



STUDENT HANDBOOK

TABLE OF CONTENTS

SECTION	Page Numbers
History of Apostolic Christian School	6
Welcome to ACS	7
Section 1 - Philosophy & Principles	8
Vision Statement.....	8
Mission Statement.....	8
Philosophy of Education.....	8
Operational Principles.....	8
Statement of Purpose	9
Statement of Faith.....	9
School Sponsorship & Affiliation.....	9
Educational Objectives	9
Teacher Standards	10
Section 2 – Admissions.....	11
Admissions Policy	11
Admissions Procedure	11
Probation & Dismissal	12
Withdrawals	12
Transfer of Records.....	12
Tuition.....	12
Fee Schedules & Supplies.....	12
Section 3 – Academics	13
Grading Scale.....	13
Honor Roll Policy	13
Report Cards	13
Homework.....	13
Curriculum/Textbook Selection & Purchases.....	14
The Bible as Curriculum.....	14
Promotion Requirements	14
Scholastic Testing	15
Section 4 – Attendance	16
Attendance Policy	16
Excusable Absences.....	16
Unexcused Absences	16

Sickness Policy	16
Tardiness Policy.....	16
Early Dismissal.....	17
Make-Up Work.....	17
Section 5 - Lifestyle Expectations	18
Spiritual Lifestyle.....	18
Code of Conduct.....	18
Discipline	18
Relationships & Physical Contact.....	19
Church Attendance.....	19
Section 6 - Uniforms/ Dress Code Policy (K5-12)	20
ACS Uniform Policy.....	20
Elevate Student Chapel Attire.....	23
ACS Physical Education Attire (K5-4).....	24
ACS Physical Education Attire (5-12).....	24
School Function Attire (All Ages).....	24
Section 7 - Health & Safety	25
Immunizations.....	25
Medication	25
Accident/Injury Policy	25
Communicable Diseases	25
Emergency Preparedness	25
Weapons & Firearms Prohibition	26
Section 8 - Parental Involvement.....	27
Volunteering	27
Field Trips.....	27
Guidelines for Chaperones.....	27
Student Safety on Field Trips	27
Student Behavior on Field Trips.....	27
General Instruction for Chaperones.....	28
Section 9 - General Information	29
Campus Hours.....	29
Campus Visitors.....	29
Drop off and Pickup of Students.....	29
Student Cell Phone Policy	29
Student Internet Usage.....	30
Social Media Policy	30
Student Earphone/Headphone Policy	30

Grievances.....	30
Who To Call.....	31
Inclement Weather Policy & School Closures.....	31
Lost & Found	31
Care of Building.....	32
Nutrition Program	32
Transportation & Traffic Control.....	32
Elevate Student Chapel/Devotions	32
National Apostolic Christian School Competition	32
Section 10 - Junior/High School Division	33
Dual Enrollment.....	33
Service Hours.....	33
Leaving Campus	33
Physical Education.....	34
Student Drivers	34
Discipline	34
Section 11 - Elementary Division.....	35
Field Trips.....	35
Elementary Technology Lab.....	35
Parties.....	35
Playground Rules.....	35
Discipline	35
Section 12 - Kindergarten Division	36
School Hours.....	36
Parties.....	36
Discipline	36
Section 13 - Child Care Division	
- Apostolic Kiddie Academy	37
Admission	37
Bathroom & Potty Training Policy	37
Change of Clothing.....	37
Charges	37
Child Drop Off & Pickup.....	38
Classroom Visits	38
Dress Code	38
AKA Extended Care and Summer Care	38
Food Policy	38
Holidays	39
Hours of Operation & Traffic Flow	39
Medicine	39

Naps	39
Playground Rules	39
Toy Policy	40
Discipline	40
Parent’s Day Out.....	40
Miscellaneous	40
Section 14 - ACS Athletics	41
Goals for ACS Athletic Department	42
ACS Team Commitment Policy	42
Eligibility for Participation	42
Playing Time.....	43
Parental Involvement	43
Booster Club	43
Parent/Coach Relationship.....	43
Communication Parents Should Expect From Coaches	44
Communication Coaches Should Expect From Parents	44
Issues Not Appropriate to Discuss With Coaches	44
Issues Appropriate to Discuss With Coaches	44
Leaving a Squad.....	44
Jewelry and Appearance	44
Medical Information	45

