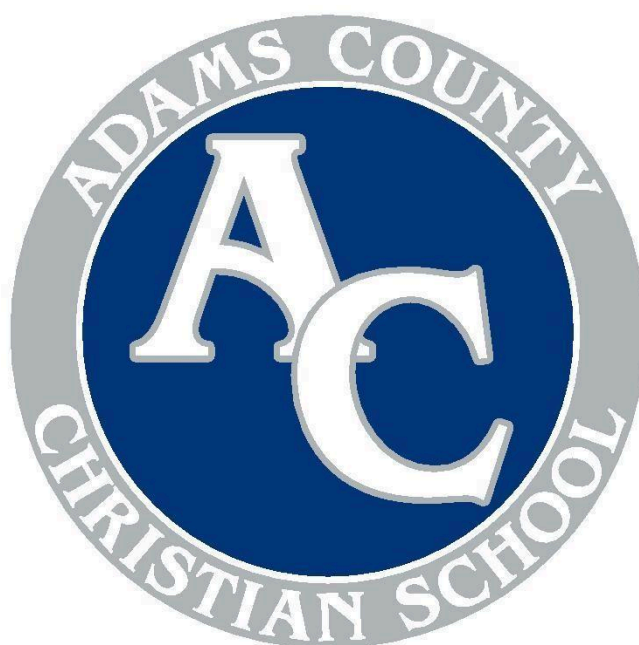


# ADAMS COUNTY CHRISTIAN SCHOOL

## Parent and Student Handbook 2025 - 2026



300 Chinquapin Lane  
Natchez, MS 39120

[www.adamschristian.org](http://www.adamschristian.org)

## **Administration**

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Preschool Director – Kim Bas  
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## **Contact Information**

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School Store.....[accs-online-store.square.site/](http://accs-online-store.square.site/)  
School Facebook.....[facebook.com/ACCSRebels](https://facebook.com/ACCSRebels)  
School Facebook Group.....[facebook.com/groups/adamschristiancommunity](https://facebook.com/groups/adamschristiancommunity)  
School Instagram.....[instagram.com/adamscountychristian/](https://instagram.com/adamscountychristian/)

**ACCS Board of Directors**

Adam Conerly

Matthew Guedon

Josh McDonald

Bryan Rabb

Beth Shutt

Erin Smith

Danna Mooney

**This Handbook does not and cannot address every situation, question or problem that may arise. At the discretion of Administration, additional policies that are not stated in this Handbook may be put into place during the school year. Any matter that is not covered in this Handbook will be left to the discretion of Administration.**

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## WELCOME

Dear AC Families,

On behalf of the faculty and staff of Adams County Christian School (ACCS), I would like to say welcome to our new families and to those who are returning. I am pleased you are a part of our school community. I appreciate your involvement and cooperation in making this year successful. This Handbook has been prepared to help answer many questions students and parents may have concerning the activities, procedures, and guidelines regarding the daily operation of our school. These procedures help create an orderly school environment, which is conducive to learning. All students attending ACCS have agreed to comply with these policies as part of the Enrollment Contract executed by all families prior to the beginning of school.

Everyone at ACCS believes collaboration with our families produces the best results for our students. I encourage parents, teachers, support personnel, students, and the community to work together to ensure our students become high achieving, respectful, and responsible citizens. Parent involvement is critical to student success, and I look forward to working with each of you to make that possible.

My hope is that you will feel ACCS is a great place to be each and every day. It is our desire to prepare students for success in school and in life. I am looking forward to a great year!

Sincerely,

**David King,**  
Headmaster

## **Mission Statement**

The mission of ACCS is to provide a quality education with achievable challenges based on Christian principles.

## **Vision**

The vision of ACCS is that all students will be well-rounded spiritually, emotionally and physically and that each student will have the opportunity to obtain their highest level of academic achievement in preparation for the future as productive citizens.

## **School Philosophy**

ACCS seeks to provide excellence in education in an atmosphere conducive to the intellectual, cultural, social, spiritual, and physical development of our students. The school recognizes the needs of our students and accepts the challenge to develop each student's potential to the greatest extent possible.

ACCS strives to be a school where learning and character are nourished, where students and teachers are valued as individuals and where differences are respected while talents are nurtured.

## **Statement of Diversity**

Respect and understanding of differences are necessary parts of preparation for life in today's complex world. To achieve the broader educational goal of preparing students to participate in the world community, ACCS is committed to diversity in race and national origin in our student body, faculty and programs.

## **Nondiscrimination Policy**

ACCS does not discriminate on the basis of race, color, national or ethnic origin, sex, disability or age in the administration of its educational policies or other school-administered programs and provides equal access to qualified students to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Any individual may contact the Secondary Principal, Rick Fife, via email: [rickfife@adamschristian.com](mailto:rickfife@adamschristian.com), mail: 300 Chinquapin Lane, Natchez, MS 39120, or phone: 601-442-1422 with questions related to this policy.

## GENERAL INFORMATION / PROFILE

Adams County Christian School is a private school that incorporates preschool through grade twelve. The school was built in 1970 and is fully accredited by the Midsouth Association of Independent Schools (MAIS) and the Southern Association of Colleges and Schools (SACS). Our school colors are royal blue, gray and white. Our campus now encompasses forty-five (45) scenic acres in northern Adams County, including additions and renovations that continue to date.

ACCS, though not affiliated with a local church, exists to serve Christian parents and students seeking a godly alternative to the public education system. ACCS strives to provide an excellent education by giving students the skills they will need to be Christian leaders in a challenging world. Faculty and staff are committed to helping our students focus on their personal relationship with Christ through a biblically-based and relevant curriculum integrated with effective methods of instruction and the use of modern technology.

We seek to promote Christian values through academics and extracurricular activities. By incorporating Christian principles in our curriculum, we seek to teach the students that Christ is essential in all meaningful learning and relevant for daily living.

### **Core Values**

**Excellence:** ACCS embraces academic and personal excellence, where each student is treated as an individual and has the opportunity to strive and attain his or her best. Excellence is not a single standard held aloft, but rather something to be measured from within each member of the school and celebrated by all.

**Integrity:** Students develop a strong moral base and ethical understanding as members of a principled learning community. They are encouraged to act with honesty, respect and compassion.

**Community:** Close, meaningful student-faculty relationships further both the intellectual pursuits and the process of personal development. A strong sense of community prevails, along with the understanding of the commitments and responsibilities such a community requires from each individual in order to thrive.

**Independence:** Students are given increasing independence and responsibility for their own learning in order to foster intellectual curiosity, creativity and confidence. Consequently, they have many opportunities to grow and thrive both as individuals and as leaders within the school community.

**Perspective:** Academic and extracurricular programs encourage the broadening of students' perspectives and provide exposure to both the surrounding community and the broader world.

## **SCHOOL POLICIES**

### **Student Insurance**

School-day insurance will be available for all students through the school. Forms are available in the High School Office. PLEASE NOTE: This insurance is secondary to a student's private health insurance. Students must report all injuries to a staff or faculty member immediately. School personnel must have a record of the injury to complete the appropriate claim forms for processing.

### **Announcements/Advertisements/Signs/Banners**

All posters, bulletins, signs, banners or other promotional items posted on our campus must be approved by a faculty advisor and Administration. Advertisements about events that are not related to our school are not allowed without express approval. Spirit posters and school-related campaign material may be posted on railings and fences. Small posters may also be placed on stakes in select landscaping. Nothing is to be posted on any buildings, doors or trees. Anyone that posts on campus is responsible for cleaning up what they posted within three (3) days of the date of such event. Violations of this policy may result in fines or other penalties assessed by Administration.

### **Illness or Emergencies / Medications**

If at all possible, medication should be given at home. If a student must receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly labeled with the student's name, physician's name, date, name of medication, dosage and time of administration. The school MUST HAVE WRITTEN PERMISSION from the parent/guardian to administer ANY medication to a student. Any and all medications, including non-prescription medication, will be given to a student by personnel in the appropriate office relative to their grade level. NOTE: It is the policy of the ACCS Preschool not to give medication during school hours, and the Middle/High School Office will no longer dispense non-prescription medication to students.

Parents/guardians are strongly encouraged to update student records with regard to allergies, i.e. medication, food, latex, etc. To a limited extent, first-aid materials are also available at the school. Any injured or ill student should report to faculty or staff as soon as possible to determine the nature and extent of injuries.

All student immunization records must be up-to-date. Failure to follow school policy may result in the suspension and/or dismissal of the student until all paperwork is found to be complete and in compliance with the law.

Students running a fever of 99.9 or above or feeling ill due to nausea, stomach discomfort or similar symptoms should not report to school. A child **MUST BE FEVER AND SYMPTOM FREE FOR 24 HOURS** before returning to class. Parents/guardians will be called to immediately pick up any student who is found to be running a fever, experiencing extreme stomach distress or vomits for any reason. In order to protect the health and welfare of the entire student body, parents/guardians are urged to keep children home and contact the school to report any absence due to illness as soon as possible.

