is a "backup" transportation plan in effect for such emergency situations.*** The school must be provided with at least two (2) emergency contacts so that your child can be picked up if you are unavailable.

Parents are to follow the drop-off and pick-up procedures as detailed in our Parking Lot Policy.

REGARDLESS OF THE TIME OF DROP-OFF, PARENTS MAY NOT PARK IN THE SPACES MARKED "RESERVED".

ACS Student Wellness Policy

If your child is ill, we ask that you keep him/her at home until he/she is completely well. A sick student affects everyone around him/her. All of our classrooms are sanitized daily. ACS Staff keep hand sanitizer in each classroom and at other locations around our facility. However, all of our care will be for naught if students come to school already sick.

If we notice that your child is not looking well or if he/she is complaining of feeling unwell, we will contact you. If your child is sent to the office because he/she is not feeling well, we will take his/her temperature. If your child registers a fever, even a low-grade fever, we will ask you to come and pick him/her up from school.

If your child has seasonal allergies, we need you to keep us informed of that. If we notice a student with a persistent runny nose or red, watery eyes, we may ask you to come and pick him/her up to ensure there is no infection.

Students who have contracted Hand/Foot/Mouth Disease may not return to school if they have any blistering either on their hands, feet, or in their mouths. This is an extremely contagious virus, and we need to do all that we can to prevent its spreading whenever there may be an outbreak.

If your child has contracted ringworm, you must inform his/her teacher(s) and the front office. We will need a doctor's note stating that treatment has been given and that the child is no longer contagious. Occasionally a student will be found with head lice. Should this occur, the student may not return to school until all of the nits have been removed and the student is lice free.

As directed by the Department of Health, a student who has been sent home because he/she is vomiting, has diarrhea, or has a fever may not return to school until he/she is vomit-, diarrhea-, and/or fever-free for twenty-four (24) hours WITHOUT the aid of medication. ACS will continue to keep in place the COVID health and wellness screening policies below that were set in place and stated in our Department of Health Safety Plan and expect for our parents to do so as well:

Morning Health Screening Phases:

1st Phase- Parents are required to screen their children's temperature every morning prior to their arrival at school. Students who are experiencing COVID-19, Flu, Strep Throat, Stomach Bug or any other virus or sickness symptoms listed below must not be sent to school.

- | | |
|--|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Congestion or green or yellow runny nose |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Fever with a temperature of 100°F or above |
| <input type="checkbox"/> Headache | |
| <input type="checkbox"/> Sore throat | |

2nd Phase-

Once the students have been cleared by their parent(s) and arrive on campus, they will be directed through one of three entrances based on their grade level. Each entrance has been outfitted with body thermal scanners. These devices are 100% touch free and will scan every person when entering and exiting the school building. Should a student be detected with a fever, he or she will be sent to a sequestered area before entering the school corridors or classrooms. The student will be sent home and must self-quarantine until all symptoms are gone and he or she has been cleared by his or her doctor to resume in-person (on-site) classes.

An acceptable temperature reading must be below 100°F to permit admittance into the building where the students will then walk directly to their assigned classroom.

Teachers will also follow the same procedures as the students, evaluating themselves prior to arriving at work and will then be temperature scanned before entering the building. Should an unacceptable temperature be detected, he or she will be sent home until he or she is symptom free and cleared by a doctor.

Medical

Every student must have up-to-date health records of immunization, a copy of his/her birth certificate, transcript from another school(s), and a social security number on file by the first full day of school. ACS will comply with the immunization requirements as indicated by the Department of Health. All students in grades 5 through 12 must have a Hepatitis B shot and their second Chicken Pox vaccine. Please check with your child's pediatrician before school starts to ensure that his/her immunizations are up to date. Please bring in or fax all records to the school office. The ACS fax number is (410) 859-8575.

Personal Hygiene

Due to the many extreme changes in fashion trends, it has become necessary to focus on certain details crucial to personal hygiene, grooming, and appearance. The following regulations shall apply to all students:

- Hair is to be neatly styled and clean. If a student colors his or her hair, the colors/shades must be of **natural colors**. For example, students may not come to school with blue or green hair.
- Boys are not to wear nail polish. Young men do not have to wear a short haircut; however, they may not have their hair cut in a long, shaggy cut that covers their faces. Young men are to be clean shaven and wear deodorant.
- Young ladies may wear cosmetics only if applied in an appropriate manner for their age, **before** arriving at school. We do not allow false eyelashes unless professionally applied in keeping with a natural length. Girls may wear jewelry however, any student wearing inappropriate jewelry will be instructed to remove it. Fingernails

should be groomed and kept at a modest length. Pointed natural/false fingernails will not be permitted. Young ladies should wear deodorant.