HISTORY OF ACS

As Written by Bishop Billy McCool

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

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

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

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

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

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

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

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

WELCOME - PASTOR MARK MCCOOL

Greetings in the Name of Jesus,

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

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

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

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

SECTION 1 - PHILOSOPHY & PRINCIPLES

Vision Statement

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

Mission Statement

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

Philosophy of Education

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

Operational Principles

Apostolic Christian School is an institution of education, ministry and personal development. In addition to providing an excellent academic education, ACS is also a channel of ministry to assist students in understanding more clearly the Holy Bible and the revelation of the Lordship of Jesus Christ. It is based upon these principles of education and ministry that ACS builds an atmosphere of learning conducive to the multi-faceted needs of elementary and secondary students. It is the premise of the sponsoring church, First Apostolic Church, that every student should receive an excellent academic education in a Christian environment that promotes mental, spiritual, emotional, physical and social development. The statements and guidelines contained in this handbook are designed to enhance the healthy development of ACS students in an environment where Christian principles and standards are taught, demonstrated and learned on a daily basis. It is not the purpose or intent of ACS to be the sole source of a child’s learning experience. However, it is the responsibility and right of ACS and the purpose of this handbook to set appropriate parameters for the learning and development of students at ACS. While this handbook addresses a variety of situational guidelines and standards of conduct, it is not all-inclusive. ACS reserves the right to modify and adapt this handbook as deemed appropriate by the administration and the ACS School Board and to set forth further guidelines not currently included. ACS also reserves the right to address unforeseen situations not included in this handbook and to act in the best interest of the school, its staff and students.

Statement of Purpose

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

Statement of Faith

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

School Sponsorship and Affiliation

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

Educational Objectives

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

1. To prepare students spiritually by instilling in them a personal responsibility to and an appreciation for the Lord Jesus Christ.
2. To prepare students to successfully live in a democratic society, helping them to develop a sense of responsibility as a Christian and a citizen.
3. To offer an instructional program that meets the academic needs of students by encouraging them to think clearly, logically, and independently, as well as achieving mastery in the tools of learning and communication.
4. To develop a moral, ethical and spiritual sense which will aid them in an appreciation of their own personal worth and that of others.
5. To provide them with opportunities to develop an understanding of and an appreciation for the arts and opportunities to contribute to them.
6. To provide opportunities for developing skills necessary to earn a living.
7. To offer opportunities to participate in wholesome forms of recreation, which encourage a healthy physical body that aids in the development of teamwork and social skills and provides a positive outlet for mental and emotional stress.
8. To intensively prepare all graduates for college entry through college and career preparatory programs.

Teacher Standards

All teachers at ACS are approved academically, morally and spiritually before they join the faculty of ACS. All teachers must have a minimum associate degree from a recognized college and/ or be willing to continue their education toward a minimum of a bachelor's degree. It is the policy of this school to practice equal employment opportunity without regard to an individual's race, color, national origin, gender, disability, or age in application of any policy, practice, rule, or regulation. Functioning as a non-profit religious entity, we reserve the right to base employment on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964. We believe Romans 1:24-32 and I Corinthians 6:9-10 provide scriptural basis for AKA/ACS morality hiring practices. The foremost requirements for teachers of ACS are an unselfish dedication to Christian education, a sincere love for children, and complete devotion to the Lord Jesus Christ. Teachers at ACS are highly esteemed and valued.

SECTION 2 - ADMISSIONS

Admissions Policy

As a private institution, ACS reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, cleanliness and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school. A student is admitted to ACS to a specified grade level on the basis of former records or entrance and placement tests. Each student's record is reviewed by the school administration each year, and the student's readmission is based on specific criteria. No married student will be allowed to attend ACS.

Admission Procedure

- 1) Application forms must be filled out completely and returned to the school office **a minimum of 3 days before the student wishes to begin classes**. These forms are used to obtain basic information concerning the student as relates to educational experience and general background.
- 2) The registration fee must accompany each application form. Forms returned to the school office without the registration fee will be considered incomplete and will not be processed until the appropriate fees have been paid.
- 3) Parents must sign the Statement of Cooperation and the Tuition Contract.
- 4) Applications must be updated yearly and/or as information changes. It is the responsibility of the parents to ensure that the school has the correct information.
- 5) An appointment for an interview by the principal with the student and parents may be requested and include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships.
 - o In the case of application for re-admission, the principal may feel an interview with the returning student and the parents would be productive for the student and the school, and as such may require a meeting prior to approving the student's application for readmission.
- 6) A testing program covering several areas will be administered to all applicants if warranted. If a child ranks at such a level that ACS administration feels the school is not equipped to deal with, or if the child needs special attention or help that the school cannot provide, the application for admission will be denied.
- 7) Final registration is complete only when the following items have been received by the school:
 - a) Completed Registration Form
 - b) Child's Health Record and up-to-date immunization records
 - c) Registration Fee
 - d) First Month's Tuition
 - e) Previous School Records
 - f) Signed Tuition Contract
- 8) Failure to comply with any of the admission requirements will result in admission to ACS being denied.

