

**APOSTOLIC CHRISTIAN
SCHOOL
and
APOSTOLIC KIDDIE
ACADEMY**



Established 1974

STUDENT HANDBOOK

TABLE OF CONTENTS

Section 1 – Introduction & Administration	
	From the Founder
	Pastoral Letter
	Teacher Standards
Section 2 – Philosophy & Purpose	
	Vision Statement
	Mission Statement
	Philosophy of Education
	Operational Principles
	Statement of Purpose
	Statement of Faith
	School History
	School Sponsorship & Affiliation
	Educational Objectives
Section 3 – Admissions & Academics	
	Admissions Policy & Procedures
	Probation & Dismissal
	Withdrawals
	Curriculum
	Grading Scale
	Report Cards & Progress Reports
	Homework
	The Bible as Curriculum
	Textbook Selection & Purchases
	Promotion Requirements
	Transfer of Records
	Tuition
	Fee Schedule & Supplies
Section 4 - Attendance	
	Attendance Policy
	Excused Absences
	Unexcused Absences
	Infirmary
	Tardiness Policy
	Excused Tardies
	Unexcused Tardies
	Early Dismissal
	Make-Up Work

Section 5 – Lifestyle Expectations	
	Spiritual Lifestyle
	Dress Code
	Chapel Attire
	Code of Conduct
	Discipline
	Obscene Behavior & Sexual Harassment Policy
	Relationships & Physical Contact
	Church Attendance
Section 6 – Health & Safety	
	Immunizations
	Medication
	Accident/Injury Policy
	Communicable Diseases
	Emergency Preparedness
	Weapons & Firearms Prohibition
Section 7 - Activities	
	Activities Policy
	Activity Opportunities
	Academic Eligibility
	Conduct Guidelines & Expectations
	Booster Club
Section 8 – Parental Involvement	
	Field Trips
	In the Classroom
	Volunteers (Office, Fundraising, Activities)
Section 9 – General Information	
	Campus Hours
	Campus Visitors
	Cell Phone, Telephone & Messages Policy
	Change of Address
	Chapel
	Christian School Competition
	Delivery & Pickup of Students
	Field Trips
	Grievances
	Inclement Weather Policy & School Closures
	Internet Usage
	Lost & Found
	Nutrition Program
	Scholastic Testing
	Transportation & Traffic Control
	Who To Call

Section 10 – Secondary Division	
	Discipline
	Field Trips
	Leaving Campus
	Physical Education
	Student Drivers
Section 11 – Elementary Division	
	Discipline
	Field Trips
	Parties
	Playground Rules
Section 12 – Kindergarten Division	
	Dress Code
	Discipline
	School Hours
	Snacks & Parties
Section 13 – Day Care Division – Apostolic Kiddie Academy	
	Admissions
	Bathroom & Potty Training Policy & Procedures
	Change of Clothing
	Charges
	Child Pickup
	Classroom Visitors
	Curriculum
	Discipline
	Dress Code
	Food Policy
	Holidays
	Hours of Operation
	Medicine
	Miscellaneous
	Naps
	Playground Rules
	Toy Policy

A WORD FROM THE FOUNDER, BISHOP BILLY MCCOOL

The following is a brief history, in Bishop McCool's own words, chronicling the factors which led him to found First Apostolic Church, Apostolic Christian School, and Apostolic Kiddie Academy.

The year was 1957. Sister McCool and I were a young evangelistic team in revival in North Little Rock, Arkansas. We preached and sang each night at 2nd and Buckeye Street, where Bishop A. O. Holmes was the pastor. Each morning at 8:30 a.m. we ministered to the Christian school in a live radio program. The theme song for the radio program was "Crying Holiness unto the Lord."

Experiencing a move of God through these students was a mighty inspiration to me. One night very late, I went to the church to pray. While I was in deep prayer, God laid Knoxville, Tennessee on my heart.

I saw in my spirit a Christian school and day care center. I cancelled all of our revivals and headed for Knoxville. With an old fashioned tent revival, God allowed the founding of First Apostolic Church. It was a number of years before the new church was strong enough to sponsor a Christian school and day care center.

In the early seventies, Apostolic Kiddie Academy and Apostolic Christian School became a reality. With the help of precious dedicated helpers, we have seen hundreds come through this ministry.

As we approach the coming of the Lord, we must not be weary in well doing, but continue with renewed vigor and dedication. We are now ministering to later generations who have a far more Godless and dangerous world with which to deal. Jesus said, "Suffer the little children to come unto me and forbid them not for such is the kingdom of heaven."

The challenge is greater than ever before, so we must increase our efforts and continue our resolve to reach our young people through Christian education.

Pastor Mark McCool came into our lives November 10, 1958. He has continued faithfully through his life to further this ministry. He, along with his wife Jamie, daughter Ashley and son Anthony are dedicated leaders of First Apostolic Church, Apostolic Christian School, and Apostolic Kiddie Academy.

A WORD FROM PASTOR MARK MCCOOL

Greetings in the Name of Jesus,

It is with great pleasure that I welcome you to Apostolic Christian School and Apostolic Kiddie Academy. It is our sincere desire that you have a wonderful educational experience while you are here.

I feel that a Christian education is one of the greatest investments that parents can make in their child. It is our vision that Apostolic Kiddie Academy and Apostolic Christian School raise up effective leaders of Godly character. We face an uncertain world with many spiritual obstacles. I hope that our Christian education system will equip our students with the necessary tools to navigate around every barrier.

The children of today are the leaders of tomorrow. We pray that they will lead with Christian principles that the family, the church, and a faith based education has instilled in them!

Finally, we desire your prayers. Pray that we will be found busy and faithful doing the will of God in every facet of our ministry.

Teacher Standards

All teachers at ACS are approved academically, morally and spiritually before they join the faculty of ACS. All teachers must have a minimum associate degree from a recognized college and/or be willing to continue their education toward a minimum of a bachelor's degree

The foremost requirements for teachers of ACS are an unselfish dedication to Christian education, a sincere love for children, and complete devotion to the Lord Jesus Christ. Teachers at ACS are highly esteemed and valued.

SECTION 2 - PHILOSOPHY & PRINCIPLES

Vision Statement

The vision of Apostolic Christian School is to raise up effective leaders of Godly character who will blend academic achievement and Biblical truth to influence society for the glory of God.

Mission Statement

The mission of Apostolic Christian School is to provide superior, Christian based education consistent with Biblical principles. A dedicated, professional faculty presents God as the source of all life and truth. Within a secure, loving environment, students will discover their individual gifts, and develop spiritually, socially, and intellectually. We strongly believe that the union of our school, its families, and their churches, will equip our students for a life pursuing excellence and integrity under the Lordship of Jesus Christ.

Philosophy of Education

The right and responsibility to teach begins in the home with the parents. Beyond the lessons learned in the family environment, the church also has the right and responsibility to educate children both academically and spiritually. Education is a commandment of God, as evidenced by 149 Bible verses addressing the subject. Moreover, Proverbs 22:6 says to "Train up a child in the way he should go, and when he is old, he will not depart from it." It is with this philosophy in mind that Apostolic Christian School endeavors to educate students and teach them to excel academically, spiritually and in all avenues of life.