### **Head Lice and No Nit (Egg) Policy**

Head Lice can be contracted by anyone at any time regardless of age, ethnicity or gender. If a student is found at school with headlice, they must leave school immediately. Proper treatment must be administered before reentering the classroom. A No Nit Policy will also be enforced; therefore, if nits are found, the student will not be allowed back into the classroom.

### **Preschool Requirements**

To enroll in the three (3) year old class, the child must be three (3) before September 1<sup>st</sup>, and to enroll in the four (4) year old class the child must be four (4) before September 1<sup>st</sup>. All children must be in the proper child restraint for drop off and pick up. All children must be potty-trained before entry to the program, and all parents/guardians must read and agree to the Preschool Toilet Training Policy. A change of clothes for accidents is required to be kept at school. Parents will be notified if your child bites or has been bitten by another child. If an incident occurs that requires attention, parent(s)/guardian(s) will be notified and must report to the school immediately upon request. Repeated incidents may result in the student's potential dismissal from the program.

### **Transportation**

The legal responsibility for the safety of each student being transported in a private vehicle rests with the registered owner of the vehicle. No student is allowed to drive another student to a school-sponsored activity, unless approved by the Administration.

### **Withdrawals and Transfers**

To withdraw or transfer from ACCS, written notification must be submitted from a parent/guardian to the Headmaster or Principal associated with the child's grade level. The parent/guardian will be informed of any necessary forms required from the office. At the time of withdrawal, all library books, materials and textbooks, athletic uniforms and equipment as well as any other school property must be returned. At such time, all financial obligations are due. Failure to return all school property and pay any amount due may result in ACCS withholding grades, transcripts and diplomas.

## **Electronic Devices/Cell Phones/Personal Property**

**Elementary school students (K-6) are not allowed to have cell phones on campus.** If an elementary student is in possession of a cell phone, consequences will be given, and the phone will be turned into the principal who will hold the cell phone until a parent retrieves it.

**Middle and high school students (7-12) must have their cell phones turned off at all times from the time that they enter the school building until the *end of the school day*.** Students may use their phone after the final bell has rung **and** they have **exited the building**. **Students may not carry cell phones in pockets, sweatshirts, etc.** If a student chooses to bring his/her cell phone on campus, **cell phones must be placed in lockers or backpacks.**

If a student chooses to have a cell phone on their person, the phone will be taken up and turned into the High School Office. The following consequences will be issued for middle and high school violations of the cell phone policy with regard to retaining a cell phone on their person or use of a cell phone during a school day:

- **First Offense- cell phone on person:** In-school suspension for one (1) day- parents notified and warned about consequences for second offense
- **Second Offense- cell phone on person and/or First Offense- use of cell phone during the school day:** Suspension for one (1) day
- **Third Offense- cell phone on person and/or Second Offense- use of cell phone during the school day:** Suspension for two (2) days and must turn in phone to Administration everyday for one (1) month upon return to school
- **Fourth Offense- cell phone on person and/or Third Offense- use of cell phone during the school day:** Suspension for three (3) days and must turn in phone to Administration everyday for the remainder of the year upon return to school
- **Subsequent Offenses:** Administrative conference to determine consequences

**Yondr Phone Pouches:** Each 7th-12th grade student will be assigned a personal Yondr Phone Pouch. While the pouch is considered school property, it is each student's responsibility to bring their pouch with them to school everyday and keep it in good working condition. Each day, students will report to class, with their phone off, place their phone inside their pouch and secure it in front of school staff. The pouch should be stored in the student's backpack or locker for the day. At the end of the day, students will open their pouch, remove their phone and place their pouch back in their backpack to bring it back to school and repeat the pouching process. Students arriving late to school will pouch/unpouch their phones in the High School Office.

The first time a student forgets to bring their pouch to school, the phone will be confiscated until the end of the school day, and the parent/guardian will be contacted to remind them of the school policy. The second time a student forgets to bring their pouch to school, the phone will be confiscated and the parent contacted with a \$25.00 charge to obtain the phone from the High School Office at the end of the school day. If a student forgets to bring their pouch to school a third time, the phone will be confiscated and the parent contacted; the pouch will be considered lost, and the student must pay a \$35.00 replacement fee to obtain the phone from the High School Office at the end of the school day.

The following will be the consequences regarding damage to a student's Yondr pouch:

- **First offense:** The phone/pouch will be confiscated, and the parent/guardian will be notified. The student must pay \$35.00 for a replacement pouch and serve one (1) detention period.
- **Second offense:** The phone/pouch will be confiscated, and the parent/guardian notified. The student must pay \$35.00 for a replacement pouch and serve two (2) detention periods.
- **Third and subsequent offenses:** The phone/pouch will be confiscated, and the parent/guardian will be notified. The student must pay \$35.00 for a replacement pouch and may be subject to suspension or other disciplinary action as determined by Administration.

Students may only use headphones that plug into computers with teacher permission. They may be used for educational purposes only. A student may not use such accessories in a location of the school outside of the classroom, including, but not limited to, the hallways, the gym and the cafeteria. All electronic devices, including smartwatches, must be put away for tests and quizzes. If necessary, a parent/guardian may contact their child by calling the appropriate office associated with the student's grade level. Students are allowed to use the telephone in the office in the case of an emergency or illness. Calls of a personal nature are not permitted. Students should never use the office telephone without permission from office personnel.

Students, family member(s) or guest(s) are **STRICTLY PROHIBITED** from taking videos, pictures or recording faculty, staff, students and/or other visitors while on campus, including during classes or meetings. These activities create disruptions in the educational environment, and may infringe on the rights of others. Students may be held accountable for the actions of friend(s) and/or guest(s) on campus who may be in violation of this policy. Administration reserves the right to review all text messages, photo images, or any other electronic data, on any electronic device located on campus when there is suspicion of wrongdoing and upon reasonable belief that evidence of such behavior is present on the electronic device. **ANY STUDENT WHO REFUSES TO GIVE AN ELECTRONIC DEVICE TO A TEACHER OR ADMINISTRATOR IMMEDIATELY UPON REQUEST MAY BE SUSPENDED FOR 1 TO 3 DAYS OR BE SUBJECT TO FURTHER DISCIPLINARY ACTION AS DETERMINED ADMINISTRATION UP TO AND INCLUDING EXPULSION.**

The school is not responsible for the loss or theft of any personal items of students, parents and/or guests while on campus. This includes, but is not limited to, whether the item was previously confiscated, in a student's locker/backpack and/or in the person's possession.

## **Visitors**

Except on occasions such as school programs, athletic competitions and other school-sponsored events, which may take place during school hours, any visitor(s) must check in with the appropriate office related to their child's grade level, sign in and receive approval prior to admittance anywhere on campus. Visitors should behave and dress in an appropriate manner. Classroom visits are only permitted after a request has been approved by a teacher and/or Administration.

## **Deliveries**

No deliveries may be made directly to students in class. All items must be taken to the appropriate office associated with the grade level of the student. The office staff will ensure delivery of all appropriate items to students between class periods or at the end of the school day. Please remember that we have very little room for balloons and flowers, and any such deliveries must be made in the last hour of school, if possible. Also, please be sensitive to any latex allergies that may exist on campus.

## **ACADEMIC POLICIES**

ACCS is committed to the total development of each student. We strive to meet certain academic, social and spiritual needs. Partnering with parents, we will do all we can to contribute to the enlightenment, health and wholeness of every child. We view education as a foundation for lifelong learning. Our curriculum is primarily designed to prepare students for entrance into college. We provide a quality education in a Christian environment to help our students successfully cope with the challenges of our modern-day society and higher education.

## **Grading**

ACCS is on a nine-week grading period. After each nine-week period, grades are calculated by averaging the daily and test grades. Teachers are required to take and record grades weekly. For the semester average, the two (2) nine-week grades are averaged together. In 7<sup>th</sup> through 12<sup>th</sup> grade, the daily and test grade average accounts for three-fourths (3/4) and the semester exam(s) account for one-fourth (1/4) of the final semester average. The final average at the end of the academic year consists of the two (2) semester grades averaged together.

Students are recognized for academic excellence with the following designations: Honor Roll- 90-93 in each subject, Headmaster's List- 94-97 in each subject, and President's List- 98-100 in each subject.

## **Student Information System (SIS)- FACTS**

ACCS utilizes the Student Information System (SIS) program, FACTS, which was previously known as RenWeb, to maintain all information related to PreK through 12th grade students. Parents must access this system to be kept informed of a student's progress throughout the year. Depending on the grade level of the student, a parent/guardian may view a wide variety of information, including homework, progress reports, report cards and cafeteria balances. Student(s) and parent(s)/guardian(s) request access to this program by going to the ACCS website, choosing the drop-down menu in the form of a square with three (3) lines located in the upper, right-hand corner, selecting the "FACTS" option, choosing the "Create New Account," and following the directions. Parent(s)/guardian(s) and student(s) are strongly encouraged to create an account prior to or on the day of orientation.

## **Progress Reports/Report Cards**

A student's progress may be monitored by his/her parent/guardian at any time through FACTS. Report cards will be available for viewing online at the end of each nine-week grading period. Paper copies are available ONLY upon request in 7<sup>th</sup> through 12<sup>th</sup> grade.

