

TABLE OF CONTENTS

I. INTRODUCTION.....	2
II. GENERAL INFORMATION.....	6
III. POLICIES AND PROCEDURES.....	8
IV. SERVICES FOR STUDENTS.....	18

FORWARD

Abilene Christian Elementary School is a division of Abilene Christian Schools which was established in 1906. It is a private Christian school for children in pre-kindergarten through grade five. The secondary school division offers grades six through twelve.

The curriculum follows the guidelines set forth by the Texas Education Agency, National Christian School Association, and the Southern Association of Colleges and Schools. The school is accredited by the National Christian School Association, which is a member of Texas Private School Accreditation Commission, an organization recognized by the Texas Education Agency for Accreditation. Abilene Christian Schools participates in the over 250 member Texas Association of Private and Parochial Schools.

In addition to the regular curriculum, daily Bible study and instruction in Christian moral and spiritual values are emphasized.

The elementary school is located on the south side of the campus of Abilene Christian Schools at 2550 North Judge Ely Blvd., just north of Abilene Christian University.

GENERAL STATEMENT OF PHILOSOPHY

Abilene Christian Schools provides an educational choice emphasizing academic, spiritual, and physical development. Subjects offered are predominately from the liberal and fine arts. They are designed to prepare graduates to pursue higher education.

On the belief that each person is created in the image of God, Abilene Christian Schools exists to provide the student an environment in which he may develop "in wisdom and stature, and in favor with God and men" (Luke 2:52).

This philosophy is based upon acceptance and application of the Bible as the inspired Word of God and declares that Jesus Christ is the Lord of all the universe and is, therefore, the Lord of all the subjects taught at Abilene Christian Schools. We reject the idea that religion can be compartmentalized and practiced only in organized chapel and Bible classes. As Paul says in II Corinthians 10:5, "...we take captive every thought to make it obedient to Christ." With God's help, Abilene Christian Schools will make Jesus the Lord of the classroom in mathematics, history, science, and every other academic discipline.

While the school can serve to reinforce Christian values, responsibilities, and conduct, it is mainly the parent's obligation to help the child develop godly character traits. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school.
- Teaches the child respect for the law, for authority, for the rights of others, and for private and public property.
- Shares with the child and with the school an active interest in the child's schoolwork and personal development.
- Arranges for the child's regular school attendance.
- Cooperates with the school in carrying out disciplinary action when such action is necessary.
- Models Matthew 18:15 by going to the appropriate person (student, teacher, principal, president, board grievance committee) and communicating with the school regarding his/her child by following this communication policy:
 1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff- or faculty-related grievance, an attempt must be made to settle the matter first with the staff/faculty member.
 2. If no satisfactory solution is reached, the family will direct the complaint to the principal for resolution. A record of the complaint will be made.
 3. Finally, unresolved grievances will be communicated to the president, who may refer items of concern to the board grievance committee.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we will model peacemaking for each other and for our children.

At Abilene Christian Schools, our goal is to develop moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and love in the young people with whom we have the opportunity to work.

Our role as a Christian school is to play an integral part in the development of the family, church, and school. Our mission is to compliment home and church in a manner which builds up and affirms our children's faith in God and guides them in their service to our fellow man through the church, their family, and society.

GENERAL STATEMENT OF GOALS

Academic development will be attained by the following:

- Providing opportunities for logical thinking processes including analysis, evaluation, synthesis, and problem solving.
- Encouraging creative thinking processes in terms of developing new ideas and solutions.
- Encouraging an understanding and appreciation for literature and the cultural arts.
- Providing opportunities for participation in the “fine arts” (art, music) and cultural programs.

Spiritual development will be achieved by the following:

- Promoting an understanding of the Christian faith and an appreciation of Christian values by participating in chapel, devotionals, and worship.
- Studying the Bible and learning scriptures that will provide needed strength in everyday living.
- Encouraging the internalization of ethical and moral standards, personal faith, and respect for devotion.
- Teaching skills for Christian living, including decision-making strategies, methods of communicating Biblical faith, acceptance of personal responsibility, and showing honor for those who are placed in authority.

Citizenship will be developed by the following:

- Exemplifying pride in our American heritage and encouraging a sense of patriotism through loyalty and service to one’s country, community, congregation, school, and family.
- Examining other cultures and languages and stressing the importance of respect for the rights of others.
- Encouraging a sense of self-respect and worth.
- Providing current information on local, state, national, and world affairs, seeking through all available means to be well informed.

Physical development will be pursued by the following:

- Encouraging the achievement and maintenance of good health, wholesome habits, and physical fitness.
- Emphasizing the importance of physical fitness and interest in lifetime sports.
- Encouraging a healthy spirit of competition and sportsmanship through all athletic programs.

GENERAL INFORMATION

ADMISSION

Abilene Christian Schools does not discriminate on the basis of race, color, sex, religion, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics and other school administered programs.

Abilene Christian Schools reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified on the basis of personal conduct,

character, or academic preparation inconsistent with the purposes, objectives and religious tenets of the school.

Below is a list of criteria that will be considered before accepting or rejecting a student for admission to Abilene Christian Elementary School. Decisions will be based on a combination of the following criteria:

The student shall:

- be eligible for re-enrollment in school last attended
- not have been suspended or expelled from school last attended
- have a cumulative grade average no lower than 70 and score a minimum of 50% on standardized achievement tests
- present a transcript of grades from present and past school year
- have a favorable recommendation from last school attended
- give authorization to school last attended to release needed information
- be free of severe learning and/or behavioral problems
- not be coming directly from any type of rehabilitation program- i.e. drugs, alcohol, mental, etc.
- present a current immunization record
- participate in a parent/student interview, if requested
- receive approval for enrollment from the ACS Admission Committee and Principal

REGISTRATION, TUITION, AND REFUNDS

For questions or more complete information, please contact the administrative offices. All details concerning registration, tuition, and refunds are contained in the enrollment contract. Because questions arise concerning tuition refunds, the policy is restated for your reference.

Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is experienced when students enroll and then withdraw before the year is completed. ACS has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. **Therefore, ACS will not refund any tuition on withdrawals occurring after the first four weeks for present or previously enrolled students, and six weeks for new, first time students.** Any refund will be prorated. There will be no refund of fees. It is further agreed that enrollment as specified within this Enrollment Contract, may be cancelled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to August 1st, parents or guardians financially responsible for the students may be obligated to pay the full annual charges.

DAILY SCHEDULE

Classes will begin for all students, pre-kindergarten through fifth grade, at 8:15 a.m. Students who arrive at school between 7:30 and 8:05 a.m. should report to the cafeteria, or early morning room for pre-kindergarten and kindergarten students, where teachers will be on duty. At 8:05 a.m. students will be released to report to their classroom teacher.

In the afternoon, pre-kindergarten and kindergarten students will be dismissed at 2:45 p.m. First, second, and third grades at 3:15 p.m. Fourth and fifth grades will be dismissed at 3:30 p.m.

AFTER-SCHOOL CARE

After school care is provided from 2:45 p.m. until 5:30 p.m. at a minimal cost. Please see *Policies and Procedures* for more detailed information concerning after-school care procedures and charges.

CHAPEL

Some of the most rewarding school experiences are the twice-weekly chapel services. Chapel time is at 8:20 a.m. on Tuesday and Thursday and meets in the cafeteria. It is attended by all elementary students, pre-kindergarten through fifth grade. Parents and guests are always invited. Since chapel is viewed as an important time of praise and reflection, we ask that you have your child to school on time so he/she may participate and chapel is not unnecessarily interrupted.

POLICIES AND PRODEDURES

ATTENDANCE

School success is closely related to good attendance. It is imperative that school time has the highest priority in your family planning.

The school, however, realizes that absences are sometimes necessary due to illness, death, and other emergencies. Parents are requested to call the school when a student is going to be absent or tardy.

In cases where a student will miss several days, the teacher needs to be contacted as soon as possible so that make-up work can be planned with the parent and student.

TARDIES

Classes begin promptly at 8:15 and all students are expected to be on time. Tardies are most often caused by bad habits and poor planning. Since they are very distracting to classroom instruction, you are urged to have your child at school on time each morning.

CONFERENCES

Conferences between parents and teachers are important to good communication. There will be one conference held during the first semester with each student's parents. An additional conference will be scheduled in the spring with the parents of the students who have taken the standardized tests and the results are received. Other conferences are welcome at any time.

GRADING AND REPORTING

Report cards will be emailed at the end of each reporting period.

Progress reports will be emailed at the mid-point of each reporting period for students in the first through fifth grades. There will be an early dismissal at 11:30 a.m. at the end of each reporting period for teacher record keeping. See your school calendar for the exact dates. No lunch will be served on these days.

A combination of letter and numerical grades will be used according to each class and subject. The explanation of grades is as follows:

70-100	Passing
below 70	Not Passing

E	Excellent
S+	Above Average
S	Satisfactory
N	Needs to Improve
U	Unsatisfactory

HOMEWORK

Homework serves two purposes. First, students have an opportunity through drill to reinforce knowledge of material and processes already taught in class. Second, it is an opportunity to pursue assignments independently. The amount of time a child needs to do homework varies with the individual.

Parents will be given advance notice if a child's presence is required after school to finish assigned work.

FIELD TRIPS

Field trips that enhance classroom activities are encouraged. Normally students will be transported on the school bus or vans. At times, parents may be asked to assist in providing transportation.

All field trips will be properly supervised and will be listed in the weekly newsletter.

At the beginning of each year, parents will be asked to sign a "Field Trip Permission Slip" that will cover all trips during the year.

DISCIPLINE

In order for effective teaching to occur, order must be maintained in the classroom. Teachers make every effort to handle their own discipline. They have full authority and responsibility to correct student behavior whenever such correction is necessary.

The following procedures will be followed for the handling of situations involving school discipline:

1. No student will be sent to the office prior to the teacher visiting with

and soliciting the aid of parents in the matter. Severe disciplinary matters such as profanity, fighting, etc. will be considered exceptions.

2. When a student is sent to the office disciplinary action will be determined by the principal. Decisions will be based on the nature and seriousness of the offense.

3. All corrective measures will be administered with fairness and consistency dependent upon the offense and the number of prior visits to the office.

4. Corporal punishment will only be administered by the principal, or other administrator, in the presence of a witness and after a parent has been notified.

HARASSMENT

Abilene Christian Schools will not tolerate harassment of, or by, its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical which create an intimidating, hostile or offensive working/academic environment.

Violations of this policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If one believes that he/she is being harassed by another employee or student, this should be made known to the principal or president within twenty-four hours. This matter will be investigated, and where appropriate, disciplinary action taken. If the person is not satisfied with the way the report has been handled and the decision made by the administration, then the matter can be taken to the grievance committee of the Board of Directors. Do not assume the administration is aware of the harassment. It is the responsibility of every employee and student to report any questionable incidents. All allegations will be promptly, objectively, and confidentially investigated.

Harassment of employees or students in connection with their work or school activities by non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately.

COMPUTER NETWORK USAGE

Students are expected to do the following when using any computer on campus:

- Take great care of all technology equipment. Do not damage the equipment in any way or weaken its utility.
- Use only software legally available through the network. Students should not bring games to play on the system without permission of a teacher for educational reasons. Students should use only the programs a teacher places on their menu.

ACCEPTABLE ACS INTERNET USE POLICY

1. Students will not be allowed to access the Internet (including chat rooms) or E-mail accounts on campus except when the teacher makes an assignment that requires the use of these programs. In those cases where the programs are needed, the teacher will take responsibility for monitoring the use of the programs.
2. The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges.
3. Any use of the Internet for profit-making purposes is prohibited.
4. Extensive use of the Internet for personal and private business is prohibited.
5. Internet accounts are to be used only by the authorized owner.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
7. All communications and information accessible via the Internet should be assumed to be the private property of the originator.
8. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware and/or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Internet.
11. The illegal installation of copyrighted software for use on computers is prohibited.
12. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.

13. Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.
14. From time to time, Abilene Christian Schools will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
15. Abilene Christian Schools reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
16. Abilene Christian Schools reserves the right to temporarily or permanently suspend a user from the Internet to prevent any further unauthorized activity.
17. Use of any information obtained via the Internet is at your own risk. Abilene Christian Schools specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Abilene Christian Schools exercises no control whatsoever over the content of the information residing on the Internet.

DRESS AND GROOMING CODE

The very nature of Abilene Christian Schools demands that we be concerned about the image we project. Modesty and good taste in clothing and grooming should be taken into consideration by all the students attending Abilene Christian Schools. Please use the following guidelines to determine what is appropriate school dress and grooming for your child.

- All clothing should be modest and neat in appearance.
- Skirts and shorts must not be tight and should be near knee length.
- Jeans must be neat in appearance.
- Girls may wear traditional blouses, sweaters, tops and modest sleeveless blouses.
- The following items are not acceptable for wear at school: halters, dresses and tops with narrow straps, muscle shirts, mesh tops, tank tops, and bike shorts.
- Clothing which graphically displays questionable slogans or objects is not acceptable.
- Tennis or other soft soled shoes are to be worn for physical education class and are encouraged to be worn in the classrooms as well since no time is allotted for changing before P.E. Please avoid black waffled sole shoes as these are damaging to the gym floor.
- Hair must be neat, clean and well groomed. Hairstyles should not bring undue attention to the student (tails, multi-colored hair, etc.).
- Boys' hair should not extend below the bottom of the regular shirt collar or hang in the eyes.
- Any clothing, button, or other item that promotes something against the philosophy of ACS should not be worn.
- Earrings of any kind should not be worn by boys on campus or at any school-sponsored activities.

- Except for the gym, sunglasses or caps should not be worn in the buildings and can be confiscated.
- Tattoos and jewelry associated with body piercing, other than girls' ears, are not acceptable.

Students who are considered to be dressed immodestly or inappropriately for school will be sent home to change. Occasionally, students guilty of only mildly offensive dress habits may be simply reminded. The Administration at ACS will have the final determination as to appropriate attire.

EMERGENCY CLOSING

School closing, or delay, due to bad weather will be announced on the radio and TV stations by 6:30 a.m. School closings, or delays, will follow the Abilene Independent School District's schedule. In case of emergency closing during the school day, parents will be called or notified of early closing, if possible.

FIRE AND TORNADO DRILLS

Fire drills: The signal for a fire drill is three short rings of the bell. If the bell should ring one time during a drill, this is the signal to stop wherever you are and wait for instructions. Two rings of the bell means to return to class. It is important that each student follows the directions of the teacher when a fire drill is conducted. A calm, quiet, orderly evacuation of the building is very important. Periodically during the year the school's main fire alarm system will be activated for testing and use in conducting fire drills.

Disaster Drills: Five quick, short rings of the bell are the signal for a disaster drill. Students and teachers will move to a designated area where students will be instructed to sit down, draw their knees up under them, and cover the back of the head with their hands or a book. Two rings of the bell signal "all clear."

Fire and disaster drills will be conducted in a timely manner to assure that teachers and students are thoroughly acquainted with the procedures.

TELEPHONE USAGE

In order to limit personal calls, students are asked to make arrangements for school activities, needed materials, etc. before leaving home. The business phones may be used by students for emergency purposes or whenever the teacher deems it necessary. Students should seek permission from a teacher or administrator before using the phone.

Emergency calls and important messages received for students will be promptly delivered.

IMMUNIZATION RECORDS

State law requires that each student have an up-to-date immunization record on file in the school office. The school secretary will keep these records and will contact you if we discover a record is needed or if a student needs a booster shot. However, it is the parent's responsibility to make sure all immunizations are kept current.

The school is audited on these records by the Texas Department of Health so it is important that you cooperate in providing adequate records and in keeping your child's booster shots current.

MEDICATIONS

The school is not allowed to give any type of medication to students without written consent from the parent. At the time of registration, parents must indicate on the registration card whether or not their child is to be given non-prescription medicines such as Tylenol at school. Parents should notify the elementary office if a specific non-prescription medicine should not be given.

If a child brings medication to school, it must be brought to the elementary office for dispensing. **EXCEPT FOR INHALERS, NO MEDICATION MAY BE KEPT IN THE CLASSROOM.** All medication must be in the original container with instructions for administering. If the parent chooses to have the medicine given in some way other than the printed instructions on the container, a signed and dated note detailing specific dispensing instructions must be brought to the office before any change is made.

VISITORS

All visitors must register in the elementary office upon arrival at the campus.

Upon approval from the principal and classroom teacher, students are allowed to bring visitors to class and to other school activities. Parents wishing to make an extended visit to the classroom will need to make prior arrangements with the principal.

TRAFFIC PATTERN

When entering the parking area from Judge Ely Boulevard, use the north entrance and follow the arrows to the elementary loading area. Please allow your children to leave your car as quickly and safely as possible and then clear the lane by moving out through the south exit.

If you wish to watch or accompany your child to the classroom, park in the designated parking spaces and not in the flow of traffic. Be considerate of those behind you and move out as quickly as possible. Please do not leave your car unattended in the loading lanes.

A speed limit of 15 mph will be in effect for all vehicles on campus at all times.

SCHOOL LUNCHESES

A nutritional hot meal is served each day in the school cafeteria. A school menu will be regularly provided to the students. Students may bring a sack lunch if preferred.

AFTER-SCHOOL CARE

The education and safety of your children are of the utmost importance to all the faculty and staff of Abilene Christian Elementary School. The following procedures will be followed on a daily basis to ensure that your child is adequately supervised once he/she has been dismissed from school.

1. Your child's teacher will release your child from the front of the school each day to either go home with you, or your appointed person, or go to after-school care. **If your child has not been picked up from the school within ten minutes of dismissal time, he/she will be sent to after-school care and charges will begin. No children will be left waiting unattended in front of the building.**

2. Please notify your child's teacher, or the elementary office, if your child normally attends after-school care and will not be there, or if you are sending your child to after-school care and he/she does not normally attend. It is important for us to know which children to expect in after-school care each day.
3. When it is time for your child to be picked up from after-school care, he/she will be released only to the people named on the student's information card unless we have received specific instructions from you to do otherwise. Please do not ask any one else to tell us that it is O.K. for your child to go with them—**for your child's protection we must hear it from you.**
4. Charges for after-school care will be as follows:
 - Students will be charged by the hour beginning at the time they are dismissed from school and continuing until they are picked up, rounded to the nearest quarter hour. If prior arrangements have been made with the business office, parents may choose to pay a reduced monthly rate.
 - If a student is involved in scout meetings which begin immediately after school is dismissed, he/she will be charged for after-school care beginning at the time of the student's arrival in the after-school care room. Please notify the elementary office in writing if your child will participate in this activity.
 - In order to eliminate an extra trip to school, and as a service to our parents who have more than one child attending ACS, students are not charged for the time in after-school care while they are waiting for an older brother or sister to be dismissed from school. **This does not include time spent in participation of athletics or other after-school activities.** If the younger child is not picked up within **ten minutes** after the oldest sibling has been dismissed, he/she will be charged for the **full time** that they have been in after-school care, not just the time they are there after the older student is dismissed.

STUDENT ILLNESS

Any student who has a fever of 100 degrees or more, has vomited, or who has any other communicable illness may not remain at school. When this occurs, a parent will be called to pick up the student from school as soon as is possible.

Students must be free of fever for a minimum of 12 hours before returning to school.

PARTIES

A limited number of class parties will be held throughout the year. Please see your child's teacher for an opportunity to help.

Invitations to private parties should not be passed out on campus unless every boy, or girl (or both) in your child's class receives one. Too many feelings are hurt needlessly when children are excluded.

SERVICES FOR STUDENTS

COUNSELING

Abilene Christian Elementary School has counseling services available to every student upon need or request. Please contact the Teacher or Principal to discuss your child's specific need.

LIBRARY

All ACES students have access and are encouraged to use the campus library which has a section especially for the elementary students. Classes are scheduled a library time weekly.

The ACU library is also available to our students. Please check at the ACU library information desk for details on getting your child a library card.

NEWSLETTER

Newsletters will be available on RenWeb to inform parents of activities and provide information, which will aid in planning family schedules. It is important that parents and students read these newsletters, so that they will be properly informed about school activities.

NURSE

There is no school nurse available. The elementary school principal, secretary, and teachers will make the determination of the child's needs when illness or accident occurs. Parent(s) will be called if consultation or advice is deemed necessary.

ACTIVITY CARD

All students at Abilene Christian Schools are issued an ID card which entitles them to admission to all ACU and Christian School athletic events.

INSURANCE

A student accident insurance policy is offered to parents at the beginning of the school year. This policy is provided as a service and is not mandatory.

WEB SITE

This handbook, the school calendar, and other information about Abilene Christian Schools may be accessed through our web site at www.abilenechristian.com and www.renweb.com. Certain information about students attending Abilene Christian Schools is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal prior to the beginning of school.

Directory information includes a student's name, address, telephone number, date and place of birth, participation in activities and sports, rosters of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information.

INDEX

A	
<i>Activity Card</i>	19
<i>Admission</i>	6
<i>After-School Care</i>	16
<i>Attendance</i>	8
C	
<i>Chapel</i>	7
<i>Computer/Network Usage</i>	11
<i>Conferences</i>	8
<i>Counseling</i>	18
D	
<i>Daily Schedule</i>	6
<i>Discipline</i>	10
<i>Dress and Grooming Code</i>	12
E	
<i>Emergency Closing</i>	13
F	
<i>Field Trips</i>	9
<i>Fire and Tornado Drills</i>	14
<i>Forward</i>	2
G	
<i>Goals Statement</i>	4
<i>Grading and Reporting</i>	8
H	
<i>Harassment</i>	10
<i>Homework</i>	9
I	
<i>Immunization Records</i>	14
Insurance	
<i>Insurance</i>	19
<i>Internet Use Policy</i>	11
L	
<i>Library</i>	18
M	
<i>Medicaitons</i>	15
N	
<i>Newsletter</i>	18
<i>Nurse</i>	18
P	
<i>Parties</i>	17
<i>Philosophy Statement</i>	2
<i>Policies and Procedures</i>	8
R	
<i>Registration, Refunds, and Tuition</i>	6
S	
<i>School Lunches</i>	16
<i>Services for Students</i>	18
<i>Student Illness</i>	17
T	
<i>Tardies</i>	8
<i>Telephone Usage</i>	14
<i>Traffic Pattern</i>	15
V	
<i>Visitors</i>	15
W	
<i>Web Site</i>	19