Operational Principles

Apostolic Christian School is an institution of education, ministry and personal development. In addition to providing an excellent academic education, ACS is also a channel of ministry to assist students in understanding more clearly the Holy Bible and the revelation of the Lordship of Jesus Christ.

It is based upon these principles of education and ministry that ACS builds an atmosphere of learning conducive to the multi-faceted needs of elementary and secondary students. It is the premise of the sponsoring church, First Apostolic Church, that every student should receive an excellent academic education in a Christian environment that promotes mental, spiritual, emotional, physical and social development.

The statements and guidelines contained in this handbook are designed to enhance the healthy development of ACS students in an environment where Christian principles and standards are taught, demonstrated and learned on a daily basis. It is not the purpose or intent of ACS to be the sole source of a child's learning experience. However, it is the responsibility and right of ACS and the purpose of this handbook to set appropriate parameters for the learning and development of students at ACS.

While this handbook addresses a variety of situational guidelines and standards of conduct, it is not all-inclusive. ACS reserves the right to modify and adapt this handbook as deemed appropriate by the administration and the ACS School Board and to set forth further guidelines not currently included. ACS also reserves the right to address unforeseen situations not included in this handbook and to act in the best interest of the school, its staff and students.

Statement of Purpose

The purpose of Apostolic Christian School is to instruct students in basic Christian principles that will lead them to a personal knowledge of Jesus Christ as Lord and Savior, to help develop the qualities of Christian character and leadership; and to provide a superior scholastic program with emphasis on academics, meaningful experiences, and problem solving

Statement of Faith

1. We believe the Bible to be the inspired, infallible and authoritative Word of God.
2. We believe that there is one God.
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious death through shed blood, His ascension and in His personal return to power and glory.
4. We believe in repentance, water baptism in the name of Jesus Christ for the remission of sins and in the infilling of the Holy Spirit with the evidence of speaking in other tongues.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

School Sponsorship and Affiliation

Apostolic Christian School is sponsored by First Apostolic Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. ACS currently maintains an "AA" rating, the highest level of accreditation with the ALJC.

Educational Objectives

The objectives of ACS in the education of students are as follows:

1. To prepare students spiritually by instilling in them a personal responsibility to and an appreciation for the Lord Jesus Christ.
2. To prepare students to successfully live in a democratic society, helping them to develop a sense of responsibility as a Christian and a citizen.

3. To offer an instructional program that meets the academic needs of students by encouraging them to think clearly, logically, and independently, as well as achieving mastery in the tools of learning and communication.
4. To develop a moral, ethical and spiritual sense which will aid them in an appreciation of their own personal worth and that of others.
5. To provide them with opportunities to develop an understanding of and an appreciation for the arts and opportunities to contribute to them.
6. To provide opportunities for developing skills necessary to earn a living.
7. To offer opportunities to participate in wholesome forms of recreation, which encourage a healthy physical body that aids in the development of teamwork and social skills and provides a positive outlet for mental and emotional stress.

SECTION 3 - ADMISSIONS & ACADEMICS

Admissions Policy

As a private institution, ACS reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

A student is admitted to ACS to a specified grade level on the basis of former records or entrance and placement tests. Each student's record is reviewed by the school administration each year, and the student's readmission is based on specific criteria. No married student will be allowed to attend ACS.

Admission Procedure

1. Application forms must be filled out completely and returned to the school office a **minimum of 3 days before the student wishes to begin classes**. These forms are used to obtain basic information concerning the student as relates to educational experience and general background.
2. The registration fee must accompany each application form. Forms returned to the school office without the registration fee will be considered incomplete and will not be processed until the appropriate fees have been paid.
3. Parents must sign the Statement of Cooperation and the Tuition Contract.
4. Applications must be updated yearly and/or as information changes. It is the responsibility of the parents to ensure that the school has the correct information.
5. An appointment for an interview by the principal with the student and parents may be requested and include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships.
 - a. In the case of application for re-admission, the principal may feel an interview with the returning student and the parents would be productive for the student and the school, and as such may require a meeting prior to approving the student's application for re-admission.

6. A testing program covering several areas will be administered to all applicants if warranted. If a child ranks at such a level that ACS administration feels the school is not equipped to deal with, or if the child needs special attention or help that the school cannot give, the application for admission will be denied.
7. Final registration is complete only when the following items have been received by the school:
 - a. Completed Registration Form
 - b. Child's Health Record and up-to-date immunization records
 - c. Registration Fee
 - d. First Month's Tuition
 - e. Previous School Records
 - f. Signed Tuition Contract
8. Failure to comply with any of the admission requirements will result in admission to ACS being denied.

Probation & Dismissal

A student may be suspended or dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. In the case of suspension, the opportunity of makeup work will not be granted, and there must be a conference between student, parents, teacher, and principal before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration, and further reviews or appeals cannot be considered.

ACS expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Parents should feel free to consult with the school office about problems or questions concerning the welfare of their child. It is the desire of the school to be of service to both parent and student. Each teacher welcomes a visit from any parent. However, parents are requested to schedule such visits by appointment with the teacher at a convenient time after school hours.

Tuition fees still apply while a student is on suspension. In the case of dismissal from the school, the full semester's tuition is due.

Withdrawals

Withdrawal from school must go through the office. Students transferring to another school should transfer at the end of a grading period. If a student attends one day of any grading period, the full semester tuition will be charged.

Grading Scale

Students are encouraged to work hard to develop good study habits and to reach the highest level of their individual capacities. ACS follows the Tennessee Uniform Grading Scale. Listed below is the ACS grading scale.

A	Indicates excellent progress	(93-100)
B	Indicates commendable progress	(85-92)
C	Indicates acceptable progress	(75-84)
D	Indicates below average progress	(70-74)
F	Indicates failure	(0-69)

Report Cards

The reporting system in place at ACS is designed to provide parents and students with an indication of the progress, or lack of progress, being made. Each child's ability, attitude and application are taken into account in the grading process. Grades are issued using a number grade.

The faculty at ACS consistently endeavors to know each of the students and to help each student to experience academic success. The administration of ACS firmly believes that students experience pleasure when they achieve academic success and the learning of a skill. This pleasure enhances a healthy self-concept. However, if a student lacks motivation and does not respond to instruction, academic progress will not be realized. Furthermore, observation has proven that academic success produces additional academic success, even in the non-motivated student.

The grading system at ACS may not be the same as other schools and should not be used for comparison. Each sets its own standards of learning and achievement. A certain level of achievement reached at one school may earn one grade, while that same level of progress at another school may earn a totally different grade. The reason is because each school defines the level of achievement that it deems appropriate for a particular grade or grading period. However, all schools, including ACS, must meet the minimum standards for achievement as set forth by the U.S. Department of Education and the State of Tennessee. ACS meets, and in some instances, surpasses the state and federally required standards.