## **Achievement Tests**

Achievement tests are given annually to monitor students' progression from year-to-year. A copy of all test results will be placed in the student's cumulative folder. Paper copies of a student's testing will be provided to parent(s)/guardian(s) upon request.

## **Promotion Policy**

Students who fail a major subject, which includes, but is not limited to, subjects for which students must obtain a Carnegie Unit for graduation, may be promoted to the next grade upon successful completion of a remedial course, if offered by the school. Any and all costs related to remedial courses are the responsibility of the student, and all remedial courses must be approved by Administration. The ultimate decision with regard to whether a student is eligible for promotion is determined by Administration at the end of the academic year.

All students classified as Juniors will be required to earn ten (10) hours of community service in order to qualify for promotion at the end of the academic year. Five (5) of these hours must be earned through service for ACCS, and five (5) hours must be earned through service to the community. At least five (5) hours of community service must be earned prior to December 1st, and the remaining five (5) hours by April 1st of the same year. Any community service hours required of Juniors are *in addition to* those that may be required for clubs or organizations on campus.

## **Tutoring Services**

ACCS requires teachers to provide one (1) hour each week of after-school tutoring, which begins after Labor Day, unless otherwise specified. This is a free service, but students may choose to hire tutors outside of school. School-based tutoring programs can greatly benefit students who have difficulties in specific subjects and want help from teachers who know the school's curriculum. Please refer to our tutoring schedule for available days and times to take advantage of this service.

## **Parent-Teacher Conferences**

Conferences with teachers are only scheduled through the appropriate office associated with a child's grade level. If possible, the teacher(s) should be given at least one (1) day's notice in order to prepare. Parent(s)/guardian(s) who are unable to attend a scheduled conference due to unforeseen circumstances should contact the school as soon as possible to cancel and/or reschedule. **UNDER NO CIRCUMSTANCES** should a parent/guardian approach/confront a teacher in a negative manner about a student's progress or behavior at any time, including, but not limited to, pick-up or drop-off/dismissal and events at which either a parent/guardian or teacher is volunteering their time for the benefit of the school.

## **Class Schedules**

Class schedules will be given out during orientation. If a student is not present for orientation, they must report to the appropriate office associated with the child's grade level upon return to school. If there is a hold on a student's account for any reason, the student will be directed to the appropriate staff member to resolve prior to receiving a schedule. No student may attend class until all holds on student accounts are cleared.

## **Graduation Requirements**

To graduate from ACCS, a student must accumulate a minimum of twenty-one (21) Carnegie units of credit. **Beginning with the class of 2030 a student must accumulate a minimum of twenty-four (24) Carnegie units of credit.** ACCS follows a College Preparatory Curriculum (CPC), which includes all recommended courses required for full admission into a Mississippi public university. One (1) Carnegie unit is awarded upon successful completion of each qualified course. The Carnegie Units required for graduation in each particular area of study are as follows:

**English: 5 Carnegie units-** including Advanced Grammar & Composition (unless otherwise approved by Administration)

**Math: 4 Carnegie units-** including Algebra I and 3 additional units higher than Algebra I

**Science: 4 Carnegie units-** including Biology I and 3 additional units higher than Biology I

**Social Studies: 4 Carnegie units-** including U.S. History, World History, U.S. Government (.5), Economics (.5), Introduction to World Geography (.5) and Mississippi Studies (or state/local government course in any other state) (.5)

**Arts: 1 Carnegie unit-** Fine Art (or Visual and Performing Arts- if available)

**Advanced Electives: Carnegie units-** Foreign Language I and II (or any other option approved by the Mississippi Department of Education available on campus)

**Technology: 1 Carnegie unit-** Computer I and Technology

Attendance at Baccalaureate is required to participate in the graduation ceremony, unless otherwise approved by Administration. Seniors are required to earn twenty (20) community service hours in order to graduate. Ten (10) of these hours must be earned through service for ACCS, and ten (10) hours must be earned through service to the community. Ten (10) hours of community service must be earned prior to December 1st, and the remaining ten (10) hours by April 1st of the same year. Any community service hours required of Seniors are *in addition to* those that may be required for clubs or organizations on campus.

ACCS does not offer the option to graduate prior to the annual ceremony scheduled at the end of each academic year. All students must be classified as full-time (at least four (4) academic classes) while attending ACCS to be considered eligible for athletics. To graduate with honors, a student must be a member in good standing of the National Honor Society and/or Beta Club.

**Grading Scale:**

<b>100-90</b>	<b>A</b>
<b>89-80</b>	<b>B</b>
<b>79-70</b>	<b>C</b>
<b>69-65</b>	<b>D</b>
<b>64-0</b>	<b>F</b>

**Requirements for Valedictorian and Salutatorian**

Student(s) who have the highest average, Valedictorian, and second-highest average, Salutatorian, will qualify for the designated honor(s). The Valedictorian and Salutatorian must be willing to agree to have their speeches read and approved by a designee chosen by Administration. To qualify for either designation, student(s) must have met the following requirements:

1. The student(s) completed their Junior and Senior year at ACCS (the last four (4) semesters before graduation); and
2. The student(s) earned four (4) Carnegie units in English, Social Studies, Math (including Algebra I and II, Geometry and Trigonometry/Calculus- termed “Advanced Math” prior to 8/1/24), Science (including Biology, Chemistry, Physical Science and Biology II and/or Anatomy & Physiology) as well as two (2) Carnegie Units of a Foreign Language.

Please note: Only grades received from ACCS faculty as well as the highest grades from five (5) of the following six (6) courses currently offered by Copiah Lincoln Community College via the Dual Enrollment Program will be considered when calculating the highest and second-highest averages: Psychology, Human Growth and Development, English Composition I, English Composition II, College Algebra and Statistics and Speech. If a student is allowed to retake a course according to the policies of Copiah Lincoln Community College, the grade used to determine Valedictorian and/or Salutatorian will be that which is used by the college to determine the student’s overall grade point average.

### **7th - 12th Exams**

Mandatory midterm exams, or final exams for one-half (1/2) Carnegie unit classes, will be given at the end of the first semester. **Students are not exempt from midterm exams.** Mandatory final exams will be given at the end of each class. Students may be exempt if they have earned a ninety percent (90%) or above in the course for the year. **NO STUDENT MAY TAKE THEIR EXAMS AT A TIME OTHER THAN THAT WHICH IS SCHEDULED FOR THE CLASS** without approval from Administration. Any student who misses an exam without advance notice to the instructor will be subject to receiving a 0 for that exam grade with no possibility of a makeup exam.

### **GUIDANCE PROGRAM**

The Guidance Program is organized by the Guidance Counselor to assist 7th- 12th grade with personal and academic development. The program, broadly conceived, is reflected in faculty-student relationships, individual and group counseling as well as extracurricular activities. In addition, provisions are made for each student to take periodic aptitude and achievement tests. These standardized tests are used to help analyze a student's strengths, weaknesses and potential for promotion to the next grade level. In order for a student to be properly aided and directed under the school's emphasis upon high scholastic standards, the Guidance Counselor supervises the progress of students throughout the year. The Guidance Counselor advises students with regard to course selections and gives individual counsel whenever needed. Throughout the year, the Guidance Counselor may arrange for the students to attend college fairs, and college admissions officers will be invited to visit the school. Information about colleges and financial aid may be obtained through the Guidance Counselor’s Office.

## **Transcripts**

Procedure for requesting a copy of the transcript is as follows:

1. Student(s) and/or parent(s)/guardian(s) and alumni go to the ACCS website, click the drop-down menu in the form of a square with three (3) lines located in the upper, right-hand corner, choose the “Transcripts” option, and follow the directions.
2. If the transcript is for a college application, which uses the Common Application platform or provides an option to send electronically, the online privacy waiver must be signed before the transcript can be sent. Contact the Guidance Counselor for more information.
3. If the transcript is for a college that does not provide the option to send transcripts via electronic means, the Guidance Counselor must receive a pre-addressed envelope with two (2) stamps to mail the transcript directly from the school. Contact the Guidance Counselor for more information.
4. If the transcript needs to be “official” (signed and sealed for any other purpose) and hand-carried by the student, the student must inform the Guidance Counselor of this requirement so that the envelope will be sealed when the student picks it up in the High School Office prior to pickup/delivery.

## **Accommodations**

ACCS works diligently to provide educational opportunities for some students with learning accommodations; however, we do recognize that we are not able to provide for the learning needs of all students. At the discretion of Administration, ACCS may provide a Christian education for some students who require limited accommodations within the regular classroom. At this time ACCS is unable to provide behavioral management for any student with issues deemed disruptive to the classroom or school environment, including off campus school-sponsored events. Decisions related to this policy will be made on a case-by-case basis by Administration.

Our Administration will only use an IEP/ISP that has been determined to be up-to-date based on the common practices and applicable standards under state and federal law/regulations to make the determination as to whether the student can be serviced by the school, but is not bound to the recommendations within those documents. It is the responsibility of the parent to maintain current documentation related to a student’s disability, as ACCS will not be able to service the learning needs of students without current documentation. ACCS does not make academic accommodations outside of those recommended by a medical professional or other qualified individual.