- **ABSOLUTELY NO FACIAL OR BODY PIERCINGS ARE PERMITTED FOR ANY STUDENT.** This includes but is not limited to ear gauges and nose earrings. Students may not cover body piercings with band aids. Those piercings must be removed before coming to school.
- Any existing tattoo must be able to be covered by the student's uniform.
- Students should arrive at school in a clean and pressed uniform.
- Students are not to wear any kind of cap or head covering while in school.

All students must make a personal commitment to daily hygiene. Each student must be able to handle his/her own personal bathroom needs such as cleansing, buckling, buttoning, zipping, etc. Arundel Christian School staff and faculty are not allowed to handle or to touch the students in any way or to leave class to assist one student in the bathrooms except in the case of an emergency.

ACS is not responsible for any damaged or soiled clothing. Remember that clothing tends to "get dirty" when young people play outdoors. Please do not send your child to school on party or dress down days in clothes that cannot be played in.

Please Note: Failure to comply with the Personal Grooming Guidelines as stated will be treated as a UNIFORM INFRACTION and the same consequences as stated under that heading will apply

Bathroom Usage

Students will be assigned a specific bathroom based on their grade. Students will not be permitted to use bathroom facilities within the building that are not assigned to them. All students must wash and dry with paper towels after bathroom use. Once they are back in their classrooms, they will be required to sanitize their hands using their classroom hand sanitizer station. All students 4-12th grade must have a pass with them when going to the bathroom during instructional time. Students who do not have the required pass will be served an infraction for not following standards.

Drinking Fountains

All drinking fountains are equipped with water bottle-filling stations. All students are to bring a water bottle with them daily to stay hydrated throughout the day.

Lunches, Snacks, and Dietary Procedures

All ACS students will bring a lunch from home with them each day. For students in PK and Kindergarten, those lunches must include a snack as well. All students enrolled in the ACS PM Club program must have an additional snack for that as well. Due to the increasing number of students with food allergies, ACS does NOT provide snacks for its students.

Please pack your child's lunch thoughtfully. Choose foods for your child that will allow him or her to remain satisfied and alert in class. We also encourage you to make sure that an adequate breakfast has been eaten by your child so that he or she will not be hungry before lunch or snack time.

ACS does not provide services for warming up or refrigerating student lunches. Please make sure that you pack an ice pack if you want foods kept cool or pack warm foods in the appropriate containers.

Students should not bring, or be brought, fast food lunches or have doordash delivered to school. If your child has forgotten his or her lunch, the wellness nurse will bill your family a \$15 fee for a small meal (such as a cup of noodle or uncrustable).

Field Trips

As a part of our learning experiences, field trips are planned throughout the school year. Some of our field trips will include the entire student body, and others will be geared to specific age groups. Most of the field trips we take have an educational and academic emphasis; however, we also enjoy taking trips that are "just for fun".

Whenever we have extra room for chaperones, parents are definitely encouraged to attend their children's field trips. You will receive written notification with your child's permission slip as to the student fee and the Chaperone Fee for each field trip as they come up. If you delay in responding, there may not be room for you to accompany your child on a field trip!

Inclement Weather Policy

In the case of inclement weather, Arundel Christian School will monitor the decisions made by the Anne Arundel County Public Schools for closings and delays. Because we have staff and students traveling not only through Anne Arundel County but also Carroll, Baltimore, Prince George's, and Howard Counties, we will also monitor their closings and delays. We will also monitor Anne Arundel and its surrounding counties in regards to early dismissals or cancellations of afternoon activities due to inclement weather. Please make sure to check your emails, text messages, and our Facebook page as well as your local television stations regarding closings and delays.

When making a decision of whether to close or delay school due to inclement weather, we will consider the commute of not only our students who are driving to school from Anne Arundel County but also that of our students who reside in the surrounding counties. Once we have determined whether to close for the day, delay

opening, or close early, we will notify you both by e-mail and by posting on our Facebook page. We will also post our delays and cancellations on WBAL Channel 11, WJZ Channel 13, WBAL1090 AM, and 95.1 SHINE FM.

Please Note: If there is a morning delay of any kind, there will be NO MORNING CARE.

If it becomes necessary to close schools early due to inclement weather, we will have either the office or your child notify you to come and pick him or her up. **ALL STUDENTS MUST HAVE AN EMERGENCY CONTACT PERSON WHO WILL BE AVAILABLE TO PICK THEM UP FROM SCHOOL IF THE PARENT IS UNABLE TO DO SO.**

If the school must close for inclement weather or other emergency situations, all students must be picked up immediately from school. All students registered in Before or Aftercare must have two (2) emergency contacts provided in the event of such early closings. If school is closed early, there is no Aftercare.

Parents may choose to keep their children home if they deem the roads to be too hazardous for their own travel. If you do make that decision, you must notify us in writing for the absence to be excused, and your child is responsible to complete his/her schoolwork from home.

Emergency & Safety Procedures

In the event of an emergency, the ACS Staff will direct the students to one of the many emergency exits in the building. Our Preschool students will be escorted directly out of the building from their classrooms which have their own individual exits.