Homework

Homework (or seat work) is an integral part of the school program. Each teacher is given the liberty to assign homework to aid students in the advancement of their studies, therefore; students are required to complete all homework assignments. Liberal portions of each school day are allotted to the students at each grade level to work on their homework (seat work) assignments, while having the opportunity for teacher assistance. Homework is assigned for the following reasons:

1. For practice, following classroom explanation, illustration, and drill on new work. It is given so the material will be mastered.
2. For remedial activity. As instruction progresses, various weak points in the students' grasp of a subject becomes evident. Homework following instruction is given to overcome such difficulties.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and the senior high levels. Parents are requested to give their full cooperation in seeing that the

assignments are completed. Repeatedly delinquent homework will result in a less than acceptable grade report.

Textbook Selection and Purchases

ACS uses the A Beka Curriculum from the Pensacola Christian College in Pensacola, Florida, for instruction in the subjects of English, literature, mathematics, science, social studies, history and health. Additional areas of instruction include physical education, music and home economics.

Lesson plans are prepared to include instruction, application and testing for comprehension and knowledge. A strong reading program using the phonetic system is maintained. Careful attention is used in curriculum planning and selection of textbooks so that the academic program satisfies the requirements of the Tennessee State Board of Education (as published in their Rules, Regulations and Minimum Standards) and the other requirements of ACS purposes.

Use of a textbook does not imply acceptance of all of its contents. The Bible is the final authority in all areas of instruction.

Students purchase textbooks for most subjects.

The Bible As Curriculum

Bible study is recognized at ACS as a fundamental requirement for all students. It augments the subjects of English, history, social studies, science and health. Without Bible study, a student can hardly be called educated in the true sense of the word.

The Bible says, "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." (Proverbs 1:7)

The Bible offers the best guide for life and the only hope for the life to come. No other book can enrich and influence the minds and the hearts of children like the Bible. It is with this thought in mind that ACS has developed a curriculum, which will take students systematically, and progressively on the individual grade level through the Word of God.

Promotion Requirements

Students are expected to work as unto the Lord, not men (Colossians 3:23). Students are expected to show gains in all academic areas (not less than a cumulative C average 75%) for the year. Further, students are expected to have no more than 20 days of absences for the school year.

Students not showing academic progress at the end of the school year as reflected on report cards will be subject to retention or non-promotion. The teacher has responsibility to evaluate students' efforts and achievements. Non-promotion of a student to the next grade is the responsibility of the teacher with the concurrence of the principal. When a teacher has determined that a student will not be promoted, the teacher will discuss the situation with the principal.

Any inquiries from parents or students challenging a non-promotion will be referred to the teacher involved. Names of any student failing a course must be referred to the principal. Prior to the end of the third six weeks grading period, the principal will notify the parent in writing that the student is not expected to be promoted to the next grade level. At this time a meeting will be scheduled with the principal, teacher, and parents to discuss the situation. This meeting will be documented in writing.

Transfer of Records

Students withdrawing from ACS may request a copy of their school records. It is the responsibility of the students and their parents to provide the transfer school with a copy of the records. If an account is not current, no records will be given until the amount owed is paid in full. Please consult the Tuition Contract for other details.

Tuition

Tuition is set up on a ten-month payment plan for convenience. The first payment is due before the first day of school. Payments must be made monthly and are due on the first of each month, August through May. A late fee will be charged if the payment is received after the tenth of the month. There is a service charge for returned checks. Postdated checks cannot be accepted.

Accounts from the previous school year must be paid in full or be current before anyone will be allowed to pre-register. In addition, accounts from the prior school year must be paid in full or be current before the start of the new school year. If an account becomes delinquent during the school year, the student will not be allowed to attend classes until the past due balance is paid.

Students who miss class work due to delinquent accounts will not be allowed to make up missed school assignments.

If an account is not current 30 days before school ends, the parents will be notified and no grade cards, honor certificates, diplomas or other records will be given until the amount owed is fully paid. Please consult the Tuition Contract for other details.

Fee Schedule and Supplies

Registration fees are non-refundable and are payable with each application each year. Please see the current Fee Schedule for a full list of fees, (i.e., sports, music, activity fees, etc...)

Students must furnish their own supplies. It is suggested that no supplies be purchased until teachers distribute a school supplies list for each class.

SECTION 4 - ATTENDANCE

Attendance Policy

In case of absence, the parent or guardian must call the school office at 523-5261 by 9:00 a.m. to report and explain the absence. Three consecutive absences must be accompanied by a doctor's statement upon return, except in cases of communicable diseases. Failure to comply with this rule will result in the student being sent home until parents can arrange for a conference.

Excusable Absences

ACS and the State of Tennessee recognize the following as excusable absences:

1. Sickness of the student whose attendance would endanger his/her health and the health of other students.
2. Serious illness of a member of the student's immediate family, which would reasonably necessitate absences.
3. Death in the family may be excused for a reasonable period of time.

When the absences are excusable, the teacher will permit the student to make up any work, which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. It is strongly urged that dental and medical appointments not be made during school hours. If an appointment is necessary during school hours, the school must have at least a two-day written notice.

Unexcused Absences

Five unexcused absences in any one grading period will result in an incomplete grade for that grading period. Before the incomplete will be changed, parents must have a conference with the school administration and explain the absences. If the absences can be excused after this conference, the incomplete will be changed to the grade that the student has earned. If not, the result will be a failing grade for that period.

Ten absences during a semester will result in failure for that entire semester in all classes. Extenuating circumstances will be considered on a case-by-case basis. Excessive absences may result in dismissal from school. No refunds on tuition or fees will be made due to absences.

Infirmary

ACS does not employ medical personnel. An infirmary is available for students who are sick, but is to be used only for a short period of time. During this time, the parent will be notified that the student is too ill to remain in the classroom and must be taken home. No student is to remain in the infirmary more than one hour.

Tardiness Policy

A student arriving after 8:30 a.m. will be considered tardy. A student leaving early (before dismissal) will be treated as a tardy.

Excused Tardies

In order for a tardy to be excused, the office must be notified by phone no later than 9:00 a.m., explaining the tardy. If the parent is unaware of the tardy, the student must, upon arrival, contact the parent by phone. A note is required to accompany the student the next day to gain admission to the school. Excessive tardiness may result in dismissal from school.

Unexcused Tardies

A student with an unexcused tardy for school or a class may be required to perform extra work such as writing sentences. Three unexcused tardies in one grading period equal one unexcused absence.

Early Dismissal

Parents are discouraged from picking up their children early or from asking that their children be allowed to leave early (before dismissal). However, there may be times when students need to leave before the regular dismissal time. Parents picking up their children early must sign them out in the school office.

Students who drive must bring a written note from a parent or guardian with the date and time of the early dismissal before the student will be allowed to leave. Students who are passengers in the vehicle of the student leaving early must remain in school until the normal dismissal time, unless the passenger student has written permission from his/her parents/guardians to leave early with the driver student.

Please see the Inclement Weather Policy for early dismissal related to weather.

Make Up Work

The responsibility of initiating make-up work belongs to the student and parent.

Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests.

If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school, provided that the student was informed in advance of the absence of the test or assignment due date. If a test was announced during a student's absence and is given on the first day the student returns to class, the student will not be required to take the test on that day. If a student returns to school on a pre-announced test or quiz day after a short absence, and the student was informed of the test or quiz prior to the absence, the student is expected to take the test or quiz on the day it is given.