Admissions decisions related to these students will be made on a case-by-case basis, and parents will be notified of the decision. If it is determined that a student’s known learning challenges, health issues or other important information was not disclosed at the time of enrollment, the student may be immediately dismissed from school.

The application of any accommodation, definition of any term or interpretation of recommendation(s) is determined by the Guidance Counselor and/or any other representative of the school as appointed by Administration. Any exceptions to this policy by any member of the faculty or staff must have prior approval from Administration. Parents wishing to seek approval for an exception should submit their request in writing to the Guidance Counselor no later than one (1) week prior to the time approval is needed.

### **DRESS CODE POLICY**

Adams County Christian School desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, and cleanliness are the overriding principles of the ACCS Dress Code Policy. Students are always required to abide by this policy. A student's dress should reflect pride in their school and respect for themselves. Administration is the final authority on this policy and other discipline issues. If a student is found to be in violation of the Dress Code Policy, a parent may be called and required to bring acceptable clothes to school. The application of any standard or the definition of any term is subject to interpretation by Administration.

It is a violation to show undergarments, midriff, lower back or cleavage **at any time**, including but not limited to during or practices for school-related extracurricular activities. Clothing that is too short, tight, baggy, dirty or sloppy is not allowed. Items that are excessively torn, cutoff or frayed are prohibited, including any rips/holes above the knee. Appropriateness of overall appearance will be left to the discretion of Administration.

#### **Boys**

**SHIRTS:** Shirts must be solid royal blue, gray or white knit (uniform-style). The school logo or crest must appear on the upper left pocket space. Undershirts must be solid white without writing or logos, and sleeves no longer than the uniform shirt. Students in 3rd through 12th grade must tuck in their shirts at all times.

**PANTS/SHORTS:** Pants and shorts must be khaki in color and uniform in style. Shorts must be above the knee. Shorts are not to be any shorter than six (6) inches above the knee. Tights/leggings may not be worn with shorts. Capri, denim, corduroy, drawstrings, sweatpants, stretch or spandex, hip huggers, pedal pushers, bell bottoms, stirrup, patch pockets or large side pockets, parachute or blue jean type pants are not permitted.

**BELTS:** Belts must be solid brown or black only. Students in 3rd through 12th grade must wear belts at all times.

SHOES: Shoes must be worn at all times. Tennis shoes, boots and dress shoes are permitted. No sandals, flip-flops, shoes without a back, house shoes/slippers (including tasman/tazz-style) or Crocs are allowed. Boots are not to be worn with shorts. Pants may not be tucked into boots.

SOCKS: Socks must be of a type appropriate to wear to school. Whether a sock has a theme or appearance that is deemed inappropriate to wear in a school setting will be determined by Administration.

HAIR: In the interest of good grooming, students must wear hair clean, combed and out of the eyes. No extreme hair color or extreme haircuts are allowed. **Mustaches, beards and facial hair are not permitted.**

JEWELRY: Earrings may not be worn at any time. No facial piercings (eyebrow, lip, nose, etc.), tongue rings, gauges, "spacers" or any other body jewelry will be allowed. Boys may wear necklaces, but jewelry should be chosen with discretion and not be distracting to others. Chains protruding from pants pockets are not permitted.

## **Girls**

SHIRTS: Shirts must be solid royal blue, gray or white knit (uniform-style) or white button-down. If the student wears pants, skorts or shorts, the school logo or crest must appear on the upper left pocket space of a knit or uniform-style shirt; however, the logo or crest is not required on a white button-down type shirt. Undershirts must be solid white without writing or logos, and sleeves no longer than the uniform shirt. Students in 3rd through 12th grade must tuck in their shirts when wearing skorts, skirts, shorts and pants.

JUMPERS: Jumpers must be ACCS plaid and must be no shorter than six (6) inches above the knee. Leggings/tights may be worn with jumpers, but must be ankle (or full) length with no flare at the bottom. Leggings/tights must be solid black, white, gray or blue with no patterns or other markings on them. **Sweatpants are not allowed under jumpers.**

SKIRTS OR SKORTS: Skirts with built-in shorts and Skorts (a pair of shorts with a flap to give the appearance of a skirt) must be ACCS plaid or khaki and must be no shorter than six (6) inches above the knee. Leggings/tights may be worn with skirts or skorts, but must be ankle (or full) length with no flare at the bottom. Leggings/tights must be solid black, white, gray or blue with no patterns or other markings on them. **Sweatpants are not allowed under skorts.**

**PANTS/SHORTS:** Pants and shorts must be khaki in color and uniform in style. Shorts must be above the knee. Shorts are not to be any shorter than six (6) inches above the knee. Tights/leggings may not be worn with shorts. Capri, denim, corduroy, drawstrings, sweatpants, stretch or spandex, hip huggers, pedal pushers, bell bottoms, stirrup, patch pockets or large side pockets, parachute or blue jean type pants are not permitted.

**BELTS:** Belts must be solid brown or black only. Students in 3rd through 12th grade must wear belts at all times when wearing shorts or pants.

**SHOES:** Shoes must be worn at all times. Tennis shoes, boots, and dress shoes are permitted. No sandals, flip-flops, shoes without a back, house shoes/slippers (including tasman/tazz-style) or Crocs are allowed. Boots are not to be worn with shorts. Pants may not be tucked into boots.

**SOCKS:** Socks must be of a type appropriate to wear to school. Whether a sock has a theme or appearance that is deemed inappropriate to wear in a school setting will be determined by Administration.

**HAIR:** In the interest of good grooming, students must wear hair clean, combed, and out of the eyes. No extreme hair color, haircuts or decorations worn in the hair are allowed.

**JEWELRY:** Piercings are allowed in the earlobes only, and all jewelry, including necklaces, must not be offensive or cause a distraction for others. No facial piercings (eyebrow, lip, nose, etc.), tongue rings, gauges, "spacers" or any other body jewelry will be allowed.

### **Outerwear for Boys and Girls**

Uniformed collared shirts must be worn under all outerwear. All outerwear that will be worn during a school day in any building on campus must be purchased through the school, including any school-related extracurricular activity/group, and must be royal blue, gray, black or white with the AC logo or other school-approved insignia on it. Monogramming is allowed, but should be limited to a student's initials and/or name and should only be completed in the following colors: royal blue, gray, white or black. Monograms can be placed on any outerwear on the chest opposite the school insignia or elsewhere that is not obvious for the purpose of marking the clothing to prevent loss. Monograms should be no larger than the AC logo on outerwear purchased by the school. **No hoods are allowed to be worn in any building on campus.** All other outer garments, including heavy jackets worn outside the buildings, must be removed prior to entering buildings on campus. **NO CAMOUFLAGE** outerwear of any type is allowed.

## School-Approved Jean Days

Students may wear a current, approved class t-shirt or ACCS t-shirt approved for the particular day. Students may not wear other t-shirts on campus unless approved for a specific purpose. **Only PreK through 6<sup>th</sup> grade may wear jeans, jean shorts or black shorts of the appropriate length on school-approved jean days.** ONLY jeans are allowed, which means jeggings or stretchy legging-type jeans are not acceptable. Jeans are not to have excessive or inappropriate placement of holes or rips/tears; no holes or rips/tears above the knee are allowed. No capri jeans or jean shorts, other than what is specified, or jeans with designs or openings on the side are allowed. Only blue jeans may be worn as no other colors are allowed, i.e. camouflage, white, etc. If jean privileges are granted for a cost, parent(s)/guardian(s) of student(s) who do not pay the appropriate fee will be contacted to either pay the fee or bring appropriate attire to the school.

## Other Uniform Policies

No headgear, which includes bandannas, hairnets, combs, caps and hats, may be worn in any building on campus during school hours, absent approval from staff or Administration. If the sponsor gives permission and the item is worn in the appropriate manner, caps or hats may be worn on school trips.

Tattoos may not be visible at school or during any school-related activities.

No modifications of the Dress Code are permitted without approval from Administration, including permission for teams to wear uniforms on game, class or spirit days. Any inappropriate clothing or jewelry may be confiscated and returned at any point prior to the end of the school year. Administration reserves the right to change the Dress Code at any time to adjust to appropriate/inappropriate fashion trends. Students must be in uniform for all off-campus school-sponsored activities, unless prior approval is obtained from Administration.

In addition to what is outlined above, student sanctions for violation of this policy are as follows:

- **First offense:** Student will receive a written warning and parent/guardian will be notified.
- **Second offense:** Student will receive a written reprimand, parent/guardian will be notified, and the student must pay a \$5.00 fine.
- **Third and subsequent offenses:** Student will receive a written reprimand, parent/guardian will be notified, the student must pay a \$5.00 fine per offense, and Administration will determine if any other disciplinary action is required to ensure future compliance with school policy.

Excessive violations of the Dress Code Policy may result in a parent conference, detention, in-school suspension and/or any other disciplinary sanction as outlined in this Handbook based on the discretion of Administration.