Probation & Dismissal

A student may be suspended or dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. In the case of suspension, the opportunity of makeup work will not be granted, and there must be a conference between student, parents, teacher, and principal before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration, and further reviews or appeals cannot be considered. ACS expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. Parents should feel free to consult with the student's teacher about problems or questions concerning the welfare of their child. It is the desire of the school to be of service to both parent and student. Each teacher welcomes a visit from any parent. However, parents are requested to schedule such visits by appointment with the teacher at a convenient time after school hours. Tuition fees still apply while a student is on suspension. In the case of dismissal from the school, the full semester's tuition is due.

Withdrawals

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

Transfer of Records

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

Tuition

Tuition is set up on a ten-month payment plan for convenience. The first payment is due before the first day of school. Payments must be made monthly and are due on the first of each month, August through May. A late fee will be charged if the payment is received after the tenth of the month. There is a service charge for returned checks. Postdated checks cannot be accepted. Accounts from the previous school year must be paid in full or be current before anyone will be allowed to pre-register. In addition, accounts from the prior school year must be paid in full or be current before the start of the new school year. If an account becomes delinquent during the school year, the student will not be allowed to attend classes until the past due balance is paid. Students who miss class work due to delinquent accounts will not be allowed to make up missed school assignments. If an account is not current 30 days before school ends, the parents will be notified and no grade cards, honor certificates, diplomas or other records will be given until the amount owed is fully paid. Please consult the tuition contract for other details.

Fee Schedule and Supplies

Registration fees are non-refundable and are payable with each application each year. Please see the current fee schedule for a full list of fees. Students must furnish their own supplies. Supply lists are available in the school office.

SECTION 3 - ACADEMICS

Grading Scale

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

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

Honor Roll Policy

Each semester an honor roll system is implemented. When a student earns all A's, he/she will receive highest honors. If a student earns more A's than B's, he/she will receive high honors. If a student earns more B's than A's, he/she will receive honorable mention. Honors for perfect attendance are also awarded.

Report Cards

The reporting system in place at ACS is designed to provide parents and students with an indication of the progress, or lack of progress, being made. Each child's ability, attitude and application are taken into account in the grading process. Grades are issued using a number grade. The faculty at ACS consistently endeavors to know each of the students and to help each student to experience academic success. The administration of ACS firmly believes that students experience pleasure when they achieve academic success and the learning of a skill. This pleasure enhances a healthy self-concept. However, if a student lacks motivation and does not respond to instruction, academic progress will not be realized. Furthermore, observation has proven that academic success produces additional academic success, even in the non-motivated student.

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

Homework

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

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

Book reports, compositions, technological applications, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and the senior high levels. Parents are requested to give full cooperation in overseeing the completion of their student's homework assignments. Repeatedly delinquent homework will result in a less than acceptable grade report.

Curriculum/Textbook Selection and Purchases

ACS uses the A Beka Curriculum from the Pensacola Christian College in Pensacola, Florida, as well as various other curriculums. Lesson plans are prepared to include instruction, application and testing for comprehension and knowledge. A strong reading program using the phonetic system is maintained. Careful attention is used in curriculum planning and selection of textbooks so that the academic program satisfies the requirements of the Tennessee State Board of Education (as published in their Rules, Regulations and Minimum Standards) as well as the requirements of ACS. Use of a textbook does not imply acceptance of all of its contents. The Bible is the final authority in all areas of instruction.

The Bible As Curriculum

Bible study is recognized at ACS as a fundamental requirement for all students. It augments the subjects of English, history, social studies, science and health. The Bible says, "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." (Proverbs 1:7) The Bible offers the best guide for life and the only hope for the life to come. No other book can enrich and influence the minds and the hearts of children like the Bible. It is with this thought in mind that ACS has developed a curriculum that will take students systematically and progressively on the individual grade level through the Word of God.

Promotion Requirements

Students are expected to work as unto the Lord, not men (Colossians 3:23). Students are expected to show gains in all academic areas (not less than a cumulative C average 75%) for the year. Further, students are expected to have no more than 20 days of absences for the school year. Students not showing academic progress at the end of the school year as reflected on report cards will be subject to retention or non-promotion. The teacher has responsibility to evaluate students' efforts and achievements. Non-promotion of a student to the next grade is the responsibility of the teacher with the concurrence of the principal. When a teacher has determined that a student will not be promoted, the teacher will discuss the situation with the principal. Any inquiries from parents or students challenging a non-promotion will be referred to the teacher involved. Names of any student failing a course must be referred to the principal. Prior to the end of the third six- weeks grading period, the principal will notify the parent in writing that the student is not expected to be promoted to the next grade level. At this time a

meeting will be scheduled with the principal, teacher, and parents to discuss the situation. This meeting will be documented in writing.

