

Albany Christian School...

a ministry of *Willamette*
COMMUNITY CHURCH



Parent/Student Handbook 2024-2025

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WHO WE ARE



OUR HISTORY



Under the leadership of Pastor Franklin Dodson, the people of First Baptist Church had the vision for a school that would serve the families in our community. The school’s focus would be academic excellence, character development, biblical truth, and a spiritual bridge to children and their families. And so, in 1964, they purchased the former Albany High School building, which, with a 900-seat auditorium, regulation size gymnasium, cafeteria, and many classrooms became the new home for both the church and its new school ministry. From its small beginnings to today with nearly 400 students in Preschool (founded in September 1985), Elementary School, and Middle School – for 5 decades ACS has led the way in providing quality Christian education to families in Albany and throughout the Willamette Valley.



OUR MISSION STATEMENT

The mission of Albany Christian School is to partner with parents to educate students with excellence from a biblical perspective.



OUR RELATIONSHIP - ACS AND WCC

Albany Christian School is a ministry of Willamette Community Church and operates under its Articles of Incorporation, tax ID number, and Constitution. Employees of Albany Christian School are ministry agents of Willamette Community Church. Employees represent Jesus Christ, ACS, and Willamette Community Church as well, regardless of the local church they attend. Albany Christian School is guided by its own separate Board, working separate from but under the authority of the WCC Board of Elders.

ACS Board

ACS believes that it is very important to listen to the views, ideas, and concerns that parents wish to contribute in creating a healthy and safe school. Therefore, the following information is intended to bring clarity to the lines of communication between the ACS Board and ACS parents. We will include this information in our Parent/Student Handbook, so that it is available to all parents at the beginning of each year.

ACS Board Communication

1. Board meetings occur monthly at various times of the month as individual schedules allow
2. Board Meeting date and time is listed on the ACS Website
3. Board meetings occur in the school Library
4. Board meetings follow a pre-determined agenda
5. Board meetings are structured into two sessions, a **General Session**, which is open to the public and for invited public input, and an **Executive Session**, which is confidential in nature and closed to the public.
6. Board meeting agenda items are determined by the Board
7. Communication with the ACS Board outside of Board meetings include:
 - A. Write individual Board member– mail/email www.albanychristian.org/Home/ACS Staff/ ACS School Board
 - B. Phone individual Board member– call/text message

- C. Face to face with individual Board member
- D. Contact information is on the ACS Website www.albanychristian.org/Home/ACS Staff/ ACS School Board

If resolution of a question or issue is unsuccessful with the individuals/parties involved as

- 8. Communication process with the ACS Board at Board meetings:
 - A. Communicate to the Board the issue and reason to communicate with the Board:
www.albanychristian.org/Home/ACS Staff/ ACS School Board
 - B. Receive response from the Board
 - 1. Resolution in writing, phone call, text message; no Board invitation
 - 2. Invitation to speak with the Board at Board meeting
 - 3. Agenda item created for next Board meeting
- 9. Requests for an agenda time are made with a written request to the Board as suggested above at least one week prior to the date of the Board meeting. This request should include a detailed description of your question or issue for communication, and the processes you have already completed to find resolution to your issue prior to communication with the Board.
- 10. Requests for agenda time are not guaranteed to be approved



OUR STATEMENT OF FAITH

These beliefs form the foundation of ACS's instruction and curriculum. Our actions, character, communications, and conduct flow from these truths.

God

We believe that there is only one God, who exists eternally in three Persons: Father, Son, and Holy Spirit.

Jesus Christ

We believe that Jesus Christ, the eternal Son, is the perfect expression of God and the only way to Him. He was begotten of the Holy Spirit, born of a virgin, true God and true man, lived a sinless life, died for our sins, rose from the dead, and now sits at God's right hand.

Mankind

We believe that all men and women are created in the image of God, yet have sinned and fallen short of His expectations. They are therefore separated from Him and completely unable, on their own, to bridge that relational distance.

Bible

We believe that the Bible was not only written by men, but is also the very Word of God and is the final authority on what we believe and how we live.

Salvation

We believe that Jesus Christ so loved the world that He lived a perfect life for us and died as a sacrifice for our sins. For all who believe and follow Him, He agrees to substitute His life for ours so that we can

experience restoration with God, forgiveness without exception, and freedom to walk in wholeness and health.

Future Things

We believe that Jesus Christ will come again to judge the living and the dead. Those living in relationship with Him will enjoy eternity in His presence, while those without faith will be separated from Him forever.



OUR VALUES

Academic Excellence

We are committed to utilizing our certified and experienced teachers, small classroom sizes, accelerated classes, and specialized programs to maintain a high level of academic excellence.

Biblical Grounding

We are committed to teaching the essential doctrines of the Christian faith, Biblical perspectives for social and ethical issues, the primary role of truth and love, and a moral framework for character and conduct.

Cultural Awareness

We are committed to embracing all truth as God’s truth and cultivating a healthy regard for the works of human culture, while neither retreating from it, nor submitting to it, rather critiquing it in light of the gospel as God’s answer and hope to human brokenness and dignity.

Family Atmosphere

We are committed to maintaining an atmosphere of relationship and personal warmth, including prioritizing people over policy, speaking the truth in love, instead of gossip, and inclusion rather than exclusion.

Missional Inclusion

We are committed to teaching our students that living for others regardless of their race, socio-economic status, faith, or virtue, particularly the acts of welcoming, serving, and including are “missional inclusion strategies” to building bridges of love and faith within and throughout our community.

Parent-Teacher Cooperation

We are committed to supporting parents’ primary role in teaching and training their children, including praying for students, caring for their lives, sharing a bond of faith with parents, and the occasions where extra student attention is needed.

Professional Standards

We are committed to growing our institutional and organizational excellence, fostering ongoing professional development for our teachers, and continuing to learn from best practices in education, from both private schools and healthy state standards.

Respect for Authority

We are committed to cultivating moral virtues in all our students; however, we are particularly intent upon respect for authority as a foundation for not only good citizenship and neighborly love, but also the foundation of a healthy relationship with God, our ultimate authority and expressed in all our relationships.

Safe Environment

We are committed to providing a safe environment for children, including a secure campus, appropriate use of technology, nurturing and caring teachers, screened volunteers, and a prayerful reliance upon God for all things.

Bullying

ACS defines bullying as: *repeated, aggressive behavior intended to hurt another person physically or mentally with the deliberate intention of keeping another child in a near-constant state of fear and/or intimidation.* This does not include normal childhood mischief and one-time pranks. ACS has a zero tolerance towards bullying.

Social Preparation

We are committed to diligently and intentionally preparing our students for a successful transition to high school, including training in social skills, navigation of peer pressure, and healthy conflict resolution.



OUR MASCOT - WARRIORS

We are the Albany Christian School WARRIORS. WARRIORS is an acronym that illustrates our values, our beliefs and our character development goals. Being Biblically grounded first and foremost, means that we **W**orship the one and only God and Father of our Lord Jesus Christ. (Luke 4:8, Romans 12:1) Our **A**ttitude is one of humility (Phil 2:5) which empowers us to **R**espect (1Peter 2:17, Rom 12:10, Phil 2:3) others and take full **R**esponsibility for our thoughts, words and deeds. Our dealings with people, industries, and organizations are guided by the highest degree of **I**ntegrity as we demonstrate our love for God through **O**bedience to Him in all areas of our faith. Our **R**elationships are important to us. Peaceful encounters within all our relationships take priority over work and play. And, last but not least, we are **S**ervant-Leaders who understand that serving others is the highest form of demonstrating respect and honor to another. To serve is to worship; to serve is to adopt an attitude of humility; to serve is to behave responsibly; to serve is to demonstrate integrity of character; to serve is to be obedient; to serve is the most relational act in the world. We are WARRIORS.

To say it another way...

Worship of God requires an **A**ttitude of humility that generates **R**espect for God and others, and the **R**esponsibility to develop **I**ntegrity of character through **O**bedience to God, which results in peaceful **R**elationships with others built on the foundation of **S**ervanthood.



WHAT WE DO

The following pages will describe what we do as a Preschool, Child Care, and K-8 School.



K-8 SCHOOL

Absences

Appointments

For the benefit of the student, all appointments (doctor/dentist) should be scheduled during NON-school hours if possible. If appointments cannot be scheduled during NON-school hours, then the student is responsible for communicating with the homeroom teacher at the beginning of the school day that they have an appointment scheduled and will need to leave school early. The homeroom teacher will then inform Elective teachers affected by the appointment. The student will be responsible for picking up any work from teachers of any class to be missed as a result of the appointment time. The student must be accompanied by an adult upon departure of the school and is also responsible to check out at the front office on their way to their appointment.

Informing the School of Student Sickness

For the safety of the student, we ask that parents email the classroom teacher by 10:00am and inform the school office of your child's absence. If the school does not receive a message of absence by 10:00am, the school office will make a WELLNESS call home to verify that the student is home sick and not elsewhere, missing from school.

Recognizing Sickness

A student who has a fever of 100° or above, or who had one during the previous evening, should not come to school. The student must be fever free, (unassisted by medication) for 72 hours before returning to school. A student who is vomiting or has diarrhea should not come to school. We ask that you wait at least 24 hours after the symptoms have subsided before returning to school.

Special Absences

Absences outside of illness, family emergencies, doctor/dentist appointments, and authorized school activities must be prearranged with the Administration. For an absence to be excused, parents must fill out a Special Absence Form in the school office notifying Albany Christian School of the dates the child will be absent.

Teachers are not expected to handout class assignments other than Math assignments to vacationing students prior to the vacation period. Students will be expected to complete all work except Math after they return from an absence. After returning to school, all work must be turned in to the classroom teacher on the dates determined by the teacher or it will be considered late work. ACS does not approve Special Absences two weeks prior to the end of a quarter.

Recording Absence: 1st-8th

ACS will send out to parents automated absence notices after the 3rd, 5th and 10th absence from school.

Access

3 rd Avenue. Front Door –	8:50am-5:30pm
4 th Avenue. SW Door –	8:50am-9:00am (CLOSED - 9:00am ALL DAY)
4 th Avenue. SE Door –	OPEN - 7:00am-9:00am
	CLOSED - 9:00-4:00pm
	OPEN - 4:00pm-5:30pm

ACSI Events

Students in grades 1-8 are encouraged to participate in ACSI (Association of Christian Schools International) academic events. These events include: Spelling Bee, Speech Meet, and Math Olympics. These events are a great opportunity for student development and for parents to volunteer and be a part of ACS. Parents interested in volunteering should contact the school office to fill out our Parent Volunteer Information packet and submit to a background check.

ACS Culture

Advertising

All flyers, brochures, newsletters, and information distributed at Albany Christian School are expressly for Albany Christian School and Willamette Community Church business only. Advertisements for personal businesses, parties, or other programs should not be brought to ACS or any ACS event.

Private Property

Albany Christian School values the privacy of our students and staff members. Parents, volunteers, and visitors are not to access student’s lockers, backpacks, or other personal items at any time. Only ACS staff have the right to access/examine/search a student’s backpack, locker, desk and/or body for just cause. Teacher’s classrooms, desks, office boxes, and computers should be considered ACS confidential property to which unauthorized access is prohibited to everyone except the designated teacher.

Representing ACS

Albany Christian School is not isolated to a building, an event, or a program. Administration, employees, volunteers, teachers, students, and parents all unite in representing our school. Whether, on campus at Albany Christian School, in the community, or online in social networking, all conduct should embody the principles and character ACS is founded upon.

Social Media

Please use discretion when posting pictures of ACS events on the internet (or a public place) without the consent of each family represented.

Admissions

Admission to Albany Christian School is a privilege and admission will be considered upon receipt of a written application and applicable fees, satisfactory completion of grade-level entrance assessment, and a meeting with the administration. Those families who meet ACS’s requirements will receive an acceptance letter in the mail. Due to limited class enrollment, applications received after classes are filled will be placed on a waiting list. Albany Christian School reserves the right to reject any application (from new or returning students).

Albany Christian School is committed to student success; however, due to limited resources we are unable to address all needs. We may not be equipped to serve students who are excessively below grade level in their educational progress or students who have specific disciplinary or educational needs beyond our ability to properly serve them. We do, however consider every application on an individual basis and have a loving, caring staff who are capable and willing to attempt to meet certain specific needs of academically challenged students. We will strive to meet the needs of as many students as possible, but may not have the capacity to serve every student.

Application Process

Step 1

ACS accepts applications for re-enrollment beginning February 1st for current families and enrollment beginning March 1st for new families.

Step 2

ACS will conduct any necessary academic assessments, review application packets for completion, and collect tuition contracts.

Step 3

ACS will send out acceptance letters stating placement for returning families. New families will receive information about scheduling academic assessment for their student. Upon successful completion of the assessment, new families will receive an official welcome letter.

Custody Documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each child enrolled at ACS. Parents of enrolled students have an ongoing duty to provide any documents or information relevant to a change in current custody or visitation rights to ACS within seven days of change.

Alumni

ACS understands that some student alumni may wish to return to ACS to visit or volunteer. Student alumni are welcome to return to ACS as teacher aides, but must prearrange their visit with the teacher they will be helping *at least one week in advance*. In addition, student alumni must also fill out a Visitor Request form prior to the visit. Student visitation is a supervised event and students will not be free to wander the campus.

Arrival and Departure Procedures

Arrival on 4th Avenue

The 4th Avenue Preschool entry security doors will be open for Child Care parents at 7:00am. For security reasons, they will be locked again at 9:00am until 4:00pm. There will be NO CARD ACCESS through the 4th Avenue security doors during school hours (9:00am-4:00pm).

At 4:00pm, the 4th Avenue Preschool entry security doors will be open with CARD ACCESS for Child Care parents until 5:30pm. The 4th Avenue Kindergarten/2nd Grade-(Mrs. Glaser) entry security doors will be open for Kindergarten/2nd Grade-(Mrs. Glaser) parents at 8:50am with CARD ACCESS. They will be locked again for the rest of the day at 9:00am with NO CARD ACCESS.

Arrival on 3rd Avenue

The 3rd Avenue entry security doors will be open beginning at 8:50am with CARD ACCESS and will again be locked at 5:30pm. There will be NO CARD ACCESS after 5:30pm. The 3rd Avenue security doors will be the only doors CARD ACCESSABLE to parents during school hours (9:00am-3:30pm).

Arrival on Jackson Street and Railroad Street

The entry doors on Jackson Street and Railroad Street (including the ADA door) will be opened and monitored from 8:50am-9:00am daily. They will be locked at 9:00am for the remainder of the day.

Departures

At pick-up times, ALL classes, Preschool-8th grade, will be brought outside to their respective pick up areas around the perimeter of the building.

Parents of Preschool and Kindergarten students will must have a face to face drop off and pick up with the teacher.

Parents will pick up students from the curbside, not the classroom. If someone other than the parent or guardian will be picking up your student(s), please let them know the location of the pick up area and please notify the School Office prior to pick up. (Identification will be required before the student is released.)

Early Departures

Please notify the school office ahead of time for any early departure. Parents picking up students for early departure must report to the office and sign out the student prior to departure. The office will then call the student out of class. Picking up students directly from the classroom is a distraction to the learning environment and does not follow school safety protocol and procedures; therefore, parents are asked to refrain from going to the classroom to pick up a student. Thank you for understanding and helping.

Child Care Departures

Child Care parents will use the 3rd Avenue entry security doors for Child Care pick up during school hours (9:00am-3:30pm). There will be NO CARD ACCESS to any other doors during school hours.

Athletics

Thanks to the generous volunteer hours that the ACS volunteer coaches invest in our players, ACS offers participation in a competitive boys and girls basketball league and participation in a competitive girls volleyball league.

It is an honor and privilege to be selected for participation on an Albany Christian School athletic team. Failure to comply with the following rules and regulations may result in the loss of athletic participation privileges. Remember, you are a STUDENT first, then an athlete.

ACS athletes as well as parents have specific responsibilities that keep the ACS Athletic Program a well respected ministry in our community. Please see the responsibilities listed below.

Athlete's Responsibilities:

- Athletes must maintain at least a C-average in all classes/subjects in order to be eligible for athletic participation.
- Athletes are expected to maintain satisfactory citizenship. This means following all school rules, policies, and behavior expectations set forth by Albany Christian School. Athletes represent Albany Christian School on and off the playing field. Albany Christian School athletes

are leaders in the school setting, and their behavior should reflect that at all times.