SECTION 5 - LIFESTYLE EXPECTATIONS

Spiritual Lifestyle

A Christian school must provide an environment conducive to the spiritual growth and development of its young people. Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the individual and/or the loss of the Christian's physical, mental or spiritual wellbeing.

Romans 12:1-2 says, "I beseech you therefore, brethren, by the mercies of God that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And

be not conformed to this world, but that ye be transformed by the renewing of your mind, that you might prove what is that good and acceptable and perfect will of God.”

In the atmosphere of definite and positive Christian standards of conduct, the opportunity exists for the development of strong and stable Christian character. Students found to be out of harmony with ACS principles of work and life may be requested to withdraw whenever the general welfare demands.

Dress Code

Modesty is the Bible’s rule for dress. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

Boys will maintain their hair in a neatly cut manner above the ears and collar. Facial hair, including sideburns below the ear lobes, mustaches, etc., is not permitted. Long pants, shirts, socks and shoes are required. Sleeveless or brief cap sleeves are not permitted. Pants should be worn at the appropriate height, not baggy or falling below the waistline. No extreme fads or sloppiness will be allowed. Football jerseys are not allowed as school attire. No hats may be worn inside the building.

Girls will wear knee-length dresses or skirts and a blouse. No pants, shorts, or sundresses are allowed. Sleeveless or brief cap sleeves, midriff shirts or blouses and hip hugger skirts are not permitted. Skirt splits should be minimal and below the knee. No extreme fads or sloppiness will be allowed. The wearing of earrings and makeup, including colored nail polish on fingernails or toenails, is not permitted. Beads in the hair are not acceptable.

Students may not wear shirts and/or blouses with writings, sayings, slogans, letters, numerals, or pictures. Gold chains or other types of necklaces are not permitted. No frayed or fringed hems are allowed. Clothing should be in the appropriate sizes, not baggy and loose hanging, nor tightly form fitting. Proper undergarments are to be worn at all times.

Please see the dress code addendum.

Chapel Attire

Students in grades 6-12 should dress in church attire (dress clothes). Boys must wear dress pants, dress shirt, socks, shoes, and a tie. Coats or vests are optional. Girls should wear church dresses or skirts with dress blouses. Denim and corduroy clothing items are not permitted for chapel. Students in K-5 through 5th grade may adhere to the regular standard of dress for chapel.

Code of Conduct

The sense of the need for spiritual growth has led ACS to adopt the following standards for students in attendance while they are at school and at home.

1. Students will refrain from swearing, smoking, using indecent language, gambling, dancing, using intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active), or pornographic materials of any kind.

2. Students must maintain high standards of courtesy, kindness, morality and honesty.
3. Students must be dressed modestly and appropriately.
4. Students must be kind and helpful to young children.
5. Students will respect those in authority.
6. Students will not participate in, nor belong to gangs, cults or other such organizations, which do not adhere to basic Christian standards of living.

Discipline

While discipline is basically positive training in the right direction, there is a negative side to correction and adherence to rules. ACS prohibits the use of corporal punishment but strongly enforces the rules and standards of conduct set forth herein. Infractions, such as those below, will result in discipline, up to and including suspension or being expelled from school, depending on the severity, frequency and consequences of the infraction. Infractions include:

1. Disrespect to teachers or students.
2. Disorderly conduct in the classroom, chapel or on school grounds, including talking without recognition, interrupting the class, writing notes, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.
3. Not completing assigned work.
4. Destroying or defacing school property.
5. Meddling in another individual's property or taking personal things without permission.
6. Fighting or pretending to fight.
7. Leaving the school grounds without permission.
8. Bringing or possessing weapons.

Under no circumstances will students receiving discipline be denied food or access to lunch or snack. Unruly children and children assigned to "in-school suspension" may be required to sit at a "quiet table" during lunch or snack, but will not be denied nourishment. The use of food as punishment is strictly forbidden at ACS.

Believing that order is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom procedures that are in accordance with ACS standards and Christian principles as set forth in the Scriptures.

Obscene Behavior and Sexual Harassment Policy

Offensive, obscene or inappropriate conduct will not be tolerated at ACS. Such behavior includes rude hand gestures, lewd facial expressions, inappropriate body contortions and offensive language or cursing.

It is the policy of this school to practice equal employment opportunity without regard to an individual's race, color, national origin, gender, disability, or age in application of any policy, practice, rule, or regulation. Functioning as a non-profit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964. Apostolic Christian School will maintain a working environment free from offensive behavior in the nature of degrading or discriminatory remarks or conduct.

Offensive behavior also includes: the making of a request of anyone to engage in illegal, immoral or unethical conduct; any act of retaliation against any person complaining of a violation of this policy or cooperating in an investigation of a claimed violation of this policy; and the making of any false or fraudulent claim of a violation of this policy.

One specific kind of offensive behavior prohibited by this policy is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted sexually directed behavior between or among members of the opposite sex or the same sex, is defined as: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment; submission to or rejection of such conduct by an individual is used as the basis for an important decision affecting such individual; or such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment. It is not necessary for anyone who feels that he or she is the subject of offensive behavior or sexual harassment to handle it alone.

Anyone who feels harassed or offended by another student, by another teacher, or an administrator encountered in the course of their time at Apostolic Christian School, and prefers not to deal with the problem directly, should take the issue directly to the school principal or the pastor. Any employee who receives an offensive behavior complaint or who has reason to believe offensive behavior is occurring shall report these concerns to the school principal or pastor. All allegations of offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the appropriate response to each complaint. It should be understood that this policy applies to each and every student, each employee, including administration. No retaliation or intimidation directed toward anyone who makes a complaint will be tolerated. ACS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including dismissal from school and/or termination.

Relationships and Physical Contact

In a school where boys and girls attend, it is expected that from time to time romance will blossom, and that with the romance there is the desire to show expressions of affection. However, in keeping with the Christian atmosphere and Biblical standards of ACS, students are to refrain from romantic displays of affection such as hugging, kissing and other physical actions that may be inappropriate in the school setting or offensive in nature. The aim is not to squelch romance but rather to maintain conduct that is within the bounds of good taste and regard for the principles of God and for the school environment, as well as all school functions.

Church Attendance

All students and their families are welcome and encouraged to attend services at First Apostolic Church. Students of ACS are not required to attend First Apostolic Church. Students are encouraged to attend a Bible believing church that teaches the principles of God. Students are required to attend chapel services that occur during regular school hours.

SECTION 6 - HEALTH and SAFETY

Immunizations

Parents must provide copies of their child's up-to-date immunization records. Children who have not received the required immunizations will not be allowed to attend school until the school receives proof of immunization.

Medication

Students are not allowed to take any commercial, over the counter drugs at school. If any medication needs to be taken by a student, it must be a prescription drug that is accompanied by a doctor's note. This note is good only for the current prescription. If the medication is refilled, a new note from the doctor must accompany it. Students are not permitted to provide or administer medication to other students. We adhere to this rule for the safety of our students.

Accident/Injury Policy

A teacher or class aid will administer first aid for minor injuries. An Incident Report will be completed for more serious accidents and injuries. It is the responsibility of the witnessing teacher or staff member to file an incident report on any injury or accident he/she witnesses. If a staff member does not witness the accident or injury, it is the responsibility of the student to immediately inform a faculty member or the school office if he/she is involved in an accident or receives an injury. It is the responsibility of the parents to inform the school if a student receives an injury or is involved in an accident at the school but fails to inform the staff.

Parents will be contacted immediately for more serious injuries. If on-the-spot emergency treatment is needed, parents and emergency crews will be summoned immediately.

Parents must sign the Consent for Medical Treatment form each year that permits the school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency treatment when neither parent can be contacted.

Communicable Diseases

While perfect attendance is to be commended, students who are sick with communicable diseases are encouraged to stay home until they have recovered. Students who arrive at school with communicable diseases will be sent home. Ill students will remain in the infirmary until their parents pick them up from school.

Emergency Preparedness

Fire and emergency drills will be practiced at regular intervals to ensure preparedness for a possible emergency situation. Students should follow the evacuation procedures posted in each classroom.

The following guidelines apply to all classrooms for fire drills:

1. Lights out.
2. Door closed.
3. Walk quickly in a single file line. Do NOT run.

4. Leave books and other materials in the classroom.
5. Do not wait for others.
6. Quietly wait for teachers to take attendance to ensure that all students are accounted for.
7. Do not re-enter the building until the “all clear” signal is given. Do not block walkways, doorways or hallways.

The following guidelines apply for all classrooms for lock-down situations:

1. All exterior doors are locked. Building access is restricted to students, staff and authorized persons only.
2. All interior classroom doors are locked.
3. No students are allowed in the hallway unless accompanied by a staff member.
4. Class schedules are suspended until the situation is resolved and the “all clear” signal is given.

For other emergency situations, the procedure will be the same as the fire drill, or as otherwise determined by the school administration. Parents or authorities will be contacted on an as needed basis.

Weapons and Firearms Prohibition

Students are forbidden to bring weapons of any kind onto school grounds including, but not limited to guns, knives, explosive devices (including fireworks) or any other weapon that may cause bodily harm. This includes the storage of such items in vehicles.

SECTION 7 - ACTIVITIES

Activities Policy

It is the policy of ACS to provide a variety of extra-curricular activities that promote Christian values, social interaction, healthy competition and enhanced personal growth. Activities that violate school principles or do not adhere to Biblical standards are not allowed.

Activity Opportunities

Academic, athletic, musical, artistic and varied areas of interest activities are available for students at ACS. Activities are designed to be age-appropriate. Please see the Activities Opportunities List for activities scheduled for the current school year.

Academic Eligibility

Students participating in non-scholastic activities (i.e., athletics) are required to maintain a C average grade in all their studies. Students who fail to maintain the minimum grade will not be allowed to participate in extra-curricular activities until the grades have been brought back to an appropriate level.

Students participating in scholastic activities (i.e., music, art, interest groups, etc.) are required to maintain a minimum C average grade in all their studies, unless the extra-curricular activity is designed to aid in the learning process of a struggling student. In those situations, the student must maintain a C average grade in all studies, except for the subject which he/she is seeking

additional help. For example, if a student is struggling in math and participates in the Chess Club as a way of enhancing his/her problem solving skills, then that student must maintain a C average grade in all other studies, but is not required to maintain a C average grade in the subject of math. The subject matter teacher will have the final word on whether or not a student is allowed to participate in a scholastic activity with an average grade exception.

Conduct Guidelines & Expectations

ACS students are expected to maintain a Christian attitude and appearance at all times. Parents and family members are encouraged to attend all ACS athletic events and activity programs, but all attendees are required to help maintain a basic Christian atmosphere. Profanity, indecent clothing or apparel and the use of alcohol or tobacco products are strictly prohibited on school grounds. Persons engaging in loud or obnoxious behavior such as name-calling, continual arguing with the referees or offensive conduct may be asked to leave the premises. School standards of conduct and dress apply to all activities. Dress may be somewhat different, if the activity is of an athletic nature. In any case, modesty must be maintained at all times.

Girls engaged in physical activity may wear culottes that are below the knees. Split skirts above the knee are not permitted. Girls engaged in physical activity that requires arm raising or jumping (basketball, volleyball) must wear tops long enough to cover their mid-section with both arms raised.

Boys engaged in physical activity may wear nylon pants or loose fitting sweat pants. Boys must wear a t-shirt with short sleeves under any tank top type of jersey.

Proper undergarments appropriate for physical activity must be worn at all times.

Booster Club

The ACS Booster Club proudly supports the academic and sports programs of ACS. Parents who are interested in volunteering their time or efforts to the booster club should contact the school office.

SECTION 8 - PARENTAL INVOLVEMENT

Parental involvement is encouraged and even needed in some instances. Parents who are not employed by the school are considered volunteers. However, all volunteers are subject to school policies and procedures. It is the responsibility of the parents to familiarize themselves with school policy. It is the responsibility of the supervising teacher to ensure that all volunteers have been given a student handbook and instructed in their roles and responsibilities.

Field Trips

Parents are sometimes requested to accompany their child's classroom on a field trip. Parents may serve as chaperones for school-related field trips, or may just accompany for personal reasons. Parents who serve as chaperones or who accompany their child's class on a field trip are responsible for their own expenses and travel to and from the school before and after the field trip. Parents may ride the bus with their children during the field trip if space is available.

In the Classroom

Parents who volunteer in the classroom are subject to the procedures set forth by the supervising teacher. The teacher has the responsibility to ensure that all classroom volunteers are familiar with their roles and responsibilities.

Parents who wish to visit or observe their child's classroom must schedule their visit in advance with the teacher and the school office. Children learn better when they are able to fully concentrate on the lesson being taught. Constant interruptions by un-scheduled visitors interrupt the learning process and inhibit the child's learning experience.

Volunteers (Office, Fundraising, Activities)

Volunteers who work in the office, fundraising or other school-related activities are responsible for the work they have been assigned. Standard staff policy and procedures apply to all volunteers, including absences, tardiness, appearance and behavior. While ACS appreciates the time and efforts given by volunteers, the school has a responsibility to maintain a healthy, positive, Christian atmosphere that is orderly and productive. Please see the Staff Handbook for additional guidelines regarding volunteers.

SECTION 9 - GENERAL INFORMATION

Campus Hours

The school day at ACS begins at 8:30 a.m. and ends at 3:00 p.m. Parents should drop students off no earlier than 8:00 a.m., and should pick them up no later than 3:00 p.m., unless previous arrangements are made with Apostolic Kiddie Academy for extended school care.

Grades 1-4 are dismissed at 2:45 p.m. Grades 5-12 are dismissed at 3:00 p.m. It is crucial that students are picked up at that time. Unless enrolled in the extended care program of Apostolic Kiddie Academy, no students may remain on campus after dismissal, including those in high school. Students in the grades dismissed at 3:00 p.m. must leave the campus immediately.

It is critical that students are picked up at the established time. A minimum fee of \$15 will be charged for any student not picked up at dismissal. Additional charges are added at 5-minute intervals

Campus Visitors

All NON-STUDENT, NON-STAFF Visitors MUST check in with the office when entering the building. For the safety and welfare of all, everyone must inform the office of his/her presence in the building and give the nature of their visit. Family members are welcome, and communication is encouraged, but visits may sometimes interrupt important lessons or tests. If necessary, the office may contact the classroom via the intercom. The ACS office must know who is in the building in case of emergency. Visitors are required to wear a name badge that identifies them as a recognized visitor to the school.

In emergency situations, ACS may require that all visitors leave the building immediately, or remain at their present location as part of any necessary lock down situations. Visitors will be notified if they are required to leave or remain at their current location. All visitors are required to comply with administration instructions during crisis situations.

Cell Phones, Telephone, Message Policy

In this modern day of technology, many students possess cell phones. While cellular phones may provide parents with immediate access to their child, they serve as a disruption to the classroom and learning environment.

Cell phones are not permitted in the classroom, hallways or labs at ACS. Students must turn off their cell phones upon arriving at school until after school dismissal and may not use them except in the school office during lunch. Students who do not turn off their cell phones, or who use them inappropriately are subject to their phones being taken from them. Parents who wish to reach their children should contact the school office and leave a message.

Emergency messages will be delivered at once. Non-emergency messages will be delivered at the end of class. Students wishing to use the office phone for emergencies must obtain permission from the teacher first. Students will not be allowed to use the school phone to make non-emergency personal phone calls.

Change of Address

From time to time households experience an address or telephone number change. It is critical that parents notify the school office of these changes so the school can maintain necessary and appropriate contact with the family. It is the responsibility of the parents to keep the school office informed of any changes in addresses or telephone numbers. This includes any changes in employment. It is imperative in emergency situations that the school is able to contact the parents.

Chapel

Chapel services are held each Friday morning. An abbreviated devotional chapel service is held each Monday morning with the entire student body. Friday morning chapel services are scheduled and designed for specific age groups. All students are required to attend chapel services.

Christian School Competition

Each year, ACS participates in National Christian School Competition with several other Apostolic Christian schools from across the country. Students are not required to participate, but are strongly encouraged to enter a variety of events ranging in style from athletic to scholastic, artistic to skilled. Christian School Competition provides many opportunities for students to display their talents, skills and abilities.

Delivery and Pickup of Students

Parents should bring their students and pick them up at the designated arrival and dismissal times. Staff is not available to supervise students who arrive too early or watch students who do

not leave at dismissal. Parents should make arrangements in advance for the delivery and pick up of their children.

Parents with children in the day care should deliver their children to the school office each morning and pick them up at the school office each afternoon. Parents should not go directly to the classroom to retrieve their child but should wait for the school office to inform the teacher so that he/she may bring the child to the office. This process is best for both the child and the day care environment.

Field Trips

Written permission slips are required for all students participating in a field trip. Permission slips must be obtained for a specific field trip on a specific date and time. Students who do not return signed permission slips will not be allowed to go on the field trip and will have to perform assigned seat work at the school for the entire day, or at least for the period of time during the field trip. Students not attending field trips are not allowed to leave school or take the day off from school. The standard school attendance policy applies to all students in all situations.

Staff members escort students on all field trips. From time to time parental chaperones also accompany students on field trips. Students are expected to remain with the group at all times. Students are expected to demonstrate the same level of respect and attention to parental chaperones as they do to their teachers.

ACS owns Silver Eagle buses that are used to transport students to and from field trips. Parental chaperones and student drivers are not allowed to drive their vehicles to or from field trips, or to transport other students to or from field trips (without express consent of ACS administration).

Grievances

When a concern or grievance arises, self-examination should be the first step (Matthew 7:4-5). This includes evaluating how the child or the parent may have contributed to the problem.

Following this, if a parent wishes to discuss the actions or decision of a teacher or staff, the parent should follow the procedure outlined by Jesus in Matthew 18:15-17:

1. Communicate first and privately with the person believed to have caused the offense, sharing with him/her the complaint or concern.
2. If the first step does not resolve the problem, contact the principal. The principal may schedule a meeting with the parent alone or with the parent and teacher. (In some cases, the student may also need to be involved.)
3. If the issue remains unresolved after the meeting with the principal, the parent should ask the principal to contact the pastor for final resolution.

During the entire process, all parties involved should maintain an attitude of gentleness, humility and strive toward a peaceful resolution.

Failure to follow this Biblical procedure will almost certainly result in further and more serious damage or complications which extend beyond the original concern. Repeated failure to follow these procedures may result in expulsion of the family from the school.

It is a violation of school policy to discuss a problem or grievance with anyone, for whatever reason, who is not a direct part of the problem or solution.

Inclement Weather Policy and School Closures

ACS generally follows the inclement weather schedule of Knox County Public Schools, except in very rare instances. Students and parents should listen to the radio or watch the news for information regarding school closings.

If ACS is open for school but a student is unable to attend due to inclement weather or road conditions in a specific area or circumstance, then the school administration will make a determination as to whether or not that absence is excused on a case by case basis. Absences due to inclement weather when the entire school is closed, will not count against the routine attendance records of students.

In cases where the school is closed, but Apostolic Kiddie Academy is open, only students enrolled in the after school care may be brought to the campus. No other students will be allowed to remain on campus. Parents should make other arrangements in those circumstances.

Internet Usage

Teacher may from time to time require students to use the internet to conduct research or complete a class project. Computers are available at the school in the computer lab, but not all computers are equipped with internet access. Students who have been assigned internet projects, but who do not have access to the internet at home, should work with their teacher to schedule time on a school computer with internet access.

Internet usage is restricted solely for the purpose of completing school projects. Ungodly, inappropriate or pornographic websites, images, or searches are not allowed. Violation of this integrity policy may result in the student losing all internet privileges at the school or dismissal from the school. Students who lose privileges but are not dismissed will still be required to complete required school projects.

Lost and Found

ACS is not responsible for lost or found items. Lost and found items may be turned into the school office. Students reporting items lost may be required to provide a detailed description of the item. Students finding lost items that do not belong to them should turn the items into the school office immediately.

Nutrition Program

Understanding that good nutrition enhances the physical, mental, emotional and social well being of students, ACS provides hot, nutritious lunch meals to all students. Meals are served in the cafeteria and are supervised by the faculty. The lunch program provides its own learning experience in table manners. Carryout food may not be brought into the school for students.

Lunch charges are paid daily. Parents are welcome to pay for meals in advance, if they wish to do so. Parents should refrain from calling the office to inquire about the lunch menu for that day. Elementary grades are given a take home copy of the menu each Friday for the following week. The menu is posted in the hall on Friday for the upcoming week.

Scholastic Testing

Routine scholastic tests are given throughout the school year to measure the learning and understanding of all students. Regular class schedules may be suspended during testing periods. Students, who fail to meet the minimum requirements for their current grade, may be held back or denied promotion.

ACS reserves the right to test new students to ensure proper grade placement and to test existing students who may exhibit learning difficulties. ACS does not provide a Special Education class, therefore, students who are unable to perform in a normal classroom environment may be asked to transfer to a school that is equipped to handle such special needs.

Transportation and Traffic Control

The speed limit across the school parking lot is 5 miles per hour. No traffic is allowed behind the school between the hours of 8 a.m. and 6 p.m. It is vital that no one drives around the building during these times, or drives the wrong way around the building during non-prohibited hours. The safety of the children is put at risk when a vehicle fails to follow the posted route.

“No Parking” and “Fire” zones must be heeded at all times. Vehicles may be cited for parking violations. Parking at the ACS curb is not allowed. Dismissal traffic will become bottle necked and jammed if the area along the curb is inaccessible. All parents must drive through the designated driveway.

Students will not be sent to a car parked in the parking lot. It is too dangerous. Parents who do not have a child enrolled in Apostolic Kiddie Academy should not park in front of the day care entrance.

Who To Call

The following list tells who to call for assistance in the areas indicated. If you need help in an area that is not listed, call the school office for direction to the appropriate person.

Question:	Call:
Attendance Issues	School Office
Homework Concern	Student’s Teacher
Calendar Question	School Office
Discipline Actions	Principal
Graduation Requirements	Principal

SECTION 10 - SECONDARY DIVISION

Discipline

Adolescence can be a challenging time for students, parents and staff as young people learn to balance freedom with responsibilities and opinions with respect. ACS staff members who teach secondary grades are trained in appropriate methods of leadership and discipline for students at the junior high and high school levels.

A variety of incentives are used to encourage students toward proper behavior, but there are times when discipline and correction become necessary. Such discipline may include writing sentences, in-school suspension, external suspension, probation or if necessary, even dismissal from the school. Please see Section 6, Lifestyle Expectations for additional guidance on discipline.

Field Trips

Student drivers are not allowed to drive or transport other students to or from field trips.

Leaving Campus

ACS has a closed campus. Students, including those who drive, are not permitted to leave the campus during school hours without written permission from parents/guardians. Students who do not drive must have a parent or authorized guardian sign them out from the school office. Students will not be allowed to sign themselves out and wait outside for a ride. Students are not allowed to leave with another student in his/her vehicle without prior written permission.

Physical Education

Students are required to dress out for physical education classes. Please refer to the Dress Code in Section 6, Lifestyle Expectations for further details regarding appearance and modesty.

Students are not allowed in the gymnasium unless accompanied by a teacher or coach. Students using the weight room must be accompanied by a physical education teacher at all times. No student is allowed alone in the weight room at any time.

Students need approval from the school office or coach to bring any sports type equipment to school. The school supplies multiple sports equipment, so there should not be a need for students to bring items from home. Electronic devices such as Gameboys, Playstations or other similar hand held games are not considered sports equipment and are not permitted.

Student Drivers

All student drivers must provide the office with written information on the make, model, color and license number of their vehicles, along with parental permission to drive to school. Students riding to school with another student must provide ACS written consent from the parents of both the passenger student and the driving student.

SECTION 11 - ELEMENTARY DIVISION

Discipline

Childhood is a very exciting time for most students, and is often filled with range of emotions from energy bursts to a longing for parents. ACS staff members who teach primary grades are trained in appropriate methods of leadership and discipline for students at the elementary levels.

A variety of incentives is used to encourage students toward proper behavior, but there are times when discipline and correction become necessary. Such discipline may include time out, writing sentences (as age appropriate), limited recess time, in-school suspension, external suspension, probation or if necessary, even dismissal from the school. Please see Section 6, Lifestyle Expectations for additional guidance on discipline.

Field Trips

The level of supervision is designed to match the age of the students, the destination, travel time, and a variety of other field trip related considerations (ex: size of group, lunch time, snack time).

Parties

Class parties are a great source of enjoyment for students and are allowed at ACS. Parents wishing to celebrate a child's birthday with their child's classmates should contact the teacher in advance to schedule an appropriate time for the party. The teacher may also initiate class parties for special occasions such as Valentine's Day, Thanksgiving or Christmas. Parents may be asked to bring snacks or supplies for such occasions. All parties are to be held outside on the patio or in the cafeteria.

To the greatest extent possible, parents are encouraged to bring pre-packaged food so as to limit the possibility for cross-contamination or sanitation concerns. In any case, parents should provide enough treats for the entire class to participate.

Playground Rules

1. Students will play in designated areas only.
2. Students must be accompanied by a teacher or aide, if they leave the playground or re-enter the building during recess.
3. Students are to sit facing forward on the swing. No standing on, jumping from, twisting, or hand holding while on the swings is allowed
4. Students are to slide feet first on the slide. No standing or climbing on the slide is permitted.
5. Students are not permitted to throw rocks, snowballs, sticks or other matter.
6. Students should use playground equipment as it is intended and should not climb outside the equipment or use it in other ways that may be dangerous.
7. Students are to line up when the bell rings or when instructed to do so and enter the building quietly.
8. Students are to obey the instructions given by the playground supervisor.

Students need approval from the school office to bring any playground equipment or toys. The school is not responsible for lost or missing items.

SECTION 12 - KINDERGARTEN DIVISION

Discipline

Kindergarten is a transition year for students moving out the day care environment and into the school setting. ACS staff members who teach kindergarten are trained in appropriate methods of leadership and discipline for kindergarten students. Parents are encouraged to work with their children at home to help smooth this transition.

A variety of incentives is used to encourage students toward proper behavior, but there are times when discipline and correction become necessary. Such discipline most often involves time out, limited recess or restricted playtime. In rare circumstances, external suspension, probation, or even dismissal from the school may be necessary. Please see Section 6, Lifestyle Expectations for additional guidance on discipline.

Dress Code

The K-5 classes follow the same dress code as Apostolic Christian School, but are not required to wear uniforms. Please refer to Section 6, Lifestyle Expectations for a complete explanation of the dress code.

School Hours

Kindergarten curriculum begins at 8:30 a.m. Kindergarten tuition includes the cost of day care until 6 p.m. Parents may either pick up their child at the break, or may leave them for the full day. In either case, the tuition cost is the same. Day care rules regarding fees for late pickups apply for parents picking up their children late in the afternoon. (See Section 13, Day Care Division for further details.)

Snacks and Parties

Please see Parties under the Section 11, Elementary Division. The same guidelines apply.

SECTION 13 - DAY CARE DIVISION – APOSTOLIC KIDDIE ACADEMY

Admission

Enrolling in Apostolic Kiddie Academy requires the following:

- A complete medical record (including applicable immunizations)
- Paid registration and book fees
- Completed registration papers
- A copy of the birth certificate
- Being potty trained

Bathroom and Potty Training Policy & Procedures

AKA accepts only children who are potty trained. AKA defines the term “potty trained” to mean that a child can tell teachers that he/she has to use the potty beforehand and do so more than 90% of the time. Underpants are worn. Pullups are not allowed.

Parents are asked to work with their children to ensure that full and complete potty training has been accomplished before enrolling their child in day care.