Scholastic Testing

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

SECTION 4 - ATTENDANCE

Attendance Policy

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

Excusable Absences

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

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

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

Unexcused Absences

Five unexcused absences in any one grading period will result in an incomplete grade for that grading period. Before the incomplete will be changed, parents must have a conference with the school administration and explain the absences. If the absences can be excused after this conference, the incomplete will be changed to the grade that the student has earned. If the absences cannot be excused, the result will be a failing grade for that period. Ten absences during a semester will result in failure for that entire semester in all classes. Extenuating circumstances will be considered on a case-by-case basis. Excessive absences may result in dismissal from school. No refunds on tuition or fees will be made due to absences.

Sickness Policy

ACS does not employ medical personnel. The parent will be notified that the student is too ill to remain in the classroom and must be taken home.

Tardiness Policy

A student arriving after 8:30 a.m. will be considered tardy. A student leaving early (before dismissal) will be treated as a tardy. In order for a tardy to be excused, the office must be notified by phone no later than 9:00 a.m. explaining the tardy. If the parent is unaware of the tardy the student must upon arrival contact the parent by phone. A note is required to accompany the student the next day to gain admission to the school. Excessive tardiness may result in dismissal from school. A student with an unexcused tardy for school or a class may be required to perform extra work such as writing sentences. Three unexcused tardies in one grading period equal one unexcused absence.

Early Dismissal

Parents are discouraged from picking up their children early or asking that their children be allowed to leave early. However, there may be times when students need to leave before the regular dismissal time. Parents picking up their child early must consult the teacher and principal. Students who drive must bring a written note from a parent or guardian with the date and time of the early dismissal before the student will be allowed to leave. Students who are passengers in the vehicle of the student leaving early must remain in school until the dismissal time unless the passenger student has written permission from his/her parents/guardians to leave early with the driver student.

Make-Up Work

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school, provided that the student was informed in advance of the absence of the test or assignment due date. If a test was announced during a student's absence and is given on the first day the student returns to class, the student will not be required to take the test on that day. If a student returns to school on a pre-announced test or quiz day after a short absence and the student was informed of the test or quiz prior to the absence, the student is expected to take the test or quiz on the day it is given.

SECTION 5 - LIFESTYLE EXPECTATIONS

Spiritual Lifestyle

A Christian school must provide an environment conducive to the spiritual growth and development of its young people. Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the individual and/or the loss of the Christian's physical, mental or spiritual wellbeing. Romans 12:1-2 says, "I beseech you therefore, brethren, by the mercies of God that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world, but that ye be transformed by the renewing of your mind, that you might prove what is that good and acceptable and perfect will of God." In the atmosphere of definite and positive Christian standards of conduct, the opportunity exists for the development of strong and stable Christian character. Students found to be out of harmony with ACS principles of work and life may be requested to withdraw whenever the general welfare demands.

Code of Conduct

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

- 1) Students will refrain from swearing, smoking, using indecent language, gambling, dancing, using intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active), or pornographic materials of any kind.
- 2) Students must maintain high standards of courtesy, kindness, morality and honesty.
- 3) Students must be dressed modestly and appropriately.
- 4) Students must be kind and helpful to young children.
- 5) Students will respect those in authority.
- 6) Students will not participate in, nor belong to gangs, cults or other such organizations that do not adhere to basic Christian standards of living.

Discipline

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

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

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

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

Relationships and Physical Contact

In keeping with the Christian atmosphere and Biblical standards of ACS, students are to refrain from romantic displays of affection such as hugging, kissing and other physical actions that may be inappropriate in the school setting or offensive in nature. The aim is to maintain conduct that is within the bounds of good taste and regard for the principles of God and for the school environment as well as all school functions.

Church Attendance

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

SECTION 6 - UNIFORMS/DRESS CODE POLICY (K5-12)

ACS Uniform Policy (K5-12)

(Last update 2014)

- 1) All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
- 2) Students must wear clothing that fits appropriately: no oversized or excessively tight clothing.
- 3) No identifying logos, brand names, emblems, or any other type of embellishments are allowed on clothing EXCEPT the approved school logos, emblems, or clothing purchased from NSG TEAM SPORTS fan site and approved ACS dealers.
- 4) Uniform clothing pieces may be purchased at any retail store that sells school uniforms and on-line (Educational Outfitters, NSG TEAM SPORTS fan site, Sears, Land's End, JCPenney, Wal-Mart, Target, etc.).
- 5) General colors are navy, khaki/tan, white, light blue, royal, and ACS orange.
- 6) Educational Outfitters or approved ACS dealers will embroider the school logo or the school emblem on clothing purchased from other retail stores for a fee.
- 7) Male students must keep their shirts tucked inside their pants at all times.
- 8) Male students will maintain their hair in a neatly cut manner above the ears and collar.
- 9) Facial hair, including sideburns below the ear lobes, mustaches, etc., are not permitted.
- 10) All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white and without embellishment.
- 11) The wearing of earrings, bracelets, necklaces and other excessive jewelry are not permitted.
- 12) Excessive makeup, including colored nail polish on fingernails or toenails, are not permitted.
- 13) Sweatshirts with the ACS logo may be purchased from Education Outfitters, NSG TEAM SPORTS fan site, and approved ACS dealers. Approved ACS sweatshirts may be worn to school except on Fridays.
- 14) Extreme fads are not permitted.
- 15) Modesty is the Bible's rule for dress. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

Boys' Attire

- 1) Traditional Uniform Pants
 - a) Colors—solid navy, khaki/tan
 - b) Material—cotton, cotton twill, cotton poly, chino, etc., NO DENIM or CORDUROY
 - c) No painter or cargo style pants
 - d) Hems must be sewn, intact, and may not touch the ground.
 - e) Classic Polo Style Shirts
 - f) Colors—solid navy, white, light blue, royal and ACS orange
 - g) Sleeves—short or long sleeves
 - h) Shirt will have fold down collar and the standard 2-3 buttons.
- 2) Dress Shirts
 - a) Colors—solid white, light blue
 - b) Sleeves—short or long sleeved
 - c) If a dress shirt has a button-down collar, it must be buttoned.

- 3) Turtlenecks
 - a) Colors—solid navy, white, and light blue
 - b) May be worn underneath another uniform garment (shirt, polo, sweater, vest, sweatshirt, or fleece)
 - c) May not be worn alone

- 4) Sweaters, Cardigans, Sweater Vests
 - a) Colors—solid navy, royal, white, light blue, ACS orange
 - b) Must be worn with a collared shirt or turtleneck

- 5) Sweatshirts or Fleece Jackets/Vests Worn Inside the Building
 - a) Colors—solid, general school colors
 - b) Fleece must be embroidered with school logo/emblem
 - c) Sweatshirts must have approved ACS logos or embroidered emblems
 - d) Sweatshirts are available from Educational Outfitters, NSG TEAM SPORTS fan site, and approved ACS dealers
 - e) Fleece and sweatshirts MUST be worn with a collared shirt or turtleneck

- 6) Casual Shoes, Boots and Athletic Shoes
 - a) All shoes must be closed toe and closed heel
 - b) No patterns or designs
 - c) Casual Shoe Colors—black, navy, brown, tan, and white
 - d) Boots—same colors as casual shoes with no cowboy styles, fur-trimmed, work boots or rain boots
 - e) Athletic Shoes—no specific color requirements or restrictions

- 7) Socks
 - a) All male students must wear socks.
 - b) Colors—solid black, brown, tan, navy, white
 - c) Must cover the ankles

- 8) Belts
 - a) Colors—solid black, brown, tan, navy
 - b) Must be made of leather or cloth
 - c) Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments.

Girls' Attire

- 1) Jumpers & Uniform Dresses (Grades K5-5)
 - a) Colors—solid navy, khaki/tan, ACS plaid
 - b) Material—cotton, cotton twill, polyester, cotton poly, chino, etc., NO DENIM or CORDUROY
 - c) Length—must be long enough to cover the knees completely (even when the student is sitting)
 - d) No painter or cargo style jumpers
 - e) Hems must be sewn and intact.