- Athletes must show proper respect towards all coaches, teammates, opponents, officials, and themselves. There is a zero tolerance for the use of profanity while representing Albany Christian School on and off the playing field.
- Athletes are expected to attend all meetings, practices, and games. Illness and emergency are the only excused absences. If an athlete is going to miss a practice, it is the athlete's responsibility to inform the coach of the absence prior to the start of practice. If an athlete is present in school, then they are expected to attend practice. Please remember that athletic participation is a commitment to the team concept, and the success of the team depends on all team members being present and working together. Continued absences will be dealt with at the coach's discretion - up to and including dismissal from the team.
- Athletes must be present in school to participate in practice or games on that day. Athletes who are not present in school for at least 50% of the school day may not be eligible to participate in any athletic activity after school including meetings, practices, or games. Athletes who serve out-of-school suspensions are prohibited from participating in athletic activities during the suspension period. Students who receive in-school suspension may participate in athletic activities at the discretion of the coach.
- Athletes are issued uniforms/equipment. All uniforms/equipment are property of Albany Christian School. Failure to return uniforms/equipment in proper condition within one week of the conclusion of an athletic season may result in the athlete being fined the cost of replacement. It is an honor and privilege to wear the "Warriors" uniform. Please take care of the uniform. Uniforms should only be worn in school when directed by a coach.
- Athletes should always report any injuries that occur during practices or games to a coach immediately.
- Athletes should make arrangements with their parent/guardian for transportation at the conclusion of all practices and games. For propriety's sake, coaches may not provide transportation and should not be expected to supervise athletes after the conclusion of practices or games.

Parent/Guardian's Responsibilities:

- Parents/Guardians will provide prompt transportation to and from all practices and games. Communication will be provided to the athlete's coach if anyone other than the parent/guardian provides transportation for an athlete after practices or games.
- Parents/Guardians will show support of the Albany Christian School athletic program by adhering to the following:
- Be a positive role model through your own actions at all athletic events.
 - Support all athletes on the team, not just your athlete.
 - Show respect for all coaches and their authority as a coach.
 - Show respect for all opposing teams, officials, spectators, and facilities.
- Address all concerns with the coach in an appropriate manner at the proper time and place. During or after practices or games is not the appropriate time. Please call and schedule an appointment with the coach to discuss concerns. If an issue has not been properly addressed after meeting with the coach, please contact the Athletic Director.
- Parents/Guardians will provide equipment that is required for your athlete to succeed in the sport of their choice that the coach deems necessary for participation. This may include: shoes, socks, supports, kneepads, hair bows, etc.
- Parents will ensure that all Albany Christian School uniforms are returned in proper condition within one week of the conclusion of an athletic season. Parents will be responsible for the

cost of any replacement of uniforms/equipment.

- Parents will assist in the enforcement of the rules set forth by the Albany Christian School athletic program.

Behavior Expectations

It is our desire to teach and model a biblically-based Christian lifestyle by helping students grow into Christ-like character. Our discipline policies and procedures, as well as our rules, are intended to point us toward a response of worship and appreciation to God through Jesus Christ for all that He has done for us. Our response to God is our act of worship and demonstration of our gratitude to Him.

This section contains several pages of guidelines and specific ACS discipline procedures. ACS's philosophy of discipline is explained below. The general guidelines to which we are asking students to abide are printed here to reemphasize the expectations that we have for student behavior. The discipline procedure is detailed so that we may approach discipline situations from a consistent and united front.

As a staff, we want students to understand the consequences of the choices they make in daily behavior and to also realize how their daily behavior affects others.

Students will be clearly informed of the various expectations at the beginning of the year. They may also need periodic reminders about specific areas (dress code, gum chewing, tardies, etc. In our striving to be an extension of the home, your feedback is very important to us.

Apple Watches

If a student is using an Apple watch for any other reason other than telling time while on campus, the watch may be confiscated and be placed in the office, only to be returned to parents at the end of the day.

If parents need to convey a message to their child during school hours, they should avoid texting and instead call the school office.

Arrival & Dismissal

Students are not to arrive at school prior to 8:50am, as there is no supervision on the school campus until this time. If unsupervised students arrive prior to 8:50am, they will be checked in to the ACS Child Care program and parent accounts will be charged accordingly.

Respect for neighboring property is essential

Behavior Expectations

Students are expected to:

- Willingly abide by attendance policies, expectations for conduct, dress code, and classroom and athletic team rules
- Accept responsibility for their behavior
- Perform to the best of their ability in all areas
- Respect those in authority, fellow students, and the property of others
- Practice being quiet, considerate, and respectful toward adults & peers
- Refrain from shouting, pushing, or shoving at all times
- Not open any locker other than one's own
- Do not bring aerosol sprays on campus.
- Refrain from chewing gum on campus, before, during, or after school
- Once in the classroom, refrain from writing or passing notes during class
- Be in designated areas and at designated times when eating foods

- Not bring any glass bottle or container to campus.
- Open food or drink is not to be stored in the classrooms or lockers at any time
- Practice quiet, respectful behavior in the lunch areas as well as classrooms
- Students are to eat without playing with their food and are to clean up after themselves
- Follow appropriate classroom attire and special day attire guidelines
- Support Albany Christian School's goal of promoting wholesome friendships among its students
- Exclusive relationships of any kind, (groups, clubs, and gangs including cliques and boyfriend-girlfriend relationships) are not encouraged
- Public displays of affection between boys and girls, including inappropriate hugging, hand-holding, and kissing, are not appropriate.

Cell Phones

Cell phones are to be powered off once a student arrives on campus at 8:50am and placed in backpack or student lockers until 3:30 pm. Violation of this policy will result in the cell phone being confiscated and turned over to the school office for parent pick-up.

There may be times when a class requires phone usage. Only at that time are cell phone usage is allowed.

Smart Watches:

If a student is using a SmartWatch for any other reason other than telling time while on campus, the watch will be confiscated and will be placed in the office, only to be returned to parents at the end of the day. If a student is in violation of this guideline for the second time in a year, the student will be required to follow the Cell Phone guidelines above.

- ❖ **If parents need to convey a message to their child during school hours, they should avoid texting and instead call the school office.**

Closed Campus

Albany Christian School is a "closed campus," which means students are required to remain on campus once they arrive, unless signed out through the office by a parent. Alumni and siblings of students may visit the school during the lunch period with prearranged approval from the office.

Since ACS is a closed campus, students must remain on school grounds during school hours (9:00am to 3:30pm) unless permission from parents is on file in the school office.

Submission & Authority

Teaching submission to authority, and ultimately to God (Prov 1:7), is imperative in order to guide our students toward full Christian maturity. **A student's attitude toward authority is perhaps THE most important factor governing success in school and in life.** Please note: the student will reflect a parent's attitude toward teachers, classes, and homework. Please model "submission to authority" that you desire your student to replicate at home and in all of life.

Behavior Plan - Middle School

The following classroom behavior plan will be used in conjunction with the school discipline policy for all middle school classes in order to create a fair, consistent, and appropriate learning environment that ensures a quality education for each student. We expect our students to be responsible for developing the following character traits into their lives:

- ☼ Worship
- ☼ Attitude
- ☼ Respect
- ☼ Responsibility
- ☼ Integrity
- ☼ Obedience
- ☼ Relational
- ☼ Servant-Leader



Positive Behavior Plan:

We will be implementing a Positive Behavior Plan to coincide with the Behavior Policy stated below. Students who consistently meet expectations will be rewarded with both a positive classroom experience, and the tangible reinforcement of earning the following:

If a student goes one week without receiving a strike, he/she will earn a Middle School Buck, at teacher discretion. These Bucks will be used to purchase entrance to a Special Adventure. The price of entry is **6 Bucks (3 Bucks for 3rd quarter)**. Additionally, they may not have received a total of more than 4 strikes throughout the quarter. If a student receives **more than 4 strikes**, and/or has **more than 4 Late assignments** (in any combination of classes), throughout the quarter, they are no longer eligible for the Special Adventure. **If a student has missing assignments in any class at the time of the Adventure, they may not be eligible to participate.**

Behavior Policy

In order to encourage responsible character development, and discourage unwanted behavior, strikes will be given for behaviors that are not conducive to learning, or positive social interaction. **Strikes can be also accumulated for missing homework.** Strikes reset each quarter, with limited exceptions.

Homework Policy:

The grade on any assignment not turned in on the due date, unless otherwise excused, may be lowered 10% per day until it is turned in. Any assignment not turned in after 5 days may receive a zero.

Strikes

Strikes may be given for, but not limited to, the following:

Level 1 Offense

Level 1 offenses include, but are not limited to:

- Coming to Class Unprepared (no book, pen, paper, “leftovers”, etc.)
- Eating during class, or inappropriate use of food.
- Failure to turn assignments in on the due date
- Failure to cooperate with school routines and expectations
- Gum Chewing
- Inappropriate behavior and disruptions in class preventing others from learning in the classroom.
- Inappropriate behavior in the cafeteria
- Inappropriate display of affection between students
- Rough housing
- Tardy
- Toys, Games, and electronic devices are not allowed on campus **at any time. Cell phones must turned off and kept in backpacks from 8:50 am until student has left the building after school.** Any unauthorized use may result in the phone/item being confiscated and returned only to parents. If a student is using an **Apple watch** for any other reason other than telling time while on campus, the watch will be confiscated and will be placed in the office, only to be returned to parents at the end of the day.

Level 2 Offense

Level 2 offenses include, but are not limited to:

- Swearing, using profanity or obscene gestures.
- Disrespect, talking back and/or disobedience to any adult
- Defiance
- Name Calling and Put Downs
- Lying
- Cheating or allowing cheating from your work
- Stealing
- Harassment, including verbal, physical, or sexual harassment of others

Level 3 Offense

Level 3 offenses include, but are not limited to:

- Vandalism, disrespect of school, or private property including graffiti, possession of, providing, or arranging sales of any weapon, gun, knife, explosive, or other dangerous objects at school. This is a mandatory police contact.
- Possession of imitation firearm or other imitation weapon.
- Possession or use of incendiary devices or combustible substances including, but not limited to: matches, lighters, torches, rockets, fireworks, or fire crackers. Police contact is possible.

- Possession and or distribution of obscene materials
- Any sexual activity
- Leaving campus during school hours without permission.
- Fighting

Consequences

Consequences for each level of behavior expectations will vary accordingly.

Level 1 Consequences

- 1st Occurrence Reminder of expectation and direct as necessary
- 2nd Occurrence Request for clarification from student and redirect as necessary
- 3rd Occurrence Strike – perhaps with loss of recess and parent notification. Depending on severity detention, suspension

Level 2 Consequences

- 1st Occurrence Request for clarification from student direct as necessary -possible immediate Strike depending on severity
- 2nd Occurrence Parent notification - Strike - depending on severity, detention, or suspension

Level 3 Consequences

- 1st Occurrence Parent notification - depending upon severity - immediate detention, Suspension.
- 2nd Occurrence Expulsion

Parent-Student Signature

I have read and agree to abide by the ACS Student Behavior Policy and the Student Positive Behavior Plan.

X _____ Date: _____
Student Name (Print)

X _____
Student Signature

X _____ Date: _____
Parent Name (Print)

X _____
Parent Signature

Teacher _____ Grade _____

PLEASE RETURN THIS SHEET TO YOUR HOMEROOM TEACHER

Birthday Parties

ACS desires to celebrate students through recognizing their birthdays. This celebration may include a small snack, but must be arranged with the classroom teacher ***no later than one week in advance***. Teachers may choose to celebrate multiple student birthdays by month at a designated time. State Health regulations stipulate that ***all refreshments must be purchased from a store, bakery, or licensed caterer/kitchen***. ACS asks that students having birthday parties outside of school please refrain from passing out invitations during school hours unless all classroom students are invited. Teachers are responsible for clean-up after classroom parties.

Chapel

Parents are always welcome to worship and study with the ACS student body in chapel. Chapel visitors must sign in and get a visitor badge at the school office before joining the Chapel service. Please check with the office for Chapel times and dates, as the schedule varies during the year. During chapel, students have various responsibilities and may not be able to sit with visitors. When chapel is dismissed, students return to their classroom to retrieve their classwork and personal belongings. To prevent disruption, visitors are not allowed back to the classroom after chapel.

Class Parties

Teachers may arrange class parties to celebrate various holidays and events. Parent volunteers are essential to help supervise, provide refreshments, and plan special activities. State Health regulations stipulate that ***all refreshments must be purchased from a store, bakery, or licensed caterer/kitchen***. Teachers are responsible for clean-up after classroom parties.

Classroom Observations

Parents desiring to observe their child during regular classroom activity must request an observation time with the school office ***at least one week in advance***. Scheduled observations must be approved by both the classroom teacher and administration. Classroom observations do not require a background check, but visitors must sign in and get a visitor badge at the school office and may not remain beyond scheduled observation time. To limit the possibility of classroom disruption, observations are limited to one hour.

Communication

Our teachers strive to communicate with each family throughout the year. Early in the year, families can plan to receive class rules, procedures, and other classroom specifics. ACS uses multiple methods of communication:

Email

Teachers and administration will communicate primarily through email. If you choose not to communicate via email, it is your responsibility to come into the office and ask for hard copies at least once a week.

Friday Folders

K-5 teachers will communicate with each family through notes and newsletters sent home in the *Friday Folder* at the end of each week. In the event of a divided family, parents may request from the classroom teachers two folders to maintain effective communication. Any communication for Middle School parents will be given directly to the students to take home to parents.

Lobby Video Screens

ACS also uses the lobby television screens to post important notices and reminders. Please be sure to observe the notices as you move about the hallway.

Weekly Newsletters

ACS publishes a weekly newsletter (*ACS Weekly Bulletin*) with pertinent scheduling information related to individual classrooms and the school events in general. You will be able to find the weekly information and Upcoming Dates in this newsletter.

ACS Facebook

ACS also posts notices on our ACS Facebook page.

ACS Website

Most questions can be answered with information gleaned from the school website at www.albanychristian.org

Conferences

All families are scheduled for a conference at the conclusion of the first quarter. A second conference time at the end of the third quarter may be scheduled at the request of the teacher or parent. At any time during the year, parents should feel free to contact their child's teacher and schedule a conference to share concerns or observations.

Curriculum

A full description of ACS curriculum (ACS Biblical Worldview Course Descriptions) can be found on your FACTS Family Portal under Resource Documents.

Albany Christian School's curriculum is comprised of a variety of exceptional texts chosen by a well-qualified team of educational experts who have made decisions based on research and compatibility with the mission and values of Albany Christian School. The curriculum is not based on one publisher nor does it follow a specific textbook from start to finish. Each grade level targets the Oregon State Academic Standards, and having established academic learning objectives for each grade level for each subject, we have chosen the best textbooks, resources, and teacher materials that will help teachers reach those objectives from a biblical perspective. A broad-based explanation of our curriculum for Kindergarten through eighth grade is given by subject below:

- **Reading** is taught through a phonetically based approach.
- **Math** focuses on the consistency of operations and calculations with a focus on the mathematical orderliness of the universe as a characteristic of the God of Creation.
- **Science** utilizes a variety of textbooks presenting a biblical perspective of how God has designed the science of the universe and connected the unfolding of human activity on earth.
- **History** reflects God's activity in the panorama of world events. It chronicles the tension of a sinful fallen world within the providential care of a sovereign, righteous God and His provision of salvation through the promised Messiah, Jesus.
- The **Bible** is taught at all grade levels and the truth of God's Word is integrated into each class throughout the day. Bible memory work is expected of each student.

Grading Scale

Students in K-3 will be assigned Excellent (E), Good (G), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U). Students in grades 4-8 will be assigned a letter grade for academic performance for all classes. Both grading scales will be based on the percentages below:

A + = 100	B+ = 89	C+ = 79	D+ = 69	F = 0 - 59
A = 92 – 99	B = 82 - 88	C = 72 - 78	D = 62 - 68	
A - = 90 - 91	B- = 80 - 81	C- = 70 - 71	D- = 60 – 61	

All non-core classes (Electives Classes/Specials) will be graded on a daily Pass/Fail participation and cooperation basis.

Custody and Family Issues

The courts must handle custody disputes. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or relevant documents concerning custody, specifically stating court ordered visitation or other limitations, are on file in the school office.

Grandparents Right to Visit Grandchildren

“...a grandparent generally needs permission to see their grandchild, unless a Court orders otherwise. Oregon law states that the, “legal parent acts in the best interests of the child.” The Court considers this a “presumption” (i.e. the default standard). It is up to the grandparents or third party to overcome this presumption.” <https://www.sherwoodfamilylaw.com/family-law/custody/grandparents/#:~:text=The%20short%20answer%20is%20no,differently%20than%20a%20third%20party>

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503.655.7199

ACS will be able to make decisions regarding visitation and custody only if there is a current court order approved by a judge on file in the school office.

Parents are asked to not involve the school in custody matters.

It is school policy to protect a student at all times. When an ACS staff member deems that the safety of a student is placed in jeopardy by an ACS parent attempting to take custody of that student, ACS will release the student to the parent in the presence of a local police officer or a local DHS worker.

Discipline

The goal of discipline at Albany Christian School is the development of strong moral character that reflects the character and personality of Jesus Christ.

Albany Christian School does not use corporal punishment. Inappropriate behaviors are dealt with through reminders and encouragement of values and classroom rules, verbal correction, separation from the group or an activity, meeting with the Administration, and Parent Conferences.

The teacher who is directly involved with the student is always the first point of contact for discipline. In extreme circumstances, such as the well-being of a student, the student or students involved will be sent directly to the office.

Role of the Parents

Parents' God-given role is the supervision and disciplining/teaching of their children. When in the care of ACS staff, parental support is essential in maintaining an effective discipline policy. Relating to discipline issues, families will be asked to support ACS in the discipline/teaching process. In signing the admissions application form, parents agree to the judgment and disciplining/teaching process of their student. It is stated as follows: "I agree to partner with Albany Christian School in the implementation of non-corporal, corrective discipline for my child as needed. I further agree to support Albany Christian School in the disciplinary process."

Role of the Classroom Teacher

Discipline issues will remain within the domain of the classroom teacher who is to administer consequences and rewards in order to maintain an efficiently working classroom. The classroom teacher will be in direct contact with parents regarding discipline issues and steps being taken to correct the discipline issue.

Role of the Elective Teacher

Elective teachers (P.E., Music, Art, Recess, etc.) will inform the classroom teacher of discipline concerns and what discipline measures were taken. If needed, the classroom teacher may enforce additional discipline measures. If the classroom teacher deems it necessary, he or she will contact the Administration with discipline concerns. The Elective Teacher reports to the Classroom Teacher directly.

Role of the Administration

Decisions made by the Administration regarding discipline issues are final. However, the Administration is also available to teachers in an advisory capacity when needed. In extreme cases or when behavior issues escalate, the Administration will step in and take necessary steps to correct the behavior.

Discipline Policy

ACS does not view discipline as punishment but rather as training. Our goal is to instill into young minds and hearts the ability to worship the Lord Jesus Christ with reverence and awe, rather than instill a sense of fear of condemnation for wrong or inappropriate behavior.

Conduct honoring to Christ is expected of all students at all times at Albany Christian School. Students are expected to adhere to the rules and regulations, which are in keeping with the purpose of an educational institution. Each student is a representative of Jesus Christ and our school wherever he/she may be.

Albany Christian School is a discipleship school, committed to using discipline in a godly way to help students grow and mature spiritually, academically, emotionally, and physically. It does not mean that discipline is the sole focus of our school; rather, it is one piece of a scripturally-balanced approach to educating and training students in a culture that is increasingly hostile to accountability, structure, and order.

Discipline in the Home

The basic responsibility for discipline resides within the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. It is almost impossible to be of any real help to your child unless you are in active sympathy and participation with our disciplinary efforts (Proverbs 3:11-12). ACS is dedicated to the training of children in a program of study, activity, and Christ-focused living.

We appreciate your confidence in asking our staff to assist you in training your child. Our faculty maintains high standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is our goal that it be consistently carried out, tempered by good judgment, prayer, and understanding. You will be informed when it happens.

Although ACS recognizes that we have no direct control over the student when they are away from school, any major violation of accepted behavior for ACS students may still be considered grounds for disciplinary action. The testimony of a student's conduct when at school or in public is a testimony which reflects upon God, Christians in general, ACS in general, and ACS students in particular.

We want each child to know that he or she is loved. However, love does not equate to tolerance of disobedience or waywardness. Real love sets the highest standards for people which includes rebuke and consequences which ultimately direct them to worship and acts of service.

Students are expected to behave in a respectful manner at all times and in all school activities, on or off campus. Most of the discipline throughout the day is self-discipline, as children voluntarily comply with these expectations. What is commonly known as "discipline" becomes necessary when students choose not to exercise self-discipline in certain areas. Discipline, which derives from the root word "disciple" or "learner," seeks to help the child learn to make right choices. Choices result in consequences, both positive and negative. Students are considered accountable for their behavior at all times.

Major Offenses

Major offenses are incidents in which the teacher/administration has deemed a student's behavior or an incident so harmful to the student, another student, or school property that immediate intervention is necessary.

Bullying

ACS defines bullying as: *repeated, aggressive behavior intended to hurt another person physically or mentally with the deliberate intention of keeping another child in a near-constant state of fear.* This does not include normal childhood mischief and one-time pranks. ACS has a zero tolerance towards bullying. Bullying by a student will lead to parent/guardian conference and appropriate disciplinary consequences, as determined by the administration.

Cheating/Plagiarism:

Definition:

The practice of taking someone else's work or ideas and passing them off as one's own.

- First Offense: Parents contacted. Student is warned. Student receives a zero on the assignment/test/etc.
- Second Offense: Student receives a detention and receives a zero on the assignment/test/etc.
- Third Offense: Student faces suspension.

AI apps are not credible sources for intellectual development unless requested by the teacher. Teachers will consider any AI app used on any assignment as plagiarism and the student will receive a zero on the assignment.

Fighting:

Definition:

participation in an ongoing physical striking incident involving two (2) or more persons as opposed to a single punch.

- First Offense: Parents contacted. Student receives a three-day suspension.
- Second Offense: Student suspended.
- Third Offense: Student is expelled.

Insubordination

Definition:

defiance of authority; refusal to obey orders.

- First Offense: Warning. Parents contacted. Student required to change behavior before allowed back to class/activity.
- Second Offense: Warning. Parents contacted. Detention. Student may be isolated from class/activity.
- Third Offense: Student is suspended or expelled.

Punch

Definition:

behavior characterized by making single physical contact on another person with a closed fist.

- First Offense: depending on the severity of the punch, risk assessment is conducted by principal. Parents contacted. Student either has recess/lunch detention, suspension, or faces expulsion.
- Second Offense: Student will be suspended or expelled depending on assessment and situation.
- Third Offense: Student is expelled.

Physical Threats

Definition:

behavior characterized by making verbal or physical threats on another person designed to intimidate through fear of physical harm.

- First Offense: depending on the severity of the threat, risk assessment is conducted by principal. Parents contacted. Student either has recess/lunch detention, suspension, or faces expulsion.
- Second Offense: Student will be suspended or expelled depending on assessment and situation.
- Third Offense: Student is expelled.

Sexual Harassment

Definition:

behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical contact.

- First Offense: Parents contacted. Student receives three-day suspension.
- Second Offense: Student will be suspended or expelled depending on assessment and situation.
- Third Offense: Student is expelled.

Vandalism:

Definition:

action involving deliberate destruction of or damage to public or private property.

- First Offense: Parents contacted. Student is suspended. Student/family responsible for repairing damage to building, equipment, etc. or responsible for replacement of equipment, etc.
- Second Offense: Student faces suspension or expulsion depending on severity of incident.
- Third Offense: Student is expelled.

Assessments will be made to school families whose children willfully or carelessly damage school property. Parents are responsible for fines students incur on overdue or lost library books and lost or damaged textbooks whether the loss was accidental or intentional.

Secondary Offenses

Secondary offenses are incidents in which the teacher has exhausted all interventions to manage a student's behavior and in which an incident now goes to the administrative level:

Disruptive

- First Offense: Warning. Parents contacted. Student required to change behavior before allowed back to class/activity.
- Second Offense: Warning. Parents contacted. Detention. Student may be isolated from class/activity.
- Third Offense: Student is suspended.

Language:

- First Offense: Warning. Parents contacted.
- Second Offense: Warning. Parents contacted. Detention. Student may be isolated from class/activity.
- Third Offense: Student is suspended.

Uncooperative

- First Offense: warning. Parents contacted. Student required to change behavior before allowed back to class/activity.
- Second Offense: Warning. Parents contacted. Detention. Student may be isolated from class/activity.
- Third Offense: Student is suspended.

List of teacher classroom interventions:

- Classroom management techniques (rewards, cards, checks, etc.)
- Classroom Discipline Policy
- Verbal warnings
- Redirections
- Separation
- Parent contact
- Behavior contract with student and parent

Escalated Behavior

A small percentage of discipline problems are referred to the administration immediately. A disciplinary situation may be referred for the following reasons:

- It is not logistically feasible for the teacher to deal with the situation in a timely manner.
- An incident involves physically harmful behavior.
- An incident involves students from different classes.
- The severity of the situation warrants the Principal's attention.
- Repeated efforts on the teacher's part have failed to produce the desired student character quality.
- The child has defied or deliberately disobeyed the teacher.

In the event of students harming or threatening harm to other students or staff members, the school will act swiftly to handle the situation which may include suspensions and/or expulsions. We care for the students entrusted to us and would rather err on the side of caution in these cases.

Students or the student's guardians who demonstrate an unwillingness to submit to the school's authority and rules cannot be effectively served by the school and may damage the overall service that we provide to our community. Families of such students will be counseled to seek an alternative educational option.

Role of the Teacher

The goal of the classroom teacher is to educate with excellence. One aspect of this goal is to maintain a positive learning environment with minimal disturbances. Discipline issues remain within the domain of the

classroom teacher who is to administer consequences and rewards with grace in order to maintain a working classroom. Classroom rules and consequences will be established, and parents and students will be informed of these rules and consequences at the beginning of the year. The teacher will be in contact with parents regarding discipline issues and at times involve the administration in an advisory capacity or when behavior issues escalate.

Role of the Parents

Parent support is essential in maintaining an effective discipline policy. Relating to discipline problems, families will be asked to cooperate and assist in the disciplinary process. In signing the admissions application form, parents agree to support ACS in the discipline process. It is stated as follows: "I agree to partner with Albany Christian School in the implementation of non-corporal, corrective discipline for my child as needed. I further agree to support Albany Christian School in the disciplinary process."

Behavior Notifications - FACTS

Throughout the day, a Teacher or Aide, may have reason to interact with students to correct inappropriate behavior or redirect a students' focus. Sometimes those interactions are not considered worthy of communication to parents for a number of reasons.

However, some of those incidents may be recorded in FACTS for DOCUMENTATION purposes so that if there is another occurrence, then there is a fresh reminder of the incident. Those incidents are used to indicate whether or not a pattern emerges based on the DOCUMENTATION of those incidents. If so, and at that time, those incidents are considered worthy of communication and notes are sent home as behavior incidents and those notes are visible on FACTS with the infractions indicated other than DOCUMENTATION..

Please be aware that the DOCUMENTATION entries are simply for reference and they are nothing to be alarmed about. However, if there is a behavior incident labeled with an infraction other than DOCUMENTATION, then we want you to take notice and help us intervene on the student's behalf.

Behavior incident entries are private, only visible to the teacher, the parent, and administration.

Student Behavior incidents will be viewed in FACTS in your Family Portal under Student/Behavior.

"Merits" & "Demerits": FACTS Behavior Write-Ups

In order to fulfill our mission to "partner with parents," there are times when ACS staff interact with students to help shape desirable behavioral outcomes. There are times when student behavioral incidents are communicated with parents and other incidents that are not.

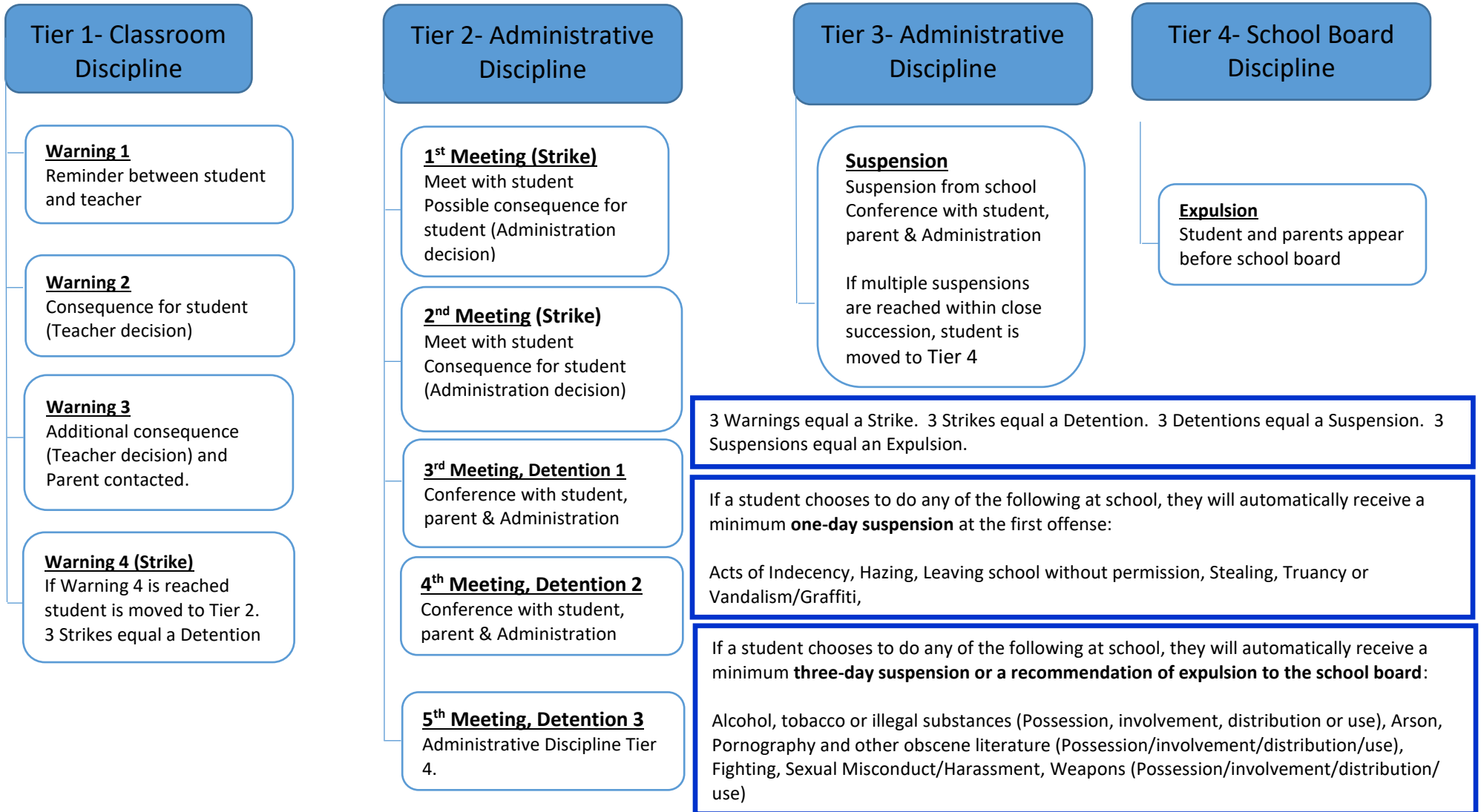
Documentation

ALL behavior incidents recorded as DOCUMENTATION entries will be marked as "Merits". "Merits" indicate that a loving and gracious conversation has taken place with the student regarding the behavior incident, but no discipline measures have been administered.

Merits & Demerits

All behavior issues that have required the application of a discipline measure and needed to be sent home will be marked as a "Demerit". We do not use the "Demerit" indicator for anything else other than to signify to the parent that the behavior is significant enough for the parent to notice and be aware of so parents can address the issue with the student at home. The "Demerit" indicator is not a value or judgment indicator of the student, only an indicator that the parent should be aware of the behavior incident which has been addressed at school.

Albany Christian School Discipline Policy



Dress Code

Standards for school dress grow out of appropriateness to the educational setting and for living within the biblical model of modesty. Because styles change, the School Board gives the administration the right to define more specifically what is appropriate based upon the biblical principle of modesty. ACS recognizes that the age of the child plays a role in what is acceptable for clothing. Any dress code updates will be published through newsletters and school bulletins.

The responsibility to uphold the dress standards of the school rests with the parent. If a child's outfit appears to be contrary ACS standards, the child's parent will be contacted and the issue of the dress code should be discussed. In the case of obvious or flagrant violation, the student will be discreetly and privately asked to alter clothing appearance, and/or parents called to bring appropriate clothing before attending class.

General Guidelines

Clothing should not be a distraction to the educational setting. ***When dressing your younger children, please consider that all students are active in a variety of postures, some of which may unintentionally expose the body immodestly; i.e. "crisscross-apple-sauce" carpet time, climbing playground ladder, sliding down a slide, sitting on a bouncy-ball in class, reaching high above the head, hanging from the monkey bars, or bending over etc.***

Hair

God-given, natural hair colors are to be worn unless school activities warrant school spirit colors. Parents will be responsible for ensuring students come to school with natural hair color. If a student comes to school with an unnatural hair color, they will be sent home and not allowed back on campus until their hair color is of natural color.

Pants

Girls

For PS-3rd grade girls, nylon, cotton or Spandex type leggings worn alone is appropriate wear. For 4th-8th grade girls, nylon, cotton or Spandex type leggings worn alone is not appropriate wear. Spandex type leggings should be worn under a dress, skirt or long top that covers the front and back - tunic style.

Boys

For PS-3rd grade boys, nylon, cotton or Spandex type pants worn alone is appropriate wear. For 4th-8th grade boys, nylon, cotton or Spandex type tights worn alone is not appropriate wear.