## **CODE OF CONDUCT / DISCIPLINE**

### **Philosophy of Discipline**

At ACCS, we recognize that equipping students to fulfill God's purposes in their daily lives includes the responsibility to teach through a combination of discipline and mentorship. It is our objective to create a safe, nurturing environment that is conducive to learning and growth. The Administration is responsible for discipline at ACCS; therefore, Administration reserves the right to take any action against a student, parent/guardian or guest of a student when their actions are not in compliance with the values outlined within this Handbook.

While we will attempt to outline offenses that may result in disciplinary action, it is impossible to include all offenses that may occur on a day-to-day basis. Some offenses include, but are not limited to, damage or destruction of school property; fighting, assault and/or battery; use or possession of illegal drugs, weapons, vaping devices, tobacco and/or alcohol; smoking, vaping or use of any tobacco product; insubordination/disrespect of authority; gambling of any kind; stealing; profanity and classroom disruptions.

A parent/guardian of a student shall be financially responsible for his/her student's destructive acts against school property or persons. The parent/guardian shall also be responsible for any criminal or civil fines levied against a student, their guest(s)/invitee(s) and/or family member(s) for wrongdoing or damage that occurs on school grounds or at school-sponsored events.

### **Classroom/Teacher Discipline**

The primary responsibility for an orderly classroom rests with the individual, classroom teacher. The classroom teacher is responsible for establishing an environment in which students may learn the rules of polite society and respect for the rights of the teacher as well as other students. In order to preserve that atmosphere, the classroom teacher may impose disciplinary sanctions for minor infractions related to a student's behavior. Positive reinforcement for good behavior is encouraged, and students who behave properly and follow the rules may be rewarded through a teacher or Administrator's incentive plan.

### **Cheating**

Honest behavior is an expectation for all students, and our goal is to create and maintain an ethical, academic atmosphere. Acts of academic dishonesty will not be tolerated at ACCS may include, but are not limited to the following:

1. Cheating on any classroom assignment, test, or quiz, including the unauthorized use of electronic device(s);
2. Plagiarism, which is copying or representing another's ideas, words, or work as one's own without properly citing the source and includes unauthorized collaboration as well as the misuse of published material, electronic material and/or the work of other students- Note: The original writer, who intentionally shares his/her work for another to copy without the permission of the teacher, as well as the writer copying the work are both engaged in academic dishonesty;
3. Fabrication, which is any falsification of date(s), citation(s) or other authority(ies), as part of an assignment; and/or
4. Theft or alteration of materials.

### **Artificial Intelligence (AI) Acceptable Use Guidelines**

The Artificial Intelligence Acceptable Use Guidelines outlines the rules for appropriate and responsible use of Artificial Intelligence (AI) by students at Adams County Christian School. As a Christ-centered community dedicated to the education of the whole person and committed to truth, service, and academic excellence, the use of AI must align with the school's mission and values. AI is a powerful tool that can offer numerous educational benefits and opportunities for personal growth. However, it must be used responsibly, ethically, and in harmony with our faith-based principles. By using AI technologies, students agree to abide by the rules and principles set forth in this policy.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. Claiming AI-generated content as your own work to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork constitutes cheating or plagiarism.

Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. Violations of the AI Acceptable Use Guidelines are subject to disciplinary consequences

### **Bullying / Harassment**

ACCS must be a place where students, staff and guests feel safe and valued. ACCS has a zero-tolerance policy for bullying/harassment of any kind. Harassment includes, but is not limited to, acts that are physical and/or psychological, including threats of extortion or verbal actions reflecting a lack of respect for another. Bullying is another form of harassment. Bullying occurs when individuals attempt to take advantage of, mentally or physically abuse/threaten, or ridicule another person.

Bullying/harassment complaints will be investigated immediately. Individuals, including, but not limited to, student(s), parent(s)/guardian(s), family member(s) and/or guest(s), found engaging in any physical, verbal and/or psychological bullying, threat-making, or similarly harassing conduct, whether or not subjectively meant in jest, may subject a student to immediate disciplinary action, including expulsion.

All acts of harassment and/or bullying as defined within the Handbook could include actions that occur on or off campus, during or outside of school hours as well as in person and/or via the internet or other electronic device (i.e. cyberbullying). The school is not able to monitor students on a twenty-four (24) hour basis; therefore, each case will be investigated to determine the school's involvement, if any, with regard to the content and intent of each act. These case-by-case determinations will be made by Administration.

### **Social Media**

When social media postings violate the law, school policies and/or create a disruption to the school community, ACCS may have an obligation to respond and take appropriate action. In the spirit of respect for ACCS, use of technology off-campus should in no way embarrass, threaten or defame another member of the student body or the reputation of the school.

Posting inappropriate material to social-networking or other websites may lead to disciplinary action. Note: Students should be aware that electronically transmitting inappropriate images of themselves or of others, whether to adults or to other minors, may be illegal, and the school reserves the right to act on this type of behavior regardless of whether it occurs on or off campus.

It is important to understand the following:

1. In this digital age, there can be no expectation of privacy in online media or digital forums.
2. All individuals are responsible for the information they post, share or to which they respond online, and anything posted may be subject to public viewing and publication by third parties without a person's knowledge or consent.
3. Posting inappropriate communication, which includes, but is not limited to, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication, directed to or about any student, employee or other member of our school community, by or at the direction of a student, guardian or family member is prohibited.
4. Any and all threats, or behavior that may be considered criminal in nature, will be taken seriously and referred to the appropriate law enforcement authority for investigation.

Student(s) are not allowed to post on any social media platform during school hours without approval from faculty or Administration. A student, guardian or family member, shall immediately remove a post or comment that is found offensive, unbecoming of a representative of ACCS or in violation of school policy upon request. Failure to do so may subject the ACCS student found to be responsible or related to the individual responsible for the post and/or comment to disciplinary action. The standard of application of this policy and the subjective interpretation of the meaning and/or intent of any individual will be determined by Administration.

### **On-Campus Use of Technology**

Computers and other school technology may be used for school purposes only. Student(s) who use computers for other reasons may lose computer privileges. Parent(s)/guardian(s) and student(s) in all grades must sign the school ICT Agreement, which is posted on the school website and governs the use of technology on campus.

### **Off-Campus, Vacation and Out-of-School Behavior**

Student behavior while on vacation, as well as during other out-of-school hours, is the responsibility of the parent/guardian. Nevertheless, a student who engages in serious misconduct away from school, including but not limited to, conduct that is illegal; conduct that endangers the safety or well-being of the student, other persons or their property; and/or behavior that amounts to a violation of school policy, may be subject to discipline, including, but not limited to, suspension and/or expulsion.

### **Field Trips**

*See Dress Code above for field trip attire.* Students who are absent from school the day before a field trip or other off-campus school-sponsored activity will not be eligible to attend, unless approved by Administration.

### **Married and/or Pregnant Students**

It is our belief that the environment that is most conducive to the school activities and educational curriculum of ACCS is best maintained with students who are outside the restrictions and obligations of marriage and parenthood. These are certainly honorable and appropriate parts of adult life; however, students in our learning environment are growing up and should be separated from these pressures.

For the foregoing reasons, pregnancy and/or marriage of students is prohibited, and students in any of the following categories will not be permitted to remain in school or to re-enroll for future terms: students who are, or have been, pregnant; students who are known fathers of born or unborn children; married students; divorced students and/or students with annulled marriages.

## **Building / Campus Behavior**

In addition to the rules in this Handbook, students must adhere to the following rules and regulations while on campus:

1. No running in the building, breezeways, or on the sidewalks.
2. No horseplay, wrestling, or tackling is allowed as students must keep their hands, feet, etc. to themselves.
3. Follow the directions of the school representative on-duty.
4. Stay in assigned areas.
5. Do not throw objects anywhere on campus that could injure someone or damage property.
6. Do not bring or use scooters, skateboards, bikes or skates on campus unless permitted.
7. Do not bring anything to eat or drink (other than water) into the High School building unless permitted.
8. Do not sit or lie down in the hallway unless inclement weather or an emergency drill dictates such action.
9. Do not engage in physical embraces and/or kissing on campus.
10. Do not drive/park past the ticket booth or designated parking areas to access the athletic fields or gymnasium. Athletes are expected to walk to the gym, field house, weight room or playing fields.
11. Do not cut/skip lines in the cafeteria.
12. Do not take food and/or drink from the Cafeteria without approval from faculty or staff.
13. Do not engage in behavior that will disrupt or interfere with classes, including, talking in a loud manner or yelling in or around buildings.
14. Remain seated until dismissed from the cafeteria by a faculty or staff member.
15. Place waste in proper containers throughout campus.
16. Do not go to the gymnasium, weight room, computer lab(s) or any other location on campus without supervision or permission from staff or other school sponsor/coach.

## **Discipline Conferences/Detention/In-School Suspension/Out-of-School Suspension**

Students may be disciplined for certain violations for noncompliance with school policies. The purpose of discipline is to remove the student from the ordinary educational environment because of his/her potentially disruptive influence. Any student may be disciplined for misconduct on or off campus. Following the discipline period, future participation in school activities will be determined by Administration.