- 2) Traditional Uniform Skirts
 - a) Colors—solid navy, khaki/tan, ACS plaid
 - b) Material—cotton, cotton twill, polyester, cotton poly, chino, etc., NO DENIM or CORDUROY
 - c) Length—must be long enough to cover the knees completely (even when the student is seated)
 - d) No painter or cargo style skirts
 - e) Hems must be sewn and intact.
 - f) Splits may not extend above the knee.
- 3) Classic Polo Style Shirts
 - a) Colors—solid navy, white, light blue, royal and ACS orange
 - b) Sleeves—short or long sleeved: no cap sleeves/underarms must be covered
 - c) Standard 2-3 buttons
 - d) Collar—turn down collar
- 4) Dress Shirts, Collared Blouses
 - a) Colors—solid white, light blue
 - b) Sleeves—short or long sleeved: no cap sleeves/underarms must be covered.
 - c) If a dress shirt has a button-down collar, it must be buttoned
- 5) Turtlenecks
 - a) Colors—solid navy, white, light blue
 - b) May be worn under another uniform garment (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece)
 - c) May not be worn alone
- 6) Sweaters, Cardigans, Sweater Vests
 - a) Colors—solid navy, royal, white, light blue, ACS orange
 - b) Must be worn with a collared shirt or turtleneck
- 7) Sweatshirts or Fleece Jackets/Vests Worn Inside the Building
 - a) Color— general, solid school colors
 - b) Fleece must be embroidered with school logo/emblem
 - c) Sweatshirts must have approved ACS logos or embroidered emblems
 - d) Sweatshirts are available from Educational Outfitters, NSG TEAM SPORTS fan site, and approved ACS dealers
 - e) Fleece and sweatshirts MUST be worn with a collared shirt or turtleneck
- 8) Casual Shoes, Boots, and Athletic Shoes
 - a) All shoes must be closed toe and closed heel.
 - b) No patterns or designs
 - c) Casual Shoes Colors—black, navy, brown, tan, and white
 - d) Boots—same colors as casual shoes with no cowboy styles, fur-trimmed, work boots, or rain boots
 - e) Athletic Shoes—no color requirements or restrictions

- 9) Belts
 - a) Colors—solid black, brown, tan, navy
 - b) Must be made of leather or cloth
 - c) Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments

- 10) Girls' Uniform Accessories (These must match the uniform.)
 - a) Hair Bows/Head Bands—navy, tan, white, royal, orange, ACS plaid
 - b) Ties—solid navy, ACS orange, ACS striped orange and blue, ACS plaid
 - c) Scarf—(solid & no print) navy, ACS orange, white, royal
 - d) Socks/Tights—solid white, navy, and tan
 - e) Leggings are not allowed.
 - f) Broaches, pins, flowers, beads, etc. are not allowed.

Elevate Student Chapel Attire

Boys' Friday Attire

- 1) Uniform pants-- solid navy or khaki/tan
- 2) Dress shirt--white or light blue (no polo-style shirts)
- 3) Dress shoes must be solid black, solid brown, solid tan
- 4) NO ATHLETIC SHOES OR WHITE SOCKS
- 5) Ties are required--solid navy, ACS orange, or ACS orange & blue striped
- 6) A sweater, sweater vest, cardigan or blazer is optional but highly encouraged. (See Boys Section V. for colors. Blazers are solid navy or solid khaki/tan)
- 7) Sweatshirts may not be worn on Fridays.

Girls' Friday Attire

- 1) Grades K5-5 Uniform skirts, jumpers & uniform dresses
- 2) Grades 6-12 Uniform skirts
- 3) Dress shirts, collared blouses (no polo-style shirts)
- 4) Dress shoes must be black, brown, navy, or tan. Dress boots are allowed. (NO ATHLETIC SHOES)
- 5) One of the following must be worn (and more than one is encouraged)
 - a) Tie/crosstie --solid navy, ACS orange, royal, ACS striped orange and blue, ACS plaid
 - b) Scarf—(solid & no print) navy, ACS orange, white, royal
 - c) Sweater/cardigan/sweater vest- solid navy, royal, ACS orange, white
 - d) Blazer—solid navy, solid khaki
- 6) Sweatshirts may not be worn on Fridays

ACS Physical Education (K5-4)

Please see your student's teacher for the specific requirements

ACS Physical Education Attire (5-12)

Boys' Attire

Boys must wear navy blue, royal blue, gray or black athletic pants (track pants, etc.) These pants may have a small athletic emblem on them. Pants with frayed edges, holes, and tears are not permitted. Boys will have the option to wear solid orange, navy blue, gray or royal blue t-shirts. Athletic t-shirts with a small emblem only (no writing) are permitted in the above-mentioned colors. Boys will also have the option to wear any t-shirt pertaining to Apostolic Christian School or First Apostolic Church. Boys must wear proper athletic shoe apparel (tennis or basketball shoes in the gym, football or soccer cleats on the ACS field). Athletic socks must be worn. All students are required to dress out for physical education. Physical Education dress must also be adhered to in all practices, including those after school hours.