Shirts/Tops

Girls

For 4th-8th grade girls, sleeveless shirts or tops must be fitted under the arms. Tight-fitting, low-cut, see-through tops, and bare midriffs are not appropriate. "Racerback" tops are also not appropriate for 4th-8th grade girls. All tops or sundresses for all girls must not show any under-garments or strappings of undergarments. Tops should fit so midriff is covered and so that no midriff becomes exposed during any normal activity throughout the day.

Boys

For 4th-8th grade boys, muscle shirts, half shirts, and tank-tops are not appropriate wear.

The ACS administration will have the right to decide if any shirt slogans, logos, graphics, or imprints of any kind are appropriate wear.

Shoes

Shoes should be worn for support and protection in the classroom and on the playground. Heels over 1.5 inches high are a safety hazard for daily school wear. Students in grades 1-8 must bring rubber-soled shoes for physical activity on the gymnasium floor.

Shorts

Shorts are permitted year-round. Form fitted shorts should not be worn alone. If form fitted shorts are worn, then some type of covering must cover front and back below bum in order to provide modest coverage throughout the day in a variety of physical activities (*“crisscross-apple-sauce” carpet time, climbing playground ladder, sliding down a slide, sitting on a bouncy-ball in class, reaching high above their head, hanging from the monkey bars.*) No part of undergarments should be visible at any time throughout the day for any activity.

Skirts/Dresses

Girls' skirt and dress necklines and hemlines shall be modest in all posture positions. Sleeveless dresses fitted under the arms are acceptable, not showing any part of under-garment or strappings of undergarments. Dresses and skirts should not be form-fitting.

Sunglasses/Hats

Sunglasses and hats are not to be worn in the building.

Representing ACS

Students should remember that they represent ACS at all times. This includes when they are at school, school events, or on social media sites. Student conduct outside of school and on social media sites (Facebook, Instagram, Snapchat, Twitter, etc.) should be consistent with ACS expectations and demonstrate biblical principles of modesty.

Enforcing Student Out of Dress Code Procedure

Since older students normally dress themselves and younger students depend on parents for their dress, ACS will address dress code issues on two levels: K-5 students and Middle School students.

Middle School Students

If a Middle School student is not in dress code, students will be given two options: 1. The student will be asked to wear ACS provided shorts/skirt or t-shirt. OR 2. The student will be asked to go to the office and call parent to bring them appropriate clothing for the day. The student will remain in the office until appropriate clothes arrive.

K-5 Student

If a K-5 student is not in dress code, classroom teachers will inform parents verbally at pick-up on the same day and/or use one of the three FACTS Dress Code Notification templates to inform parents of the dress code issue.

Drop Off/Pick Up

Morning Drop Off Procedures: See Appendix D details

General

- Child Care drop-off begins at 7:00am at the 4th Avenue SE doors
- Students checking in after 9:00 AM must be delivered by the parent to the Main entrance on 3rd Avenue

Child Care

- All Child Care families will enter through the 4th Avenue SE doors.
- Classroom drop-off from Child Care to PS begins at 9:00 AM

Preschool

- Students will enter the building through the 4th Avenue SE doors.

Kindergarten Mrs. Thompson-AM

8:50am Drop Off/11:45 Pick Up

- AM and PM Kindergarten families will enter through the 4th Avenue SW doors.
Families will enter the building, go up the stairs and go directly down the hallway to the classroom in room 102.

Kindergarten Mrs. Thompson-PM

12:35pm Drop Off/3:30pm Pick Up

- AM and PM Kindergarten families will enter through the 4th Avenue SW doors.
- Families will enter the building, go up the stairs and go directly down the hallway to the classroom in room 102.

1st grade (9:15 start time) - Ms. Phillips & Mrs. Kuhn

9:05am Drop Off/3:30pm Pick Up

- Students will enter through the 3rd Street main entrance doors, turn left and travel up the right side of the stairwell to their classroom in room 209, (Ms. Phillips), or room 206 (Mrs. Kuhn).
- PICKUP for both 1st grade classes will be on 4th Avenue at 3:30pm.

2nd grade - Mrs. Guthrie

8:50am Drop Off/3:20pm Pick Up

- Students will enter through the Jackson Street gymnasium doors, travel through the gym lobby on the right side of the lobby and immediately go up the right side of the stairwell to their classroom in room 208.

2nd grade - Mrs. Elliott

8:50am Drop Off/3:20pm Pick Up

- Students will enter the building through the 4th Avenue SW doors, go up the stairs and directly into classroom 101.

3rd grade - Ms. Wilke

8:50am Drop Off/3:20pm Pick Up

- Students will enter through the Main 3rd Avenue doors, turn right and go up the right side of the stairwell to their classroom in room 200.

3rd grade – Mrs. McKay

8:50am Drop Off/3:20pm Pick Up

- Students will enter through the Main 3rd Avenue doors, turn right and go down the right side of the stairwell to the basement and go straight two doors and turn left into their classroom in the Cedar Room.

4th grade – Mrs. Withee, Mrs. Watziq

8:50am Drop Off/3:25pm Pick Up

- Students will enter through the Main 3rd Avenue doors, turn left and go up the right side of the stairwell to their classroom in room 210 (Withee) or 207 (Hertzberg)

5th grade – Mrs. Tharp

8:50am Drop Off/3:25pm Pick Up

- Students will enter through the Railroad Street ADA disability accessible entrance door and turn right and then travel on the right side of the Worship Center through the WC lobby and go up on the right side of the stairwell to their classroom in room 202.

5th grade – Mr. Reeves

8:50am Drop Off/3:25pm Pick Up

- Students will enter through the Railroad Street ADA disability accessible entrance door and turn right and then travel through the WC lobby and down the stairs to the basement. Students will travel the length of the basement and turn right and proceed to the Oak Room on the left side of the hallway.

6th-8th grade – Mrs. Jarmer, Mrs. Atkinson, Ms. Hunter

8:50am Drop Off/3:30pm Pick Up

- Students will enter through the Railroad Street south Worship Center door and travel on the left side of the Worship Center through the WC lobby and go up on the right side of the stairwell to their classrooms 201 (Mrs. Jarmer), or 203 (Ms. Hunter), or 204 (Mrs. Atkinson).

After School Pick Up Procedures:

Child Care:

- Parents or designated person(s) will enter through the Main entrance on 3rd Avenue and make a request to the ACS staff member to pick up their child.
- The ACS staff member will retrieve the student and release him/her to the parent or designated person.

Preschool

- Students will be released to parents by class:
 - **Mrs. Katee and Mrs. Jules** – 3rd Avenue
 - **Mrs. Breanna and Mrs. Danielle** – 4th Avenue
 - **Mrs. Jen** – Jackson Street

Kindergarten

- Students will be released to parents on the West end of the building on 4th Avenue

1st grade - Mrs. Kuhn

- Students will be released at 3:30pm to parents the East end of the building on 4th Avenue

1st grade Ms. Phillips

- Students will be released at 3:30pm to parents the East end of the building on 4th Avenue

2nd grade -Mrs. Guthrie

- Students will be released at 3:20pm to parents on Jackson Street at the playground gate exit

2nd grade – Mrs. Elliott

- Students will be released at 3:20pm to parents on the West end of the building on 4th Avenue

3rd grade – Ms. Wilke, Mrs. McKay

- Students will be released at 3:20pm to parents on 3rd Avenue at the main entrance walkway

4th grade – Mrs. Withee, Mrs. Watzig

- Students will be released at 3:25pm to parents on 3rd Avenue at the main entrance walkway

5th grade – Mrs. Tharp & Mr. Reeves

- Students will be released at 3:25pm to parents on Railroad Street at the ADA exit door

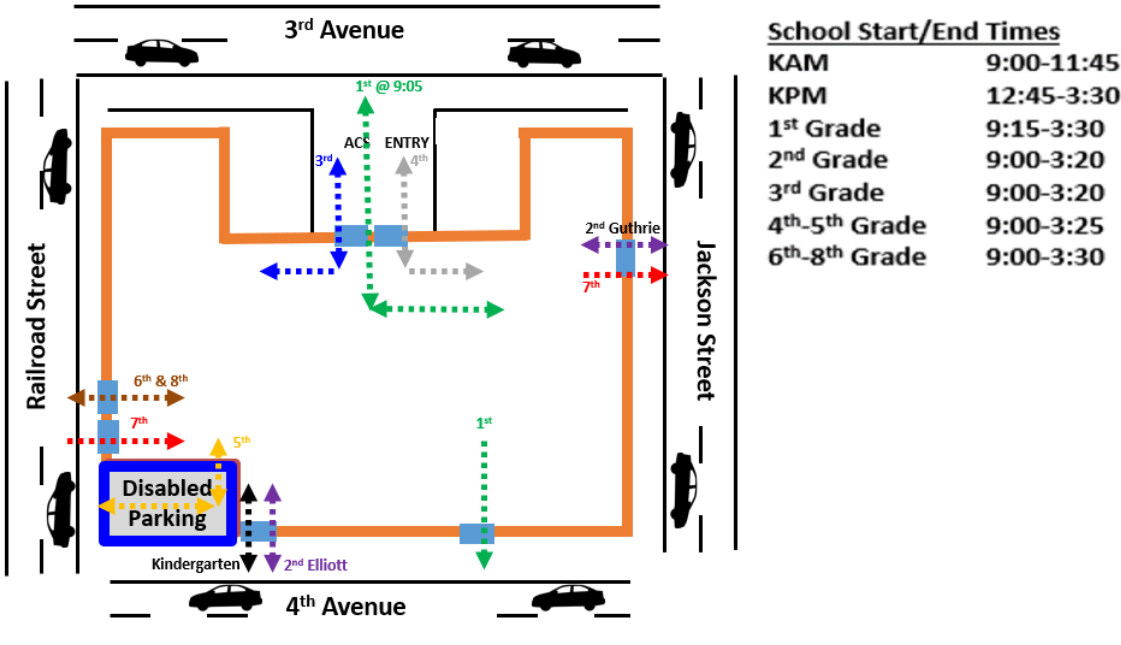
6th/8th grade – Mrs. Jarmer, Mrs. Atkinson, Ms. Hunter

- Students will be released at 3:30pm to parents on Railroad Street at the Worship Center doors

7th grade - Mrs. Atkinson

- Students will be released at 3:30pm to parents on Jackson Street at the playground gate exit

K-8 Drop-Off/Pick-Up



Loading Zones:

There are Loading Zones (8am-4pm Weekdays) on 3rd Avenue and 4th Avenue. These zones along the curb are ONLY to be used for dropping off and picking up children, but are **NOT TO BE USED FOR PARKING DURING DROP OFF/PICK UP TIMES.**

Please be sure that any driver picking up your child is aware of the following safety procedures and is prepared to work with us in guarding your child's safety and the consistent flow of traffic.

- Students are to stay on the sidewalk with their class until their ride is at the curb nearest the school or an adult is on hand to escort them to their vehicles.
- Students will be released to cross streets only at crosswalks.
- Students will not be allowed to enter vehicles which are not at the curb.
 - Please do not double park.
 - Teachers are instructed not to allow children to board vehicles in the street.
 - While some parents may prefer to have their children board vehicles in the street, the safety and liability issues involved are too great for the school to assume.
- Crosswalks are the safest location for escorting children across the street.

TIPS FOR SAFER Pick-Up (Grades 2-8)

Roll Up and Pick Up

Arrive at your designated time ONLY:

- Stay in your car
- Circle the block until a spot opens up curbside
- Allow the teacher to escort or release your child to your vehicle

PLEASE do not arrive before your designated time and park curbside if there is another class scheduled for pick up before you.

Park and Pick Up

Arrive any time you wish

- Park on nearby adjacent streets (Not curbside on 3rd or 4th Ave or Jackson or Railroad Streets)
- Use crosswalks and retrieve student from the Teacher

Note: Children not picked up 10 minutes past release time without prior notification will be checked into Child Care, and Child Care charges will be applied to the family's account accordingly.

Please be sure that any driver picking up your child is aware of the following safety procedures and is prepared to work with us in guarding your child's safety and the consistent flow of traffic.

Email

Employees are assigned an email account during Employee Orientation. Along with face to face communication, email is a quick and efficient communication device that ACS uses to ensure information is broadly disseminated in the most efficient manner. All employees should check email upon arrival, throughout the day, and before leaving school for parent and employee communications.

Emergency Closure

Emergency School Closure

ACS attempts, whenever possible, to follow the decisions of the local public school district (GAPS - Greater Albany Public Schools) regarding school closures. ACS closures are announced via **FlashAlert**, an Internet-based system for delivering important schedule changes (such as snow closures), and other messages *directly to your private smart phone* through FlashAlert Messenger app.

If parents want to receive emergency announcements from the school, they must sign up for this free service. In addition to receiving emergency messages on your phone, closures will also be announced on radio stations KWIL, KRKT and KGAL. Also, the school website (www.albanychristian.org) has a "School Closure" tab that is tied to our FlashAlert system.

If GAPS is closed, we will most likely close as well, but not always. Always be sure to check your FlashAlert notifications. After 7:00am you may call the school office to hear a recorded message, indicating whether or not the school will be closed. The Preschool and Child Care programs will follow the same schedule as the K-8 school programs in closures and delays.

Emergency Drills

Emergency drills are conducted monthly. Students are expected to cooperate fully by being **QUIET, QUICK, and QUEUED** during and after emergency drills. Teachers will take their Emergency Folder with them when exiting the building and will take roll before the drill ends. Teachers should remind students to be on their best behavior during fire drills or other emergency drills and ensure students are **QUIET, QUICK, and QUEUED** and following instructions at all times. Teachers will model the importance of these drills.

Facility

Albany Christian School has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having the building inspected by accredited inspectors and developing a management plan for the control of this substance. The management plan is available for public inspection upon request.

Food Services

Hot lunches are served Tuesday & Thursday for \$4.50 per lunch. The menu will be emailed monthly as well as being available on the school website and in the school office. Milk is included with a Hot Lunch or can be purchased separately for .50 cents.

Friday Folders

The Friday Folder is one of multiple communication strategies the school employs to ensure that parents receive important information from the school and classroom. Each Friday, students will bring home a folder from the classroom that will contain important parent information as well as possible homework assignments for the student. *Parents, please use this easy and effective means of communication to keep tabs on your student's progress.*

Fundraising Policy

ACS holds two major fundraisers per year: the **Fall Fundraiser** in October and the **Spring Fundraiser** in April. All families are welcome and encouraged to assist in either the Walk-a-Thon or the Auction. Please contact the Preschool and Child Care Office or the school office if you are

interested in volunteering. Fundraisers are a great opportunity for parents to be involved at ACS. Parents are essential for the success of these fundraising events!

Grievance Policy and Procedures

In keeping with the biblical conflict resolution principals of Matthew 18:15-20, suggestions, concerns and complaints in any and every situation are to be directed only to the people involved. Because we recognize that grievances may be complicated and difficult to work through, the following grievance procedure has been developed to ensure matters are resolved in a consistent and prompt manner.

Because it is the desire of ACS that our families be able to express and resolve a grievance concerning the school's staff, policies or practices, ACS has established the following procedures:

1st Level Resolution - Individual

1. If you have a suggestion, concern, or complaint: Go to the person who is most directly involved or about whom it is regarding. This can be accomplished in person, via email, or via written note/letter.
2. It is highly recommended that all issues be raised directly and promptly, as the longer issues wait to be discussed, the more difficult it can be to resolve them and form an action plan for the future.
3. If direct communication with the individual does not result in resolution of the issue or an agreed upon action plan, and further consideration is needed, please reach out in person or in writing to their immediate supervisor. If the immediate supervisor is not available or does not respond to written correspondence within 3 school days, at that time it may be acceptable for the issue to be brought to a higher authority.

For example:

If there is a suggestion, concern, or complaint regarding your child's teacher, the expectation is that the issue is brought directly to the teacher's attention that same week. If the issue is not resolved or an action plan has not been formed with the teacher, it is acceptable to contact the School Administration at that time.

4. If the issue is urgent, it is still expected that you make every attempt to reach out to the person who is most directly involved or with whom it is regarding. However, it is understandable in emergency situations or when an issue involves a specific time constraint that once an initial attempt is made to communicate in person or in writing, that you may choose to reach out to School Administration sooner than 3 school days.
5. If there is a compelling reason not to contact the person directly regarding a suggestion, concern, or complaint, you may reach out directly to their immediate supervisor or the individual organizing or in charge of a specific event. If the issue involves a member of the School Administration and there is a compelling reason not to contact that person directly, you may reach out to that person's direct supervisor or contact the School Board Chairman directly.

2nd Level Resolution – School Administration

In the event that a suggestion, concern, or complaint rises to the level that School Administration becomes involved, there are many courses of action that may be taken. These may include:

1. The Administrator may ask you to speak with the person directly, with suggestions of specific questions to ask and discuss with that individual. The Administrator will then follow up with both

you and the person involved to ensure that resolution was reached or an action plan was developed.