All grades are subject to discipline conferences requested by teachers, staff and/or Administration. If requested, parent(s)/guardian(s) must report to the school at the designated time, which could be immediately, to discuss the potential consequences of the student's behavior. All students are subject to the discipline procedures put in place by classroom teachers.

Failure to comply may result in disciplinary sanctions. All students are subject to detention, suspension and/or expulsion as approved by Administration.

PreK: Students will adhere to the discipline plan created by each classroom teacher, and parent(s)/guardian(s) will be contacted when excessive violations occur to determine the appropriate consequence based on the circumstances.

K-6th grade: Students will receive written warnings and other minor consequences imposed by classroom teachers and Administration. Other disciplinary actions include, but are not limited to, the loss of privileges to participate in extracurricular activities; and detention, which is served under the supervision of the elementary staff on Wednesday mornings from 7:15 a.m. to 8:00 a.m. Administration has the ability to impose in-school suspension from 8:00 a.m. to 2:30 p.m. Students serving in-school suspension will receive classwork assigned by each teacher and supervised by a staff member. Students serving in-school suspension may be able to receive class credit.

Any student that does not appear to serve a specified detention term may receive more severe consequences, including, but not limited to an equivalent in-school or out-of-school suspension term, depending on the grade level. Administration may impose out-of-school suspension for all grades. Students receiving out-of-school suspension will not receive credit for classwork missed or work due during the suspension period.

7th-12th grade: Students will receive written warnings and other minor consequences imposed by classroom teachers and Administration. Other disciplinary actions could include the loss of privileges to participate in extracurricular activities and detention, which is served under the supervision of a staff member on Thursday mornings from 7:15 a.m. to 8:00 a.m. Administration has the ability to impose in-school suspension from 8:00 a.m. to 2:15 p.m. Students serving in-school suspension will receive classwork assigned by each teacher and supervised by a staff member. Students serving in-school suspension may be able to receive class credit.

Any student that does not appear to serve a specified detention term may receive more severe consequences, including, but not limited to an equivalent in-school or out-of-school suspension term, depending on the grade level. Administration may impose out-of-school suspension for all grades. Students receiving out-of-school suspension will not receive credit for classwork missed or work due during the suspension period.

## **Expulsion**

Administration may expel a student from ACCS. Expulsion from school is a serious consequence, which will be applied with prudence and restraint after careful investigation. Students expelled from school may not return during the current term or re-enroll for any subsequent term.

Expelled students will not be allowed to attend school-related activities on or off campus unless participation in the activity is related to the student's enrollment at another school participating in the activity.

### **SUBSTANCE ABUSE POLICY**

ACCS values its students, and our goal is to provide the best possible education program for all. To achieve this goal and maximize the skills and talents of our students, it is important that every student understand the dangers of drug abuse. Substance abuse can be a serious threat to the school system as well as its students, visitors and employees. All students are expected to remain drug free while participating in school activities, events, practices or any other school-related activity. Outside conduct related to substance abuse, which affects (or may affect) a student's performance or appears detrimental to the school's reputation, is prohibited and will be addressed by Administration.

Student(s) and parent(s)/guardian(s) are responsible for informing the staff, coaches and volunteers of any medication(s) that may impact the student's performance in the classroom or their ability to practice and/or compete. By virtue of enrollment at ACCS, student(s) consent to the policies governing the school. 7th through 12th grade students may be randomly drug tested during the school year without advance notice.

When any school employee or designee has reasonable suspicion to believe a student is under the influence of drugs or alcohol, it should be immediately reported to Administration. Administration may require that the student undergo drug or alcohol testing at an off-campus location and require the student's family to pay any cost(s) associated with the testing procedure.

Any student who has a positive test result will be subject to the following penalties:

1. Suspension for three (3) days;
2. Prohibition against participation in any extracurricular activities until a negative test result is produced;
3. Probation for one (1) year from the date of the positive test result;
4. Mandatory submission to a drug test at a reputable laboratory at the student's expense on a monthly basis at random times chosen by Administration for twelve (12) months; and
5. A second positive test result will result in expulsion.

Refusal to cooperate with any test or investigation may result in a student's immediate suspension and/or expulsion. No student testing positive will be penalized academically during the three (3) day suspension period. All information, interviews, reports, statements, memoranda and test results received during an investigation are confidential and may be released only pursuant to the terms of the law.

## **Possession of Unauthorized Material**

ACCS has a zero-tolerance policy with regard to being under the influence of illegal drugs or alcohol or the possession, sale or use of any tobacco or vaping device and/or paraphernalia, or any other substance or device deemed illegal under the terms of the law. This includes, but is not limited to, any tobacco or nicotine-based product dissolved in the mouth; a JUUL (or similar vaping device or pod); alcohol; firearms, weapons and/or explosives; illegal drugs and/or alcohol on campus or at any school-related event, including, but not limited to, school-sponsored trips or when an individual is acting as a representative of ACCS in any capacity.

“Illegal drugs” mean those which are prohibited by federal, state or local law, including marijuana or THC. This policy includes prescription medication when used in a manner inconsistent with the prescription or by an individual who does not have a valid prescription. “Vaping devices” include, but are not limited to, e-cigarettes, vaporizers, JUULS and/or any other device used for such purpose.

Administration reserves the right to conduct random searches of school facilities and/or school-sponsored events to ensure the safety of students and staff at all times. These searches include, but are not limited to, a student’s possessions, vehicle, backpack, purse, bag, etc., and will be conducted by Administration, a school designee or law enforcement authority. Law enforcement officials may be notified for violations. The penalty for violations may be suspension or expulsion.

## **ATTENDANCE POLICIES**

### **Campus/School Hours**

Campus/school hours are as follows: Preschool-7:30 a.m.-2:15 p.m., Kindergarten-7:30 a.m.-2:30 p.m., 1st-6th Grade-7:30 a.m.- 2:45 p.m. and 7th-12th Grade-7:30 a.m.- 3:05 p.m.

All children must be picked up within thirty (30) minutes of the specified dismissal time. Any student in PreK-6th grade that has not been picked up after dismissal will be taken to school aftercare, and the parent(s)/guardian(s) will be charged the fee associated with that day. Any student in 7th-12th grade that has not been picked up after dismissal may be subject to fines and/or disciplinary action for failure to follow school policy. Supervision is not available for students before 7:30 a.m. or after the specified dismissal times, and ACCS is not responsible for unsupervised students.

### **Drop Off and Pick Up Procedures**

Do not form two (2) lines in front of the Preschool Building. This blocks the passage of vehicles exiting the Multipurpose Building and creates a safety hazard. PreK-6th grade: Drop off under the awning in front of the appropriate building where staff members will be available to help students exit the vehicles.

7th- 12th grade: Drop off in front of the High School Building. Please use the lane closest to the building(s) when dropping off, unless directed otherwise.

**Drop Off:**

K-4th grade- Drop off begins at 7:30 a.m. If a staff member is not present, please do not leave the student unsupervised. If you do not have another student to drop off, circle the playground and exit via Palestine Road; or if you have a student in PreK-6th grade, continue straight past the High School Building, turn right, travel up the hill and turn left in front of the Multipurpose Building to drop off under the appropriate awning. For your child's safety, do not drop your child off on the side of the Multipurpose Building.

PreK, 5th and 6th grade- Drop off begins at 7:30 a.m. If you only have a student in PreK or 5th-6th grade, you may enter campus from McNeely Road. Please get in line to drop off and do not go around the cars lined in front of the Multipurpose Building because it creates a safety hazard for children that are exiting vehicles. If a staff member is not present, do not leave the student unsupervised.

7th-12th grade- Drop off begins at 7:30 a.m. Enter campus from North Palestine Road and NOT MCNEELY ROAD. Cars may proceed in the farthest lane around the elementary drop off line to merge into the lane closest to the High School Building. Students should be dropped off as close to the flagpole as possible to prevent a safety hazard as elementary vehicles proceed forward. DO NOT DROP STUDENTS IN THE FARTHEST LANE, which would require them to walk in front of cars.

Do not park to drop off students as it creates a safety hazard when vehicles attempt to back out of parking spaces during this time period. Please yield to and be aware of children crossing the street.

**Pick Up:**

Preschool will dismiss at 2:15 p.m. and should be picked up under the covered awning in the lane closest to the school.

Kindergarten will dismiss at 2:30 and should be picked up at the elementary awning, in the lane closest to the building.

1st - 4th grade will dismiss at 2:45 p.m. 1st - 2nd grade will be picked up in the lane closest to the building, and 3rd - 4th grade will be picked up in the outside lane. If you have students enrolled in multiple grades, please get in the lane associated with the YOUNGEST child.

If you do not have another student, please circle the playground and exit via Palestine Road.

5th - 6th grade will dismiss at 2:45 p.m. If you have a 5th - 6th grade student, continue straight past the High School Building, turn right, travel up the hill and turn left in front of the Multipurpose Building.

Students will wait with teachers under the awning. Pull all the way up to allow teachers to load up to four (4) students at a time.