Girls' Attire

Girls will have the option to wear royal blue culottes or orange, royal blue, navy blue, or gray athletic skirts. Skirts must cover the knee when seated or standing, and must not have any splits. Culottes and skirts with frayed edges, holes, and tears are not permitted. Shorts in ACS general colors MUST be worn underneath culottes and skirts. Girls will have the option to wear solid orange, navy blue, royal blue or gray t-shirts. Athletic t-shirts with a small athletic emblem only (no writing) are permitted in the above-mentioned colors. Girls will also have the option to wear any t-shirt pertaining to Apostolic Christian School or First Apostolic Church. Girls must wear proper athletic shoe apparel (tennis or basketball shoes in the gym, soccer cleats on the ACS field). Athletic socks must be worn. Culottes are available for purchase at www.myculottes.com under Apostolic Christian School. Students are required to dress out for physical education. Physical Education dress must also be adhered to in all practices, including those after school hours.

School Function Attire (All Ages)

School functions include, but are not limited to, sporting events at or away from ACS, Spring Program, Science Fair, field trips, Open House, etc. We ask that each student adhere to the following dress code when attending these events.

Boys' School Function Attire

Boys are asked to wear long pants, shirts with sleeves. Pants should be worn at the appropriate height, not baggy or falling below the waistline. The wearing of excessive jewelry is not permitted. You will be notified of events that will require business or semi-formal attire.

Girls' School Function Attire

Girls are asked to wear knee-length dresses or skirts. No pants or shorts are permitted. Dresses and shirts must have sleeves. Excessive makeup and jewelry is not permitted. You will be notified of events that will require business or semi-formal attire.

SECTION 7 - HEALTH and SAFETY

Immunizations

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

Medication

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

Accident/Injury Policy

A teacher or class aid will administer first aid for minor injuries. An Incident Report will be completed for more serious accidents and injuries. It is the responsibility of the witnessing teacher or staff member to file an incident report on any injury or accident he/she witnesses. If a staff member does not witness the accident or injury, it is the responsibility of the student to immediately inform a faculty member or the school office if he/she is involved in an accident or receives an injury. It is the responsibility of the parents to inform the school if a student receives an injury or is involved in an accident at the school but fails to inform the staff. Parents will be contacted immediately for more serious injuries. If on-the-spot emergency treatment is needed, parents and emergency crews will be summoned immediately. Parents must sign the Consent for Medical Treatment form each year that permits the school administration to use its best judgment in contacting a physician or transporting the child to a hospital for emergency treatment when neither parent can be contacted.

Communicable Diseases

While perfect attendance is to be commended, students who are sick with communicable diseases are encouraged to stay home until they have recovered. Students who arrive at school with communicable diseases will be sent home.

Emergency Preparedness

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

The following guidelines apply to all classrooms for fire drills:

- 1) Lights out.
- 2) Door closed.
- 3) Walk quickly in a single file line. Do not run.
- 4) Leave books and other materials in the classroom.
- 5) Do not wait for others.
- 6) Quietly wait for teachers to take attendance.

- 7) Do not re-enter the building until the “all clear” signal is given. Do not block walkways, doorways or hallways.

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

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

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

Weapons and Firearms Prohibition

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

SECTION 8 - PARENTAL INVOLVEMENT

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

Volunteering

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

Field Trips

Parents are sometimes requested to accompany their child's class and teacher on a field trip. Parents may serve as chaperones for school-related field trips or may just accompany for personal reasons. Parents who serve as chaperones or who accompany their child's class on a field trip are responsible for their own expenses and travel to and from the school before and after the field trip. Parents may ride the bus with their children during the field trip if space is available. Written permission slips are required for all students participating in a field trip. Permission slips must be obtained for a specific field trip on a specific date and time. Students who do not return signed permission slips will not be allowed to go on the field trip. Students not attending field trips will be counted absent for the day. Parental chaperones and student drivers are not allowed to drive their vehicles to or from field trips or to transport other students to or from field trips without express consent of ACS administration.

Guidelines for Chaperones

Student Safety on Field Trips

The most important responsibility of a chaperone is to ensure the safety of all the children he/she is assigned. Chaperones must stay with their group of children at all times. This includes accompanying young children to the restroom and other places that require separation from the group.

Swapping children from an assigned group is not permitted. Chaperones should obtain the phone number of the class teacher in case there is an emergency.

Student Behavior on Field Trips

Students must be orderly on the buses. Students must stay in their seats facing forward. When a bus driver or teacher is giving instructions, all should stop talking and listen. Chaperones and students must obey the rules of the field trip venue/establishment. Children must behave themselves at all times. If a student becomes disorderly and refuses to obey the chaperone, he/she should call the child's teacher and return the child to the teacher.