2. The Administrator may facilitate a meeting between you and the person involved in order to assist with problem solving, planning, and to support the satisfactory resolution of the meeting.
3. The Administrator may choose to explore the suggestion, concern, or complaint further. The Administrator will then establish a specific timeline to follow up with you in person or in writing regarding the issue. Please be aware that there may be specific Human Resources related issues that the Administrator may not be able to share with you.
4. If the issue raised is in regards to a student, unless you are the student's custodial parent, there may be action steps taken that cannot be shared due to legal considerations of confidentiality.

3rd Level Resolution – School Board

After all attempts to resolve the issue in person or in writing with the individual, and the School Administration have not been successful, it is appropriate for the issue to be brought to the attention of the ACS School Board. This can be by submitting an [ACS Board Communication Form](#) found on the ACS Website. You may click on this [ACS Board Communication Form](#) link to access the form.

In the event that an issue is raised with a School Board member other than the Chairman, please be aware that School Board members report any and all ACS suggestions, concerns, and complaints to the Chairman, as the School Board operates as a team-based entity. The ACS School Board consists of a volunteer team of individuals who typically meet once per month. Therefore, action taken by the School Board may, depending on circumstances, take additional time to resolve. The School Board will do their best to remain in contact with you during this process so that you are aware of any time constraints and/or if the School Board is requesting additional information.

In the event that a suggestion, concern, or complaint rises to the level that the ACS School Board becomes involved, there are many courses of action that may be taken. These may include:

1. The School Board Chairman may ask you to speak with the person directly, with suggestions of specific questions to ask and discuss with that individual. This meeting will include the ACS Administrator as they carry the responsibility of the organization. The School Board Chairman will then follow up with you, the Administrator, and the person involved to ensure that resolution was reached or an action plan was developed.
2. The School Board Chairman may facilitate a meeting between you and the person involved in order to assist with problem solving, planning, and to support the satisfactory resolution of the meeting. This meeting will also include the ACS Administrator.
3. The School Board Chairman may choose to explore the suggestion, concern, or complaint further. Any exploration of the issue will involve the ACS Administrator. The School Board Chairman will then establish a specific timeline to follow up with you in person or in writing regarding the issue. Please be aware that there may be specific Human Resources related issues that the School Board Chairman may not be able to share with you.

4th Level Resolution – Church Board

1. After all attempts to speak with or engage in written correspondence with the ACS School Board have not resulted in a satisfactory resolution, it is appropriate to contact the Willamette Community Church Elder Board that oversees the ACS School Board. Contact information is available in the ACS school office or the WCC office.

Gym Rules

- No play on or around bleachers
- All equipment is to be put away when a group leaves the gym
- Use of mats only with supervision
- No hanging on the basketball hoop or net
- No intentional hanging on or jumping into the wall padding
- No intentional targeting of overhead heaters

Hallway Etiquette

To ensure the least amount of distraction for our students, we ask that parents and students be courteous in the hallways. We do appreciate our parental support, so unless visiting in the main hallway, or unless signing in at the school office for volunteer hours, all parents should exit the building after dropping off their students.

Head Lice

When a case of head lice is confirmed, parents will be called to pick up their child. The student needs to be treated with a lice-killing shampoo or treatment and the hair needs to be combed for nits. Before returning to Albany Christian School, the family must present a note to the school office from a doctor stating that the student is free from head lice.

Students who have had a confirmed case of lice recently may be checked periodically, at the discretion of ACS Administration, in a discreet and private manner, to ensure they continue to be clear of lice. Parents may request a head lice check for their child at any time, ACS is always happy to support parents in the lice treatment process. ACS considers a clear lice check to be when a student has 4 or less nits. Upon discovery of lice, all students within close proximity (home and/or school) should be checked for lice and nits. Parents will be notified of the lice discovery and the lice checks.

Health Records

According to Oregon Health Code, all students enrolled at ACS, before entering school in the fall must have on record either a current immunization record or an exemption statement. School administrators are required by Oregon State law to comply with health record guidelines.

In order to best serve our students, we ask parents to provide medical documentation that will be placed in the students file for any medication, diagnosis, or other medical conditions a student may have.

Homeroom/Classroom

The Homeroom/Classroom should be regarded as a safe and secure place for students to gather to socialize, learn, and get organized for their ASC learning expectations. Students and teachers should strive to make the Homeroom/Classroom a place where students are empowered with information and encouragement to succeed at ACS. Classroom/Homeroom Teachers are responsible for taking daily attendance, hot lunch count, and conducting class business. The American Flag Salute is to be performed daily for grades K-8.

Middle School Homeroom teachers are responsible to inform the Administration if there is an issue with a student that requires communicating to multiple teachers and/or ACS staff. The Administration will make

sure all faculty and staff are properly informed. Middle School Teachers should use the end of the day Homeroom time to help students get organized for the school day homework and/or project load.

Homework Policy

Homework is assigned by classroom teachers only. There should be no homework assigned for elective classes. *All assigned homework should be assigned consistent with the student's ability and placement and should be predominantly material that helps reinforce a learned skill. It should not be new material.*

A general guideline for the amount of homework (except Reading) assigned per night is ten minutes per grade level, (i.e. 1st grade = 10 minutes; 2nd grade = 20 minutes; 3rd grade = 30 minutes etc.) At times there may be need for more time for homework for the day. Homework (except Reading) should be assigned no more than 3 or 4 times a week depending upon grade level. Kindergarten students can expect 10 minutes of daily Reading.

In an effort to provide an optimal learning environment for students and to reduce teachers' and students' after-school workload, it is suggested that the majority of daily assignments be given in the classroom with enough time to be completed in class the same day. Such assignments would be due at the end of the period instead of the next day. Encourage students to learn good study habits by setting aside a fixed time and place at home to do their work if needed outside of the classroom. Under normal circumstances, the teacher should strive to correct and return daily assignments to the student within a 48-hour period.

Individual Learning Plans (ILPs)

ACS is not able to provide a full individual education plans. It is the parent's responsibility to seek out additional services from the public-school district office in whose district they live if they desire a traditional IEP. Teachers will support the student and parents in whatever manner possible; however, ACS does not have the authority to create and provide IEP's recognized by the public school district.

ACS will strive to meet the needs of students who struggle academically and provide Individual Learning Plans which may include the implementation of specific accommodations to help these students succeed academically.

In addition, teachers who work daily with students who struggle academically will have the freedom to suggest to families that their student may need to seek professional testing and services to determine if an IEP may be necessary for their student to succeed at their particular grade level.

If so, ACS will reevaluate our role in that new learning plan and may suggest to the parent that ACS is no longer the proper fit for meeting their student's academic needs and that a school with professional resources may be a better fit for them.

Illness

If a student is not feeling well, employees may send them to the School Office to have their temperature taken. Band-Aids and First Aid kits are available in the classrooms and the school office. Ice packs are available in the office freezer.

When a student becomes ill at school, they should be sent to the School Office. Employees should call office personnel before sending the student to notify them of the situation. Office personnel will then contact the parents or guardians. Students will wait in the School Office until they are picked up.

Please refer to the [ACS Illness Policy](#) on the school website for full illness protocols.

Kindergarten Information Night

Historically, ACS conducts a Kindergarten information night with early registration available. This information night is usually scheduled in mid-January. ACS also provides a virtual online Kindergarten informational video in place of an on-site Kindergarten information night. This online video is available on the ACS school website.

Late Work

To encourage student academic success, class work that is turned in past the due date will be considered late. Late work will no longer be accepted after a report card, or date designated by the teacher. Assigned late work no longer accepted will receive a "0".

Leadership

The ACS Administrator is under the supervision of both the WCC Lead Pastor and the ACS School Board. The ACS School Board is made up of a number of highly committed men and women from both WCC and our local community. The Preschool and Child Care Director is under the supervision of the ACS Administrator.

Lockers

ACS assigns lockers to all Middle School students. The lockers are for storing books, supplies, personal belongings, lunches, etc. All student items must be stored in the locker and not left in the school hallway. The following rules apply to all lockers:

1. By the first day of school, students must give their locker combination to their homeroom teacher.
2. Lockers should be neat. Students should be prepared for unannounced locker checks.
3. Decorations inside lockers must be appropriate for the school setting.
4. Lockers are to be shut quietly, not slammed.
5. Students are not to use or open another student's locker.
6. Students are to unlock their locker in the morning and may keep it unlocked throughout the day.
7. Students should lock their locker before leaving each day.
8. Students should not share their locker combination with other students.

Locker privileges may be removed for a violation of these rules. Student lockers and their contents are considered the property of ACS and may be searched at any time.

Lost and Found

Lost clothing, small items, and money should be given to the School Office. Valuable items must be described by the student before they will be returned. Unclaimed items will be donated to charity at the end of every month.

Lost or Damaged Books

Teachers will issue non-consumable textbooks at the beginning of the year. Any unusual wear on a book will be noted at the beginning of the year. At the end of the year, school textbooks books are to be returned undamaged and without any marks on them to the teacher who issued them. Books are to be cleaned of any markings/notations by students before returning them. If books are damaged beyond normal wear and tear, the student will be assessed the value of the book, based on a seven year replacement cycle to a minimum of \$10.00 per hardback or \$8.00 per paperback books in continuing use.

Lunch

Students have a choice of purchasing a hot lunch for \$4.50 or bringing a sack lunch from home. Students are not allowed to eat outside of the areas designated for eating. If a student forgets their lunch, they may have office personnel phone home for them. With parent approval, Albany Christian School will allow students to “charge a lunch” and parents will be responsible for payment on their monthly bill.

At their designated time, teachers will lead their class to the Cafeteria for lunch. Assigned cafeteria supervisors will be in the cafeteria at the point of food service to help students if needed. Microwave ovens are available to heat up any hot lunches. There should be **NO GLASS** bottles or containers brought on campus.

Mascot

The mascot for Albany Christian School is the Warrior. - Ephesians 6:13-17

“Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, and, as shoes for your feet, having put on the readiness given by the gospel of peace. In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; and take the helmet of salvation, and the sword of the Spirit, which is the word of God.”



Our Mascot - WARRIOR

We are the Albany Christian School WARRIORS. WARRIORS is an acronym that illustrates our values and our beliefs. Being Biblically grounded first and foremost, means that we **W**orship God with all our heart, mind and soul (Luke 4:8, Romans 12:1) with an **A**ttitude of humility (Phil 2:5) which empowers us to **R**espect (1Peter 2:17, Rom 12:10, Phil 2:3) others and take full **R**esponsibility for our thoughts, words and deeds toward them. Our dealings with people, industries, and organizations are guided by the highest degree of **I**ntegrity as we demonstrate our love for God through **O**bedience to Him in all areas of our life. **R**elationships are important to us. Peaceful encounters within all our relationships take priority over work and play. And, last but not least, we are **S**ervant-Leaders who understand that serving others is the highest form of demonstrating respect and honor. To serve is to worship; to serve is to adopt an attitude of humility; to serve is to behave responsibly; to serve is to demonstrate the character of Jesus; to serve is to be obedient; to serve is the most relational act in the world. We are WARRIORS.

To say it another way...

Worship of God requires an **A**ttitude of humility that generates **R**espect for God and others, and the **R**esponsibility to develop **I**ntegrity of character through **O**bedience to God, which results in peaceful **R**elationships built on the foundation of **S**ervanthood.

Medication

Employees may not administer any medication (prescription or over-the-counter) to students for any reason without a signed medication authorization form from the parents or guardians. Medication accepted for administration to the students must be in the original container. Students are not allowed to

possess or administer their own medication. All medications (Rx and over the counter) will be kept in the School Office and administered by office personnel. In some rare instances, at the request of the teacher, the medication may be kept in the classroom and administered by the teacher. All prescription or “over the counter” medicine requires that an ACS Medication Form be completed in full and filed in the school office for K-8 students and with the Preschool and Child Care Director’s Office for Preschool and Child Care students.

Employees may not administer any medication (prescription or over-the-counter) to students for any reason without a signed medication authorization form from the parents or guardians. Medication accepted for administration to the students must be in the original prescription container. Students are not allowed to possess or administer their own medication. All medications (Rx and over the counter) must be kept in the School Office and administered by office personnel. In some rare instances, at the request of the parent, the medication may be kept in the classroom and administered by the teacher.

All prescription or “over the counter” medicine requires that an ACS Medication Form be completed in full and filed in the school office for K-8 students and with the Preschool and Child Care Director’s Office for Preschool and Child Care students.

All scheduled medications to be administered are the responsibility of the parents and students. Teachers, nor administration are responsible for the daily administration of medications. We will do our best to ensure students receive their medications on their regularly scheduled times, but we are not responsible for missed times.

Nondiscrimination Statement

Albany Christian School welcomes all families without regard to race, color, religion, sex, national origin, disability, or marital status. We admit students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, or national or ethnic origin in the administration of its educational policies, scholarship and loan programs, athletic programs, or other school-administrated programs.

We simply ask that students and families respectfully support the biblical positions of the school, actively learn the faith components that permeate our curriculum, and participate in the spiritual activities and values which form the foundation of our school.

While many of our teachers and staff call Willamette Community Church their home church, others come from several other churches in the community or may not be associated with any church at all. Between our staff and students there is an ***inter-denominational character to the school***, with many Christian traditions and non-Christian traditions represented.

Not Permitted on Campus

According to Oregon state law, smoking, drugs or alcohol are not permitted on Albany Christian School property. No weapons of any kind are to be brought onto Albany Christian School property.

Parent Teacher Organization (PTO)

Mission

The purpose of the PTO is to enhance and support the educational experience at ACS, to develop a closer connection between home and school by encouraging parent involvement, and to improve

the environment of ACS through volunteer and financial involvement. The PTO is parents and teachers working together to make our children's educational experience the best it can be!

Supporting ACS

The PTO supports ACS through helping organize and run the two main school fundraisers; **Walk-A-Thon** and the **Annual Auction**. The PTO also works to encourage and support teachers through periodic appreciation events and Teacher Appreciation week in the spring.

Officers

President

Oversees general operations, reports/communicates to School Principal, runs PTO meetings, serves as the official representative of the PTO, and retains all records.

Vice President

Oversees the committee system, assists the President, and chairs meetings in the President's absence.

Recording Secretary

Takes meeting minutes, sends out minutes to members, and holds historical records.

Room Parent Coordinator

Organizes and oversees room parents for grades Pre-K through 8th grade.

Treasurer

Keeps track of PTO's finances in coordination with the ACS bookkeeper. Requests reimbursement for authorized expenses and collects revenue.

Events

The PTO puts on the following events: Christmas Bazaar, Teacher Appreciation Week, Last Day of School Party, and Family Fun Events.

Meetings

Meetings are held once a month. Dates and times may vary, but will be posted on the school calendar and announced in the weekly bulletin.

Parking

Parking lots are located on the corners of Third Ave. & Railroad Street, Fourth Ave. & Railroad Street, and Fourth Ave. & Jackson Street.

For the safety of the students, the following standards are established for loading and unloading:

- We request that parents escort students across the street and please cross at the crosswalks.
- If you need to enter the school building to conduct business, please park in one of the parking lots.
- During drop off times PLEASE do not park on any of the curbs on the perimeter of the building. **All curbs are a roll-in roll-out drop off ONLY.** Thank you!!
- Please do not double park. Drop students off directly at the curb or park in the parking lots.
- Please have all students exit the car on the curb side and not into the street.
- The parking lot on the southwest-side of the building is restricted for handicapped parking.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled once per year just prior to the Thanksgiving holiday.

Playground Rules

Bars

- No standing/climbing on top of the bars

Behavior

- No dangerous behavior – (running with sticks, sword fighting with sticks, rough play, etc.)
- Only sponge type footballs on playground
- Jump ropes for jumping only
- Hula hoops for hula only

Slide

- Walk up the ladder only, not the slide surface
- Only one person sliding down at a time
- Do not crowd on the ladder or run or push on the ladder
- Do not jump from the slide
- No grabbing people on the slide
- Slide feet-first only

Swings

- No launching from swing
- No swinging side-to-side or tangling up swings
- No climbing on swing supports

Progress Reports

To help families follow the progress and academic standing of their children, the teacher will partner with families by 1) updating the school data management system (Sycamore) and making online progress reports available at least once per nine-week grading period or 2) send home hard copies of progress reports at least once per nine-week grading period. Parents will be notified when Progress Reports are available via Sycamore.

Referrals

Student referrals by teachers for special academic testing, speech therapy, and individual counseling will be done in consultation with the family, the Administration, and in conformity with the guidelines established by the testing entity.

Registration and Admission Policies

Account Responsibility

Payment for a student's tuition and fees does not necessarily warrant a release of information. All communications such as Friday Folders, reports cards, classroom notices, and other information will be released to the student's guardians only.

In the event of divided families, the guardian who signed the registration form and contract is ultimately responsible for the full payment of the tuition and Child Care bill. However, to maintain effective

communication, email and mailing addresses for both guardians must be provided. Parents may request a separate Friday Folder for each family.

Activity Fee

An annual Activity Fee is to be paid for each student attending ACS (PS-8). It is not applicable to the next year's tuition. The Activity Fee enables ACS to provide field trips, ACSI Activities (Spelling Bee, Math Olympics, Speech Meet), Yearbooks, ACS Apparel, Assemblies, and special events for our students.

Financial Aid

Albany Christian School offers financial aid for grades K-8. FACTS Grant & Aid Assessment conducts the financial need analysis for ACS. Awards are based on a standardized scale and generally will not exceed 50% of the tuition cost. Financial aid does not cover Registration fees. Applicants may apply online at factsmgt.com. Financial Aid is under the *Admissions* tab on the school website at www.albanychristian.org. To submit an application, FACTS will charge each family a \$30 processing fee. If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.

Financial Aid Process

Before applying for financial aid through FACTS, families must first submit an ACS Enrollment Application and pay Registration fees to ACS. If a mutually agreeable financial award is not forthcoming, the ACS Registration Fee is refundable. After registering with ACS, families applying for financial aid will need to complete the FACTS online application and submit the necessary supporting documentation, including tax forms from the current year. Families must apply for financial aid and have all supporting documentation submitted to FACTS by **March 31** to be considered for financial aid for the following school year. Families applying for Financial Aid will receive placement letters by April 30. Students applying for Financial Aid will be placed in their enrolled class holding their spot while their Financial Aid application is being processed.

Grade 1-8

First time applicants in grades 1–8 will be given an academic assessment. In addition to completing the assessment, prospective students and their parents must meet with the administration. New families are expected to attend the New Parents Orientation meeting scheduled the day before school begins.

Kindergarten

Children entering Kindergarten should be 5 years old, by September 1st of the coming school year in accordance with the State law. All incoming Kindergarten students will receive a readiness screening to determine whether they will be successful in our program. Students entering Kindergarten will be required to provide an immunization form for our files upon entering school.

Registration Fee

An annual registration fee is to be paid for each student attending ACS (PS-8). A separate registration fee is also required for those students using Child Care and the Summer Child Care program. The registration fee holds your child's desk space in the classroom. ***The registration fee is not applicable to the next year's tuition and is non-transferrable and non-refundable.***

Tuition

Tuition may be paid in one of three methods:

1. a full one-time payment by the first day of school with a 2% discount
2. over a nine-month period with the first payment due September 1st and the last due May 1st
3. over a twelve-month period with the first payment due July 1st and the last due June 1st

Each family is required to sign a **Tuition Contract** when the Enrollment Application is turned in, and before their child attends class. Monthly tuition payments are due on the **first** of the month. A **fifteen-day pay period** is in place. An account becomes delinquent on the sixteenth day with no payment for the month. A late fee will be assessed at that time. If a payment becomes 30 days delinquent, the account will be referred to the School Board. The School Board will establish terms under which the account must be paid for the family to remain in school. Failure to meet the terms established by the School Board will result in removal of the student from classes and/or Child Care until the account is cleared to the satisfaction of the School Board.

Report Cards

Report cards are issued four times per year. Report cards will be made available on Sycamore for all four quarters. During parent/teacher conferences, time will be set aside to discuss progress reports/report cards with parents. 1st through 3rd quarter report cards will go home via email. Final report cards will be distributed through the office or sent home by email after the school year has concluded and all financial obligations have been cleared (i.e. lost books/damage fines/tuition fees).

Report cards will contain grades for academic subjects and marks will be given for behavior and attitude using the WARRIOR character traits. Records of absences and tardies will be noted as well as teacher comments. Report card grades and comments should not be surprising to parents. If a student is not performing well, it is the responsibility of the teacher to be in communication with the parents via progress reports and other means of communication.

Restricted Items

Items deemed to be disruptive, dangerous, or adversely affecting the educational climate at ACS are not to be brought on campus. If brought to school, teachers or staff will confiscate the item. Parents may pick up the item in the school office at the end of the school day.

Cell Phones

Cell phones are to be powered off once a student arrives on campus at 8:50am and placed in backpack or student lockers until 3:30 pm. Violation of this policy will result in the cell phone being confiscated and turned over to the school office for parent pick-up.

There may be times when a class requires phone usage. Only at that time are cell phone usage is allowed.

Smart Watches:

If a student is using a SmartWatch for any other reason other than telling time while on campus, the watch will be confiscated and will be placed in the office, only to be returned to parents at the end of the day. If a student is in violation of this guideline for the second time in a year, the student will be required to follow the Cell Phone guidelines above.

- ❖ **If parents need to convey a message to their child during school hours, they should avoid texting and instead call the school office.**

Electronic Devices

All electronic devices including are prohibited.

Food/Drink

In accordance with our Health and Wellness Policy (Appendix B), chewing gum, soda pop, energy drinks, and candy are restricted during the school day.

Illegal Substances

The use of drugs, tobacco, or alcoholic beverages by ACS students, on or off campus, constitutes grounds for dismissal from school.

Toys

Toys of any kind should not be brought from home and not used in the classroom, during recess or PE class.

Unauthorized Medication

All prescription or “over the counter” medicine requires an ACS Medication Form to be filled out. A current, signed ACS Medication Form, along with the medication, must be kept in the school office.

Weapons

Toy guns, knives, or any other weapon is prohibited on campus for the safety of our students.

School Hours

Child Care

Before and after school Child Care is available from 7:00am – 5:30pm to all students (PS – 8). Child Care parents may enter the building through the east entrance on 4th Avenue after 7:00am, and the main entrance on 3rd Avenue after 8:00am.

Kindergarten

A.M. Kindergarten class begins at 9:00am. DropOff is a 8:50. AM Kindergarten parents may enter the building through the entrance SW entrance on 4th Avenue. PickUp is at 11:45am.

P.M. Kindergarten class begins at 12:45 pm. DropOff is a 12:30pm. PM Kindergarten parents may enter the building through the entrance SW entrance on 4th Avenue. PickUp is at 3:30pm

Grade 1

Grade 1 school hours begin at 9:15am. DropOff is a 9:05. Class begins at 9:15am. PickUp is at 3:30pm.

Grade 2-8

Grades 2-8 school hours begin at 9:00am. DropOff is at 8:50am for all grade 2-8.

Grades 2 PickUp is at 3:20pm.

Grades 3 PickUp is at 3:20pm.

Grades 4 & 5 PickUp is at 3:25pm.

Grades 6-8 PickUp is at 3:30pm

<u>School Start/End Times</u>	
KAM	9:00-11:45
KPM	12:45-3:30
1 st Grade	9:15-3:30
2 nd Grade	9:00-3:20
3 rd Grade	9:00-3:20
4 th -5 th Grade	9:00-3:25
6 th -8 th Grade	9:00-3:30

School Office

The office is open from 8:00am – 4:00 pm.

School Supplies

Each student is responsible to provide grade level school supplies. A Class Supply List for each class can be found on the ACS website. Teachers may send home a list of additional supplies needed for their class during the first part of the school year.

Students are requested to have a pair of clean tennis shoes for PE use in the gym. If needed, a pair of gym shoes may be kept at school.

Snacks

Each classroom teacher is responsible for scheduling their class's nutrition break if they desire it. Snacks must be eaten inside the classroom and the class is responsible for cleaning up after themselves. There should be **NO GLASS** bottles or containers brought on campus.

Student Care

Albany Christian School desires to care for students in the best way possible. For this reason, we ask that at the time of enrollment all health and wellness issues for a student be disclosed to ACS. This may include, but is not limited to allergies, personal trauma, family issues, diseases, issues from previous schools, special need diagnoses, or anything the parent feels will help ACS better care for their child.

Supplemental Learning Opportunities

In addition to our core curriculum, students are given the following academic opportunities:

After School Programs

A variety of after school programs are available at certain times of the year at an additional cost. Parents can sign up for these activities at the annual Back to School Night.

Art

Students in Grades 1-8 will have the opportunity to participate in an art class that explores the different art mediums including drawing, sketching, and painting.

Band

When Band is offered, students in grades 5-8 may participate in Concert Band during the school day, along with an annual participation fee. These students are taught music history, theory, and performance techniques.

Chapel

Weekly, K-8 students gather for worship, fellowship, and edification through God's Word.

Computer Class

Students in grades 1-8 attend a Computer class to learn a variety of skills based on grade level abilities. Students will begin with keyboarding and move to learning a variety of software applications, especially Google Apps preparing them for higher education and the business world.

Field Trips

Students learn in a variety of ways, and field trips are a fun way to learn outside the classroom. Each class, grades K-8 will take at least one field trip per year.

Library

Students in K-8 will participate in a Library program once per week. Students are taught the setup of the Library and allowed to check out books for personal use and class assignments. In addition, each class reads through a book, learning about literature components such as themes, events, climax, and resolution. For upper level grades, students create journals for each book full of written responses and related activities. Through discussions and analyzing literature components, students are shown a biblical perspective on many life situations.

Music

Students in grades K-8 learn how to be listeners, audience members, singers, and worshipers as they prepare for our annual ACS Christmas Program. At the Christmas Program, students will have the opportunity to demonstrate some of the music foundations they have learned. During the school year, students may also study music history, various composers, and music appreciation in a music elective class.

Physical Education

Students in grades 1-8 will participate in Physical Education class at least once per week in order to increase motor skill development and establish healthy life-long habits. For participation and safety, it is important that all students have appropriate shoes for PE class. Every spring, students in grades 1-6 are given the opportunity to participate in a track meet competing against other private schools in the area.

Recorder Class

Students in grade 4 participate in Recorder Class once a week. Recorder Class students will participate in the annual ACS Christmas Program and the Spring Band Concert and will have the opportunity to demonstrate their learning and growth.

Robotics

Students in grades 6-8 have the opportunity to enroll in our Robotics course. Robotics has been described as “one of the crucial subjects that is going to play a vital role in the near future.” Learning robotics is a fun and challenging course that will help prepare students for the future.

Spanish

When Spanish class is offered it is designed to help students rapidly become conversant in Spanish. Classes consist of interactive activities conducted in Spanish with minimal English. Students will be encouraged to interact with one another using the Spanish they learn from day to day class activities.

Supervision Before and After School

Teachers will supervise students in the classroom from 8:50am before school until 3:40 pm after school.

Unless students are participating in a supervised activity, before 8:50am or after 3:30 pm, students in the building will need to be in Child Care, and a cost will be charged to their Child Care account. From the time students arrive at school until the time they go home, they are not to leave the school grounds except in the company of a parent, guardian, or with a school related group. Students are not allowed to roam around the building unsupervised before or after school.

Tardies

If students are not in class and in their seat at 9:00am, they will be marked as tardy. Students who've been marked absent and who then arrive late to class, their absence will be changed to a tardy. Tardiness is disruptive to the education process of the individual student, as well as to others in the class. Students, teachers, administration, and parents must work together to ensure student success in this area.

A tardy is also recorded when a student is not in the classroom with the appropriate materials at the appropriate time and needs to leave the classroom to gather materials. Students arriving to school in the morning after 9:00am need to report to the office before going to the classroom.

Tardy Recording: 1st-8th

ACS will send out to parents automated tardy notices after the 1st, 3rd, 5th and 7th tardy-to-school occurrences. ***An automated email will be sent home notifying parents when students***

accumulate excessive tardies beginning with the 1st tardy. If tardies continue to accumulate, a conference will be scheduled with the administration, parents, and/or teachers to remedy the issue.

Tardy Passes: 1st-8th

Tardy Passes are required for all 1st-8th grade students who arrive on campus after the bell rings. Tardy passes will be issued at the office for all students who are tardy. If a teacher has already recorded the student as “absent”, the office will change the “absent” to a “tardy.”

Technology Use

Computer and internet use at Albany Christian School is for academic use only. Checking personal email, playing games, or engaging in social networking is prohibited. Inappropriate content material will constitute grounds for immediate dismissal from school. All computer conduct should align with biblical principles of glorifying God and be consistent with a Christian lifestyle. For increased security and protection, Albany Christian School has provided a network filter to prevent access to unacceptable content. Despite this effort, objectionable content may still be accessed using unauthorized techniques to bypass filtering or as a result of content that has not yet been identified by filtering software. If anyone identifies objectionable content, the Administration should be notified immediately so the filter can be updated. Albany Christian School’s network may only be accessed by Albany Christian School technology equipment. For security purposes, all personal computers or other technology may only access the public Wi-Fi. Specific rules and guidelines regarding ACS technology resources are outlined in the Acceptable Technology Use Policy (Appendix A).

Telephone Use

Classroom Phones

Classroom and office telephones are for employees only. If a student needs to call home, office personnel will be happy to assist them. Always send a note with the student regarding telephone use or call office personnel so they are aware of the student’s need.

Cell Phones

Cell phones are to be powered off once a student arrives on campus at 8:50am and placed in backpack or student lockers until 3:30 pm. Violation of this policy will result in the cell phone being confiscated and turned over to the school office for parent pick-up.

There may be times when a class requires phone usage. Only at that time are cell phone usage is allowed.

Smart Watches:

If a student is using a SmartWatch for any other reason other than telling time while on campus, the watch will be confiscated and will be placed in the office, only to be returned to parents at the end of the day. If a student is in violation of this guideline for the second time in a year, the student will be required to follow the Cell Phone guidelines above.

- ❖ **If parents need to convey a message to their child during school hours, they should avoid texting and instead call the school office.**

Visitors

Sign-In Procedure

In order to maintain a safe environment for our school community, ACS asks all visitors and volunteers to sign in and out at the school office window. Visitors and volunteers will also be asked to wear the appropriate identification badge. If you are volunteering in the classroom, we thank you for your generosity with your time; however, you must sign in at the school office and pick up your volunteer badge before proceeding to the classroom. Before leaving the school, please sign out at the school office and return your badge.

If you forget to pick up your volunteer badge, you can expect an employee in the building to give you a friendly enquiry as to your purpose of your visit on campus. Sign in is for your safety, as well as the safety of our students and staff.

Visitors Are Welcome

Families are always welcome at ACS and we encourage classroom visits. Visiting at ACS includes the following special events: Grandparent's Day, Walk-a-Thon, Annual Auction, Chapel, birthday parties, class parties, lunch visits, and classroom observations. Obtaining a background check or completing volunteer training is not necessary for visiting ACS. Upon arrival for large events you do not need to sign in at the school office or pick up a visitor's badge. Otherwise, all visitors are verified before being allowed in the building. Visitors may not be alone with students; they must remain within sight and sound of the teacher at all times. Classroom observations or conferences with a teacher or Administrator must be scheduled in advance through the school office or the Preschool and Child Care Office.

Relatives

Students who have visiting relatives may request to bring their relative to school. ACS parents need to make the request through the school office *at least one week in advance*. The request must be approved by the administration. Visiting relatives will need to fill out a Visitor Request form prior to the visit.

Volunteering

At ACS, we believe partnering with parents is vital to a child's success as well as to the success of a healthy school. We appreciate parent cooperation and service in volunteering. ACS welcomes parent involvement during the year. If you are interested in volunteering at ACS, whether in your student's classroom, chaperoning a field trip, helping at an ACS event, or performing any other volunteer activity, please be sure to fill out the **Volunteer Information Form** in the Enrollment Packet. Volunteering at ACS includes classroom help, PTO events, chaperoning, and helping assist at special events. Every person volunteering must have a background check and receive volunteer training through a combined effort of ACS Staff and our PTO (Parent Teacher Organization). Classroom Volunteers may come in contact with confidential information while working in the classroom or with students (Examples: student academic progress, family issues, etc.). Any and all information concerning ACS students is considered confidential and is not to be shared outside of the classroom, teacher, or the Administration as needed.

Background Check

Every person volunteering directly with students at ACS will have a background check. This is common safety practice for all institutions and we wish to offer our school body the same level of structure and support. ACS will pay for background checks for all who wish to volunteer.

Chaperones

Field trips are a class-experience and all students are to travel together as a class. If you would like to chaperone a field trip, please contact your child's teacher. For liability reasons, no person other than teachers, students, or chaperones may attend ACS field trips. ***Chaperones are responsible for the supervision of our students and may not bring student siblings along. Chaperones on field trips are expected to give their complete attention to students and refrain from engaging in work or other personal pleasure, visitation, and/or business on the field trip.***

Classroom Help

Teachers have allotted times for general classroom help each week based on their needs. Volunteers may sign up with their child's teacher for specific volunteer opportunities. Throughout the year, teachers have various projects and activities, depending on the grade level, which need volunteer help to complete. Volunteers may sign up for projects at the school office.

PTO Events

The PTO relies on parent volunteers to put on the following events: Walk-A-Thon, Annual Auction, Teacher Appreciation Week, game nights, and Last Day of School Party.

Special Events

Parents are encouraged to assist the school and classroom teachers at various events such as School Work Days, Walk-A-Thon, School Pictures, Christmas Compassion, Christmas Program, Grandparents Day, Graduation, Spelling Bee, Speech Meet, Math Olympics, Track Meet, and the Annual Auction. Please contact the school office if you are interested in volunteering to use your God-given gifts, skills, and abilities in any of these areas.