If there is a weather emergency such as a tornado warning, all students will be directed into the MPR, Annex, or to windowless classrooms to await an "all clear" release to send them back to their classrooms.

All of our classrooms lock from the inside. While we hope it would never be necessary, our students can be locked safely in their classrooms should we experience an unsafe presence in our building.

For their own safety, students are not permitted to exit the school building without the supervision of an ACS teacher. Students may not leave the building via any of the emergency exits unless they are participating in a fire drill or are escorted by an ACS staff member. **If a student leaves the school campus without having been picked up by a parent or authorized guardian, that student shall be faced with suspension or expulsion.** Students will not be permitted to be outside of the fenced areas outside of the ACS facility unsupervised.

ACS Security Policy

In order to ensure the safety of our staff and students, ACS has a full-time security officer on site during our operational hours. Our security officer will patrol both the indoor and outdoor facilities of ACS both physically and through our multiple security cameras. If he should see a person or vehicle that is in a questionable location, he will approach that person or vehicle to determine their purpose for being on our premises. It is therefore paramount that all of our ACS families follow all of the procedures laid out in the ACS Student Handbook regarding drop-off, pick-up, and parking lot procedures and directives. Please note the following security directives:

- No vehicles are to be double parked or left standing or unattended in the parking lot.
- No one will be permitted to enter or look over the fences of the protected playground areas.
- Follow all of the parking lot signs indicating where to enter and exit the premises.
- Parents picking their children up from the office must come into the building. No student will be permitted to leave the building before dismissal unattended.
- The office must be notified in advance that you will be picking up your child before dismissal, and your child will only be called to the front office at the time of your arrival.
- No students or parents may have Door Dash (or other delivery service) orders sent to the school. Parents must follow the lunch policy and have their child(ren)'s lunch sent with them to school.
- The ACS front office will be locked at 3:00 pm and will remain locked until 4:00 pm every school day for afternoon dismissal. There will be no office admittance during this time.

These policies have been put in place to ensure the safety of everyone coming and going to and from our school property. If you are outside of the directives listed above, you will be approached by our security officer and asked to remove yourself or your vehicle to the proper location.

Cleaning Protocol

In order to provide clean and sanitized work and play areas, ACS will follow CDC guidelines in daily cleaning throughout our entire facility. These protocols will be followed both in and out of the classrooms:

- Students and Teachers will clean their personal workstations in their classrooms routinely throughout the day.
- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school between use.
- Routine daily cleaning increased and scheduled sanitizing and disinfecting deep schoolwide cleaning.

- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Restrooms and hallways will be cleaned and disinfected on a rotating schedule throughout the day.

Fundraising

Arundel Christian School is a 501(c)(3) organization. As a private school affiliated with a religious organization, Arundel Christian School cannot receive any financial support from state/federal tax revenues or bonds, as do public schools. As such, the school must rely on families, friends, alumni, and corporations for support.

With that in mind, the school sponsors several fundraisers throughout the school year. Parents are expected to participate in fundraising for the school each school year.

Fundraising provides funds for our general operations as well as items that are beneficial to the student body which might not be covered by regular tuition and are considered unrestricted.

Restricted gifts and donations to the school are capped at \$1000 per donation for specific needs of the school that are not covered by tuition.

Dress-Down Days is a fundraiser for the school and/or the community that is coordinated with our School Spirit week. Students who choose to participate in the event will pay \$10.00 to participate. Students who choose not to participate will be required to wear their normal school uniform.

Fundraising information will be sent home with your child prior to each event, and your participation is encouraged and appreciated.

As part of our fundraising efforts ACS will hold an annual Gala which will be held in the spring of each school year. Parent/Guardian's participation is expected. A Volunteer committee of parents work together with the administrative team to produce the evening for the purpose of raising funds for ACS annual operating expenses and/or special school project.

Please Note: All gifts given to ACS are tax-deductible.

Confidentiality

The Students, Parent(s) and/or Guardian(s) agree to hold in confidence the terms and conditions of this agreement and guarantees by their signature that they will refrain from sharing with others in any manner any disciplinary matter or financial information.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

Non-Defamation Agreement

Student Parent(s)/Guardian(s) agrees to refrain from, either directly or indirectly, hereafter making any defamatory statements or comments of any type or nature whatsoever to anyone in any manner, including but not limited to social media platform, media outlets, web review sites, etc., about Arundel Christian School (ACS), Oasis Church (OC), its Teaching Staff, Administrative/Executive/Leadership Team, Board of Directors, Trustees, Representatives, Affiliates, and/or Clientele.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date:

Administrative Right to Amend

ACS reserves the right to amend the Student Handbook and any amendments shall be binding upon all students/parents/guardians.

Parent/Guardian 1:

Date:

Parent/Guardian 2:

Date: