



PARENT AND STUDENT HANDBOOK

A MINISTRY OF
PALM SPRINGS DRIVE BAPTIST CHURCH
601 PALM SPRINGS DRIVE
ALTAMONTE SPRINGS, FLORIDA 32701

OUR ADMINISTRATIVE TEAM

PASTOR SCOTT CARLSON – EXECUTIVE DIRECTOR

MRS. DENILLE BROWNLEE – DIRECTOR

MRS. PAMELA PIORKOWSKI – ACADEMIC DIRECTOR

MR. RICHARD SMITH – DEAN OF STUDENTS

MRS. DARA POLINO – DIRECTOR OF ADMISSIONS & OPERATIONS

MRS. JULIE THOMAS – GUIDANCE COUNSELOR

OFFICE STAFF

MRS. MARIE FOSNOW – RECEPTIONIST/ATTENDANCE

MRS. VIRGINIA SERAFINE – SCHOOL SECRETARY

IMPORTANT NUMBERS

SCHOOL OFFICE: (407) 831-0950

AFTERCARE PROGRAM: (407) 592-8972

FAX: (407) 831-6840

WEB SITE: www.altamontechristian.org

E-MAIL: school@altamontechristian.org

(SEE WEB SITE FOR E-MAIL ADDRESSES OF FACULTY MEMBERS)

UPDATED 8/30/2019 (pjp)

TABLE OF CONTENTS

WELCOME TO OUR SCHOOL.....	6
MISSION STATEMENT AND GOALS	7
PHILOSOPHY AND PURPOSE	7
HISTORY OF OUR SCHOOL.....	8
STATEMENT OF DOCTRINAL FAITH.....	9
ABOUT OUR SCHOOL	10
ACCREDITATION AND AUTHORITY TO OPERATE.....	10
ADMISSIONS POLICY.....	10
ENROLLMENT PROCEDURES	11
RE-ENROLLMENT PROCEDURES	11
WITHDRAWING A STUDENT.....	12
CLASS SIZE LIMITS	12
FACULTY AND STAFF	12
SCHOOL WEBSITE AND E-MAIL ACCOUNTS	13
THE SCHOOL DAY	13
THE SCHOOL YEAR.....	13
ACADEMICS.....	13
ACCESS TO STUDENT RECORDS	13
ACHIEVEMENT TESTING	14
BIBLE.....	14
COMPUTER POLICIES	14
COMPUTER LAB GUIDELINES AND INTERNET POLICY	14
PERSONAL DEVICES IN THE CLASSROOM.....	15
CURRICULUM.....	16
HIGH SCHOOL COURSES.....	16
DUAL ENROLLMENT	18
FLORIDA VIRTUAL SCHOOL.....	18
FIELD TRIPS	18
GRADES.....	19
PARENTSWEB.....	19
GRADING SCALE	19
HONOR ROLL.....	20
REPORT CARDS.....	20
SEMESTER EXAMS	20
VALEDICTORIAN AND SALUTATORIAN SELECTION.....	20
GRADUATION REQUIREMENTS	21
GUIDANCE SERVICES.....	22
HELP CLASSES AND TUTORING	23
HOMEWORK POLICY	23
TEST MAKE-UP POLICY	25
HONOR SOCIETIES	26
PLAGIARISM POLICY.....	26
PROMOTION POLICY	27
RETENTION AND SUMMER SCHOOL POLICY	28
STUDENT PLANNERS.....	28
TRANSFER OF CREDITS	28
ATHLETIC COMPETITION.....	29

AVAILABLE SPORTS	29
ELIGIBILITY	29
PARENT INVOLVEMENT	30
ATTENDANCE AND TARDY POLICIES	30
ABSENCES	30
EXCUSED	30
NUMBER OF ABSENCES PERMITTED WITHOUT PENALTY	30
PRE-ARRANGED ABSENCES	31
PRESCHOOL ATTENDANCE/VACATION POLICY	31
REPORTING A STUDENT'S ABSENCE	33
UNEXCUSED ABSENCES AND PENALTIES	33
TARDINESS	34
EXCUSED	34
UNEXCUSED TARDY AND PENALTIES	34
CAMPUS RULES AND REGULATIONS	35
OFF CAMPUS	35
STUDENT RESIDENCE REQUIREMENT AND MARRIAGE	36
ON CAMPUS	36
ARRIVAL/DEPARTURE/SECURITY PROCEDURES	36
SECURITY	40
BEFORE AND AFTER SCHOOL	40
AFTER CARE PROGRAM	41
OVERFLOW ROOM	41
OVERFLOW ROOM GUIDELINES	41
BULLYING/HARASSMENT	42
CELL PHONE USE	42
CHAPEL AND ASSEMBLY GUIDELINES	43
SEARCHES	43
SECONDARY DRIVING/PARKING PRIVILEGE	43
STUDENT STATEMENT OF COOPERATION	44
VISITING CAMPUS	44
VIOLATIONS THAT LEAD TO DISCIPLINARY ACTIONS	45
DETENTION	46
DETENTION ROOM GUIDELINES	46
SUSPENSIONS AND EXPULSION	47
CLASSROOM DISCIPLINE	48
ELEMENTARY	48
SECONDARY	48
DRESS AND APPEARANCE	49
ADDITIONAL DRESS CODE GUIDELINES FOR ALL STUDENTS	50
PRESCHOOL DRESS CODE	52
CASUAL DRESS CODE	52
DRESS AND APPEARANCE OF VOLUNTEERS	52
P.E. UNIFORM	54
SPORT TEAMS PRACTICE UNIFORM	54
HEALTH AND MEDICAL	54
ILLNESS POLICY	54
WHEN TO STAY HOME	54
WHEN TO RETURN	55
INJURY OR ACCIDENTS	55

MEDICATION BROUGHT FROM HOME.....	55
MEDICATION AT SCHOOL.....	56
PHYSICAL EXAMS AND IMMUNIZATIONS.....	56
REPORTABLE DISEASES.....	56
STUDENTS WITH ASTHMA.....	57
LOST AND FOUND.....	58
LUNCH PROGRAM.....	58
PARENT INFORMATION.....	59
CRISIS RESPONSE.....	60
SCHOOL CLOSING FOR SEVERE WEATHER.....	61
FINANCES.....	61
FUND-RAISING PROJECTS.....	62
GOSSIP.....	62
INSURANCE COVERAGE.....	62
MANDATORY REPORTING GUIDELINES.....	62
PARENT/GUARDIAN STATEMENT OF COOPERATION.....	63
PARENT-TEACHER FELLOWSHIP.....	64
WHO SHOULD I CONTACT?.....	64

ACS IS HOME OF THE EAGLES!

*“BUT THEY THAT WAIT UPON THE LORD SHALL RENEW THEIR STRENGTH;
THEY SHALL MOUNT UP WITH WINGS AS EAGLES; THEY SHALL RUN, AND NOT BE
WEARY; AND THEY SHALL WALK, AND NOT FAINT.”
ISAIAH 40:31*

Altamonte Christian School does not discriminate on the basis of race, color, nationality, or ethnic origin in regard to either employment practices or student admission.

Throughout this manual, the masculine form for pronouns and adjectives has been used as a neutral gender to avoid distracting repetitions.

We reserve the right to change this handbook at any time.

WELCOME TO OUR SCHOOL

Whether we are a new school to you or this is a new school year – welcome! Please know that we count it a privilege to have your child as a student at Altamonte Christian School.

One of the most worthwhile ministries of Palm Springs Drive Baptist Church is Altamonte Christian School. For decades ACS has been solidly committed to academic excellence and to the development of students to realize their God-given potential and purpose.

Altamonte Christian School is committed to students. We know that to make a difference in our future, we must first make a difference in our young people. We seek to make a difference by teaching and modeling several core values that we believe are critical to successful living.

First, and foremost, is the need of each person to accept Jesus Christ as Lord and Savior. We make no apology that we will seek to win people of all ages to the Lord. Only when we have a right relationship with Jesus can we truly move on to address other important issues in our lives.

Second, we are committed to teaching our students how to properly relate to others. Respect, honesty, courtesy, kindness, and trust are more than words. They are characteristics that truly successful people exhibit. It is essential that we pass those character traits and others on so our young people can perform to the best of their ability.

To accomplish these goals, ACS has assembled teachers who are committed and concerned about the young people in their classrooms. Our teachers are men and women who consistently go the extra mile and view their work as a ministry. All of them could make more money and receive higher recognition elsewhere, but they have chosen to invest themselves in the students at ACS.

With your help and cooperation, and God's blessing, we look forward to a great school year! If you don't have a church home, we would love to have you as our guest at Palm Springs Drive Baptist Church. I look forward to meeting you in person and getting to know your family.

Pastor Scott Carlson
Executive Director

MISSION STATEMENT AND GOALS

Believing it is God's will that children be taught the content and practical application of His Word in every aspect of life (Deuteronomy 6:4-9), Altamonte Christian School, a ministry of Palm Springs Drive Baptist Church, exists to challenge students to become well-balanced, Christ-like persons who are academically, spiritually, and socially prepared to serve Christ and others.

In order to fulfill this mission, we have set forth the following goals:

- To provide a college-prep curriculum that is Christ-centered
- To lead children, under the guidance and power of the Holy Spirit, to be "born again" (John 3) through a personal faith in the Lord Jesus Christ
- To provide an atmosphere that teaches a daily dependence on Christ is both necessary and rewarding
- To provide a dedicated, qualified staff who are positive Christian role models
- To help students strive to do all things to the best of their God-given abilities
- To provide a "family atmosphere" which is nurturing and encourages students to be productive members of our community

PHILOSOPHY AND PURPOSE

ACS is not just another private school. It is first, and foremost, a Christian school, the purpose of which is to serve Christian families with a school that is as "Christian" as possible in terms of curriculum, staff, student fellowship, and biblical instruction. We exist as an extension of the Christian home to provide an environment more closely sharing the values of conservative, fundamental Christian parents than would be true in other non-Christian schools, public or private. We believe ACS has proven itself to have an excellent academic program, a warm, family-type atmosphere where kids get much personal attention and love, and an environment which is essentially well-disciplined and free of drugs and many other harmful influences. However, do not let the latter considerations be your chief reason for enrolling your child; you will probably be making a mistake if you place your child in ACS for any other reason than the Bible-centered, Christian philosophy that will be taught and demonstrated at every opportunity.

The following was adopted as the school's official statement of philosophy when the school was begun:

We, the membership of the Palm Springs Drive Baptist Church and the administration and staff of the Altamonte Christian School, are mindful of God's Will that children be taught the content and practical applications of His Word in every aspect of learning and in every activity of life (Deuteronomy 6:4-9). We firmly believe that a Christian school is essential to the successful completion of these child-training responsibilities. It is this school's purpose to establish and carry on an educational institution where students may obtain a sound, Christ-centered education, one which allows children to know that God is the central source of all knowledge, attitudes, and skills. It is the further purpose of this school to lead children under the guidance and power of the Holy Spirit to be "born again" (John 3) through a personal faith in the Lord Jesus Christ and to know that their highest goal, producing the greatest joy in life, is to conform their wills to His.

HISTORY OF OUR SCHOOL

Pastor L. W. Carlson is the founder of Altamonte Christian School. Upon accepting the pastorate of the Palm Springs Drive Baptist Church in 1966, he established the school with a five-year old kindergarten program. He was its first teacher, displaying from the beginning his strong conviction for the need of providing Godly, Biblical Christian education for Christian families. In 1971, the school was expanded to K4 through grade three, using the single church building on the south side of the property, which today houses the administrative offices, library, church nursery, and Aftercare room. The 1972-73 school year marked the beginning of a major expansion effort when the second building was erected which provided for the addition of grades four through nine. A full-time principal was hired at this time, Mr. Don Epps, who served for a total of eight years. By the fall of 1973, the gymnasium was completed to provide, not only for physical education and an athletic program, but also for the addition of grade ten and the separation of grades seven through ten into a traditional departmentalized secondary school. Today it contains eight classrooms, a high school science lab, a kitchen, and boys' and girls' locker rooms in addition to the gym itself. By 1974 the church auditorium was completed which accommodated elementary and secondary chapels. Grade eleven was added this year. Finally, with the 1975-76 year, the high school was completed and witnessed its first graduating class.

With the 1988-89 school year, came the beginning of a major remodeling project that began with the gym building and included carpeting in all classrooms and a beautiful new hardwood parquet gym floor. Improvements have continued each year including new student lockers, A/C and heating for the gym, relocation of the elementary playground to a shaded area with the addition of new equipment and outside basketball courts, and landscaping. With the 2007 school year came the addition of a facilities fee to be used toward capital improvements. The first project undertaken was the restrooms in the gym building. They were completely gutted, the area redesigned, new fixtures, tile, and showers added making a beautiful facility the end result.

In the fall of 1998, some progress was made in the area of technology. In our computer lab, the number of computer workstations was increased to 25, and internet access was secured to make online research possible. In the summer of 2000, the computer room was moved from the secondary building to a newly designed lab in the elementary building. Computer classes were added for the elementary grades in the fall of 2000. By January, 2015, ten of the classrooms were equipped with interactive Star Boards, and several others with document cameras. Additional technology continues to be integrated by our faculty. The PTF was able to purchase a classroom set of computers and a portable charging station which allows for the teachers to have computers for each student when working on class projects. In 2019, the administration made the decision to eliminate the computer lab and to use mobile technology (laptops) for computer class and classroom projects. Each elementary classroom was also equipped with a minimum of two desktop computers. Secondary classes will have full use of a second set of laptops for research and Florida Virtual School courses. The future technology plan will include a new computer lab when ACS constructs their new building in 2020.

Altamonte Christian School is operated as a ministry of the Palm Springs Drive Baptist Church and is financially self-supporting through tuition and fees. The pastor of the church also serves as the director of the school. After thirty-eight years of faithful service, Pastor Carlson retired in December, 2004. His oldest son, Scott, accepted the call to leadership and now serves as the pastor of the church and thus, Director of the school. This title of this role was changed to Executive Director in 2018. Mr. Gale Callaghan served as the school's third principal from 1981 to 1998. The 1998 school year saw the formation of an Administrative Team.

Mrs. Johnette Barton, on staff since 1971, served as the Assistant Director, but retired in 2017. Mrs. Denille Brownlee took over that role in June 2017. In 2018, the title of that role was changed to Director of School. Dr. Sharon Nix served as the Academic Principal and served as the College Advisor for high school students until the spring of 2018. Upon her retirement, Mrs. Pam Piorkowski took on the role of Academic Principal. This title was changed to Director of Academics in 2018. Mrs. Julie Thomas took on the role of Guidance Counselor in the summer of 2018. Mr. Richard Smith is the Dean of Students, and Mrs. Dara Polino is the Director of Admissions and Operations.

STATEMENT OF DOCTRINAL FAITH

Below is an abbreviated version of the Articles of Faith of Palm Springs Drive Baptist Church. A complete version is available upon request.

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose in the ages.
Psa. 19:7-11, 119:89,105, 130,160; Prov. 30:5-6; Isa. 8:20; Luke 16:31, 24:25-27, 44-45; John 5:39, 45-47, 12:48, 17:17; Acts 1:16, 28:25; Rom. 3:4, 15:4; Eph. 6:17; II Tim. 3:16-17; I Pet. 1:23; II Pet.1:19-21; Rev. 22:19
2. We believe in God the Father, God the Son, and God the Holy Spirit.
Gen. 17:1; Ex. 15:11, 20:2-3; Psa. 83:18, 90:2, 147:5; Jer. 10:10; Matt. 28:19; Mark 12:30; John 4:24, 10:30, 15:26, 17:5; Acts 5:3-4; Rom. 11:33; I Cor. 2:10-11, 8:6, 12:4-6; Eph. 2:18; Phil. 2:5-6; I Tim. 1:17; I John 5:7; Rev. 4:11
3. We believe in the Deity and Virgin Birth of Jesus Christ.
Gen. 3:15; Psa. 2:7; Isa. 7:14; Matt. 1:18-25; Mark 1:1; Luke 1:35; John 1:14; I Cor. 15:47; Gal. 4:4; I John 5:20
4. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith in Jesus Christ.
Isa. 53:4-7, 11, 12; Matt. 18:11; John 3:16, 10:18; Acts 15:11; Rom. 3:24-25; I Cor. 15:3, 20; II Cor. 5:21; Gal. 1:4; Eph. 2:8; Phil 2:7-8; Heb. 2:14, 7:25, 9:12-15, 12:2; I Pet. 2:24; I John 2:2, 3:18, 4:10
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
Isa. 53:11; Hab. 2:4; Zech. 13:1; Acts 13:39; Rom. 1:17, 4:1, , 5:1,9, 8:1; Gal. 3:11; Titus 3:5-7; Heb. 10:38
6. We believe in the visible, personal, pre-tribulational and pre-millennial return of Jesus Christ.
Psa. 72:8; Isa. 11:4-5; Matt. 28:6-7; Mark 16:6, 19; Luke 1:32, 24:2, 4-6, 39, 51; John 20:27; Acts 1:9, 11; I Cor. 15:4, 25, 42-44, 51-53; Phil. 4:20-21; I Thess. 4:17; I Tim. 2:5; Heb. 2:17, 8:1,6, 9:28, 12:2; I John 2:1; Rev. 3:21, 20:1-4, 6
7. We believe in the everlasting conscious blessedness of the saved (heaven) and the everlasting conscious punishment of the lost (hell).
Gen. 18:23; Prov. 11:31, 14:32; Mal. 3:18; Matt. 7:13-14, 25:34, 42; Luke 9:26, 16:25; John 8:21, 12:25; Acts 10:34-35; Rom. 1:17, 6:16-18, 23, 7:6; I Cor. 15:22; Gal. 3:10; I Pet. 1:18; I John 2:7, 29, 5:19
8. We believe that the only legitimate marriage is the joining of one man and one woman. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance.
Gen. 2:24; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9;

ABOUT OUR SCHOOL

ACCREDITATION AND AUTHORITY TO OPERATE

Altamonte Christian School operates under the authority, constitution and bylaws of Palm Springs Drive Baptist Church of Altamonte Springs, Inc. ACS is fully accredited by the FLORIDA ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (FACCS) and the NATIONAL COUNCIL FOR PRIVATE SCHOOL ACCREDITATION (NCPSA). FACCS is a member of the Florida Association of Academic Nonpublic Schools (FAANS), and is also listed in the Florida Educational Directory. Comprehensive re-evaluation for this accreditation is done every five years. Health and safety standard checks are done annually.

As a result, qualified students have had no difficulty in admission to state or private universities in or outside of Florida. Further, national achievement tests and college entrance exams like the ACT and SAT back up a student's GPA record and, along with a transcript of courses taken, tell a college virtually all it needs to know for admissions purposes. Following is a list of colleges and universities, public and private, where our students have been accepted, have attended, and from which they graduated.

Arizona State University ... University of Auburn ... Baptist Bible College ... Berry University ... Bob Jones University ... Boston College ... Bryan College ... Clearwater Christian College (prior to closing) ... Columbia University...Daytona State College ... Duke University ... Embry-Riddle ... Emory University ... Flagler College ... Florida Atlantic University ... Florida Gulf Coast University ... Florida Southern College ... Florida State University ... Grace College ... Grand Canyon University...Harvard University ... Johns Hopkins University... Lee College ... LeTourneau University ...Liberty University ... Maranatha Baptist Bible College ... Northwestern University... Oral Roberts University ... Palm Beach Atlantic University ... Pensacola Christian College ... Piedmont College ... Ringling School of Art and Design ... Rollins College ... Seminole State College ... Southeastern University ... Stetson University ...Toccoa Falls College ... Trinity Baptist College... Union University ... University of Alabama ... University of Central Florida ... University of Florida ... University of North Florida ... University of South Florida... Valencia State College ... Wheaton University ... Wesleyan College

An average of 90% of graduates during the last decade has continued higher education degrees at post-secondary institutions with many receiving the Florida Bright Futures and other scholarships. From information provided by graduates, we compiled a list of occupations which includes several in full-time ministry, many in the field of education including a college professor, a Rhodes Scholar with a PHD in chemistry, veterinarians, engineers, medical professionals including doctors, nurses, radiologists and psychologists, successful bankers, IT professionals and business people.

ADMISSIONS POLICY

Altamonte Christian School does not discriminate on the basis of race, color, nationality, or ethnic origin in regard to either employment practices or student admission.

All new students applying for admission are screened through various means. We review academic records and previous achievement test scores. If a student has an IEP or 504 plan the academic department reviews each carefully to determine if the school is able to assist the needs of the individual student. Students entering grades K5-12 are given an entrance exam to determine if they are ready for the demands of our curriculum. We are a traditional school which is growing by adding one class in each grade level per year. We remain focused on preparing our students to continue their education beyond high school. We are not staffed to meet all needs.

Minor accommodations may be given to students with proper documentation such as a 504 plan or an individualized educational plan (IEP). ACS does require that all students be able to function within the classroom. In August of 2019, ACS added a teacher who is certified in ESE to provide a limited amount of academic support for the classroom teacher and students with exceptionalities.

Students entering grades 1-12 are required to have a recommendation from their previous school. By the very nature of our operation, we are not a behavioral problem/drug/alcohol rehab center, military academy, or reform school. We function as a Christian school, geared to serving the basic spiritual, social, and academic needs of young people and are not, as a result, we are not equipped to provide specialized training for all students. Only a brief period of tolerance and patience will be afforded the student (or parent, for that matter) who has "difficulty" with the Statement of Cooperation he has signed, and who begins, at the outset, to manifest poor behavior or a poor attitude. Indeed, as a matter of long-standing policy, we enroll very few students with past notable discipline problems, and then only those who, by personal testimony and recommendation from others, give evidence of real improvement of any past problems. Admitted on disciplinary probation, they have one quarter (barring any serious problems before this time) to prove quickly that they mean business and will use the "break" as a second-chance opportunity for a clean-slate toward being responsible students.

Please note that all students are accepted on a probationary basis. The school reserves the right to dismiss any student who does not cooperate with the educational process or whose attitudes and actions are not in harmony with the spiritual atmosphere nurtured here. Students may also be asked to withdraw or not be allowed to re-enroll based upon what is deemed to be an excessive uncooperative or unsupportive attitude by their parent or guardian.

ENROLLMENT PROCEDURES

An application form should be completed online and submitted with all necessary attachments (copy of the student's most recent report card and results of the most recent achievement test). High school students will also need to submit a copy of their official transcript showing credits earned. Students entering grades 6-12 should complete the spiritual assessment form (a student self-analysis) to be submitted with the application. A recommendation form (students entering grades 1-12) should be given to the student's current school. The application/testing fee will be paid online at this time.

You will be notified when there is a vacancy for your child and a testing date will be assigned. When entrance testing is completed, the results will be discussed and a determination will be made regarding the acceptance of the student. If everything looks favorable, including the recommendation from the previous school, you will have ten days to make your decision to attend and pay the necessary fees.

RE-ENROLLMENT PROCEDURES

The month of January is the time to re-enroll for the upcoming school year. A special re-enrollment fee is available for this a short season and will last until the date of our Open House/Scholastic Showcase, which will save you money if students are enrolled at this time. Open enrollment for new families begins shortly after the Open House. Re-enroll in January to save you money and to be assured of space. January is also the time to enroll siblings of current students.

WITHDRAWING A STUDENT

Withdrawals from school must be initiated and processed through the school office. If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. No grades or records will be released on the same day a student withdraws. All official records are exchanged between schools. Parents do not act as carriers to the accepting school. At the time of withdrawal, you will be asked to complete a short EXIT SURVEY for the purpose of school improvement. It is beneficial to us to understand the reason behind the withdrawal and your cooperation in this matter will be greatly appreciated.

CLASS SIZE LIMITS

At the preschool level the teacher to student ratio is 1:8 (K3) and 1:11 (VPK), at the kindergarten level, the class size is limited to 20 students. All other classes have a limit of 25 (1-5) and 28-30 (6-12) students. In elementary school, there is a teacher assistant that is available to teachers at recess and lunch times during the day.

FACULTY AND STAFF

The pastor of Palm Springs Drive Baptist Church serves as the Executive Director of Altamonte Christian School (Pastor Scott Carlson). His liaison to the school in charge of the overall, daily operation is the Director (Mrs. Brownlee). Other members of the administrative team include the Director of Academics (Mrs. Pam Piorkowski) – in charge of curriculum, overseeing of faculty, and academic counseling and progress, the Guidance Counselor (Mrs. Thomas) is in charge of academic progress of the student body (monitoring credits earned, community service hours, oversight of FLVS, AP Courses, and information for the Bright Futures Scholarship program); and the Dean of students (Mr. Smith) – in charge of behavior/discipline issues. The Director of Admissions and Operations (Mrs. Polino) manages all office functions, operational staff members, and student records and enrollment.

We realize that the key to a successful Christian School is its staff. All of our teachers are born-again Christians who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). Usually, the teaching staff consists of about 27 full and part-time teachers. The tenure of the faculty is excellent with 35% of them being consistently involved at ACS for ten or more years. Our teachers must have a minimum of an earned BA or BS degree, and seek certification through the Florida Association of Christian Colleges and Schools (FACCS). At present time, approximately 35% of our faculty members have earned advanced degrees.

The basic consideration in the assignment of professional personnel is the enhancement of the program of instruction. It is policy that instructional personnel are assigned on the basis of their qualifications, the needs of the school, and their expressed desires. All employees working with K-12th grade students undergo a Level 2 background/fingerprint check and drug and alcohol screening prior to being hired. Preschool teachers and staff undergo a Level 2 background check through the DCF Clearinghouse.

SCHOOL WEBSITE AND E-MAIL ACCOUNTS

www.altamontechristianschool.org

You will want to add the school website to your “favorites” list for easy access. You will find a wealth of information at the site including the complete Parent-Student Handbook, the ACS Writing Guide, important information for juniors and seniors, the school calendar, and more. In addition, WEEKLY UPDATES are sent via email from the assistant director to keep you informed of upcoming activities, events, and projects. All members of the faculty have e-mail accounts for easy access and this information is on the site.

THE SCHOOL DAY

School begins at 8:30 for grades K3-K4 and 8:15 for grades K-12. Dismissal for the elementary division, Kindergarten through grade 5, is 3:15, Monday through Thursday and 2:15 on Friday. Dismissal for the secondary division, grades 6-12, is 3:30, Monday through Thursday and 2:30 on Friday. The gym opens at 7:30 with adult supervision for students who need to arrive early; there is no charge for early arrival (K-12). Classrooms open at 8:00 for grades K-12 and 8:15 for grades K3-K4. Secondary student classrooms open at 8:10. Students arriving after 8:15 will be marked tardy. After Care is available for students in the preschool and elementary divisions until 6:00 p.m. There is an overflow classroom with supervision for secondary students from 3:45 until 6:00 p.m. There is a fee for both services (Aftercare \$5.00 an hour and Overflow is \$3.00 an hour).

The school day, as well as Chapels and Assemblies, begin with pledges to the American flag, the Christian flag, the Bible, and prayer.

THE SCHOOL YEAR

The school year contains between 180 days divided into two semesters, each of which consists of two quarters. Each secondary course is a total of 150 hours, matching the State DOE requirement. We usually begin the school year mid-August and end the year in late May. We use a "compressed" calendar. Few staff workdays and not all Federal holidays are always observed. Standard vacation breaks are about the same as those for both Seminole and Orange Counties (Labor Day, five days at Thanksgiving, about two weeks at Christmas, and a full week for Spring Break). Calendars are distributed prior to the opening of the school year and can also be found on the website.

ACADEMICS

ACCESS TO STUDENT RECORDS

Parents do have the right to view their child’s cumulative records. These records are kept on file in the office throughout the enrollment of the student. Records may be viewed in the office only and may not be removed by a parent. Arrangements to view your child’s records may be made through the academic principal or the administrative assistant.

ACHIEVEMENT TESTING

All students in grades K5-12 take a nationally standardized test in March or April of every year. The results of this test are forwarded to the parent of students who took the test. The school-wide results are maintained in the office and are available for parents to view. The academic director and faculty review the results to determine if any weaknesses exist wherein the curriculum should be supplemented. Typically, our students score above the national norms on this standardized test. In addition, students in grades 3, 5, 7, and 10 take The Otis-Lennon School Ability Test which measures an individual's "student ability index."

BIBLE

All students, K-12, will have a daily Bible class and attend a weekly Chapel service where they will learn basic Bible truths and have the opportunity for memorizing scripture. The King James Version is the Bible version for all classroom teaching and memorization (for continuity).

Additionally, focus is given to Christian character traits designed to encourage students school-wide to be Christ-like in every aspect of life.

COMPUTER POLICIES

INTERNET POLICY

Computer use and Internet access is provided to students to enhance their educational opportunities, in a manner consistent with the mission of Altamonte Christian School. Computer and Internet access may be used only for school-related purposes. As a condition to using the network, students must acknowledge their understanding and acceptance of the ACS computer use policy, and are expected to use the system in an ethical, responsible, and legal manner. The network includes, but is not limited to, Internet access and network storage. The use of computers and computer networks is a privilege, not a right. Many laws pertain to Internet use, regarding copyright infringement, harassment, slander and obscenity. Violations of the rules described in this policy will be dealt with in a serious manner. School personnel and administrators will deem what is inappropriate use, and violators will be subject to applicable consequences. ACS will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. Our network's content is filtered using Sonic Wall, used by thousands of schools around the world. However, there is no absolute guarantee inappropriate material will not be accessed, either by accident or deliberately. ACS reserves the right to examine all data stored in machines involved in the Internet link to make sure that all users are in compliance with these regulations. With supervision and responsible use, we believe the Internet can be used to greatly benefit students.

Students are expected to abide by the following rules when using the ACS computer network.

- Computers are for school-related use only.
- Sit in your assigned seat.
- Internet usage is only for teacher-directed activities. When in doubt, ask!
- **Never** give out any personal information.

- Instant Messaging and any other form of chat are forbidden.
- Email is forbidden. (The only exception is for FLVS students in communicating with their FLVS instructor.)
- Always keep a Christian demeanor while using the Internet.
- Do not click on any website that is questionable.
- If you accidentally come across a questionable site, turn off your monitor, and tell your teacher immediately.
- Only use search engines for school-related searches.
- No games, other than approved educational games, will be played.
- Never download software or files without your teacher's permission.
- Do not share your password with other students.
- Do not change any settings, including your desktop.
- No external drives be used on school computers.
- No food or drinks are allowed when using a school computer or laptop, even after hours.
- Only print when the teacher directs you to do so.
- Do not plagiarize.
- Don't humiliate, discriminate against, harass or bully others in your communications from school or home computer systems. This could lead to your immediate expulsion.
- When the lab is open after school, it is for the purpose of doing school-assigned work.

All students will spend time on a computer throughout the school year. We continue to upgrade our systems, add software, and integrate technology into the classrooms. We have an ongoing program of computer education beginning in kindergarten and continuing through grade 8. High school electives in the technology area are an option; students taking courses through the Florida Virtual School access that program via laptops; and our yearbook staff produces our annual using publishing software. Internet access is granted to students as part of the scope of our curriculum. Therefore, the school reserves the right to monitor all traffic on the network. **No right to privacy is associated with any electronic record on any ministry equipment.**

PERSONAL DEVICES IN THE CLASSROOM

Secondary students are permitted to bring their laptop computers and tablets (referred to as "device" in the guidelines) for usage in the classrooms (this does include smart phones). Students who take advantage of this privilege are expected to abide by the same policies stated above, in addition to the following:

- All devices must be approved and set up by our computer administrator prior to use on campus.
- Students must use battery power, however, with teacher permission, students may charge their devices.
- Device users may be assigned a seat where the screen can be monitored by the teacher.
- Devices are to be used for note taking during lectures. Therefore, no other screens should be open and the internet may not be accessed.
- Students may not leave the device unattended.
- Students are fully responsible for the security and safety of their device. The school accepts no responsibility for loss or damage to student computers.

- Teachers may request at any time that a student not use the device when the class assignment includes copying charts or other drawings, or it is an assignment that must be turned in at the end of the class period. All printing must be done at home.
- Upon request, a student will instantly cease using the device (hands-off) and make it available for inspection.
- Tablets must remain in a horizontal (flat) position at all times.
- No student will take actions to intentionally attempt to bypass the web content filtering system.

Disregard for device and internet usage guidelines will result in the loss of the privilege of computer access on campus along with other disciplinary actions deemed appropriate.

CURRICULUM

ACS stresses academic excellence and offers a traditional college prep curriculum. The curriculum that has evolved is made up mostly of the A Beka and the BJU Press curricula. The A Beka Book Publications is the publishing arm of the Pensacola Christian School and College. This school was a pioneer in the modern Christian education movement. It soon became a model for Christian schools in America, and its staff began to produce textbooks and other curriculum materials. The A Beka approach was, first and foremost, to produce a curriculum that was supportive of the Bible and did not promote ideas or values contrary to God's written revelation to man. Secondly, it was traditional in structure and methods and emphasized memorization and drill of the academic basics, including the importance of reading in general, and the phonics approach in particular. We use this A Beka curriculum almost exclusively in our kindergarten, first, and second grade programs, along with some supplementary materials. The BJU Press science, math, and history curriculums are used in the first through fifth grades. Third through fifth grade curriculum is BJU Press to increase critical thinking and Biblical worldview.

In the secondary program, we make use of much of the BJU Press curriculum, developed by the faculty of Bob Jones Academy and University and published by BJU Press. This curriculum was first developed at the secondary level and is outstanding in both its academic rigor and treatment of the natural and social sciences from the Christian perspective. The AP English and college prep English curriculums consists of BJU Press and AP approved supplemental literature books, as well as many of the classics. Secular publishers are used in the secondary math classes, and in a few subject areas where alternatives are as yet unavailable from Christian publishers.



HIGH SCHOOL COURSES

ACS strives to provide a variety of quality high school courses, which include the following:

LANGUAGE ARTS:

AP LANGUAGE AND COMPOSITION AND AP LITERATURE
 ENGLISH HONORS I - II (integrated grammar, vocabulary, spelling, literature, and composition all four years)

BIBLE:

BIBLE I - IV (required at every grade level while attending ACS; various curricula used, all fundamental doctrinally and teach practical Biblical application; KJV Bible used for memorization and curricula compatibility.
 UNDERSTANDING THE TIMES (Senior Bible study of contemporary issues from the Christian worldview)

MATHEMATICS: Honors courses available for Alg I, II and Geometry.

- 7th grade: PRE-ALGEBRA
8th/9th grade: ALGEBRA I
10th grade: GEOMETRY
11th grade: ALGEBRA II/MATH FOR COLLEGE READINESS/
DE COLLEGE ALGEBRA/ DE PRECALCULUS
12th grade: DE COLLEGE ALGEBRA/PRE-CALCULUS or MATH FOR
COLLEGE READINESS CALCULUS



SCIENCE: The following sequence is also standard for grades nine and ten and is very difficult to change in our school to accommodate transfers. Honors courses available.

- 9th grade: PHYSICAL SCIENCE (basic survey of physics and chemistry)
10th grade: BIOLOGY I (lab course)
11th grade: CHEMISTRY I (lab course)
12th grade: AP ENVIRONMENTAL SCIENCE



SOCIAL SCIENCE:

- 9th grade: AP HUMAN GEOGRAPHY
10th grade: WORLD HISTORY HONORS
11th grade: AP UNITED STATES HISTORY
12th grade: AP AMERICAN GOVERNMENT (one semester)
ECONOMICS HONORS (one semester)



9th - 12th grades: CHOICES INCLUDE BUT ARE NOT LIMITED TO:
PSYCHOLOGY I, SOCIOLOGY, WOMEN'S STUDIES. Elective
choices change from year to year depending on the needs of our
students.

FOREIGN LANGUAGE:

- 10th grade: SPANISH I
11th grade: SPANISH II,
12th grade: SPANISH III (available on demand and per availability of staff);
Note: Two consecutive years of the same foreign language is a state
requirement for admission to Florida universities and colleges, and
to qualify for the Bright Futures Scholarships, but not for high
school graduation; required for ACS graduation unless waiver is
requested by parents, to be done by the end of the first week of the
school year).

FINE ARTS:

- 9th - 12th grades: Offered on a rotating basis and per availability of staff.
SPEECH
ART
MUSIC THEATER
MUSIC
TECH

PHYSICAL EDUCATION / HEALTH:

- 9th grade: H.O.P.E. (Health Opportunities through Physical Education)

OTHER ELECTIVES:

9th – 12th grades:

DIGITAL DESIGN I-IV (by permission of yearbook staff sponsor;
year-long course; practical art)

HUMANITIES SURVEY (one semester)

DE COLLEGE SUCCESS (one semester=3 college credits)

DE STEWARDSHIP (one semester=3 college credits)

DE LEADERSHIP SKILLS DEVELOPMENT (one semester=3
college credits)

Our students also have access to other courses, including computer, offered online through Florida Virtual School. Students must have desired course approved prior to registering. Successful completion of one online course is required for graduation.

DUAL ENROLLMENT

Students interested in Dual Enrollment must be 16 years of age or older, a junior or senior, have a 3.0 GPA. Students will be considered college students enrolled at Southeastern University. Students will receive a transcript upon course completion from SEU. Each SEU course will earn students a total of 3 credit hours which transfer to any college nationwide.

FLORIDA VIRTUAL SCHOOL

Our secondary students have access to Florida Virtual School (FLVS), an online curriculum that opens the door to various electives as well as honors and advanced placement courses **not available at ACS**. Courses may be taken via FLVS with administrative approval. The student's schedule may allow access to FLVS during the school day, but the courses may also be accessed from home. Students receiving the McKay or the Step Up for Students Scholarship are limited to taking two FLVS course selections in a given school year. Keep in mind that courses offered via FLVS are part of the public school curriculum, and are not taught from a Christian perspective. Grades and credits earned through FLVS become part of the student's official transcript, as does any class withdrawn from either passing or failing. (Students enrolled in an online course must notify the academic principal prior to withdrawing from a course.) If a student taking an FLVS course has difficulty submitting work and staying on track for timely completion of the course, that student may be denied future requests to take an online course. Beginning with the class of 2015, the completion of one online course is required for graduation.

FIELD TRIPS

Each grade level is allowed to have two field trips per semester. Teachers are instructed to plan field trips that are of educational value. Therefore, **we expect all students to participate** in school sponsored field trips. If there is a valid reason you do not want your child to be involved with a specific trip, you must ask for a waiver in the school office within one day of the information being published. The cost of the trip and transportation is based on 100% class participation. It isn't fair for the cost to go up for the other students when a last minute decision is made for a child to not participate. In that case, the student will still have to cover his portion of the trip expense. If the student is excused from the trip, usually an assignment will be given to cover the information missed on the trip. Students not attending will remain home and be counted absent for the day.

In planning a trip, teachers take into consideration the expense for the parent. We do not want any student to miss a trip because of a financial hardship. Assistance may be available through the office of the assistant director. Transportation for field trips will be by school bus or van. Parents will be provided with complete details of the trip well in advance. Parents are often needed as chaperones for field trips, especially at the elementary level. Any chaperone who has unsupervised access to students must first undergo a background check. You may contact the bookkeeping office for information and cost for this. Without a background clearance, chaperones will stay with the teacher and assist in helping with the students.

GRADES

PARENTSWEB

Altamonte Christian School uses **ParentsWeb/RenWeb** as an integral tool for our parents, students, and teachers to enhance communication between all those involved in your child's education. Parents and students will benefit by being able to view their latest grades and assignments, as well as having access to a calendar of their quiz and test dates. Parents, students, and teachers can also securely and confidentially email each other regarding class-related matters. To assist students who are absent, or just working on projects at home, teachers have the ability to post almost any type of useful information, including study notes, handouts, files and website links. All of this is done in a password-protected environment that does not jeopardize your security or personal information.

Faculty members update student grades and assignments each Friday. With this online access to your student's grades progress reports will be available and emailed to the parents each 4 ½ weeks.

GRADING SCALE

<u><i>Letter</i></u>	<u><i>Percentage</i></u>	<u><i>Points</i></u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

["Points" refer to the traditional four-point grading scale for determining GPAs (grade point averages) for colleges, honor rolls, etc.] Secondary students who take an Advanced Placement or Honors course will receive a weighted GPA for that class with an additional point added to their GPA for that course. For example if a student receives a 4.0 in an AP or Dual Enrollment course their total GPA for that course will be a 5.0. Students will receive an extra .5 added to their GPA for an Honors course.

WEIGHTED GRADING SCALE

LETTER

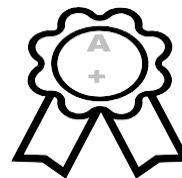
POINTS

	FOR HONORS/ LEVEL III	FOR A.P. /DE
A	4.5	5
B	3.5	4
C	2.5	3
D	1.5	2

HONOR ROLL

Honor rolls will be published for each quarter. Subjects that receive a letter grade are included in the determination for which honor roll a student may qualify. (An exception to this policy is the penmanship grade in the elementary division.)

DIRECTOR'S HONOR ROLL – STRAIGHT A's
ACADEMIC HONOR ROLL – ALL A's and B's



Students with a “U” or any grade below a “B” will not be eligible for honor rolls for that quarter.

REPORT CARDS

At both the elementary and secondary levels, REPORT CARDS are issued quarterly (about every nine weeks). You may check your school calendar for the exact dates report cards will be issued. Report cards are computer generated and available through ParentsWeb. Report cards are made available within one week of the semesters end.

SEMESTER EXAMS

At the secondary level, grades 6-12, a mid-term and semester exam is required in all subjects except those in the elective block. This exam counts as 20% of the semester average. Middle school and high school students may be exempt from the semester examination in any course in which the student has completed all course work and attained an “94” grade average for each semester, and the student has not exceeded the eight absences allowed for the semester. Students enrolled in AP and Dual Enrollment courses are required to take semester exams regardless of GPA.

VALEDICTORIAN AND SALUTATORIAN SELECTION

Valedictorian and salutarian requirements are determined by 1) enrollment at ACS for the entire junior and senior year, 2) highest/second highest weighted GPA, with consideration given to the rigor of courses taken, the core courses, and the number of quality points earned. This is

determined from fifteen quarters of high school record (i.e., GPA computed on all high school courses through the third quarter of the senior year), and 3) the behavior record of the student and his testimony before his peers.

GRADUATION REQUIREMENTS

Requirements for high school graduation include the following.

- successful completion of a minimum of 28 credits, as designated
- achievement of a cumulative grade point average of 2.0
- completion of all other applicable requirements set forth by the administration (attendance, class participation, successful completion of course work, research paper, etc.)
- a total of 50 community service hours for seniors in 2020, 75 community service hours in 2021, and 100 community service hours for seniors 2022 and following consecutive years.

Following is a SUMMARY OF STATE HIGH SCHOOL GRADUATION REQUIREMENTS in terms of **total credits**, **credits in specific categories**, and **specific classes**. Additional ACS requirements are indicated.

- 4 credits in English, with concentration in composition, reading for information, literature, grammar, and spelling;
- 4 credits in math, one must be Algebra I or equivalent; Geometry; and Algebra II.;
- 4 credits in science, two of which must have a lab component, one being Biology, and one credit in Chemistry or Physics;
- 4 credits in social studies, one must be United States history, one in world history, ½ in economics, ½ in American government; and 1 credit in geography
- 1 credit in Understanding the Times (ACS requirement for seniors);
- 1 credit in performing or practical arts
- Completion of an online course
- 1 credit in Physical Education with the integration of Health (H.O.P.E.);
- 2 credits in foreign language; (ACS requirement; satisfies the State University System admission requirement);
- Credits earned in Bible will vary; required every year in attendance at ACS;
- Credits earned in electives will vary

For the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards. A credit is earned for a single course taken for a single school year (50 minute class periods, 180 days, totaling 150 clock hours of instruction and testing). The school year is divided into TWO SEMESTERS (usually 90 days each) of two quarters each (report card periods; approximately 45 days each). Credit is assigned by the semester or HALF-CREDIT, in conformity with Seminole County policy. An average of six credits a year for the four high school years is necessary to meet the required twenty-four credits. Because our school day is longer and we offer seven class periods daily, often our students exceed the number of required credits. We will accept credits earned at other Christian, public, or established home-schooling organizations when a high school student transfers to ACS. Students who have been home-schooled may be requested to take subject proficiency exams prior to credits being accepted.

Seniors who are lacking more than one credit for graduation will not be allowed to participate in the graduation ceremony. A senior who is short one credit or less will be allowed to participate,

but the diploma will not be issued until required courses are completed during the summer immediately following the end of the senior year.

No more than a total of four classes (credits) may be failed and made up at a public school or adult high school program to count toward graduation. No more than two credits may be repeated in the same subject sequence toward the four required in English or math, and the three in science and the social sciences. Courses cannot be taken in summer school at other (non-Christian) schools to substitute for classes given here UNLESS these classes were failed or scheduling problems, which cannot be reconciled by the school, make it necessary. Permission must be obtained in advance from the administration for the latter.

Students should take the ACT or SAT during both their junior and senior years. This test is given five times a year at local high schools; information is online. The PSAT is administered at ACS on an appointed day and is required to be taken by all sophomores and juniors.

GUIDANCE SERVICES

Through the course of a child's school career, there are various types of guidance services that are beneficial. This would include academic guidance, spiritual counseling, how to deal with learning problems that exist, having someone to confide in that you can trust, and the list continues. It is not financially possible to employ full-time counselors that could meet the various needs of all of our students. However, we are here to partner with our families to be sure the needs are being met. In order to accomplish this, referrals may be suggested to assist families and to connect them to a professional in our community. Parents are often directed to licensed counselors (for trust issues), psychologists or businesses that conduct psychological testing, references regarding occupational therapy, tutoring, grief counselors, and more.

Spiritual counseling is available through our pastoral staff. Parents may call the office to arrange for an appointment. Students may tell their teacher they would like to talk to one of the pastors, or they can come to the office to set an appointment.

Psychological testing is usually handled on a referral basis as mentioned above. If a teacher detects that a student's academic challenges may be an indication of an underlying problem, the teacher first notifies the academic director. The academic director will make arrangements to observe the student, review records, and then consult with parents as to the next recommended step.

College and career counseling is handled through the office of the Director of Guidance. The cumulative records of high school students are reviewed annually, usually at the time of course selection for the upcoming year. This process helps keep students on target for graduation. Students in grades 8, 9, 10, 11 take the PSAT in October. The results of this test are used to help students identify areas that need attention before taking the SAT or the ACT. Once a student (Juniors and Seniors) has registered and taken either of the college entrance exams, that student has access to online assistance and information by using their access code which is listed on their score results form. A Senior Timeline is distributed to the twelfth graders and it is discussed thoroughly. The guidance counselor has information on college entrance testing, requirements for the Bright Futures Scholarship, and links to various websites regarding financial aid. The guidance counselor distributes a timeline to eleventh grade students and helps them to plan accordingly. The students

or parents may set an appointment with the guidance counselor to discuss academic or college issues.

The guidance counselor will share online information and websites for local and out of state colleges as well resources for scholarships. Additionally, the students can find information on the ACT and the SAT online.

Additionally, each year the junior class completes the ASVAB (Armed Services Vocational Ability Battery) which is administered on the ACS campus. The results are discussed which give the students insight to certain career options.

HELP CLASSES AND TUTORING

Every teacher offers a weekly help class either before or after school. This time is set aside to give extra help to those struggling or needing extra review to prepare for a test. Once established, the designated day and time will be made known to the students and parents. A teacher may require a student's attendance to the class. Many of our teachers are available for extra help sessions in addition to the scheduled help class.

Often a student may need more assistance than a weekly help class, and tutoring may be required. Various avenues are available to accomplish this, including resources outside of the school. Some of our faculty members tutor and may be available for hire. We also have capable students who enjoy tutoring underclassmen. These students will receive community service hours as compensation. If you are interested in tutoring services, first contact the academic director.

HOMEWORK POLICY

Homework is assigned to reinforce classroom learning. At the secondary level, incomplete or late homework automatically means lowering the assignment grade. Homework is not given on Wednesdays, and no major tests or quizzes are scheduled on Thursdays (except during semester exams) in order to encourage attendance to mid-week service at your church. At the elementary level, pre-tests may be given on Thursday. Thirdly, in lower elementary (grades K5-2), homework will normally be less than an hour. It is aimed not to exceed an hour or two per evening for the average student in upper elementary (grades 3-5) nor two to three hours per night for the average student in secondary (grades 6-12). In the event of excused absences, as many days will be given to make up homework as were missed. If a test is scheduled on the (first) day of an absence, the **student will be expected to make up the test upon returning**. For tests/homework given during a prolonged absence, the academic director will give a specified amount of time for review and make-up. Tests or quizzes not made up on time and assignments not turned in on time may result in the student receiving a zero.

A teacher will immediately assign a zero for any missed homework in RenWeb 1 as a placeholder until the student turns it in, or a zero is warranted. AP and Dual Enrollment courses are college level and will hold a higher expectation. If a student misses a homework assignment or has an incomplete assignment 3 times, in any given quarter, the teacher will contact the parent by phone. On the 4th offense of missing or incomplete work (defined by the teacher in their syllabus) the student will meet with the Dean of Students. After the 5th time of missing or incomplete work, the student will receive a detention and pay the fine. Thereafter a detention will be issued for each

missing or incomplete assignment. *Students should be working on homework during their detentions.

If a student has an excused absence, they have as many days as they are absent to turn in the work. This works fine if the student was out one or two days. However, if they were out three to seven days, please send the student to the office to see Mrs. Brownlee or Mrs. Piorowski. They will determine if extra time should be granted and place the student on a specific schedule. A teacher may not grant extra days for homework or for test taking. If you believe an extension should be given, discuss the situation with administration.

It is the student's responsibility to complete makeup work in the timely fashion required by ACS. Any work that was assigned before the student's absence will be due upon the student's return to class, without exception. Homework that was missed will be posted on RenWeb and in the classroom. The student is responsible to ask the teacher what classwork was missed. The teacher reserves the right to give an alternative classwork assignment to replace one that the student may have missed.

TEST MAKE-UP POLICY

Test or quiz make-up sessions are scheduled Tuesday through Friday as follows: Monday, Wednesday, Thursday afternoons at 3:45, and Fridays at 2:45. Students should report to the elementary building, room E106. Enter through the back door of the building*. There is no test make-up on Mondays due to scheduled teacher's meetings.

1. You will be allowed 50 minutes for the test/quiz unless otherwise specified on the exam by the teacher. You must arrive 3:45. The test room will close at 4:30 in the afternoons. Students may take one test or two quizzes per session. Late arrivals will not be allowed to enter, even if they think they can get it done; we must allow the full length of class time to avoid a problem if the student doesn't finish as quickly as anticipated.
2. You will be expected to begin the exam as soon as everyone is called to order and the proctor can distribute materials. Come prepared to test with all study completed prior to arriving.
3. If you have an assigned detention on Wednesday and you also must report for test make-up, reschedule the detention through the office. **TEST MAKE-UP TAKES PRIORITY**, but you must make proper arrangements in advance to avoid problems.
4. As with homework, if you are absent one day, you have one day to make up the test. Please note: If you are at school Monday and Tuesday, for example, and a test is scheduled for Wednesday, but you are absent for one day on Wednesday, you need to take the test on the day you return, in this case, Thursday morning. However, if you are at school Monday and Tuesday, and absent on Wednesday and Thursday and the teacher announces on Wednesday that a quiz will be given on Friday, and you come back to school on Friday, you will not be expected to take the quiz then. You will have until Tuesday (the next test make-up day) to take it. If a student is absent for four days, he must be finished with ALL of the tests/quizzes within four days. Use your time wisely and do not wait until day three and expect to finish everything on time.

If a student is out on a pre-arranged absence, you must make up one test or quiz each day starting with the day you return. In the case of an extended absence, one week or longer, students should meet with the academic director to determine a schedule for making up the work missed which will help the student to not be overwhelmed.

5. If you do not report at the next designated test make-up, your grade will be docked by 15 points; if you miss the next scheduled session, your grade will be docked by 30 points; and after that, you will receive a zero on the test or quiz. It is the student's responsibility to get missed assignments from the teacher – do not use the excuse, "I DIDN'T KNOW I HAD A TEST TO MAKE UP."
6. If you arrive late to school because of illness or appointment and missed a test, report to the office at 3:30 that same day to take the test before going home. It is your responsibility to let the teacher know you arrived late and to ask him to be sure the test is in the make-up folder in the office by the end of the school day so you can take the test on time.

You do not have an unlimited number of days to make up a missed test or quiz. If you forget about it or do not have special waiver from the academic director, you will receive the grade reduction or a “0,” whichever applies. This is only fair to the other students who had to take the test on time with no extra study days.

*The test make-up location may change. If so, the location will be announced at the beginning of the school year. The policy will not change without official written notice.

HONOR SOCIETIES

Altamonte Christian School encourages academic excellence because we believe in developing one's God-given talents in all honorable areas of life. Two national organizations that promote the recognition of scholastically deserving students are the NATIONAL HONOR SOCIETY for those in grades 10 through 12 and the NATIONAL JUNIOR HONOR SOCIETY for those in grades 6 through 9. The faculty selects students for membership based on the standards of the society regarding service, leadership, and character. In addition, students are required to have a minimum cumulative GPA of 3.30 and to have attended the school for at least one semester. If a member falls below a cumulative 3.30 for any semester, he will be placed on probation. Once on academic probation, if the student's cumulative GPA remains below 3.30 for the next semester, the student may be dismissed. Students may also be placed on probation for serious or chronic behavior problems or for a lack of service hours. This type of probation will be reviewed at the end of the next semester to determine if the probation should be removed or if the student should be dismissed. Prior to dismissal for any reason, the student will have the opportunity to appear before the Faculty Council to request reconsideration if unusual circumstances have caused the decline. Once a member is dismissed from the NHS, that member can never be reinstated (national rules). If a member of either organization must transfer to a different school, the membership, if in good standing, may be transferred although students may need to meet the new school qualifications. However, any funds in the organization's account earned from sponsored fundraisers will remain in the organization's account.

PLAGIARISM POLICY

Writing and research is an integral part of the curriculum at Altamonte Christian School. It is important that students learn to express their thoughts and document their research. ACS has a Research Computer Class where sixth and seventh grade students write a small MLA research paper to help in the understanding of locating and citing sources. The eighth through twelfth grade English teachers will assign a required research paper and will fully explain the format of a MLA research paper, along with the need to carefully cite any idea or expression which was obtained from another source. Credit must be given to **paraphrased material as well as direct quotes, both within the body of the paper and in the Works Cited page of the research paper.** Citations must be given for paraphrases, as well as short or long quotes and phrases.

Every effort should be made to give credit to the author of all original ideas or thoughts. For this reason, it is imperative that students follow the detailed guideline given through classroom instruction. There is a difference from a student who inappropriately cites a source versus a student

who does not attempt to cite a source. A general rule of thumb is to remember that if one did not know the detailed information before writing the paper, then it must be cited. Failure to give credit to the author of the original idea or thought is considered plagiarism and will result in immediate disciplinary action which can include suspension.

When a student turns in all of the preliminary parts of the research paper on the proper due dates such as the reference lists, rough drafts, and citation page, the teacher is able to help guide the student if there is any misunderstanding about how to cite the information. Before the final research paper is completed, the teacher has already read enough essays and work from the individual student to know the student's particular style of writing and attention to detail. Therefore, when a paper is turned in that produces a radical change in the style of writing due to copying of phrases or sections from another source, the teacher immediately notices the variances. If plagiarism is suspected, the paper will be evaluated through internet sources. Therefore, please keep all teacher generated forms and carefully follow the classroom instructions. By understanding and abiding by the rules, each student will find success in writing a quality research paper.

Secondary students will be asked to sign the following statement in their English class; and it is understood that the agreement is valid for all subjects in matters of research.

I understand the need to cite all sources and follow the MLA rules. I verify that I have not plagiarized, in any way, and have documented all of my sources. If I plagiarize within the paper I will receive a zero and receive disciplinary action.

PROMOTION POLICY

At the **elementary level**, promotion to the next grade will be determined by the yearly average based on the four quarterly grades. If summer tutoring is required, promotion will be withheld until that tutoring has been successfully completed, and it is determined that the student is ready for the next grade level.

At the **middle school level**, promotion to the next grade will be determined by the yearly average based on the two semester grades. Students must have an overall "C" average to be promoted. A cumulative semester exam is required in all core subjects. The semester exam counts as 20% of the semester average. If summer tutoring is required, promotion will be withheld until that tutoring has been successfully completed.

At the **high school level**, students must earn six credits per year to move to the next grade level. A cumulative semester exam is required in all core subjects which will count as 20% of the semester average. In order to graduate, students must have the required number of credits in the specified areas and an overall GPA of 2.0 or higher.

In the secondary division, completion of all other applicable requirements set forth by the administration (attendance, class participation, successful completion of course work, including any research papers, etc.) is also required for promotion.

RETENTION AND SUMMER SCHOOL POLICY

In our **ELEMENTARY** and **MIDDLE SCHOOL** divisions, failure of two or more subjects will almost always result in retention. A failing grade for the year (elementary) or semester (middle school) in one subject will require remedial summer school or forty hours of private tutoring in the subject in order for promotion to the next grade.

TUTORS used to meet the above requirements for failed subjects or for remedial work may include, as per State guidelines for home schooling, parents who are not college graduates. However, strict guidelines must be met. Complete guidelines are available in the office. If a student retakes a course that was failed, the original failing grade and the summer school grade will be averaged on the report card or transcript. At the end of each school year, a list of ACS teachers and others who will be available as tutors for the summer can be obtained from the office. You may contact them directly for scheduling and cost

In **HIGH SCHOOL**, any failed course that is a graduation requirement must be re-taken during the summer during the ACS Summer School usually scheduled for the first 2 weeks of June. There is a fee of \$125 for each one week course.

STUDENT PLANNERS

All students in first through eighth grades are issued an **AGENDA**. This student planner is an important learning tool. Elementary students are required to list daily homework assignments and have it signed by a parent. Secondary students are encouraged to use this planner, but a daily signature is not required. In both divisions, teachers use this as a means to communicate information to parents. Secondary students use their agenda during the school day as a pass to use the restroom, visit a teacher, or the school office.

TRANSFER OF CREDITS

Credits earned in our high school, though recognized by the state, will not be equally accepted by local school boards. When transferring to a public school from a private school, from out of state, or from a home school, students may be required to take End of Course (EOC) Assessments in certain subjects (Algebra I and possibly other subjects in the future) before the transferred credits in those courses would be accepted.

ATHLETIC COMPETITION

AVAILABLE SPORTS

ACS has had a long, distinguished history in athletic competition, as evidenced in part by the many trophies and plaques on display in the office. We currently participate in the FLORIDA CHRISTIAN CONFERENCE (FCC) at the secondary level. In this division, we start the year by offering soccer for the boys and junior varsity and varsity volleyball for the girls. We enter basketball season next with the availability of three or more teams. We end the year with softball and baseball. Secondary students interested in participation on any of our sports teams must do the following.

1. Pay the designated per sport participation fee (as posted on the annual PRICE LIST) when the student makes the team.
2. Students must obtain a physical exam and clearance from their doctor (FHSAA physical form must be used and is available in the office; must be renewed yearly, and must be on file in the office **prior** to a student starting practice or conditioning).
3. Meet the academic eligibility, as prescribed below.

Team members will be expected to ride with the coach on the bus or van to all away games. Students may ride home with their parents (not with other students) after notifying the coach. All school policies apply for away games. Students will go in school uniform or dress attire communicated by the coach. When changing after the game, students will follow the guidelines for the casual dress code. The casual dress code applies for home games with the exception that we ask team members to wear a collared shirt.

ELIGIBILITY

In order to be eligible to participate, a student must maintain a grade point average of 2.0 (“C” average), and have zero F grades on the report card. A student becomes eligible or ineligible on the day the report cards are issued. The final grades of a school year will determine the athlete’s eligibility for the beginning of a new school year. If the required number of courses were not passed, or completed in a summer session, that athlete will be deemed ineligible for the whole first quarter. If the first quarter grades meet the requirements, the athlete will be eligible to participate. If an athlete is deemed ineligible when report cards are issued, he may become eligible after three-weeks if grades have sufficiently increased. The formula for this process is to take the nine-week average (report card grade) and multiply by three; add to that the grade at the end of the three-week period and divide by four. If the result is a passing mark, the student is once again eligible; if not, grades can be recalculated after another three-week period. The athletic director has a complete set of the bylaws for the FCC should any questions arise. An additional criterion that has been added by ACS is that ineligibility shall apply not only to the games, but practice as well. Finally, team members will be temporarily restricted from participation if they are absent from school or do not arrive before fourth period (no play or practice on that day).

PARENT INVOLVEMENT

Parents, we must stress the importance of your involvement with and support of our athletic program. We are unable to run a successful program without your help! The participation fee charged for each sport does not begin to cover expenses for equipment, uniforms, etc. Often there is a need for an athletic fund-raiser for which we ask for your help. Additional revenue for the sports program can be raised through the concession area and the gate proceeds (after officials are paid), BUT WE NEED MANPOWER to operate these. We need help with running the clock and some help for the coaches would be nice. This is an avenue for you to be involved in something that is also important to your student. You will be expected to help if your child is involved in the athletic program. Of course, your child does not have to be involved in order for you to VOLUNTEER. Together we can have a successful athletic program for our students.

ATTENDANCE AND TARDY POLICIES

We believe that ACS has a very understanding and accommodating policy toward attendance and tardiness. For reasons of fairness to all, we must do our best to be consistent with a responsible absence and tardy policy. Please note the following carefully, and we urge parents to be extremely responsible in the areas of both attendance and morning arrival.

ABSENCES

EXCUSED

Excused absences are defined as those whereby parents have given consent AND the reasons are regarded as legitimate in the school's judgment. Examples include, but are not limited to, sickness, injury, death of a relative or close friend, unexpected emergencies, a pre-arranged, non-essential absence, or physician/dentist/professional help appointments. These absences are excused however, they are not medically excused and will count towards the 8 per semester.

Absences for truly necessary reasons are obviously going to be permitted and, therefore, excused by the school. Students may be excused from school when parents feel it is essential to permit an absence **and** when the school agrees. It must be understood that **this decision cannot be unilateral (left to parental judgment only)**. This becomes critical when parents have overlooked or ignored school policy on this matter, or do not check with the school prior to a student's absence in the case of a questionable concern, since there are *penalties attached to unexcused absences*.

NUMBER OF ABSENCES PERMITTED WITHOUT PENALTY

For the PRESCHOOL AND ELEMENTARY levels, up to ten absences per semester will not be considered unreasonable and are therefore permitted without undue concern by the school. More than ten up through fifteen will be reviewed by the administration as to real necessity. Parents will probably be contacted by the administration for a conference at this point if a prior explanation has not been made. Any absences over fifteen will be submitted to the assistant director for review. A meeting will then be set up with parents for resolution or a decision handed

down through the administration. Please understand there are adverse effects which may result for the student, and also for the school, such as grading make-up work and tests, class activities, etc. In extreme situations, such as an extended illness, effort will be made to have either ACS or county provided teachers/tutors work with a student at home in order to not miss a whole school year. Twenty-four absences in one year may result in a student not being promoted to the next grade.

At the MIDDLE AND HIGH SCHOOL LEVEL, credit will not be given for the semester in any class in which absences, EXCUSED OR UNEXCUSED, exceed eight (8), regardless of the student's grade average unless a competency exam is given and the student grade reflects a passing grade. We do not count school related activities as absences, such as field trips, athletic team participation, the senior trip, and honor society conventions and trips. **Medical problems for which a physician's note can be obtained will not count in the eight-absence total.** This does NOT, however, include medical appointments. You are encouraged to make appointments prior to or after school hours. This total of EIGHT includes pre-arranged absences, which are limited to five (5) per semester with the understanding that the student must turn in all assignments prior to leaving or immediately upon return from the absence. The policy refers to INDIVIDUAL CLASSES that a student has and concerns minimum "class contact" time to obtain state required high school credit for each class. These absences are indicated on report cards after each quarter grade for each class. This policy is designed to reduce frequent and excessive problems for both parents and school related to poor attendance. And, as is the policy in the elementary and middle school levels, special extended-absence situations (serious illnesses and accident recoveries) are provided for by other means. A COMPETENCY EXAM will be administered to any high school students who have exceeded the allowed absences. This will provide the opportunity to earn the credit, if the student shows competency in the course. But the bottom line is, **please, parents and students alike, do not abuse the attendance policy.**

Parents may request a homework assignment sheet for students absent from school for more than a day. Requests for make-up work should be made by 8:30 am on the second day of absence and in most cases the work will not be available for pick-up until after school. Homework assignments are also available on ParentsWeb which will help the students be on target when they return.

PRE-ARRANGED ABSENCES

PRESCHOOL ONLY Attendance/ Absence and Vacation Policies

Attendance in K3 is not mandatory, however, we do encourage regular attendance. Many learning activities build upon previous lessons. Having every child regular in attendance each day of the program chosen will enhance their learning and build a strong foundation. Children thrive in a stable, structured environment that is provided to them on a regular basis.

Students participating in the VPK program must meet certain attendance requirements:

- Arriving on time
- signing the monthly student attendance sheet
- must not be absent more than 20% of the school year (not adhering to this may forfeit your space in the VPK program)

VPK Prep students should be regular in attendance not missing more than nine days per semester. (There are two semesters each school calendar year.)

When students return to school after an absence, they should bring a parent/guardian signed note giving the reason for the absence. A doctor's note will be required for absences of five or more days. This is also a courtesy to the staff to make them aware of any situation that might affect children's behavior as they help them adjust back into school.

Please notify us of any pre-arranged vacation. This allows us to share with students concerned friends why they are not at school (without going to personal detail). It also gives the teacher time to give your child's work if requested.

ELEMENTARY AND SECONDARY

Absences from school are of two basic types: **ESSENTIAL AND NON-ESSENTIAL**. The first includes those things that result in excused absences and are of an unplanned, unexpected, and necessary nature. Occasionally, however, other needs arise that, although not absolutely essential in nature, are nonetheless of real importance to a family and have the luxury of being planned. **PRE-ARRANGED ABSENCES** are designed for family occasions like reunions, mini-vacations, a trip abroad, a father-son hunting trip, visiting a prospective college, or for taking care of personal business, taking a driving test, etc. Specifically, pre-arranged absences are for students at all grade levels and are defined as non-essential absences which will be excused if they meet the following criteria.

1. They are requested by parents/guardians.
2. They involve activities accompanied by parents/guardians (or other school-approved adults specified by them).

3. All assigned work for the period to be missed is requested and completed ahead of time so it can be turned in before leaving or not later than the first day of return to school. The day the student returns, the student must be prepared to take any tests missed during the absence, unless the teacher requests additional time to allow for the student to get needed notes. Tests or quizzes not made up on time and assignments not turned in on time may result in the student receiving a zero.
4. They do not exceed FIVE (5) PER SEMESTER, or cause the student to exceed the allowed nine absences per semester.
5. The student has not already missed too many days in the semester that this would cause him to exceed the nine allowed absences, or the student is put in academic jeopardy.
6. The absences are not part of a group activity that involves too many students absent to reasonably maintain class or school activity.
7. They are approved by the school and in accordance with the parent-initiated procedure below.
 - a) Notify the office at least two school day before the requested absence. A several day notice is better as it allows more time for the student to work on the assignments.
 - b) The student will take the pre-arranged absence form to each class to be filled in with assignments to be completed and signed by teachers; if they have any objections or comments, they will include them for parents' consideration. After viewing any comments and the assignments listed, the parent must sign the form indicating their desire for the pre-arranged absence. Remember, all work is due the day the student returns or a zero may be given. Ultimately, parents, it is your responsibility to see to it that the work is done on time.
 - c) The student will return the form to the office. The student will be approved for the absence when the office staff verifies the form is completed and makes a copy for our records.

PLEASE NOTE THAT PRE-PLANNED ABSENCES WILL NOT BE GRANTED ON THE "PROBLEM" DAYS MENTIONED under "unexcused absences". An exception in this policy for one is not meant as an exception in this policy for anyone else.

REPORTING A STUDENT'S ABSENCE

Parents or guardians (**not students**) are asked to report a student's absence by calling the school. If the office is not open, you may leave a message on the answering machine or you may email the school receptionist at school@altamontechristian.org. Please cooperate with us and report the absence before 8:30 on the morning of the day the student will be out. The following is needed when you report an absence: your name, the name and grade of the student, and the reason for the absence. The most important benefit of this system will be to provide immediate notice for you and us of any situation that could arise whereby your child would not be exactly where you think he is, namely, in school.

UNEXCUSED ABSENCES AND PENALTIES

Unexcused absences are defined as those without parents' knowledge or consent and/or are unnecessary or not the result of some unexpected situation. These include, but are not limited to, students simply "skipping," attending to personal business without prior approval, staying home to "postpone" taking a test or to complete school work due that day, and staying home/sleeping in

because of being up too late doing school work or after an extracurricular event. Many problems occur for staff and much harm is done to student morale when some students are observed to be chronically (or even occasionally) absent for questionable reasons with parents' consent. Remember when your student is not present in their classes they miss vital discussion and explanation of course content.

Unexcused absences carry the following penalties:

ELEMENTARY: Two days of detention for each DAY missed (one for a half-day); homework, tests, quizzes, or special projects missed will be assigned zeros. We recommend that the student still be responsible to do the missed assignments to avoid future academic problems.

SECONDARY: A day of detention for each period missed, five days for each day missed; zeros will be assigned for homework, tests, quizzes, oral presentations, or special projects missed. We recommend that the student still be responsible to do the missed assignments to avoid future academic problems. There are a few days in the school year when absences are a particularly nagging problem, especially in causing bad feelings among the students responsible enough to be here, and the teachers trying hard to plan something meaningful for their classes. They are the FACCS Competition Friday, days when a large number of students are out on a school sponsored trip, the days just prior to or following SPRING BREAK, the LAST DAY OF SCHOOL, and those days during the annual SENIOR TRIP (especially for the seniors who do not go). On these days, unexcused absences may result in suspensions or work detentions, the length and nature of which will be decided by the administration.

TARDINESS

Students must arrive on time, both in the morning and, for secondary students, to each class during the day. Parents, since most of you drive your students to school or have them in a car pool, the morning arrival is your responsibility. ***PLEASE GET THEM HERE ON TIME!*** The disruption to class and missed work or instruction is a real problem for your student, teachers, and the rest of the class, not to mention the fact that it does not allow your child the time to get settled to begin the school day. The fact that it may be your fault, and not the student's, is of no helpful consequence. Further, there is no way to deal with this except by the use of a standardized system which has the undesirable result of penalizing the students and not the parents.

EXCUSED

An excused tardy includes late arrivals in the morning for such reasons as car problems or in route accidents, inordinate traffic problems, etc. For secondary students, these also include late arrivals to classes during the day for all office and teacher approved reasons, included in a note to the next teacher.

UNEXCUSED TARDY AND PENALTIES

An unexcused tardy includes such non-acceptable reasons as sleeping in, getting a slow start, being unorganized, chronic reports of heavy traffic, etc. For secondary students during the day, all non-staff approved delays such as restroom needs, "feeling sick," "personal problems," etc. will be unexcused. Of course, unusual needs are going to occasionally occur when a secondary student will need more than the allotted four minutes between classes to go to the restroom or deal with a problem of some kind. With few exceptions, you will be able to GO TO YOUR NEXT

CLASS TEACHER FIRST and let him know about the problem. This will allow you to return with an excused and not an unexcused tardy.

Penalty for Tardiness

ELEMENTARY

Following is the system we use to deal with tardiness. When a student accumulates:

10 Tardies	The classroom teacher will call and remind you of the policy
15	Form letter reminding you of pending disciplinary actions
20	Child is placed on formal probation and a conference is held with parents
25	Child is given a one day suspension
30	Child is given a one day suspension
35	Two day suspension
40	Two day suspension and warning of pending expulsion
45	Child expelled for excessive tardiness

In addition, every five tardies to school will convert to one absence. Absences due to tardies will be included in the student's attendance record.

SECONDARY

Students who receive MORE THAN FOUR UNEXCUSED TARDIES TO A CLASS IN A QUARTER will be assigned after-school detention by the office. This will be assigned for the fifth offense and every one thereafter during the quarter. If a student reaches the point of detention for tardiness to class in two or more classes, a day of suspension will be given instead of detentions.

In addition to the above, every five tardies to a class per quarter will automatically convert to one absence. Absences due to tardies will be included in the student's attendance record.

CAMPUS RULES AND REGULATIONS

OFF CAMPUS

A student's lifestyle off campus is just as important as his on-campus demeanor since a person's Christian testimony must be, as the Apostle Paul put it, "unfeigned" (without hypocrisy). Character problems of an offensive or embarrassing nature to ACS affect the whole school "family": administration, staff, students, parents, friends, alumni, and even the members of the sponsoring Palm Springs Drive Baptist Church. These students can seriously damage the reputation of the school and adversely influence others, especially those seeking a good Christian school in which to place their children. These problems involve Christian character and include, but are not limited to, violations of the type discussed under DETENTIONS and SUSPENSIONS. Additionally, regular attendance at social functions such as certain dances, any night clubs, movies or media of an immoral, obscene or profane nature, gambling establishments, or other forms of "entertainment" of a questionable nature from an orthodox biblical philosophy, is against school policy and will be dealt with on an individual basis.

STUDENT RESIDENCE REQUIREMENT AND MARRIAGE

Students are required to live with parents (or a parent-appointed guardian over the age of twenty-five) while in attendance at ACS. This includes students eighteen or older and precludes MARRIAGE before graduation.

ON CAMPUS

ARRIVAL/DEPARTURE/SECURITY PROCEDURES

One of our ongoing challenges is the flow of traffic onto our property and then back onto Palm Springs Drive. We do have procedures in place, but **it takes the cooperation of every driver to make this plan work**. Please pay attention to the following policies and helpful suggestions, and abide by them. Again, if we work together, it will keep our students safe, and it will make it easier for each and every one of us!

ELEMENTARY (K-5th)

1. Parents of students in kindergarten or elementary should use the front parking lot for picking up students, and for dropping off after 8:00 am. Please pull all the way forward to the traffic cones for loading or dropping off. Students are not allowed to cross the traffic lanes to go to the car, or run to the car at the back of the line of traffic. Students should enter or exit a vehicle from the driver's side of the car only to avoid moving traffic in the outside lane. If you arrive before 8:00 and the students will be going to the gym, you should use the back lot. Do not linger in the drive lanes; do not exit the vehicle to assist students. Students should be ready to enter or exit the vehicle quickly.
2. Do not block the drive lanes by leaving your car unattended. If you need to leave your car to conduct business in the office, to see a teacher, or to walk your child to class, **you must pull in to a parking spot**. The designated parking area is the spaces directly in front of the office building or those in the area south of the flagpole facing Palm Springs Dr. Be careful when crossing the parking lot, look for moving vehicles and if the duty teacher is present, cross with that teacher.
3. In the morning, do not wait until the last minute to arrive. A rush of traffic at 8:00 am will probably mean a back-up on Palm Springs Dr., which will cause your child to be late. The classrooms open at 8:00 to allow time for students to prepare themselves for the day. The gym opens at 7:30 for K-12th grade students with an adult monitor on duty who will walk the students to the classrooms at 8:00. Students arriving before 8:00 will be directed to the gym. Preschool students arriving between 7:30-8:15 am will be checked into morning care in room A102 (there is a fee for preschool morning care).
4. **BE COURTEOUS!** We can't stress that enough. If you are approaching the school from Hwy 436, before you make your right turn, see if anyone is waiting in the oncoming turn lane. If so, consider letting them make a left turn in front of you, if conditions are safe to allow for this.
5. When you leave the property, **make right turns only**. Yes, it will be inconvenient to go down, turn on a side street and circle back, but it probably won't take any more time than sitting here and waiting for a break in traffic to go left. Please, no left turns during peak traffic times. We have a short staging area and it doesn't take long for cars to back up to the loading area, slowing the process.

6. Elementary classes, K-5, dismiss at 3:15 (2:15 on Friday) – maybe some of you would prefer to arrive at 3:25 after some of the traffic has cleared. Elementary students not picked up by 3:35 will be directed to the cafeteria tables and at 3:40 they will be signed in to the After-Care Program. You will then have to park and go to get them, and you will be charged for the time spent in that program.

PRESCHOOL (K3-K4)

The preschool classrooms are open at 8:15 am with class beginning at 8:30 am. Parents drop off in the front of the school office building and a staff monitor will escort them to class. Preschool parents are required to park in the front parking lot and will pick up their students from the classroom or the aftercare room. Dismissal is 2:00 pm for the Monday-Wednesday-Friday class and 3:30 pm for the K3 and full day K4 classes. Students who are not picked up by 3:30 pm will be checked into the aftercare program.

PICK-UP PROCESS

At the MEET THE TEACHERS event, every elementary family will be given an official sign with last name and grades of the students you will be picking up. This sign must be displayed in your car on your front dash, driver's side, or even better is to hang it from the sun visor for easy reading. As a safety measure, if the form is not displayed, the driver will be asked to park the vehicle and go to the office for clearance to pick up a student. If you need to make arrangements for someone other than yourself to pick up your child after school, you will need to call the office. Tell the person he will have to park his vehicle, go to the office for written clearance to pick up the child. The form must be given to the teacher in the loading zone who will then call for the student.

When you enter the parking lot the student pick-up lane will form closest to the buildings; the outside lane will be the through traffic lane for those who need to park for business and for exiting the lot. A teacher will be on duty to call out the names and grades of the students you are collecting; the teacher will direct you to one of three pick-up points. The student pick-up points are directly in front of the elementary building. Drive forward to the designated point (#1, #2, or #3) and the students will be directed to meet you. Safety patrol will assist with opening and closing the doors. Students will only be loaded on the driver's side of the vehicle so be sure the path is clear for them. They should enter the vehicle quickly, buckle up, and then the driver can exit the parking lot. Parents may not exit the vehicle to assist students or to buckle seatbelts. If your child needs assistance with this, pull forward into a parking spot before exiting your vehicle. Parents should not park to simply walk to the sidewalk to pick up students. Only park and exit your vehicle if you have business to conduct, or if you need to buckle in the child. The designated parking area is in front of the office building or the spots south of the flag pole facing Palm Springs Dr.

If you are walking up to the elementary doors to pick up your student you will need to wait until all students have been placed in carline cars. We realize this may not be ideal, however, to keep the flow of traffic moving and to avoid traffic concerns and backup on Palm Springs Drive. Please kindly wait leaving space for carline students and safety patrol to exit the building and allow them to escort students to their designated car.

If you ALSO have students in the SECONDARY division, you will need the older student to come to the front lot since we do not allow the younger ones to go alone to meet an older sibling. Secondary students will be directed to wait in the area in front of the cafeteria tables

and listen for the names to be called so they know which lane to report to. Please pull into a parking spot if you must wait for an older student to come from the gym. Secondary students must be careful and check for moving vehicles before crossing the parking lot.

Lastly, if a member of the faculty or staff asks you to please park, or tells you not to leave your car unattended (even for a minute), don't give them a hard time. It is one of those unpleasant parts of the job, but it must be done. We have a SAFETY PATROL of 5th grade students to help as safety monitors in the front parking lot. When they are in place and serving us, please cooperate with their instructions.

SECONDARY (6th-12th)

1. If you have students in middle or high school, you should always use the back lot for dropping off and picking up.
2. In the back, you must pull into the lot. **Students are not to be dropped off or picked up near the street or in the parking lot of the medical offices across the street. In fact, this area is off limits to our students at any time.** The first driveway is the ENTRANCE for the elementary pick-up line and for parking; the second driveway is the ENTRANCE for the secondary pick-up and drop-off line. Students should be dropped off and picked up after you make the loop around. There will be NO PARKING in the spaces along the fence in the drive through entrance lane. PLEASE PAY ATTENTION TO THE POSTED SIGNS. Once the loop is made and the vehicle is facing the exit, pull forward as far as possible and have your student exit on the passenger side of the car only, enter through the gate, and head to the gym. Students should be picked up in the same manner, loading only from the passenger side of the car. When you arrive for pick-up, please pull your car all the way forward in the single pick-up lane which is the right lane; the left lane is the through lane for moving vehicles. Once your student is loaded you may pull into the drive lane to exit. This will allow for a safer drop-off and pick-up. Students should avoid walking through the drive lane to go to their vehicle; they must wait for the vehicle to arrive in the pick-up lane. Everyone needs to be courteous and patient to provide for a safe process.
3. In the morning, do not wait until the last minute to arrive. A rush of traffic at 8:00 will probably mean a back-up on Palm Springs Dr., which will cause your child to be late. The classrooms open at 8:00 to allow time for students to prepare themselves for the day. The gym opens at 7:30 with an adult monitor on duty.
4. **BE COURTEOUS!** We can't stress that enough. If you are approaching the school from Hwy 436, before you make your right turn, see if anyone is waiting in the oncoming turn lane. If so, consider letting them make a left turn in front of you, if conditions are safe to allow for this.
5. When you leave the back-parking lot, make a left turn toward Palm Springs Dr. Do not cut through the medical plaza across the street. Please, no left turns onto Palm Springs Dr. during peak traffic times.
6. Grades 6-12 dismiss at 3:30 (2:30 on Friday) and the students need to go to their lockers. Some of you may want to plan to arrive at 3:35 to allow time for this. Again, just be here by 3:40 or you will have to park and go to the overflow room for your student.

ALL STUDENTS

1. We have very few students who walk or ride bikes to and from school. If you happen to be in this category, there are a few safety precautions to follow. We do not have crossing guards to assist you. Please be patient and wait until the peak traffic has cleared the parking lots, around 3:30, to leave. Walk your bike to the corner of Orange and Palm Springs Dr. and cross from that point. Walkers should only cross at the intersection – not across Orange from the back-parking lot area to the medical offices, etc.
2. Parents and student drivers, please be reminded that you must watch out for pedestrians. There are many walkers and bike riders from the community traveling the sidewalk on Palm Springs Dr. Watch for them before you pull onto Palm Springs Dr., or before exiting Palm Springs Dr. to enter our parking lot. They have the right of way. Also, do not pull too far forward when exiting the front parking lot as the walkers and bike riders then have

a tendency to go in front of your vehicle and into the line of traffic traveling on Palm Springs Dr.

SECURITY

We understand that a safe campus is a main concern. We have installed fencing around the property that is locked throughout the school day. We do have some policies in place as a result.

1. The gym gate will be open at 7:30 a.m. so students will be able to go to the gym. Parents should watch them until they enter the building. **STUDENTS SHOULD NOT ARRIVE PRIOR TO 7:30** as the gates will be locked and there is no supervision.
2. At 8:25 a.m. the gym gate will be locked, the front door to the elementary building will be locked, and the lunch area gate will be locked. At this point the only access to the buildings will be through the front office. These gates/doors will remain locked throughout the school day. All students arriving after 8:25 must enter through the office. All students leaving campus must also sign out through the office. Secondary students will not be allowed to go to their vehicles during school hours.
3. All visitors, including parents, must enter through the office and will receive a pass if going anywhere on campus.
4. Students needing to access the office during the school day will do so through the south (gym side) door. Elementary students must travel in pairs.
5. The gym gate will re-open at 3:30 for dismissal, to allow gym access for games, and to allow for parents picking up students in After Care or Overflow Room. If there are no games in the gym, the gate will be locked again at 6:00 p.m. when After Care closes.

BEFORE AND AFTER SCHOOL

1. K5-12th grade students meet in the gym when arriving between 7:30 and 8:00 a.m. **DO NOT** drop off students before 7:30 a.m. There is no supervision prior to that time, and we cannot assume the responsibility for children dropped off early and left alone.
2. Preschool students are checked into the preschool before care classroom after 7:30 am and will be monitored by a teacher until 8:15 am when their teacher picks them up for class.
3. There is to be **NO LOITERING** in the parking lot or anywhere else on the grounds. The playground and outside basketball court are off limits before and after school. If there is a need to go to a convenience store for something to eat, do it **BEFORE** arriving on campus, not after. Once you arrive, you are expected to stay!
4. One adult on duty in the gym is not able to properly monitor the number of students if involved in certain types of activity. Therefore, we do not allow running around or playing basketball, etc. during this time. Students are to sit on the bleachers and wait for the bell. They are allowed to visit with their friends. When the classrooms open, the adult will walk the elementary students to their building.
5. *Leave the school* by 3:40 each day unless you're involved in an extra-curricular activity, or have made arrangements to see a teacher for tutoring or regarding an assignment. Secondary students must wait inside the fenced area to be picked up and are not allowed to wait by the roadway or across the street at the medical offices. **In fact, this area is off limits to our students at all times.** Elementary students wait with a teacher in front of the elementary building. A warning bell rings at 3:30 to remind students they have four minutes to get to their locker and head home or to the designated supervised area.
6. We have an After-Care Program available for students in grades K-5. Complete information and registration forms are available in the office. The fee charged for this

service is \$5 an hour for Aftercare and \$3 an hour for Overflow. A snack is provided, play is supervised, and time for homework can be arranged. The overflow facility is designed to accommodate secondary students.

7. There is to be NO EATING OR DRINKING in the gym during the school day.
8. Please be careful to not litter.

AFTER CARE PROGRAM

We have an aftercare program for student's kindergarten through fifth grade. This service is available until 6:00 p.m. every day that school is in session. A daily fee is charged and must be paid on a weekly basis, not with your tuition. If you plan to use this service on a regular basis or just occasionally, there is a registration form that must be completed each year prior to the student using this service. You may register your child for the aftercare program in the office or by emailing dpolino@altamontechristian.org. During this afternoon program, the students will have a snack, have supervised play, organized activities, and time to begin homework. On early school dismissal days, the After Care will operate from time of dismissal until 6:00 p.m. An additional fee will apply for the longer sessions.

OVERFLOW ROOM

School policy dictates that students should be off campus by 3:45 unless they are involved in an after-school sport practice, tutoring, help class, etc. Secondary students not picked up by 3:45 will be directed to the room being used for overflow. We have adult supervision in this classroom. This is also the room we use for our after-school detention, and therefore we do have guidelines in place (see below). The overflow/detention room is not to be used by elementary students. They should go to Aftercare where they will be allowed freedom to talk, play, and have a snack.

OVERFLOW ROOM GUIDELINES

The detention room is also used as our overflow room for students in grades 6-12 who have not been picked up by 3:45. Detention is a \$5 charge and will be billed to the ParentsWeb account. Because of the multiple uses of this room, we find it necessary to have some guidelines for the students that must report there to wait to be picked up. We don't want it to seem like punishment if they must wait past 3:45, but with the number of students that are in the room it is necessary to have control. Therefore, students reporting to the room must abide by the following:

1. Enter the room quietly. Take a seat in the first three rows inside the door. Begin working on homework or reading. We must have it quiet to allow the monitor to hand out written assignments for those serving detention. You will not be allowed to leave the room until picked up by a parent. Students are not allowed to sit at the tables at the bottom of the stairs outside of the gym because you know your parents will arrive "soon." After 3:45, parents will need to come to the room. (Parents, please make arrangements to have your child picked up by 6:00 when the room closes. After that time there is no supervision available and we cannot assume responsibility. Please do what you need to do to get them taken care of by 6:00.)
2. Secondary students must report by 3:45. After that time you must have a pass from a teacher or the office or detention time will be assigned. Go to the restroom, your locker,

and get a drink before you arrive since you must remain in the room until 5:00, or the time you are picked up by parents.

3. No cell phone usage while in the room.

BULLYING/HARASSMENT

Altamonte Christian School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying). Any type of offensive conduct can create an uncomfortable school environment.

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment or bullying to a teacher or an administrator. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

CELL PHONE USE

Cell phones and smart watches may not be used during normal school hours, 7:30-3:30. When arriving on campus, cell phones and smart watches should be **TURNED OFF**. Students may use cellphones with teacher permission for research purposes with teacher supervision. Teachers will let students know when they are allowed to use cell phones. Elementary students with phones and smart watches must leave them in their book bags. Secondary students should leave them in their car or locker. Parents do not think twice about text messaging their child during school hours, and neither do their friends, which is an immediate distraction to class work. Text messaging has also become an avenue for cheating. Therefore, no cell phone or smartwatch should be on their person or in their immediate possession, or their backpacks or purses. There is a telephone available in the school office that should be used for emergencies. Students **MAY NOT** use their phones between classes or at lunch. Infractions will be met with detention, no excuses accepted, and continued problems indicating a lack of cooperation will be dealt with by suspension. Inappropriate or suggestive photos displayed on a phone will result in suspension. No video or music downloads; no internet connection while on school property or at school sponsored activities. Many students now have 5G capability on their phones and personal devices which certainly does make our job harder in monitoring internet usage for e-mail and chatting during school hours. We expect our students to abide by all school policies and regulations, and violation of using the cell phone or smartwatch during school hours will be looked at as deliberate disobedience and handled accordingly.

CHAPEL AND ASSEMBLY GUIDELINES

1. Students sit with their grade in the assigned seats. **ELEMENTARY** students will walk quietly in the hallway and as they enter the auditorium. Neither elementary nor secondary students may talk or cause distractions after the chapel or meeting has started.
2. For chapels, secondary students bring only their Bible and pen or pencil.
3. Do NOT bring backpacks, other books, magazines, comic books, "toys," etc.
4. Keep feet off the chairs and do not mess with the tithing envelopes on back of chairs!
5. Use your designated restrooms before or after chapel. The auditorium restrooms and foyer area will be off limits due to limited janitorial service there during the week.
6. We expect reverence and respect during prayer and request our students ***BOW YOUR HEAD AND CLOSE YOUR EYES AND MOUTH DURING PRAYER. YOU SHOULD ACTIVELY PARTICIPATE IN THE SAYING OF THE PLEDGES.***
7. Do not talk or cause any distractions when someone is addressing the student body. If an audience response is requested by a speaker, **take extreme care in showing proper respect.** For the most part, announcements will be made at the beginning of the chapel period. The beginning of the pledges is your signal to settle down and get serious. There should never be shouts or whistles, etc. when one of your peers comes forward to sing or pray prior to the program.

SEARCHES

The administration reserves the right, with or without parent consent, to conduct a search for suspicion of illegal or unauthorized materials--with or without cause. This could include, but is not limited to, the search of automobile, backpack, purse, pockets, lockers, desk, or person. Failure by the student or his parents to cooperate with the school will result in the student being asked to withdraw from school or face expulsion.

SECONDARY DRIVING/PARKING PRIVILEGE

Students who drive to school should use the BACK-PARKING LOT. Reckless, "exhibitionist" driving or excessive speed is dangerous, especially to our younger students, and will not be tolerated. Drivers may not park in or drive through the parking lot of the medical plaza to the north of our property. **As stated previously in this book, that area is off limits at all times.** Be sure to register your vehicle(s) with the office. There is no fee for this, but often we need to know whose car is whose to have lights or alarm turned off, or to move it for some reason. When arriving on campus, there should be no loud music blaring from the car, and all students must exit the vehicle immediately. Do not use the car as a locker, as special permission must be received to return to the car before the end of the school day. At the end of the day when returning to the vehicle, leave promptly, by the 3:30 bell. Consequences for driving infractions will depend on the exact nature of the offense. You may be reprimanded or the privilege may be revoked, either temporarily or permanently.

STUDENT STATEMENT OF COOPERATION

(All students in grades 6-12 sign this agreement at the time of enrolling.)

I agree to abide by the standard of conduct as set forth by Altamonte Christian School in the Parent-Student Handbook and other published policy. I understand that some of the rules apply only to my time on campus during the academic year and some apply to my lifestyle off-campus and during the summer break, as well. I agree, therefore, to obey the rules “in spirit” as well as “in letter” and not to bring reproach upon the school or the name of Christ. I will strive to maintain Christian standards, be of unquestionable character in conduct, integrity, modesty, morality, personal appearance, and all other areas of life, including any Internet activities. It is expected that I will not cheat, steal, lie, use offensive language, abuse the school’s or others’ property, read or view materials of an immorally suggestive or pornographic nature, use tobacco, vaping, attend parties where alcohol and drugs are present and/or used, or regularly attend “worldly” activities. I agree to abide by the guidelines established in the school’s INTERNET POLICY.

I also understand the following practices will result in IMMEDIATE AND AUTOMATIC DISMISSAL if reasonable evidence in the eyes of the administration suggests my involvement in

1. the illegal use of non-prescribed drugs, including marijuana, and beverage alcohol;
2. sexually immoral behavior;
3. a conviction of a misdemeanor, felony, or other crime.

I will be cooperative and respectful to authority, refrain from physical contact with members of the opposite sex, do my homework, and be punctual. I further agree not to give the impression to peers, parents, or faculty that I am not in harmony with the goals, purposes, and expectations of the school. If I can no longer abide by this STATEMENT OF COOPERATION, I will respectfully ask to be withdrawn from Altamonte Christian School even before the administration may ask me to withdraw.

VISITING CAMPUS

Our policy regarding visitors on campus is first, and foremost, with safety in mind. Secondly, it is designed to cause fewer interruptions/distractions for our students and teachers during the school day. Parents, if you bring your child to school in the morning, we would prefer that you drop him off in the designated area without exiting your vehicle. However, we understand that many of you prefer to walk your preschool child to class. If the latter is the case, we ask you to stop at the classroom door, give hugs and kisses, let the preschool student enter alone, and you go on your way. This makes it easier for everyone and enables the teacher to get the students prepared to begin class on time. Parents should remain in the vehicle when picking up after school. Do not enter the building to wait for dismissal. Any person who comes on campus at any time other than arrival or dismissal, must report to the office first. Never enter the building to take a forgotten lunchbox or book. The office personnel will take care of this for you.

Parents are welcome to come for lunch with their child, but a visitor pass must be issued through the office. We do not permit visitors, other than parents or grandparents, to join our students for lunch. Yes, this means no friends or former students. On a rare occasion special permission may be given for someone outside the family, such as a youth pastor, to come for lunch; however, the arrangements must be made in advance by the student’s parents.

Our teachers are instructed to report any non-employee without a visitor badge to the office. This is a safety issue and we must have everyone's cooperation. During school hours, ALL visitors to campus must have a visitor's badge issued through the school office.

VIOLATIONS THAT LEAD TO DISCIPLINARY ACTIONS

Please note carefully the following: These habitual problems become real headaches for us. Remember, this is not a normal home setting where you are dealing with a few students, but rather we are dealing with multitudes of students. Violations almost always result in detention being assigned.

- LITTERING anywhere on the property (pick up, don't pass up!)
- WALKING ACROSS THE GYM FLOOR or the GRASS
- GUM CHEWING
- HAVING FOOD OR BEVERAGES in a classroom or in the gym (except when concession stand is open)
- LEAVING BOOKS OR PERSONAL ITEMS IN THE GYM or someplace other than your own locker will result in them being placed in lost and found and being donated after one week.
- LEAVING LOCKER UNLOCKED OR OPENING A LOCKER OTHER THAN YOUR OWN

There are certain items that CANNOT BE BROUGHT TO SCHOOL OR SCHOOL-RELATED ACTIVITIES. Violators will face disciplinary action. These include, but are not limited to,

- Items promoting inappropriate music such as CDs, magazines, etc.;
- any literature or pictures (including those displayed on a cell phone) considered immodest, vulgar, or pornographic by Christian standards;
- controlled substances, alcohol and tobacco products; (prescription medicines must be brought to the office for dispensing)
- any type of weapon (guns, knives, pocket-knives, martial arts weapons, etc.);
- IPODS; movies (We cannot be responsible if lost, nor do we want to be responsible to screen items for acceptability, so don't bring them.)
- laser pens/pointers.

(Additionally, we advise you to use extreme caution and to be responsible in taking pictures with your camera or cell phones).

The following are among, but not limited to, the rules infractions that may result in detention being assigned (some mentioned previously).

- OFFICE REFERRAL BY STAFF MEMBER
- BLATANT DISRESPECT or DISOBEDIENCE to an adult
- CHEATING (first offense; may also result in suspension)
- UNEXCUSED ABSENCE
- EXCESSIVE TARDIES
- PERSONAL ITEMS/BOOKS LEFT UNATTENDED IN GYM
- FIGHTING (Who started it loses its importance if someone gets seriously hurt; that's what we must prevent.)

- "BAD" LANGUAGE/CONVERSATION whether verbal, written, or involving gestures; this may also result in suspension depending on past occurrences, exactly what is said, the student's age (we're "harder" on the older, more self-controlled students), and the situation (public/private).
- VANDALISM or willful destruction of property--could also result in suspension or expulsion, depending on the offense; repair or replacement cost will be passed to the offender.
- NO P.C.! There is to be no personal contact between students, regardless of gender. This covers any open display of affection, hand-holding, friendly hugs, or horseplay.
- ONE MORE WORD ABOUT THE GYM: There is never to be kicking of balls or throwing of anything other than a basketball in the gym at any time. This means no footballs. We do not give permission for students to "practice" in the gym or any place on property without staff supervision. Remember, please walk the perimeter and stay off the wood floor except during a class there.
- NO HORSEPLAY! The overall policy is to keep your hands and feet to yourself. Friendly "horseplay" usually ends up with someone getting hurt.
- CELL PHONES should not be used during normal school hours. Leave them turned off in your car or locker. No text messaging is allowed during the school day.

DETENTION

Detentions are

1. issued by the office,
2. assigned on Monday through Friday,
3. an hour and 15 minutes long (3:45-5:00), and must be served on the assigned day (the NEXT detention day after issued; failure to show up results in an additional day of detention for the first offense, two days for the second, etc.). There is a \$5 charge for each detention which will be billed to the ParentsWeb account.

DETENTION ROOM GUIDELINES

1. Enter the room quietly and take a seat in row 4, 5, or 6.
2. Doing homework or reading is not an option during detention.
3. Students will need paper and a pen or pencil. Writing assignments will be given, to be completed during the detention time and handed in to the monitor. Failure to complete the assignment will result in it being added to your homework load.
4. Students must report to the designated room by 3:45 and will not be allowed to leave the room until their time is finished (5:00). This means use the restroom, get a drink, and go to your locker PRIOR to reporting for detention.
5. Late arrival or misbehavior will result in extra detention time being assigned.
6. Students are not allowed to talk.
7. School dress code is in effect!
8. Cell phone usage is prohibited, just as during the normal school day.

SUSPENSIONS AND EXPULSION

Problems including, but not limited to, the illegal or non-prescribed use of drugs, alcohol, immorality, pornography, serious corporal offenses against others, verbal or written threats, the unauthorized possession or use of dangerous weapons, bullying, or the involvement in criminal activity will result in immediate suspension and will normally result in expulsion or request for withdrawal, depending on the nature and circumstances. Please keep in mind that, for obvious reasons, we are just as concerned with perception as substance when it comes to the testimony and reputation of the school. If students think it's cool to give the impression of drinking, doing or dealing drugs, being sexually active, etc., the rumors can be just as damaging to the school as the problem would be to the student. Students bragging about wrong doing, even if it is not true, will definitely jeopardize their stay here. Further, any street-gang association or identification, talk, dress, symbols, or intimidation of physical harm will be taken seriously and literally and will be dealt with accordingly and may result in dismissal.

If the administration determines a disciplinary action more severe than detention is necessary, that action would probably be suspension. This especially applies to **less serious but chronic problems** for which past corrective measures appear to have failed. Suspensions may range from one day to a maximum (per offense) of five days. For example, a student caught **smoking, vaping, or juuling** (on or off campus) will receive a three-day suspension the first time. A student caught **cheating**, who has used a cheat-sheet or enlisted another student's help (an obvious pre-meditated as opposed to impulsive act) or has committed a second offense, will receive a three-day suspension. **Plagiarism** is a form of cheating. Failure to give credit to the author of the original idea or thought is considered plagiarism and will result in immediate disciplinary action which can include suspension.

All penalties for wrong-doing assume that a student is "caught." Occasionally, to our (and the parents') blessing, a student comes forth of his own volition, yielding to personal conviction, and confesses to a problem. Since honesty is one of the greatest virtues and should be rewarded, and since our Christian goal should be compassion and mercy in the face of obvious true repentance, "penalties," even for serious matters, are drastically reduced. If, therefore, a student confessed to using a "controlled substance" and asked for both forgiveness and help (and was not already on probation for this or another problem), he would be given a second chance. Instead of immediate expulsion, he would receive a five-day suspension, be required to complete a drug counseling or alcohol abuse program at family expense, and be required to spend ten hours in "community service" to the school. Any further involvement in this (or any other serious problem), however, would result in automatic expulsion. Similar, appropriate measures would be enacted in lieu of dismissal for other serious offenses.

Out of school suspensions also carry an **academic penalty**: students will receive a zero for any type of work missed (homework, quiz, test, special project, etc.). We recommend that the student still be responsible to do the missed assignments to avoid future academic problems, and we will be glad to gather any assignments at your request. If a student serves their suspension in-school there will not be an academic penalty; however, there will be a charge of \$65.00 to pay the substitute teacher who will monitor the student throughout the day.

One of the greatest strains in our relationship with both parent and student comes when a student is asked to submit to a drug test, or in some other way "defend" himself against suspicions of wrong doing. Few parents react improperly when a student is observed doing wrong by an adult. However, most parents have a problem if the accusation has come by student report or rumor. "Rumor" does not mean unfounded or misinformation; it means only widely distributed information the source of which cannot be identified and, hence, its credibility verified. In our

experience, although much rumor in this school has proven to be inaccurate, much more has proven to have factual basis. We would be remiss and irresponsible if we did not stay vigilant of such in order to preserve the testimony of this school. Further, if a student is found to be guilty of something serious (drinking, drug involvement, immorality, etc.), it is far better to be “busted” sooner rather than later. It is better to pay less serious consequences now, even expulsion from school, than to become entrenched in bad habits that become much harder to overcome with time. We do reserve the right to request this type of testing. Please know we will do everything in our power to investigate accusations or rumors carefully before asking student and parent to consent to any kind of truth-seeking ordeal. Please try hard not to overreact in shock, go into “defense-mode” and doubt our motives; we develop a real concern and love for our students. Do your best to trust us in such situations.

CLASSROOM DISCIPLINE

Proper discipline sets the stage for proper learning. At Altamonte Christian School we believe in preventative as well as corrective discipline. This would include positive incentives as well as punitive correction measures. Children need boundaries and consistent leadership to achieve their highest potentials. Although some methods of discipline would, of necessity, vary according to the student’s age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child’s character. Good discipline is ordained of God. (Prov. 22:6)

ELEMENTARY

The following are STANDARDIZED RULES FOR ALL CLASSES, K-5th.

1. Do not talk out, especially when the teacher is talking, or make unnecessary noises or distractions. You must raise your hand for permission to talk.
2. Do not leave your seat without permission.
3. No "horseplay" (keep hands and feet to yourself).
4. Treat others the way you want to be treated by them (Matt. 7:12).

Other rules are decided on by the teacher for the appropriate grade, as are exceptions to one and two above at the teacher's discretion. In the elementary school particularly, emphasis is given to positive reinforcement and incentive systems to encourage consistently good behavior. Privileges are earned for obedience and industry and correspondingly lost for lack of the same. Discipline for misbehavior may be a verbal reprimand, time-out, a writing assignment, or an office visit. For some problems, ADMs (see explanation below in the paragraph, "A THIRD METHOD"), DETENTIONS, and SUSPENSIONS, though all are rare at the elementary level, may be given.

SECONDARY

In general, secondary students are expected to respect the same common rules of order and behavior as enumerated for elementary students above, with the provision for exceptions in one and two. A teacher may, for example, predetermine that students are permitted to leave their seats (without asking each time) for such things as sharpening pencils during important note- or test-taking sessions, to get Kleenex, etc. Or a class may need to engage in discussion requiring

spontaneous participation. In any case, it is cooperation with the rules and being careful not to take advantage of increased-liberty situations that are necessary. It is extremely important for students to show respect for the teacher and the basic classroom rules, whether the standard ones above or as determined by the teacher.