If you are picking up ONLY a PreK or 5th - 6th grade student, you may enter from McNeely Road. Please merge with other parents who are picking up in front of the Multipurpose Building.

**Parents may not park and walk up to get their child at any dismissal location.**

### **Absences**

Regular school attendance is required by law and necessary for academic achievement. We discourage parents from taking student(s) out of school for vacations, celebrations, etc. Students are required to attend school for mandatory tests, including, but not limited to, achievement tests, pre-scheduled in-house ACT tests, midterms and exams. Students will only be excused by **Administration in extremely limited (and unusual) circumstances in cases where notice is provided at least fourteen (14) days in advance**. If a student is absent on these required days for health-related reasons, a doctor's excuse will be required, and whether the absence is related to an emergency will be determined by Administration on a case-by-case basis. Any student that fails to follow this policy may receive a failing grade and/or be forced to reimburse the school for any cost associated with the test or any makeup day that may be necessary. There are two (2) types of absences recognized at ACCS: excused and unexcused.

### **Excused Absences**

Excused absences include those ordered by a health professional with written documentation, student academic competition or convention, student athletic competition or convention, death or serious illness of an immediate family member, field trip or required appearances in court by subpoena or summons.

*Seniors only:* Up to two (2) absences within an academic year may be excused for the purpose of pre-admission college visits with proper written documentation from the institution verifying the student's presence on the day(s) in question.

Student(s) must bring the appropriate written documentation to the office for their designated grade level within three (3) days in order for an absence to be excused.

## **Unexcused Absences**

Unexcused absences include arrival by a student more than thirty (30) minutes after the beginning of a class without a pass and any other absence not previously specified. Administration reserves the right to determine whether an absence will be excused when a student is required to appear in court due to the actions of the student or family member on a case-by-case basis.

All students are required to spend a designated amount of time in each course in order to receive academic credit. *According to MAIS policy*, any student who has more than twenty (20) absences in a full semester course or ten (10) in a half semester course, ***whether the absence is excused or unexcused***, may not be given credit for that course and may not be promoted absent approval from Administration. Parents will be notified on a regular basis as absences are accrued.

The local Attendance/Truancy Officer may be notified when any student accumulates an excessive number of absences. Students absent because of a communicable disease must have a note from a medical professional before returning to school. At the discretion of the school, students with excessive absences may be given the option to attend mandatory absence recovery classes and be responsible for any and all costs associated with such class. Failure to follow school policy with regard to attendance or payment for this option will result in the adherence to the MAIS policy regarding loss of credit and promotion for the course(s) at issue.

## **Anticipated Absences**

If a parent(s)/guardian(s) knows that a student will be absent for a period of one (1) or more days, the school requests that the parent(s)/guardian(s) inform the appropriate office related to the student's grade level with as much advance notice as possible.

## **Make-Up Work**

Students are required to make-up work missed in class. Upon returning to class, a student who has missed two (2) or more days has five (5) school days during which classwork may be completed. Work that is not completed within the five (5) day period will be given a grade of zero (0). Students who are absent on a test day will be expected to make up the test on the next school day upon return.

Students who are absent due to prolonged periods of illness or have extenuating circumstances may be given special consideration by Administration.

## **Tardiness**

In order to instill time management skills, personal responsibility and a genuine respect for others, students are expected to be on time for all appointments and classes. Similar to the policy on absences, ACCS distinguishes between excused and unexcused tardies. An excused tardy occurs when a student is late due to a circumstance that is truly beyond the control of the student and/or parent/guardian.

Whether a tardy will be excused is subject to the discretion of the Administration. In all other cases, the student will receive an unexcused tardy. It is the responsibility of the student and/or parent/guardian to plan to arrive at school before the start of class. In the morning and throughout the day, students entering class after the appropriate bell will be considered tardy. If a student does not enter the classroom within thirty (30) minutes after a period starts, he/she will be considered absent.

Consequences for accumulation of unexcused tardies are as follows:

PreK:

- Excessive tardies after notice to parent(s)/guardian(s) could result in dismissal.

K-12th grade:

- 5 offenses = \$25.00 charge and 1 unexcused absence
- 10 offenses = \$50.00 charge and 1 unexcused absence
- 15 offenses = \$100.00 charge and 1 unexcused absence
- 20 offenses and thereafter = \$150.00 charge and 1 unexcused absence

Continued accumulation of unexcused tardies beyond the number of offenses listed may result in further disciplinary action up to and including suspension and/or expulsion. Any student who is caught “cutting” class will be subject to severe disciplinary action. **5th-6th grade students must check in at the Elementary Office before driving to the Multipurpose Building for drop off.**

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

### **Philosophy**

ACCS believes in instilling Christ-like characteristics in our students. With this as our goal, training, sportsmanship, inter-team relationships and general attitudes should reflect Christian character qualities and growth.

### **Eligibility**

1. No student will be allowed to participate in inter-school contests for more than four (4) years after entering the 9th grade.
2. A student is not eligible if he/she has reached the age of nineteen (19) prior to August 1st of that school year.
3. A student must pass four (4) academic credits in order to be eligible for all extracurricular activities.
4. Students representing the school in extracurricular activities are expected to be at school on the day of and the day following the event.

K-6th grade: Students who miss any portion of a school on the day of an activity will be unable to participate due to their absence unless the student has a medical excuse, funeral, or other reason previously approved by Administration.

7th- 12th grade: Other than a doctor's appointment, dental appointment, funeral or other reason previously approved by Administration, students who miss three (3) or more periods of the school day will be ineligible to participate in the activity, including clubs, performing arts groups, practice or any other school-related functions. Absent approval from the Athletic Director, athletes may not check out of school on any day when an athletic contest is scheduled.

All athletes in 6th-12th grade must provide any form that may be required by MAIS and/or the ACCS Athletic Director, including, but not limited to, a Physical and Concussion Form, prior to being able to participate in any athletic activity, including practices and competitions. Any required forms can be obtained from the High School Office. Any student whose school account is not current may not be able to participate in any extracurricular activity until proof is obtained from the Business Office that the account is in good standing.

### **Academic Probation/Academic Suspension**

6th- 12th grade: If a student has one (1) failing grade at the end of a nine-week grading period, the student will be placed on academic probation. During the probationary period, the student may continue to participate in extracurricular activities. If a student has two (2) failing grades at the end of a nine-week grading period, the student will be placed on academic suspension. During the suspension, the student will be unable to participate in any school-sponsored extracurricular activities, including athletics, until grades improve. If the student does not have the required grades, he/she loses eligibility for at least four (4) weeks after which it will be determined if the grades have improved such that the eligibility requirements have been met. If the student's grades have not improved, the student will remain on suspension until the next grade report, which could be a progress report or report card, indicating that the student has met the eligibility requirements.

### **Behavior at School-Sponsored Events**

Participation and "playing time" is at the sole discretion of coaches and sponsors. If parents have concerns about a game, they should schedule an appointment the following school day with the coach, sponsor or Athletic Director to discuss the game or activity. At NO TIME should parents, guardians, grandparents or any other family member confront the staff, officials or players during or following a game or activity.

ACCS faculty, staff and all students will be allowed entry at no cost to athletic contests, which take place at the school during the regular season. When attending school functions or school-sponsored events, students are expected to follow the same Code of Conduct applicable during regular school days.

Profanity, derogatory remarks or the use or possession of unauthorized material is strictly prohibited. Disciplinary action(s) will be imposed for violation(s).

Students must adhere to the Dress Code, whether or not in uniform, taking modesty into consideration. Administration reserves the right to ask student(s), family member(s) or guest(s) to adjust their conduct, refrain from remarks or leave an event to maintain the positive image and integrity of our team and school.

Any fine(s) levied against a student(s), family member(s) or guest(s) of a student by an outside source, ex. AYA, MAIS and the like, will be the responsibility of the student's family or parties involved. ACCS will be held harmless and is not responsible for the fine.

### **LIBRARY MEDIA CENTER INFORMATION**

The ACCS Library provides a safe, nurturing environment in which students can successfully seek information and ideas for their educational, informational and recreational needs. The library is designed to help prepare students to live and learn in a world of information. All students will have opportunities to visit the library during the school year. Students may also visit the library on their own provided they have a pass from their teacher and permission is given by the Librarian.

The Library will close two (2) weeks before the end of the school year to collect and inventory all materials. Students will be expected to take care of the books they borrow and payment for lost or damaged books is required before a student may take exams or receive a final report card.

#### **Library Withdrawal Rules**

1. 2nd-6th grade may borrow two (2) books for a period of one (1) week, and K-1st<sup>st</sup> grade students may borrow at the discretion of the Librarian or Administration. 7th-12th grades may borrow two (2) books for a period of two (2) weeks.
2. All students are expected to return books on their due date. A twenty-five cent (.25) per day fine will begin to accrue three (3) days thereafter. Books are considered lost after being two (2) weeks late. Recovered books may be refunded up to one-half (1/2) of the amount paid.
3. Reference books may not be checked out by students. They must be used in the library or copied at the school. Magazines may not be removed from the library. Newspapers may be borrowed for one (1) period by a teacher.