All volunteers on campus or for Field Trips off campus must sign in at the front office and receive a "VOLUNTEER" name sticker and apply it to an outer garment easily visible for everyone to see.

Volunteer Expectations

Volunteers at Albany Christian School or any school event are under the guidance and direction of the ACS teachers and staff. Discipline or concerns about student conduct should be brought to the teacher's attention. Aside from emergency situations, volunteers at ACS are not authorized to correct or instruct student behavior. Per the ACS Safety policy, volunteers may not be alone with students at any time; they must remain within sight and sound of the teacher at all times.

As a volunteer of Albany Christian School, you will not be paid or compensated for your time. It is important to note that volunteers may not be covered by ACS' liability or accident insurance and each volunteer is encouraged to consult with their own insurance agent regarding the extension of their personal insurance in regards to community volunteer work.

PRESCHOOL AND CHILD CARE

Account Responsibility

Payment for a student's tuition and fees does not necessarily warrant a release of information. All communications such as report cards, classroom notices, and other education information will be released to the student's guardians only.

In the event of divided families, the guardian who signed the registration form and contract is ultimately responsible for the full payment of the tuition and Child Care bill. However, to maintain effective communication, email and mailing addresses for both guardians must be provided.

Admission

Registration and Admission Policies

Child Care

Parents are to apply for Child Care using the ACS Student Registration Form. Child Care, during the school year and summer, accepts children from ages 30 months and potty-trained through 8th grade. Non ACS students entering Child Care will be required to provide an updated immunization form before attending.

Child Care Billing

Families who utilize our Child Care program are required to sign a Child Care contract. Monthly Child Care payments are due on the **first** of the month. After the **fifteenth** of the month, a late fee will be assessed each month on the delinquent amount. If payment becomes 30 days delinquent, the account will be referred to the School Board. The School Board will establish terms under which the account must be paid, for the family to remain in school. Failure to meet the terms established by the School Board will result in removal of the student from Child Care until the account is cleared to the satisfaction of the School Board.

Preschool

Parents are to apply for student enrollment using the ACS Student Registration Form. Children entering Preschool are to be at least 30 months old and fully potty-trained. Students entering Preschool will be required to provide an updated immunization form before attending class. Students will be placed in classrooms according to birth date, consistent with the Public School deadline (for example, students must be 5 years old before September 1st to enter Kindergarten).

Preschool Tuition

Each family is required to sign a **Tuition Contract** before their child attends class. Monthly tuition payments are due on the **first** of the month. After the **fifteenth** of the month, a late fee will be assessed each month on the delinquent amount. If payment becomes 30 days delinquent, the account will be referred to the School Board. The School Board will establish terms under which the account must be paid, for the family to remain in school. Failure to meet the terms established by the School Board will result in removal of the student from classes and/or Child Care until the account is cleared to the satisfaction of the School Board.

Attendance

Arrival and Departure Procedures

To protect the people, property, and privacy of Albany Christian School (ACS) during hours of operation, we have installed a magnetic security system in which our doors are always locked and secure. We provide scheduled access at specified times with the use of a security card that is scanned prior to entrance. All currently enrolled ACS families will be issued two key cards free of charge to access the school building during school calendared days. Parents may gain access on the 3rd Avenue main doors and the 4th Avenue doors on both the east and west ends of the building.

Access

For Preschool parents needing early morning Child Care, the east security doors on 4th Avenue will be activated from 7:00am-9:00am for entry. Classrooms will open for students beginning at 8:45am.

ACS doors are set on a 24/7 security lock. Please use your security access card/fob for entry.

Time and Location Schedule for Entry into the Building:

3 rd Avenue. Front Door –	8:00am-5:30pm
4 th Avenue. SW Door –	8:45am-9:00am (CLOSED- 9:00am ALL DAY)
4 th Avenue. SE Door –	OPEN- 7:00am-9:00am
	CLOSED- 9:00-3:00pm
	OPEN- 3:00pm-5:30pm

Please use your security access card for entry.

Clocking-In

Parents of Preschool and Child Care students are required to escort their children into the building and “clock them in” on the computer system in the Preschool hallway. There must be **face to face contact** between parent and teacher at the time of drop-off and pick-up. Children cannot be released to someone other than parents or persons on the authorized pick up list.

Conferences

Twice a year, once in the fall and again in the spring, Albany Christian Preschool schedules Parent Teacher Conferences. This is a time for parents to see the classroom and review their child’s progress in class.

Curriculum - Pre-Kindergarten

Students in Pre-K classes (4 yrs. by September 1st) are taught using a Christian world-view curriculum and a wide variety of other activities. Students are taught the truth of God’s Word that He created them and loves them, and these principles are integrated into each class throughout the day.

Pre-Kindergarten Objectives

Fine Motor Skills

- Use scissors successfully
- Hold a pencil or crayon correctly
- Draw self-image using seven elements

Large Motor Skills

- Catch a ball away from the body with hand

- Throw a ball with direction
- Bounce and catch a ball
- Balance on one foot for 5 seconds

Reading and Number

- Recite and recognize 16 letters of the alphabet
- Begin to identify letter sounds
- Show interest and some ability in writing letters
- Count orally and recognize numbers up to 20
- Match one to one correspondence to twenty
- Copy words and shapes from white board or written material
- Recognize, write and spell name
- Recognize and name eight colors and eight shapes

Social/Emotional

- Separate with ease from parent
- Have a strong sense of self-worth and expression
- Interact with children and peers in consistent and appropriate manner
- Can tell about self and family
- Can point to and name body parts
- Tells own name, age and gender
- Conscientious of the personal space and boundaries of others
- Follow three directions
- Have attention span of five to eight minutes

Spiritual

- Learn about God's love
- Learn to love others
- Become familiar with basic Bible stories and ideas
- Begin to apply biblical truth to their own life

Curriculum - Preschool

Students in Preschool classes (beginning at 30 months and fully potty-trained) are taught through the environment offered in the classroom setting and a Christian world-view curriculum. We believe that playtime activities with structure help students develop emotionally, academically, and socially. Students are taught the truth of God's Word that He created them and loves them, and these principles are integrated into each class throughout the day.

Preschool 1 Objectives

Fine Motor Skills

- Introduce scissors
- Introduce jumbo pencil
- Begin drawing shapes
- String large beads

Large Motor Skills

- Walk up and down stairs alone using the handrail
- Throw a small object two feet forward

- Jump with two feet
- Stand on one foot

Reading and Number Concepts

- Introduce letter and number concepts through art, circle time, and play
- Introduce shapes and primary colors
- Group things together by size, shape, and color
- Introduce prepositions (under, over, beside, etc.)
- Introduce counting up to 10 and number recognition
- Introduce alphabet and letter sounds

Social/Emotional

- Begin to separate with ease from parent
- Begin parallel play with other children
- Become aware of feelings of others
- Can tell a little about self and family
- Can point and name some body parts
- Tells own name
- Have attention span of three minutes
- Transition successfully from activity to activity

Spiritual

- Learn about God's love
- Learn to love others
- Become familiar with basic Bible stories and ideas
- Begin to apply biblical truth to their own life

Preschool 2 Objectives

Fine Motor Skills

- Focus on proper scissor control
- Draw self-image using five elements
- Begin to hold a pencil and crayon correctly

Large Motor Skills

- Throw a ball overhand accurately 4-6 feet
- Catch a ball with body
- Jump and hop 2-3 times
- Stand on one foot

Reading and Number

- Introduced to letter and number concepts through art, circle time, and play
- Identify main shapes and primary colors
- Recognize their name and begin to write the letters
- Begin to match upper and lower case letters
- Identify numbers one through ten
- Match one to one correspondence to ten

Social/Emotional

- Begin to separate with ease from parent
- Express self verbally
- Aware of the personal space and feelings of others
- Can tell a little about self and family
- Can point and name some body parts
- Tells own name
- Understand natural consequences
- Have attention span of five minutes
- Transition successfully from activity to activity

Spiritual

- Learn about God's love
- Learn to love others
- Become familiar with basic Bible stories and ideas
- Begin to apply biblical truth to their own life

Discipline

The goal of discipline at Albany Christian School is the development of strong moral character that reflects the character and personality of Jesus Christ.

Albany Christian School does not use corporal punishment. Inappropriate behaviors are dealt with through reminders and encouragement of values and classroom rules, verbal correction, separation from the group or an activity, meeting with the Administration, and Parent Conferences.

The teacher who is directly involved with the student is always the first point of contact for discipline. In extreme circumstances, such as the well-being of a student, the student or students involved will be sent directly to the office.

Role of the Parents

Parent support is essential in maintaining an effective discipline policy. Relating to discipline problems, families will be asked to support ACS in the discipline process. In signing the admissions application form, the parents agree to the judgment and disciplining process of their student. It is stated as follows: "I agree to partner with Albany Christian School in the implementation of non-corporal, corrective discipline for my child as needed. I further agree to support Albany Christian School in the disciplinary process."

Role of the Classroom Teacher

Discipline issues will remain within the domain of the classroom teacher who is to administer consequences and rewards in order to maintain an efficiently working classroom. The classroom teacher will be in direct contact with parents regarding discipline issues and steps being taken to correct the discipline issue.

Role of the Administration

Decisions made by the Administration regarding discipline issues are final. However, the Administration is also available to teachers in an advisory capacity when needed. In extreme cases or when behavior issues escalate, the Administration will step in and take necessary steps to correct the behavior.

Dress Code

Standards for school dress grow out of appropriateness to the educational setting. Because styles change, the School Board gives the administration the right to define more specifically what is appropriate based upon the biblical principle of modesty. ACS recognizes that the age of the child plays a role in what is acceptable for clothing. Any dress code updates will be published through newsletters and school bulletins.

General Guidelines

Clothing must fit properly and be in good repair; not marked with pen, etc. Clothing should not attract undue attention. Clothing imprinted with phrases and/or pictures should be appropriate to school, in good taste, and consistent with ACS principles. All clothing should be modest and not tight-fitting, see-through, or low-cut. ***When dressing younger children, please consider all students go outside for recess, weather permitting.***

Hair

God-given, natural hair color is to be worn unless school activities warrant school spirit colors.

Shoes

School shoes should be designed for support and protection.

Shorts

Shorts are permitted year round with parental discretion considering weather conditions. ***Note: All students go outside for recess, weather permitting.***

Skirts/Dresses

For modesty, girls should wear shorts or leggings underneath skirts and dresses.

Sunglasses/Hats

Sunglasses and hats are not to be worn in the building.

Representing ACS

Students should remember that they represent ACS at all times. This includes when they are at school, school events, or on social networking sites. Student conduct outside of school and on social networking sites (Facebook, Instagram, Snapchat, Twitter, etc.) should be consistent with ACS principles and demonstrate biblical principles.

Emergency Closure

Emergency School Closure

ACS attempts, whenever possible, to follow the decisions of the local public school district (GAPS - Greater Albany Public Schools) regarding school closures. ACS closures are announced via **FlashAlert**, an Internet-based system for delivering important schedule changes (such as snow closures), and other messages *directly to the public* through FlashAlert Messenger to your private smart phone.

If parents want to receive emergency announcements from the school, they must sign up for this free service. In addition to receiving emergency messages on your phone, closures will also be announced on radio stations KWIL, KRKT and KGAL. Also, the school website (www.albanychristian.org) has a "School Closure" tab that is tied to our FlashAlert system.

If GAPS is closed, we will most likely close as well, but not always. Always be sure to check your FlashAlert notifications. After 7:00am you may call the school office to hear a recorded message, indicating whether or

not the school will be closed. The Preschool and Childcare programs will follow the same schedule as the Elementary School/Middle School programs in closures and delays.

Fever

A student who has a fever of 100 degrees or above, or who had one during the previous evening, should not come to school. The student must be fever free (unassisted by medication) for 48 hours before returning to school. A student who is vomiting or has diarrhea should not come to school. We ask that you wait at least 24 hours after the symptoms have subsided before returning to school.

Field Trips

During Summer Child Care, children occasionally will take walking field trips to the park or downtown.

Financial Aid

Financial aid is not available for Preschool; however, Albany Christian School can work with government assistance programs for families that qualify for such assistance. Since these programs vary greatly, please contact our Preschool office for more information.

Food Services

Hot lunches are available Monday through Friday. Please sign up your child for hot lunch with their teacher when you drop them off each day. All meal and milk charges will be posted to your account. Morning and afternoon snacks are included at no extra cost each day at 10:15am and again at 3:15pm. All meals and snacks are posted on a Preschool and Child Care menu and emailed to families before the beginning of each new month.

Breakfast is not served during morning Child Care, but parents may bring breakfast for children to eat. We ask that all children be fed at home if they arrive after 8:00am due to transitioning and program changes that occur after that time.

Head Lice

When a case of head lice is confirmed, parents will be called to pick up their child. The student needs to be treated with a lice-killing shampoo or treatment and the hair needs to be combed for nits. Before returning to Albany Christian School, the family must present a note to the school office from a doctor stating that the student is free from head lice.

Students who have had a confirmed case of lice recently may be checked periodically, at the discretion of ACS Administration, in a discreet and private manner, to ensure they continue to be clear of lice. Parents may request a head lice check for their child at any time, ACS is always happy to support parents in the lice treatment process. ACS considers a clear lice check to be when a student has 4 or less nits. Upon discovery of lice, all students within close proximity (home and/or school) should be checked for lice and nits. Parents will be notified of the lice discovery and the lice checks.

Hours of Operation

Child Care

- Before/after school Child Care is available from 7:00am – 9:00am and 11:45-5:30pm.
- Child Care is available for K-8 students before school 7:00am-8:45am and after school 3:40pm-5:30pm.

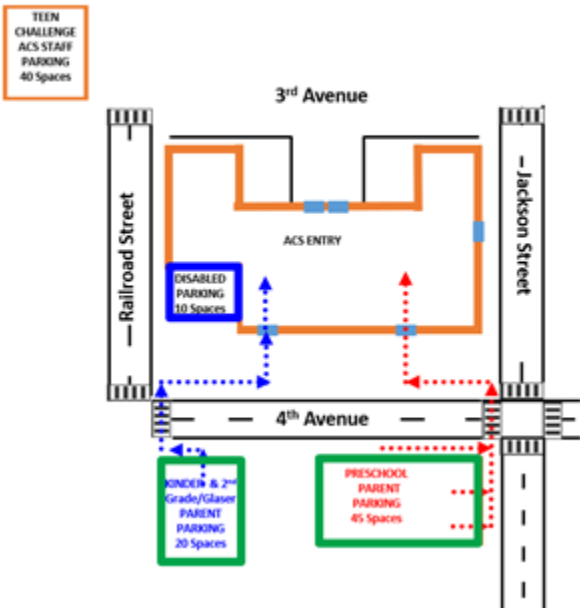
- Morning Child Care entrance is the NE entrance on 4th Avenue

Preschool/Child Care Office

The office is open from 8:00am – 4:00pm

Preschool DropOff Locations

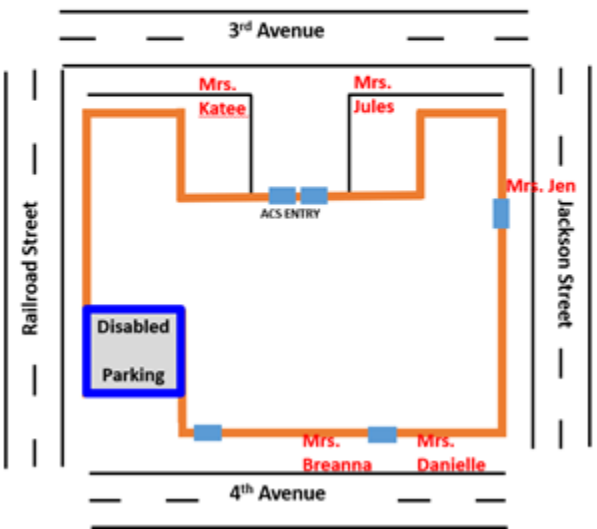
Preschool Drop-Off



Preschool PickUp Locations

PreSchool PickUp

Pick Up at 11:45am



Preschool/Pre-Kindergarten

Classes are from 9:00am - 11:45am

Nap Time

If your Preschool aged child is in Child Care from 1-3pm, ACS is required by law to provide a nap and/or quiet time. Per state law, children must rest on a cot for 20 minutes. We provide a cot for your child to rest on, but we ask that you bring a blanket and a small pillow from home. Your child's blanket and pillow may be kept at school during the week. On Friday (or your last day of the week), please take the blanket and pillow home to be laundered. Please do not bring a bed-sized pillow, we have limited storage space. Travel pillows work best.

Restricted Items

Items that might be deemed disruptive, dangerous, or adversely affect the educational climate at ACS are not to be brought on campus. If brought to school, teachers or staff will confiscate the item until the end of the day.