Change of Clothing

Understanding that accidents do sometimes occur, upon enrolling their child at AKA, parents should bring a complete change of clothes that can be left in the child's locker. Little bodies quickly outgrow clothing, so parents are asked to routinely update the change of clothes to match the child's current size. The change of clothing should be placed in a bag with the child's name on it. Parents may also wish to label the clothing.

If a child has a bathroom accident and the current clothing in his/her locker does not fit, AKA will try to provide emergency clothing. Parents are asked to return the emergency clothing to the day care as soon as possible.

Charges

The charges for day care at AKA are weekly. If a child is present five days or one day during the week, the charge will be for a full week's day. If a child is absent for an entire week, a holding fee will be due. A full week is considered to be Monday through Friday.

All fees are due in advance. A late charge will be added to an account that has not been paid by Tuesday, 6 p.m. of the current week. Accounts not paid by Friday of the current week will be regarded as delinquent, and the child(ren) may not be allowed to attend day care the following Monday. Parents are doing a disservice to the child by allowing the account to become delinquent. A service charge will be assessed for returned checks. A repeated history of returned checks may result in cash payments being required.

A child's place in the daycare can be held for only four consecutive weeks. Breakfast is charged on a weekly basis and is in addition to day care fees. Registration and materials fees are paid yearly, as well as the book fee. The office will send a statement when those fees are due.

A late fee will be charged for any child left after 6 p.m. The rate will increase every minute after 6 p.m. Please make arrangements for your child to be picked up by 6 p.m. Continuous late pickup is unacceptable and may result in the child's dismissal from AKA.

Please see the Fee Schedule for a listing of the current prices.

Child Drop Off and Pick Up

Parents are required to sign in when dropping off their child and to sign out when picking up their child.

The office must be notified in advance if anyone other than the child's parents are to pick up from daycare. Notification may be made by the phone, note or in person when the child arrives in the morning. Persons picking up children should be prepared to offer some form of identification. Establishing identity may not be necessary after a few times, but all persons should be prepared to present identification in case they are unknown to the office staff.

Due to the volume of traffic through the day care office and for supervision reasons, we ask that parents do not phone in advance and request that their child be waiting in the office for them. The day care staff must know who is leaving, with whom and when. Other parents may be in the office, the staff otherwise engaged, creating a dangerous atmosphere for the child to slip out unnoticed.

When picking up their child, parents should stop at the day care office. The office personnel will call for the child over the intercom. Parents are asked to wait in the hall outside the day care office. This procedure also provides an opportunity for office staff to speak with parents if there is a message from the teacher. Children will not be sent out to a parent's car. It is too dangerous. Parents should enter the building to pick up their child. It is best for the parent and child to leave the building together.

Classroom Visits

Parents are welcome to visit the classroom but should schedule a time in advance with the teacher. Parents are asked not to enter a classroom during class or naptime. Daycare children work on a daily, planned curriculum schedule. Classroom doors have windows in them that allow observation from outside without disrupting the classroom.

Parents are asked to refrain from visiting with teachers during their hours of supervision. Parent-teacher conferences should be scheduled outside of regular class times.

Curriculum

AKA employs a unique program of learning prepared by the Pensacola Christian College of Pensacola, Florida. The A Beka Book curriculum is designed with enthusiastic and interesting lessons in a format that encourages children to learn and to enjoy the lessons.

Through the use of sight and sound, each child can develop an individual rate without adult pressure. The curriculum is systematically consistent and includes variety of activities which encourage the child's creative talents.

Discipline

Toddlers and preschool aged children are full of energy and often experiencing separation from their parents for the first time in their young lives. AKA staff members who teach primary grades are trained in appropriate methods of leadership and discipline for students at the elementary levels.

Dress Code

AKA does not have a dress code for the day care boys and girls; however, student who attend AKA for extended care (before and after school, and summer) must adhere to the same dress code as students who attend ACS.

Food Policy

AKA serves hot and nutritious meals each day. Menus are planned to appeal to young children while providing a balanced diet. No food should be brought from home. If a child has a food allergy or a special dietary need, parents must provide a doctor's statement.

Children who eat breakfast at AKA must be present by 7:50 a.m. The kitchen stops serving breakfast at 8:00 a.m.

Holidays

Unlike the school, the day care is open year round. AKA is closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas
- Day After Christmas

AKA closes early on other holidays. A notice will be posted when this occurs. Closings related to inclement weather will be announced over local radio and TV stations.

Hours of Operation and Traffic Flow

AKA opens at 6:30 a.m. and closes at 6 p.m. Parents should bring their children during those hours. Daycare staff members are not available to supervise before or after normal hours.

Children arriving before 7:30 a.m. should use the AKA cafeteria entrance. It is the fourth door on the west side of the building. Parents must exit the driveway by driving around the building. Do not make a u-turn and leave through the entrance. Other parents and children are endangered if cars exit the wrong way. Adjoining areas were not designed to accommodate the weight of vehicles.

Medicine

The State of Tennessee requires that all medication given at a day care must be accompanied by a written note from the attending physician or a telephone call from the doctor's office. This requirement applies to prescription refills, too. No over-the-counter medication will be given, including aspirin, cough medicines, etc...

If a child becomes ill during the day, the daycare office will contact the parents at once. Children with a fever or a communicable disease should not be brought to daycare. If a child becomes feverish during the day, the day care office will call the parents to pick up the child. AKA cannot keep a sick child in the day care.

Miscellaneous

Alcohol and tobacco products are not allowed on the grounds of AKA. Smoking is prohibited inside the building. This includes pipes.

Shorts are not permitted in the building. Parents are encouraged to dress modestly when dropping off or picking up their children. Anyone wearing shorts must knock on the day care window and wait for their child to be brought to them.

Purses should not be left in car seats, nor should a car be left unlocked. AKA is not responsible for lost or stolen articles left in vehicles.

Naps

Proper period of rest and relaxation, including naps, are programmed into each day. Parents may bring their child's favorite stuffed animal, a small pillow and blanket for naptime. Please label all items with the child's full name on it. Pacifiers are not permitted.

Playground Rules

1. Students will play in designated areas only.
2. Students must be accompanied by a teacher or aide if they leave the playground or re-enter the building during recess.
3. Students are to sit facing forward on the swing. No standing on, jumping from, twisting, or hand holding while on the swings is allowed.
4. Students are to slide feet first on the slide. No standing or climbing on the slide is permitted.
5. Students are not permitted to throw rocks, snowballs, sticks or other matter.
6. Students should use playground equipment as it is intended and should not climb outside the equipment or use it in other ways that may be dangerous.
7. Students are to line up when the bell rings or when instructed to do so and enter the building quietly.
8. Students are to obey the instructions given by the playground Supervisor.

Toy Policy

Each year AKA invests a great deal of money in toys and playground equipment. A large number of children share these toys. It is impossible for teachers to keep each child's personal toy(s) from being lost, broken or misplaced. Please do not bring any toys from home unless it is a stuffed animal that your child likes for naptime.

Parents are allowed from time to time to bring a movie for their child's class to view. All movies must be rated G. No PG or PG-13 movies are permitted to be shown at day care.

Anything brought to day care should have the child's name printed on it. This includes a book, movie, pillow, etc... Please label everything.