### **STUDENT AFFAIRS**

#### **Chapel**

Chapel is held weekly with programs designed to help meet the spiritual needs of students.

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a context different from the classroom. Students are encouraged to bring Bibles. The format, presentation and length of Chapel will vary occasionally, but mature, respectful and appropriate behavior is always expected. Inattentive behavior, including sleeping or giving the appearance of sleeping or not paying attention, etc.; disrespectful behavior, including studying, eating or drinking, etc.; or disruptive behavior, including talking, texting or distracting others, is unacceptable. Every speaker or group are guests at ACCS and deserve our respect and attention. Repeated violations will be considered an act of defiance and will be disciplined accordingly.

## **Fundraising**

All proposed fundraising must be approved by the Administration prior to the initiation of fundraising activities.

## **Cafeteria**

ACCS offers lunch daily for an additional fee. ACCS does not accept food deliveries from off-campus vendors on behalf of students, including parents that drop off food for students from such vendors (such as fast food establishments). Students may also bring their lunch from home.

**K-4th grade may not drink soft drinks during lunch.** Parents are welcome to eat lunch with their children during the school year. Please let the teacher know one (1) day prior to your arrival. 5th and 6th grade students may order break food, which consists of some breakfast items, daily from 7:30-7:55 a.m. and 7th-12th grade students may order break food daily at times designated for their grade level. Any variation in the lunch or break schedule will be advertised to the school.

## **Textbooks**

Students are responsible for any textbooks that may be issued to them. All textbooks are collected during the last two (2) weeks of class. Students must pay for lost or damaged textbooks before the last day of school. Textbooks must be returned before a student is allowed to take final exams or participate in graduation in any manner.

## **Computer Equipment**

Faculty, staff, parent(s)/guardian(s) and student(s) in K-12th grade must agree to the school ICT Agreement, which governs the return of any computer equipment assigned by the school.

## **OTHER PERTINENT INFORMATION**

### **Fines**

Fines must be paid prior to the end of the first and second semesters. Failure to comply may result in the inability of the student to participate in school-sponsored events, including, but not limited to, athletic contests, testing and/or exams, and/or the inability to re-enroll for the following school term.

### **Emergency Drills**

From time-to-time, drills are held to ensure appropriate action in the event of an emergency. It is essential that everyone follow the instructions of the teacher.

*Fire Alarm:* A fire alarm is signaled by a series of short rings of the bells. Students are to leave all buildings through the assigned exits.

*Tornado Alarm:* A tornado alarm is signaled by continuous rings or given over the intercom. All students will proceed to the center hall and sit or kneel against the wall with their head between their knees, covered with hands. In areas where there is no hall, students will sit or kneel against the center wall in the classroom.

### **Lockers**

7th-12th grade- Locker numbers will be assigned to each student. Students are not allowed to share or switch lockers. A student who needs to change or has an issue with their locker should notify the High School Office. Students may not access another student's locker without permission from that student. No stickers, posters or writing on lockers is permitted. Failure to adhere to this policy may result in the assessment of charges to a student for repair. Food and/or drink must not be kept in the locker. The hallways and top of lockers should be kept free from backpacks, jackets and other student belongings.

### **Driving and Parking Regulations**

Parking and driving on campus is a privilege, not a right. We take the safety of students very seriously. Students are required to follow the following parking/driving regulations:

1. During school hours, all student drivers must park in the designated parking area(s);
2. Vehicles may not be moved throughout the day, unless the student has been given permission by Administration;
3. Students are not permitted to return to their cars as the school parking lot is out of bounds during school hours;

4. No loud music, revving of pipes, blaring horns and/or cutting through the grass to go around the speed bumps is permitted;
5. The posted speed limit must be followed at ALL times.

Violations of these rules may result in disciplinary action and/or loss of campus parking and/or driving privileges.

### **Leaving Campus During School Hours/ Check-In and Check-Out Procedure**

If a student leaves campus because of illness or any other emergency, the student must be signed out in the particular office associated with the student's grade level. Permission must be obtained from parent(s)/guardian(s) BEFORE student(s) may leave school.

PreK- Students must be signed out in the Preschool Office.

K-6th grade- Students must be signed out in the Elementary Office and wait for the child to be called to the office. Students may not be checked out after 2:00 p.m. No student will be allowed to check-in after 11:00 a.m. without advance permission from the Elementary Principal.

5th-6th grade- Students must be signed out in the Elementary Office, then the individual must drive to the Multipurpose Building for pick up. The teachers will be informed and the student will be sent to the awning in front to get into the vehicle. Students may not be checked out after 2:00 p.m. No student will be allowed to check-in after 11:00 a.m. without advance permission from the Elementary Principal.

7th-12th grade- Students will be permitted to check-out four (4) times by phone each semester. Beyond four (4) occurrences, a parent/guardian must be present to sign the student out. Students leaving campus prior to the end of a school day due to an assigned schedule must have the appropriate permission forms on file in the High School Office. No student will be allowed to be a passenger in another student's vehicle without written or phone consent from the parent(s)/guardian(s) of all parties involved. Leaving campus without approval or without signing out will result in disciplinary action. **Students may not be checked out after 2:00 p.m.** On half or partial days, no check outs will be permitted without approval from Administration. If a child comes to school on a half or partial day, the student is expected to attend all classes scheduled for that day.

If a student is not to leave campus with any particular individual, the parent/guardian is responsible for informing the school of the restriction. If the restriction is placed on one parent by another, court documents must be on file in the office associated with the child's grade level.

Absent court documents governing restrictions when one parent should have control/custody of a child, both parents are entitled to all legal rights, including access to a student's educational records, decision-making with regard to the student as well as the ability to check out and remove a child from campus and/or school sponsored activities.

Parent(s)/guardian(s) are requested to schedule medical, dental or other appointments after school hours to prevent students from missing class. Parent(s)/guardian(s) may be notified by the school if early check-out has become excessive. Abuse of the check-out policies may result in an assigned absence or other consequence as determined by the Administration.

Seniors- Once a student's school day begins, Seniors must sign in and out in the High School Office. Seniors may not leave the campus, including during lunch and break, without permission. Seniors with free periods at the beginning or end of the day are not required to be on campus during those periods and may not sit in the parking lot or in a classroom without permission from Administration. Senior off-campus privileges may be revoked at any time.

### **Lunch / Break**

All students must attend break/lunch in the cafeteria unless approved by Administration. Students are not allowed to leave campus during lunch and/or break, unless authorized by Administration. Leaving campus without permission will result in disciplinary action.

### **Parties**

PreK-6th grade: School policy allows three (3) class parties per year: Christmas, Valentine's Day and Easter. Classroom teachers will either contact parents or appoint a designee to do so in order to plan parties. Do not bring older or younger siblings whenever assisting with a class party. Whenever an individual is in the classroom in any capacity, i.e. speaker, chaperone, driver, party volunteer, etc., this is a special time for the student. This provision also applies to field trips.

**Party invitations may only be issued at school when the invitations are given to the teacher and include everyone in the class.**

No birthday parties may be given at school. Parents may send birthday refreshments to be served at lunch. Please contact the teacher before sending treats and/or drinks.

### **Who's Who**

To be eligible for Who's Who, students must have no major discipline records as determined by Administration. Seniors must have a "B" average to be eligible for Mr. & Mrs. ACCS, Most Likely to Succeed and Most Intellectual.

To be eligible for Mr. & Mrs. ACCS, Seniors must have attended ACCS 9th-12th grades. All other categories are open to students currently attending ACCS. Seniors may not be named to more two (2) Who's Who categories, excluding Mr. & Mrs. ACCS and Class Favorite(s).

### **Homecoming and Sweetheart Court**

Students on the Homecoming or Sweetheart Court must meet the following requirements:

1. Students must have a "C" average or higher for the previous grading period.
2. Students must have no major or excessive discipline records as determined by Administration.
3. For Homecoming Court- students must have attended ACCS the previous year.
4. For Sweetheart Court- students are ineligible if named to Homecoming Court the same year.
5. For Sweetheart Court- students must have attended ACCS since the beginning of the year.

### **GRIEVANCE PROCEDURE**

The Board of Directors, cognizant of its obligation to govern the affairs of this school and in the best interest of all stakeholders, adopts the following ACCS Grievance Procedure:

1. Parent(s)/guardian(s) must contact the Headmaster concerning any grievance within five (5) school days after becoming aware of the complaint. The grievance must be in writing, signed, dated and addressed to the Headmaster. The Headmaster will render a written decision within three (3) school days.
2. To request further review/consideration of the Headmaster's decision, parent(s)/guardian(s) must submit a written request to place the matter on the agenda of the next Board meeting for consideration. Placement on the agenda may result in consideration of the grievance, but does not guarantee that a parent/guardian may be allowed to appear before the Board. Parent(s)/guardian(s) will be informed of the Board's decision within five (5) school days of the date of the meeting. Any decision of the Board will be binding on all parties.

On a case-by-case basis, the Headmaster has the authority to temporarily suspend the student(s) during the grievance process until the matter has been resolved.