There are two broad categories of student problems that teachers deal with on a daily basis. One is matters of irresponsibility (and immaturity), which usually affects academics more than anything else. These problems include chronic tardiness, coming to class unprepared as to required class materials (no paper, pen or pencil), not doing or completing homework, daydreaming, etc. The other is offenses of willful disobedience which affects primarily the stability of a well-behaved class and teacher-student (and sometimes class-student) rapport. These behavioral offenses include chronic talking without permission, causing distractions or disturbances, using facial expressions words, or other actions displaying disrespect, refusing to do work, including note-taking, or failure to otherwise be cooperative, etc. Teachers have essentially **FOUR WAYS TO DEAL WITH ALL OF THESE PROBLEMS.**

The first method used universally by teachers is the simple **VERBAL REPRIMAND**. When used properly by the determined, professional teacher, this is often all that is needed for the average student. A teacher who establishes himself as an "I say what I mean, and I mean what I say" person can, with the tone, pitch, and sometimes raised level of the voice, prevent most serious problems.

The second method at a teacher's disposal is the class demerit system through RenWeb 1/ParentsWeb. Keep in mind that all of the problems in both aforementioned categories cause real problems for teachers commissioned with doing a very important job where time and class order are critical. Therefore, such matters as tardiness, incomplete or missing homework, no books or book covers, etc., as well as problems of willful disobedience, may be addressed by this system.

A third method available to a teacher for classroom discipline is the **ADM (AFTER-SCHOOL DISCIPLINARY MEETING)**. Teachers may ask a student to meet immediately after school for as long as thirty minutes (until 3:55) when more serious or chronic problems warrant. The purpose may be for a conference and counsel, for a writing assignment (finishing homework, essay on a topic, doing an appropriate Bible verse study, or writing a school rule), work detail (scrubbing desks, picking up paper and staples from floor, cleaning boards), receiving extra homework or a research project, etc. Students are to report to parents or car pool drivers, if necessary, immediately after school, and, if they cannot wait, the student is to report this to the teacher **at that time** and the ADM will be postponed to the next school day. (Failure to "show" for an ADM without explanation before leaving school may result in a detention.)

The fourth method of discipline by teachers is **SENDING THE STUDENT TO THE OFFICE**. This will be considered a more serious offense and will usually result in detention.

DRESS AND APPEARANCE

All students enrolled in ACS are **required** to wear the mandated uniforms. We are excited to offer many choices for you in purchasing the uniforms. Our uniform company is Dennis Uniforms, who have a storefront just a few miles from the school. They are located at 1101 N. Keller Road, 32810, by the RDV Sportsplex. Their products can also be ordered off their website at dennisuniform.com. When you go online, our school code is: EAL, which will direct you to the products approved for ACS. In addition, you can sign up to receive emails about any sales or

promotions that they are offering. While Dennis will carry a variety of uniform tops, bottoms, outerwear, and accessories, you are only REQUIRED to purchase your tops exclusively from Dennis. In an attempt to give you several affordable options, we are allowing you to purchase your uniform bottoms in the following brands: Dennis (K-12), Dickies (K-12), or George-carried at Wal-Mart (K-8), and in the styles that we have approved on the uniform list available in the office.

SPECIAL NOTES: Uniform shirts must be purchased from DENNIS UNIFORMS; skirt, skort or dresses cannot be shorter than 2 inches above the knee front and back. Walking shorts may be no shorter than 3 inches above the knee front and back. Elementary students need to wear sneakers to school for safe participation in the daily P.E./recess program. It is too difficult and time-consuming to have students change shoes. Sneakers may be purchased from any store desired, not necessarily the uniform company.

In all policy concerning dress and appearance, ***MODESTY IS OUR CHIEF CONCERN AT ALL TIMES!*** Extremes in fashion of dress and hair, particularly those connected with the rock and “Goth” culture, are not permitted. Excessive jewelry and heavy make-up are not allowed, especially for upper elementary and middle school young ladies.

The administration is convinced that its attitude toward the appearance code is reasonable and governed by two of our favorite words--MODERATION AND BALANCE. We feel so strongly about this that we want to make our intentions very clear about our handling of dress code infractions in order to avoid unnecessary conversations on the matter.

1. We do not intend to “haggle” over code infractions. A big part of what is being learned here is self-discipline, respect for authority, and the ability to follow orders even when you are not in agreement with them. Parents, be sure that your child’s dress, hair, and general appearance meet school (not just your) code and use “better safe than sorry” as your guide. Thank you for this much needed understanding and cooperation.

2. Standard procedure for the handling of DRESS CODE INFRACTIONS will be for staff members (teachers, usually) to send students to the office to be checked. If there is a violation, detention will be assigned in most cases. If a student is not in the official school uniform, he may not be allowed to go to class. The time missed in class will be considered unexcused until the proper uniform is brought from home. This will also be the procedure if there is a problem involving immodesty. If there is a hair code infraction, you will usually be given the weekend to take care of the problem. If the hair does not meet code when returning to school on the following Monday, the student will not be allowed to return to class. If a particular problem continues even after detention has been assigned (a young man who “forgets” to shave or have the proper hair cut or a young lady whose uniform is still too short), a conference with parents may be scheduled to determine the student’s future at ACS.

ADDITIONAL DRESS CODE GUIDELINES FOR ALL STUDENTS

1. For special recognition on your birthday, students may wear casual clothes instead of the uniform. (See Casual Dress Code Guidelines)
2. School Spirit shirts (purchased in the school office) may be worn on Fridays with uniform bottoms.
3. We do not require a specific shoe at the secondary level, but the following guidelines are in place. Girls may wear sandals, but, for safety reasons, there must be a strap

- around the heel. If boys choose to wear sandals with a backstrap, socks must also be worn. CROCKS must have a backstrap and worn accordingly. NO FLIP- FLOP STYLE SANDALS ARE ALLOWED. Deck shoes, sneakers, and dress shoes are acceptable. Elementary students must wear sneakers to school.
4. Pants that are too long (bunched up at the bottom), too baggy, or that fall below the waist are **not** acceptable.
 5. Secondary students are expected to maintain a neat appearance. The uniform polo shirts do not have to be tucked in if they fit properly – not too big and sloppy. (Undershirts on boys must be tucked in and not hanging below the polo.) In addition, the polo must have at least the bottom button buttoned. The oxford style shirts must be tucked in at all times while on campus and should be completely buttoned up except for the top button that may remain open.
 6. Students are not allowed to wear ball caps/hats to class; keep them in your locker or backpack throughout the school day.
 7. **SCHOOL OUTERWEAR** is available year-round at Dennis Uniform Store and ACS will also take orders for special ACS outerwear that will be sold seasonally. You are not required to purchase ACS logoed outerwear, but all outerwear must follow our outerwear dress code policy: outerwear must be either solid white, solid navy blue, solid royal blue, or solid gray. Outerwear may have brand logos no larger than two inches by two inches on them. ACS athletic branded outerwear may also be worn. Seniors will be permitted to wear collegiate outerwear with no color or logo restrictions. All outer wear must fit properly – sleeves to the wrist only, slightly below the hips, but not extending the fingertips when arms are at your side. Hoods, just like caps, may not be worn throughout the day. Students will be asked to remove outer wear during test/quiz taking in class. There are no restrictions on the heavy winter jackets except that they must be removed upon entering the room.
 8. JEWELRY, such as rings, bracelets, and necklaces may be worn in moderation. Earrings are not permitted for boys. BODY PIERCING is not allowed, other than earrings for girls (lobes of ears only). Girls earrings must be under 3” in diameter.
 9. TATTOOS are not allowed. If you have one prior to entering ACS, it cannot be visible at any time.
 10. Changing hair to an unnatural, inordinate, attention-attracting color is not allowed, neither is changing to a two-tone color: bleached blonde on top and dark brown around the sides and back. Students will have to correct any “mistakes” prior to returning to class.
 11. BOYS HAIR POLICY: The following guidelines apply to boys only. Boys hair must be cut to above the eyes, mid ear, and to the top of the collar. Boys must be clean shaven. Mustaches are permitted, but boys must be clean-shaven otherwise. Sideburns cannot extend longer than mid-ear and may not flare out from the ear. This includes, but is not limited to beards, mustaches, goatees, etc.
 12. Boys should not wear earrings to school or school functions.
 13. Cologne for boys and girls should be light fragrance.
 14. GIRLS SPECIFIC DRESS CODE POLICY: The following guidelines apply to girls only. All uniform skorts, skirts and dresses must be no shorter than 2 inches above the knee- front and back. All uniform shorts must be no shorter than 3 inches above the knee- front and back. Stockings and/or leggings may be worn under uniform bottoms, during cool weather. They must be a solid school uniform color: navy, black, or white. Secondary Students may wear regular shoes and sandals with a back strap. Earrings must be no more than one inch in diameter. Large hoop earrings are not allowed. No more than 2 piercings per ear lobe are allowed. Hair may not extend past the natural

- waist. Make-up should not be excessive but modest in appearance. Perfume should be only light fragrance. No more than four bangle bracelets per arm.
15. Elementary students must only wear tennis shoes.
 16. In addition to the standard uniform dress code and the CASUAL DRESS CODE discussed below, there will be times when a DRESS AND FORMAL WEAR code will apply. These times include banquets and other special events. In particular, SECONDARY GIRLS need to be especially careful when selecting formal gowns that they are conservatively modest, not strapless, backless, nor extremely low-cut in the neckline. Hemlines, including slits, must meet the dress length requirement (one inch above the knee). Girls will be asked to bring in their gowns prior to a special event. Checking them in advance for adherence to code may prevent the embarrassment of one being denied admittance to the event because of dress infractions. Parents, this is your responsibility; do your job relative to supporting school policy, and do not cause embarrassment for you, your daughter, or the school. If a student arrives out of dress code, admittance may be denied (with no refund of money paid).

PRESCHOOL DRESS CODE:

Preschool Dress Code Guidelines for Altamonte Christian Preschool students (K3-K4) must wear a school uniform every day. Preschool students may wear any brand of uniform style shorts or pants with no cargo pockets (girls and boys), capris (girls), skorts (girls). Uniform tops and polo dresses can only be purchased at Dennis Uniform Store for daily wear. We will also have a preschool t-shirt that may be worn as a uniform top, available for order in the school office.

CASUAL DRESS CODE

The *casual dress code* applies to before and after school-sponsored activities such as sporting events, skating parties, carnivals, fund raisers, and evening assemblies (orientations, open houses, special programs, etc.). Please note regarding the latter that some of these are dressier by nature for which adjustments should be made and may be required (announced) by the school. Admittance to school functions will be denied if the student is out of dress code. Said student will be asked to contact parents and wait in a supervised area until proper clothing is brought or they can be picked up.

1. Jeans or slacks are permitted for both boys and girls. Be sure they are neat and clean, not too tight fitting (loose enough to take hold of fabric at the side) nor too loose or baggy so as to fall below the waistline, no distressed jeans or jeans with holes. No leggings (unless under a skirt) for girls and no skinny jeans for girls or boys. Regular sweats are not permitted, but the nylon jogging suits are acceptable.
2. T-shirts, not plain undershirts, are permitted. Please read the section on the subject of SHIRTS WITH PICTURES AND MESSAGES. Tank tops, body shirts, or tops cut just to the waistline and show bare skin when arms are raised are NOT allowed. Sleeveless tops are acceptable as long as the material extends to the edge of the shoulder and closely surrounds the arm, in other words, not cut-in or too gaping.
3. Students may wear their uniform shorts; secondary boys may wear knee-length shorts. (Note – this dress code does not apply to members of a sport team; the Athletic Director will announce proper attire.)
4. If a dress, skort or skirt is worn, the length cannot be shorter than 2 inches above the knee or around the back and should not be too tight fitting.
5. No spandex for anyone!
6. Slip-on sandals may be worn at after-school events.

7. In regard to **shirts with pictures and messages** (and caps/hats, lunch boxes, bookbags, etc.), anything is permitted that meets Christian standards or is otherwise not offensive. In general, elementary kids' shirts with cartoon characters are not a problem, but in this, as with all matters, the best way for us to handle it is through simply informing you that a particular shirt is not acceptable and please don't wear it. Use caution with logos and characters from TV shows/movies/cartoons that do not promote Christian family ideals. The Simpsons and SouthPark, just to name a few, would certainly fit in this category, for example, and items depicting these characters are unacceptable. Almost every shirt with Christian messages is just fantastic and you are to be commended for wearing them. Those messages promoting anything to do with inappropriate music or groups are also not permitted. Please do not wear shirts promoting entertainers or establishments of questionable character. If it is objectionable, the student will be asked to change or turn it inside-out.

DRESS AND APPEARANCE OF VOLUNTEERS

This can be a very touchy topic and we really don't intend it to be. As we have mentioned previously, **MODESTY IS OUR CHIEF CONCERN** for our students. We believe that our volunteers are an important part of our school community and also serve as role models for our students. Therefore, we ask you to take this into consideration if you are helping in a classroom, at lunch, with a special project, or going on a field trip. We ask you to dress modestly and to wear slacks, capri pants, or a dress or skirt, with an appropriate top. It is embarrassing and distracting for both staff and students if too much skin in certain areas is exposed. Please be aware of necklines and tight-fitting clothes which tend to become uncomfortable for the wearer. Sorry, there just isn't a real polite way to say it! Your cooperation in this matter will be greatly appreciated. Thank you.

P.E. UNIFORM

All students in grades 6-9 P.E. will need to purchase an official P.E. t-shirt from the school office. Athletic style shorts, blue or black, should be purchased from a local store. Please note that the shorts, girls and boys, must be no shorter than three inches above the knee (be sure the inseam is sufficient), worn at the waist and not hanging from the hips. This uniform must be worn for all P.E. classes. ALL students are required to dress in the PE uniform and participate in PE activities. Students who do not participate will receive a 0% for the day. A doctor's note must be presented to excuse a student from taking part in PE.

SPORT TEAMS PRACTICE UNIFORM

Students practicing for any team or cheerleading squad may purchase their own athletic style shorts, blue or black. The shorts must be no shorter than two inches above the knee, worn at the waist and not hanging from the hips. An acceptable t-shirt may be worn, but no tank or muscle shirts.

HEALTH AND MEDICAL

ILLNESS POLICY

WHEN TO STAY HOME

We strive to maintain a healthy environment in which students may learn. If a child is ill, he should remain at home to avoid the spread of illness. If a student has a fever of 100, he should stay home. A student must be fever free for twenty-four hours without medication before returning to school.

If a student becomes **ILL DURING THE SCHOOL DAY**, there is an isolated area where the student may lie down. Students who remain in the office due to illness will be counted as absent from the class(es) missed. Usually, when a student is ill enough to be out of class, parents are notified so that the student may go home or to the doctor. Students with a temperature of 100 will not be allowed to return to class, and parents will be called to take them home.

WHEN TO RETURN

The following are guidelines for re-entry to school for many common illnesses.

- **VIRAL SORE THROATS, COLDS:** child must be able to participate in all school activities and should not be tired or listless. Severe coughs/sneezing/excessive nasal dripping must be under control. Temperature must be normal for 24 hours.
- **DIARRHEA, VOMITING:** child should be symptom free for at least 12 hours and able to keep food down. Temperature must be normal for 24 hours.
- **STREPTOCOCCAL SORE THROATS/SCARLET FEVER:** child must be on an antibiotic for at least 24 hours. Temperature must be normal for 24 hours.
- **INFECTIOUS RASHES, RINGWORM, IMPETIGO, AND SCABIES:** child must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.
- **CONJUNCTIVITIS (PINK EYE):** child must be under prescription treatment for at least 24 hours. Eyes must not be draining.
- **CHICKENPOX, SHINGLES:** notify school office if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.
- **HEAD LICE:** we maintain a “nit free” policy. Re-entry to class must be approved by school personnel. Please notify the school if your child has head lice. When a report is received, all children in the classroom will be notified via note home to parents.

A student will be sent home if he has any of the above, untreated symptoms, or at the discretion of the school administration. Pick up should be within one hour of notification.

INJURY OR ACCIDENTS

In the event of a major injury or accident, parents are notified immediately according to home, work, or emergency phone numbers supplied to the office. Every effort is made to contact parents before medical attention is obtained. School personnel administer only minor first aid.

MEDICATION BROUGHT FROM HOME

Students are not permitted to carry and/or self-administer any medication, prescription or over the counter (OTC). Medication must be turned in to the front office upon arrival at school with a written parent authorization.

1. All OTC medicine must be in its original labeled container – medication received in baggies will be disposed of immediately.
2. All PRESCRIPTION MEDICINE must be brought in the original pharmacy labeled container. The pharmacy label represents physician authorization. There is a school form that must be completed by a parent or guardian, giving authorization for school personnel to dispense the medicine.
3. Medication must be in date.
4. Medication will be dispensed according to manufacturers or pharmacy labeling only. Any changes must be in writing from the physician.

Only students with life threatening conditions will be permitted to carry life-saving medications such as an “Epi-Pen.” Information forms and a request from the physician must be on file and maintained annually.

SPECIAL NOTE: No homeopathic or herbal medication will be administered at school or by school personnel.

MEDICATION AT SCHOOL

Written authorization is required for ALL medication. Verbal permission is not recognized. Only in person or faxed requests will be accepted.

The school office stocks Tylenol, Ibuprofen, Pepto, and cough drops. These medications are available for students with minor pain who do not need to go home. The following guidelines are followed before administering medication.

1. Parent has signed the Medical Policy authorizing which medication may be administered through the admissions process in RenWeb 1.
2. The duration of the pain is greater than one hour, and the level of pain requires medication.
3. The student has eaten a meal prior to taking the medication.
4. The student has not taken pain medication in the last four hours.

The administration of any medication is documented and parents will be notified for recurring or regular requests for medication.

PHYSICAL EXAMS AND IMMUNIZATIONS

All students entering Florida schools for the first time are required to have a physical examination. This includes all K5 students and any other age student who is transferring from out of state. Health examinations performed out of state or out of the country are acceptable if they are dated within twelve months of school entry, are signed by the provider, and include the results of the components of the examination. STATE LAW also requires that students be up to date on all immunizations. **A Certificate of Immunization must be on file in the school office prior to the first day of school.**

SECONDARY STUDENTS, girls and boys, who will participate in any of our sports programs (soccer, volleyball, basketball, softball, baseball, or cheering) must have a physical check-up and provide an FHSAA physical form to the school stating the doctor has cleared them to participate in the sports program. The necessary form for this can be obtained in the school office.

REPORTABLE DISEASES

ACS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator. The reportable diseases include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstance warrant, ACS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Altamonte Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. State law mandates this COMMUNICABLE DISEASE POLICY.

STUDENTS WITH ASTHMA

State Statutes mandate that a physician must authorize a student to carry and self-administer an asthma inhaler at school. There are specific forms available for the physician to complete. Forms must be maintained annually. Students who are authorized to carry an asthma inhaler must keep the inhaler in the pharmacy labeled container. Inhalers kept in the office do not require physician

authorization, but must be in pharmacy labeled container and the parent must complete the school information and authorization forms.

LOST AND FOUND

A Lost and Found is located in the office. The cleaning staff has been directed to place items that have been left in the gym or around the property in this designated area. Items that go unclaimed for a reasonable length of time will be donated to the thrift store. Unclaimed uniforms will be donated to the re-sale store inventory. Please check the Lost and Found often when your child is missing personal items. The school is not responsible for lost or stolen items. Please do not send expensive items such as jewelry, watches, cameras, iPods or DVD players (not allowed anyway), or large amounts of cash to school with your child. Students should take extra precaution to lock valuable items in their locker and not leave them unattended in a purse, gym bag, or pockets when changing out for P.E. class. Our facilities are often used by the city recreation department and for various meetings when school is not in session, which is another reason student's need to be careful with personal items.

LUNCH PROGRAM

ACS administration presented a new lunch ordering system in 2019. All hot lunches are delivered to the school each day by a company called My Hot Lunchbox. The school continues to offer a salad bar, drinks, and snacks in the kitchen, these items are ordered on the new system. The lunches are delivered from Little Caesars, Chick-fil-A, Panda Express and Firehouse Subs every week. Chick-fil-A will be twice a week until another vender is approved.

Parents will order from the website: <https://ordernow.myhotlunchbox.com/> where they setup an account to order lunches. The link is provided on the front page of the school site www.altamontechristian.org. Parents who encounter technical problems or have questions regarding food, policies, missed or late orders, credits, and cancellations, will email: info@myhotlunchbox.com or call (888) 894-8295.

Parents will create a parent account at <https://ordernow.myhotlunchbox.com/> Once parents have logged in to My Hot Lunchbox, they will select the signup link next to "Don't have an Account". The next step will ask parents to enter their personal and financial information. After entering their information parents will select the 2 agreements tabs you will be directed to the home page of their account. To create a student profile parents will visit the Home Page of their account and select "My Profiles" from the left menu and then select "add a profile" on the My Profile Page.

Parents will select and add a profile for each of the students in their household. Parents will add their students first and last name. Parents will select the school tab and type in Altamonte Christian School in the field provided. A new field will appear where parents will select the student's grade And then select the save button. Parents will repeat for each student, and parents will add payment information. Parents will then see a menu with their name which was used when creating the account. They will click on the name to take them to the main profile page. They will select payment info on the menu across the top.

Parents will then add information that will be used to pay for their student(s) lunches selected from the calendar menu. Parents may visit this section whenever they need to change the account or edit the payment information. To ordering lunches, parents will select the lunch calendar. Under each date on the calendar where the school will be having lunch, parents should see their students profile

with a plus next to it. If not, parents will need to go back to My profiles and add the student not showing. Parents will then click on the student they are ordering for. Parents will then see two tabs on top, one for the restaurant of the lunch being delivered that day and Altamonte Christian School. Parents will select the lunch items they wish to order and a pop screen will open where they can select the quantity for the item then select Add to Order. Parents will do this for each item they wish to order.

Once this is complete parents will Select Create order and these items will be added to the cart. The order will not be completed until going to the cart to finish the ordering process. For ordering drinks, salad bar and snacks parents will select the Altamonte Christian School Tab on the top next to the name of the Restaurant for that day's Tab. Parents will follow the same process as for ordering above.

There is a Meal Deal option provided. Parents will only use this when purchasing an entrée from the restaurant's menu. Parents may create an order for another student by selecting their name in drop down menu up top next to Order. Parents may order as far as the calendar will take you. Parents may order by the day, week, or entire semester if they wish.

When all orders have been added parents may select My Orders on the left menu to complete the payment for the orders. Within the My Orders Page parents will see the pending orders, orders paid, transactions and parents can even treat a teacher, staff or student to lunch if you like.

If a parent forgets to place an order, students will be given a sandwich, chips and a drink which will be billed through the ParentsWeb account. Charging will be closely monitored and parents will be notified when payment is due.

WATER BOTTLES: Please remember that all water bottles at school need to be transparent (see through) and must have a closable lid/straw. Remember only water is allowed in the bottle, no colored additives (Crystal Light, Kool-Aid, etc.).

PARENT INFORMATION

We believe we are in one of the greatest "businesses" in the world! We have the privilege, the challenge, and the responsibility of entering into a partnership with you in assisting with the Scriptural command to "train up a child in the way he should go," to raise him "in the nurture and admonition of the Lord." We sincerely desire to have a positive, useful, spiritual influence in your child's life. Our business relationship with you, however, is somewhat indirect. Your child is the one with whom we deal directly on a daily basis and with whom we become better acquainted.

Your greatest input concerning our school, therefore, since you cannot be here, is from him or her. We would ask you to never lose sight of the fact that the bulk of your contact and feedback about this school will come to you through the eyes of a child, a very precious child, your child, and perhaps a very dependable, trustworthy, and mature child for his age. However true this may be, he is not an adult. They see, interpret, evaluate, and report through a child's eyes. This situation, therefore, necessitates the greatest possible effort on both your and our parts to communicate and cooperate, as adults, with each other. Some parents have a tendency to show too little respect for their child's increasing maturity. Some are at the other extreme and treat their child and his opinions as, not only a precious family member of great worth and dignity, but also as an equal, and this is a mistake.

With the foregoing in mind, please be reminded of the following recommended steps of action to take when your child comes home with any type of a "problem."

1. Try to DETERMINE from your child the relevant facts. As you question your child, remember that most of your difficulty will come from a lack of accuracy about the situation (seeing the whole, clear picture), and not a child's intent to deceive.
2. CALL THE OFFICE and request the correct person to call you back to either discuss the problem/question or make an appointment to discuss it face-to-face. Your administrative team members are normally very accessible and easy-to-talk-with people. However, they are not the ones to ask for if the problem involves something that occurred in the classroom under a teacher's supervision, on the playground under a P.E. instructor's supervision, or in the car with your car pool driver! You MUST talk to these people FIRST. At least 95% of all problems are cleared up, to the mutual satisfaction of parent and school, when this approach of the right adults getting together is followed. Further, it opens the door for greater communication, trust, and cooperation and, as a result, success in the overall goals we both are trying to achieve. In the rare cases when a problem cannot be resolved by this direct approach, ask for the academic principal to get involved as a mediator in academic matters or the dean of students if the problem is regarding behavior.
3. Call the office and ask to talk to the appropriate member of the administrative team concerning matters of general school policy, attendance or tardy problems, transcript and recommendation requests, and college and ACT/SAT information.
4. In the event your child is given any kind of communication relative to financial matters about which you have a question, please call the office and ask to speak with the bookkeeper.
5. All members of the administration, faculty, and staff have e-mail addresses where they can be contacted. These are listed on the school website.

CRISIS RESPONSE

Altamonte Christian School has a Crisis Response Plan that thoroughly covers the handling of various situations that could occur on campus. The plan was developed with the help of the school's D.A.R.E. officer at the time in conjunction with the plan utilized by Seminole County schools. All faculty and staff members are expected to be familiar with the procedures for building evacuations, campus evacuations, code lock down procedures, severe weather precautions, and other critical incidents as outlined in the school's Crisis Response Manual. In the event the local authorities instruct us to leave campus, our first choice off-campus site is Cranes Roost Park, the stairs near the Eddie Rose Amphitheatre. If we leave campus, the Assistant Director will remain here to assist with arriving parents; every effort will be made to contact parents individually.

SCHOOL CLOSING FOR SEVERE WEATHER

Since hurricanes are relatively slow moving, it would be assumed that the school would have adequate notice and close before landfall. If Seminole County is under a hurricane warning and the county schools close due to weather conditions, Altamonte Christian would do the same. Parents are advised to listen to the local television and radio stations for school closings. The reopening after severe weather will depend on the condition of this facility and our roadways and may be different than the reopening of the public schools.

FINANCES

We need to stress the importance of paying tuition faithfully and on time. We strive to be good stewards--to run as lean and efficient an operation as possible so the maximum amount of people can benefit from this ministry. The greatest part of our revenue goes toward salaries. Our teachers must receive a constant source of income, as you expect from your employer/business. Our other bills must be paid to preserve a good reputation and Christian testimony. If you have a financial setback (loss of job, cost-incurring catastrophe, etc.), please let us know. We will try to work with you in every way possible. But remember--Christian ministry and non-profit organization notwithstanding, we depend on your tuition payments to exist. It may be necessary to take out a small loan to carry you through a short crisis, or a second mortgage to get you through a long one. You may even have to home-school your child or put him in a public school until God meets your need, but please, don't ask the school to extend credit. We just don't have it.

A board of wise, godly men set down *OUR FINANCIAL POLICY*. In the interest of fairness to the school and to your fellow school family members, please, get the money in just like you would for the house or car note. Payments are due in the office on the first of the month (August through May). A late charge is assessed if the payment is not submitted by the close of business on the tenth of the month. If the tenth falls on the weekend, the payment is due in the office by the close of business the Friday preceding the tenth. Any account delinquent on the fifteenth of the month will result in the student not being permitted to attend classes each day after that until the account is satisfied. If students arrive on the 16th and the account has not been paid, students will remain in the office until payment is made or they are picked up. It is not our desire to cause them embarrassment so please take care of your financial obligations on time. If there are extenuating circumstances, please contact the business manager to discuss possibilities for payment. There is a returned check fee assessed on all returned checks. After the return of two checks your future payments will need to be made with cash or by money order.

School records and/or final report cards will be held until all accounts are paid in full. Enrollment fees and book/materials fees are not subject to refund. The book fee includes all consumable workbooks, and is for rental of the non-consumable books; you will be charged full cost to replace any lost books, and a fair fee for any damaged materials. Additionally, we do not refund tuition money. An exception to the policy for one is not meant as an exception in the policy for anyone else. We reserve the right to use money received in any way we deem necessary or appropriate. A rate schedule is printed annually with current rates for all tuition and fees. This is distributed at the time of enrollment. A slight tuition discount is available to students who have a parent in full time Christian service who is also the main wage earner of the family. See the bookkeeper for further information if you qualify for this discount. Other fees (sports, course, etc.) need to be paid in the month they are incurred.

By the way, you can do the following to **REDUCE YOUR COSTS**.

1. If you know your child(ren) will return for the next school year, **RE-ENROLL EARLY** and pay a discounted fee (published yearly).
2. If you are able to **PRE-PAY** for the year, there is a **FIVE PER CENT DISCOUNT**. If you pay for the year and must withdraw mid-way, tuition money for full months not in attendance will be refunded.
3. Avoid the **LATE FEE** by being prompt with your payments.
4. **REFERRALS** to this school (families you personally recommend to ACS) will result in a **\$300 CREDIT** to your account if the referral enrolls a new student. The credit is posted in October.

FUND-RAISING PROJECTS

It is necessary for the various school organizations to be involved with fund raising efforts in order to provide programs or special projects without creating undue hardship on the families. If your child is involved in such an event, please note that we do not want our students to go door-to-door, therefore parental assistance is needed.

GOSSIP

The Bible teaches us we should keep from idle gossip. If you have a problem with a teacher, the administration, another parent, or a student, please go to a person who can do something to help the situation. To continually repeat your displeasure to someone who can't do anything about the situation could be interpreted as gossip or the desire to stir up trouble. Please don't be guilty of running down the school, the staff, or fostering an atmosphere of disharmony. If you are unhappy, voice it to the proper authority; if you have a solution, share it with the appropriate person.

INSURANCE COVERAGE

ACS does carry a student accident insurance policy. The coverage is **secondary** to other valid coverage; therefore, you must file with your insurance company first.

MANDATORY REPORTING GUIDELINES

Senate Bill 1712, the Ethics in Education Act, became effective July 1, 2008, and impacts certain operational procedures for private schools participating in the McKay and Corporate Tax Credit Scholarship Programs. This Act adds new requirements to the employee screening process, school accountability to develop standards of ethical conduct, procedures for reporting misconduct, and mandatory reporting of child abuse, abandonment, and neglect. Altamonte Christian School employees have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student. Report to one of the following administrators in person or by phone (407) 831-0950:

Pastor Carlson, Executive Director
Mrs. Brownlee, Director
Mrs. Piorkowski, Academic Director

Altamonte Christian School employees have a duty to report actual or suspected cases of child abuse, abandonment, or neglect. Employees have immunity from liability if they report and will have a duty to comply with child protective investigations. The statewide toll-free abuse hotline number is **1-800-962-2873**.

PARENT/GUARDIAN STATEMENT OF COOPERATION

(All parents sign this agreement during the admissions process and it is renewed annually.)

1. We hereby make application to Altamonte Christian School agreeing to cooperate with the purpose and goals of the school in all matters.
2. We understand that the Bible will be taught daily and that a Christian atmosphere and philosophy will be fostered at all times. (See Statement of Doctrinal Faith, page 9)
3. It is hereby understood that we will pay tuition, on the first of the month, for the amount stated and normally on a ten-month basis (August-May); that report cards and records may be held if the account becomes outstanding and that children may not be allowed to attend class if tuition is not paid by the date due; that **NO REFUNDS** will be made for any fees such as enrollment, books, materials, etc., and for any tuition paid for less than a month.
4. The staff and administration are given “on-site” responsibility for the discipline of our child(ren). This may include, but not necessarily be limited to, counseling, verbal reprimands (public or private, as the situation demands), work projects (from writing assignments to physical labor), detention, suspension, and dismissal from the school. Cooperation and support from home are essential (“united we stand, divided we fall”), and we pledge to support the principle of abiding by the rules, even in matters of disagreement, until such time as major dissatisfaction would cause us to choose separation from ACS. (This is in return for the school’s best efforts to deal responsibly and fairly with all behavioral problems).
5. We also give permission for our child(ren) to take part in all school activities, including sports and school-sponsored trips away from the campus, and absolve the school from liability to my child or me because of any injury or illness at school or during a school activity (excepting for obvious negligence on the school’s part). In case of accident or serious illness, we request the school to contact us. If the school is unable to contact us or our physician, the school may make whatever arrangements are deemed necessary for the welfare of our child(ren).
6. We agree with the school’s **INTERNET POLICY** as stated in the *HANDBOOK*, and expect our child to abide by the guidelines established. We will be responsible to monitor home use of the Internet and to condone only appropriate activity.
7. We have carefully read this **STATEMENT** and hereby agree to adhere and cooperate fully with all policies, rules and expectations in the Parent-Student Handbook and other published policy. We especially agree to the philosophy expressed in the “Student Statement of Cooperation” and will encourage our child(ren) to honor it. We further agree to allow the administration of a urinalysis, polygraph, or any other type of test that might be useful in situations where reasonable suspicion exists to suggest serious improper behavior (parents will be notified first).
8. We give permission for photographs of our child(ren) taken during school activities to be used in advertising and for promotional purposes, both in print and online.

Finally, we agree in a general way to encourage a healthy respect for the school, to foster harmony and avoid open dissention, and to make a serious effort to support the various

activities and programs of the school through prayer and participation in booster clubs, volunteer groups, fine arts programs, fund raising projects, etc.

PARENT-TEACHER FELLOWSHIP

The PTF is organized under the authority of ACS. The PTF has a desire to help promote the mission and purpose of ACS. Some of the goals of this organization are to plan and implement fundraising and fellowship events; to provide service to the administration, faculty and staff in a spirit of teamwork to enhance the quality of education at ACS; and to pray for, encourage and express appreciation for the administration, faculty, staff, and students.

All members of the ACS family, which includes parents, teachers, staff, and alumni are encouraged to be actively involved with the PTF. The PTF meets on a regular basis and the meetings are announced in advance. Please consider being a part of the PTF.

WHO SHOULD I CONTACT?

(E-mail contact information is posted at the school website <http://www.altamontechristian.org>)

Administrative Team

Director -	questions regarding operational procedures; school policies; to request your child be excluded from a field trip; unresolved conflict; suggestions
Academic Director -	questions regarding curriculum; academic achievement; tutoring; teacher concerns; dual enrollment courses; preschool questions and concerns
Guidance Counselor-	Bright Futures Scholarship program; college entrance testing
Dean of Students -	behavior/discipline issues or concerns; to request spiritual counseling;
Administrative Assistant -	admissions; all financial information and concerns; After-Care Program;

Classroom Teacher

- If you have questions about classroom policies, procedures, activities, field trips
- Your child's academic progress; help class
- Behavior issues regarding your child
- To request a personal conference

School Receptionist

- Anything to do with attendance, absentee or tardy records;
- To request a pre-arranged absence form or homework assignment sheet;
- If you need to get a message to your child (change in plans/pick-up procedures)