Electronic Devices

All electronic devices including, but not limited to iPods, video games, and cameras are prohibited. Cell phones are not to be used on the school campus. Violation of this policy will result in the cell phone being confiscated and turned over to the school office for parent pick-up. Cell phones, including Apple watches are not allowed during Child Care.

Food/Drink

In accordance with our Health and Wellness Policy (Appendix A), chewing gum, soda pop, energy drinks, and candy are restricted while at ACS.

Illegal Substances

The use of drugs, tobacco, or alcoholic beverages by ACS students, on or off campus, constitutes grounds for dismissal from school. All medicine requires an ACS Medication Form to be filled out. A current signed ACS Medication Form, along with the medication, must be kept in the school office.

Toys

Toys or balls from home may not be used during class time or recess and should be left at home.

Weapons

Toy guns, knives, or any other weapon is prohibited on campus for the safety of our students. Toy weapons or toys being used as weapons are restricted and should also be left at home.

Security System

To protect the people, property, and privacy of Albany Christian School (ACS) during hours of operation, we have installed a magnetic security system in which our doors are always locked and secure. We provide scheduled access at specified times with the use of a security card that is scanned prior to entrance. All currently enrolled ACS families will be issued two key cards free of charge to access the school building during school calendared days. Parents may gain access on the 3rd Avenue main doors and the 4th Avenue doors on the east and west ends of the building.

Vandalism

Assessments will be made to school families whose children willfully or carelessly damage school property.

APPENDIX A – ACS WELLNESS POLICY

ACS Wellness Policy

Recognizing the fact that God has created us in His image and with the intent that one's body is the temple of the Holy Spirit, ACS chooses to honor God and the physical bodies that He has given us by promoting wellness in our students. Parents will be informed of the wellness policy and it will be made available to them upon request. ACS will promote wellness through the following:

When hot lunches are available through the ACS kitchen, ACS will encourage all students to participate in the school's healthy meal opportunities. These meals focus on offering vegetables and fruits and are prepared using fresh and healthy ingredients. Students will be offered water, juice, or low fat milk to supplement these meals. Students will be provided with adequate time and space to eat their meals. The lunch period will last at least 20 minutes with appropriate supervision so that noise does not become excessive, or dangerous behaviors occur. The tables and floors of the cafeteria will be cleaned regularly to support a healthy environment.

Every day, students will have at least 30 minutes of supervised recess, outdoors when weather permits or in the gymnasium, during which vigorous physical activity is encouraged. At least once a week, students will have a physical education class that lasts at least 25 minutes. On some occasions, a behavior discipline consequence will involve physical activity and may occur over the recess period; however, physical activity will be involved in the consequence.

In addition, ACS will incorporate wellness into our curriculum. Students will receive appropriate nutrition education as a regular part of the health/science curriculum. Teachers will encourage parents to provide healthy foods for class parties. State Health regulations stipulate that all refreshments must be purchased from a store, bakery, or licensed caterer and not home-baked.

APPENDIX B – *PROHIBITION OF SEXUAL HARASSMENT POLICY - STUDENT

STATUTORY AUTHORITY ORS 342.700

Adopted – November 16, 2023

Last Revised -

- I. The School Board forbids sexual harassment and/or discrimination on the basis of sex against any student or another employee, Board member, vendor or visitor to the school. The Board will not tolerate sexual harassment activity by any of its students.
- II. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when such conduct substantially interferes with a student’s academic performance, or creates an intimidating, hostile, or offensive school environment.
- III. Sexual harassment, as defined above, may include but is not limited to the following:
 - A. verbal harassment or abuse;
 - B. pressure for sexual activity;
 - C. repeated remarks to a person with sexual or demeaning implications;
 - D. unwelcome or inappropriate touching;
 - E. suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- IV. Specific Prohibition--It is sexual harassment for a student to subject another student, employee, Board member, vendor or visitor to the school to any unwelcome conduct of a sexual nature. Students who engage in such conduct shall be subject to sanctions as described below.
- V. Procedures--Any student who alleges sexual harassment by another student, employee, Board member, vendor or visitor to the school may complain directly to the building principal. Filing of a complaint or otherwise reporting sexual harassment will not affect the Student’s enrollment status, extracurricular activities, or future enrollment possibility. For additional information on the procedures for filing complaints, see Response to Sexual Abuse section (pg. 7) in the ACS Preventing Sexual Abuse Policy.
- VI. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board’s legal obligations, with regard to child safety measures and with regard to the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
- VII. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The school Administrator or designee has the responsibility of investigating and resolving complaints of sexual harassment.
- VIII. A substantiated charge against a student shall subject that employee to disciplinary action, including but not limited to suspension or expulsion, consistent with the ACS Code of Student Conduct and will require reporting the incident to DHS under mandatory reporting expectations.

*Adapted from Flager County Public Schools

APPENDIX C – ACCEPTABLE TECHNOLOGY USE POLICY

ACS Acceptable Technology Use Policy

Albany Christian School believes that technology, with its wide variety of resources, has much to offer students. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our school’s mission statement, technology resources will be used to meet the goals in our curriculum.

In order to assist students learning to use technology resources correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

- A reliable Internet connection that is protected by filtering software. Filtering blocks most sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
- Supervision of students while they are using the Internet.
- Training for students that clearly spells out what use of technology is and is not appropriate.
- Access only to students who have a Acceptable Technology Use Policy (AUP) form signed by both student and parent. Expectations will be clearly spelled out, and students will be aware of what constitutes a violation.

The use of the network is a privilege, not a right, and may be revoked if abused. Access to ACS computers is for education use only. Students are responsible for their actions in accessing and utilizing the school’s technology resources. Actions which may result in privileges being revoked include, but are not limited to:

- Altering (changing) desktop settings, screen savers, backgrounds, files, software programs, etc.
- Eating or drinking around computers
- Copying information from the internet without putting it into your own words or using the appropriate quotation devices
- Downloading viruses, games, software, freeware, chat programs, music, or any other unauthorized programs
- Attempting unauthorized access to resources, including any action to get around the filter installed on a computer with Internet access
- Accessing personal programs such as chat or social networking sites (Facebook). Personal email may be checked with specific permission only
- Disclosing personal information to websites or people through the Internet
- Posting rude or inappropriate messages on ACS computers or the Internet to harass, intimidate, annoy, defame, or slander another person or ACS
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material, language, or inappropriate content

Parent Signature: _____

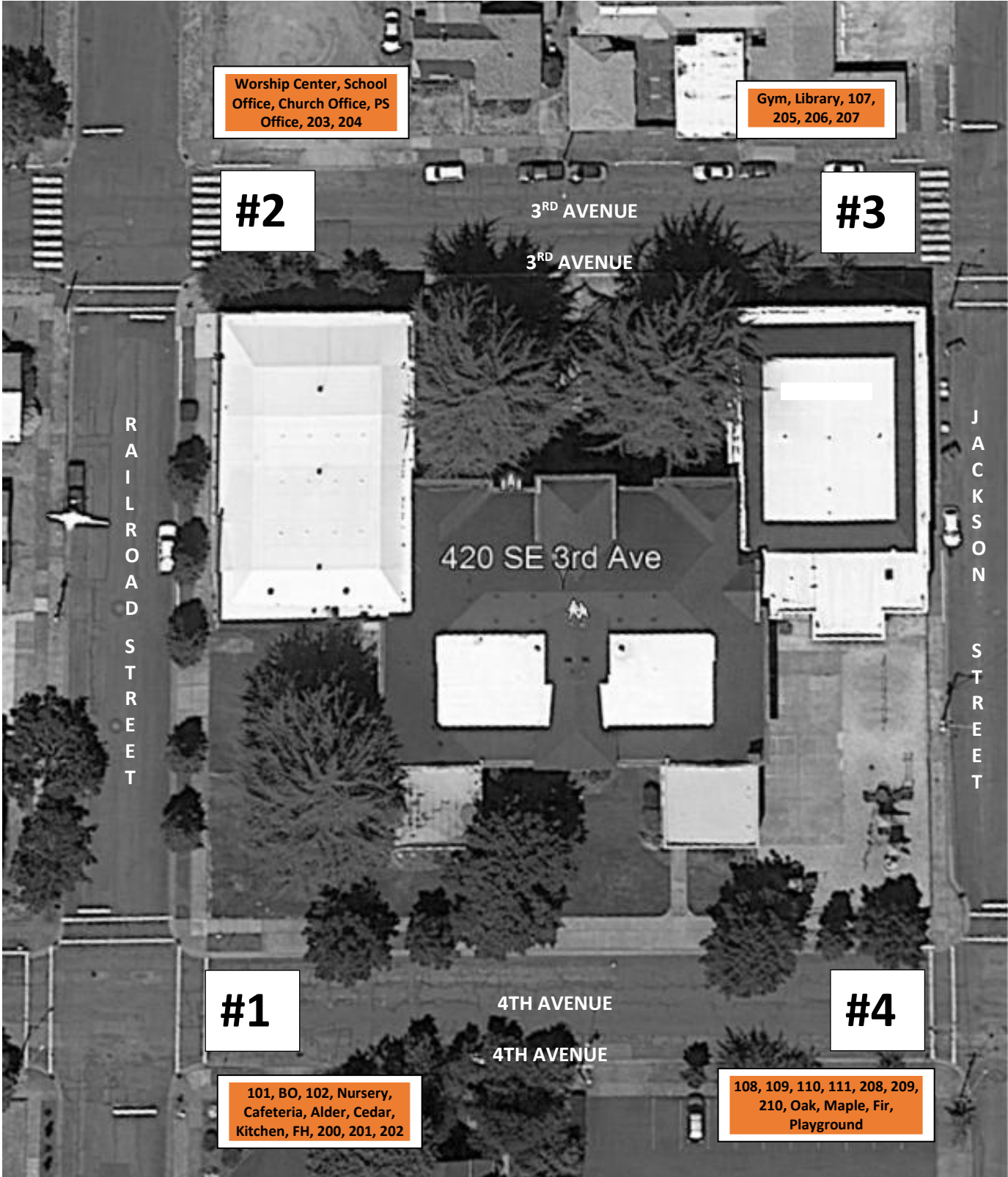
Date: __/__/____

Student Signature: _____

Date: __/__/____

(Grades 3-8 only)

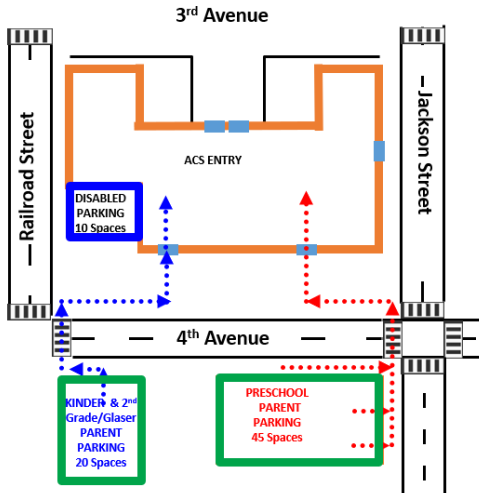
APPENDIX D – EMERGENCY EGRESS DESTINATIONS



APPENDIX E – DROP-OFF/PICK-UP LOCATIONS

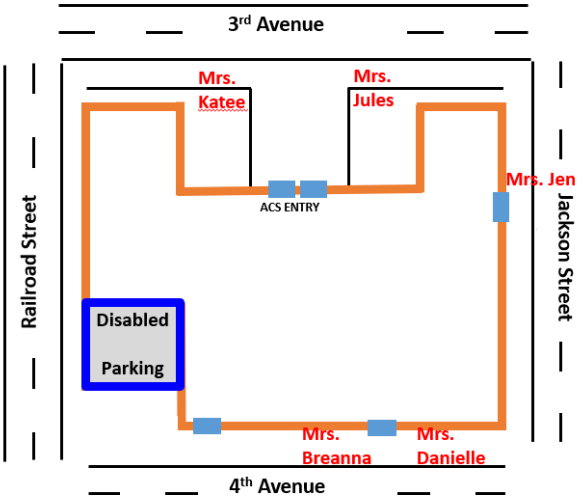
Preschool Drop-Off

TEEN CHALLENGE
ACS STAFF
PARKING
40 Spaces

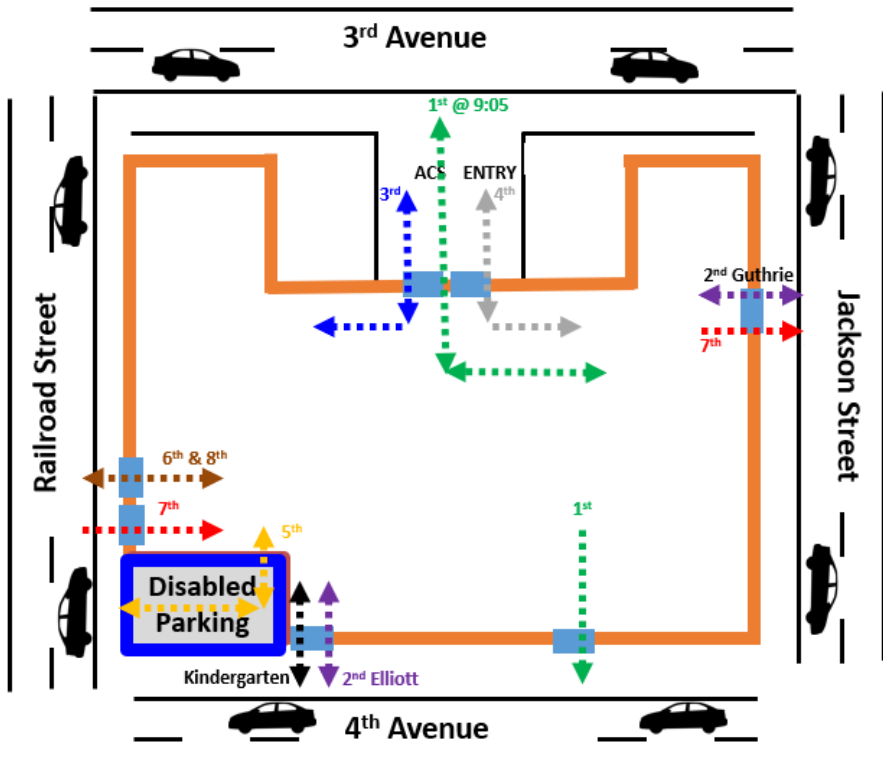


PreSchool PickUp

Pick Up at 11:45am



K-8 Drop-Off/Pick-Up



School Start/End Times

KAM	9:00-11:45
KPM	12:45-3:30
1 st Grade	9:15-3:30
2 nd Grade	9:00-3:20
3 rd Grade	9:00-3:20
4 th -5 th Grade	9:00-3:25
6 th -8 th Grade	9:00-3:30

APPENDIX F – WILLAMETTE COMMUNITY CHURCH CORE VALUES



Five values that drive what we do.

EXCELLENCE

We have *received God's best*, and in turn, we *gratefully offer* our best efforts to God in every way.
1 Cor. 10:31

HEALTH

We have been *given "life to the full"*, and in turn, we *passionately pursue* becoming everything God has called us to be.
2 Ptr. 3:18

GRACE

We have undeservedly been *lavished with God's favor*, and in turn, we *humbly unleash* the same grace to all.
2 Cor. 8:9

RELATIONSHIPS

We have been *included* into *God's family*, and in turn, we *lovingly embrace* others that they may be part of the family.
John 13:34-35

SERVICE

We have been *sacrificially served*, and in turn, we *enthusiastically and tirelessly* serve others.
Rom. 12:1-2

Rooted in God's Word - Led by God's Spirit - Reliant on God through Prayer
We proclaim Jesus and work to present everyone mature in Christ.



Albany Christian School
a ministry of



PARENT AGREEMENT OF COOPERATION SIGNATURE FORM

(Please check the boxes affirming the statements are true, and then sign below.)

- I have read ACS's Parent/Student Handbook in its entirety.
- I agree to follow the guidelines contained in this handbook and I will encourage my students(s) to follow the guidelines as well.
- I understand that if my child is out of compliance with any policy or guideline within this document, ACS staff will encourage students to make immediate changes to comply.
- I agree to cooperate with the school in the administering of disciplinary measures the student may face for continual non-compliance.
- I will encourage my student(s) to strive to act in all situations with honesty, integrity, responsibility, and respect for the rights of others and to help others behave in a similar fashion.
- I agree to encourage my student to follow Albany Christian School's standards and expectations.

Parent Printed Name: _____

Parent Signature: _____

Date: __/__/____

***One parent is expected to sign this Agreement of Cooperation Form on behalf of the entire household and submit it to your student's classroom teacher on the first day of school or before.**

Classroom Teacher's Name _____

Grade Level _____

***Students cannot begin class instruction until this signature page is signed and submitted to the classroom teacher.**

Please sign this agreement form and then cut along the dotted line and submit to the classroom teacher.

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