General Instructions for Chaperones

Each chaperone must have a neat, clean appearance. Men must wear long pants and shirts with sleeves. Ladies must wear skirts or dresses and shirts/blouses with sleeves. Personal phone calls and texting should be kept to a minimum in order for chaperones to properly monitor students. Chaperones should have a copy of the trip itinerary if it is appropriate, and they are responsible for knowing times for arrival, departure, lunch, etc. Chaperones should not use any inappropriate language, tobacco products, or alcoholic beverages. Chaperones should supervise younger children when they are buying souvenirs.

SECTION 9 - GENERAL INFORMATION

Campus Hours

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

It is crucial that students are picked up at that time. Unless enrolled in the extended care program of Apostolic Kiddie Academy, no students may remain on campus after dismissal, including those in high school.

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

Campus Visitors

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

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

Drop off and Pickup of Students

Parents should bring their students and pick them up at the designated arrival and dismissal times. Staff is not available to supervise students who arrive too early or watch students who do not leave at dismissal. Parents should make arrangements in advance for the delivery and pick up of their children. Car tags will be provided to grades 1st-4th. Car tags must be displayed in the front window of your vehicle to pick up a child.

Student Cell Phone Policy

In this modern day of technology, many students possess cell phones. While cellular phones may provide parents with immediate access to their child, they serve as a disruption to the classroom and learning environment. Cell phones are not permitted to be turned on in the classroom, hallways or labs at ACS unless instructed by the teacher. A student communication device contract will be sent home to each student to be signed by the student and their parent/guardian. Students who do not turn off their cell phones or who use them inappropriately are subject to their phones being taken from them. Parents who wish to reach their children should contact the school office and leave a message. Emergency messages will be delivered at once. Non-emergency messages will be delivered at the end of class. Students wishing to use the office

phone for emergencies must obtain permission from the teacher first. Students will not be allowed to use the school phone to make non-emergency personal phone calls.

Student Internet Usage

If a teacher requires a student to use the Internet to conduct research or complete a class project, computers are available at the school in the computer lab. Students who have been assigned Internet projects but who do not have access to the Internet at home should work with their teacher to schedule time on a school computer with Internet access. Internet usage is restricted solely for the purpose of completing school projects. Ungodly, inappropriate or pornographic websites, images, or searches are not allowed. Violation of this integrity policy may result in the student losing all Internet privileges at the school or dismissal from the school. Students who lose privileges but are not dismissed will still be required to complete required school projects.

Social Media Policy (Facebook, Twitter, My Space, Instagram, etc.)

Substantial disruption to the educational environment of ACS could occur through the content of student or parents Internet blogs and posted statements or images. Therefore, students who post such blogs may be subject to school discipline for the following reasons that include but are not limited to:

- 1) A published threat toward a student, administrator, teacher, coach, or other school employee.
- 2) Blog postings or posting images which call for or display, the violation of laws or school rules.
- 3) Publishing false statements or rumors about other students that can damage reputations and lead to defamation of character.
- 4) Using a blog, web posting, or image to hold faculty, administrators, or staff up to ridicule or disrespect for their authority, their position, or their reputation as an employee in ACS school community.
- 5) Using a blog as an instrument of crime as in stalking, pornography, threat of injury, or loss of life or property.
- 6) Posting or contributing to the posting of harassing language or images that might cause a student or staff member emotional or psychological distress thereby disrupting a class, a school sponsored event, or otherwise disrupting the school environment.

Student Earphone/Headphone Policy

No earphones or headphones are permitted at ACS during school hours.

Grievances

When a concern or grievance arises, self-examination should be the first step (Matthew 7:4-5). This includes evaluating how the child or the parent may have contributed to the problem. Following this, if a parent wishes to discuss the actions or decision of a teacher or staff, the parent should follow the procedure outlined by Jesus in Matthew 18:15-17:

1. Communicate first and privately with the teacher, sharing with him/her the complaint or concern.
2. If the first step does not resolve the problem, contact the principal. The principal may schedule a meeting with the parent alone or with the parent and teacher. In some cases, the student may also need to be involved.

3. If the issue remains unresolved after the meeting with the principal, the parent should ask the principal to contact the pastor for final resolution.

During the entire process, all parties involved should maintain an attitude of gentleness, humility and strive toward a peaceful resolution. Failure to follow this Biblical procedure will almost certainly result in further and more serious damage or complications that extend beyond the original concern. It is a violation of school policy to discuss a problem or grievance with anyone who is not a direct part of the problem/solution.

Who To Call

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

Question	Call:
Attendance Issues	Student's Teacher / School Office
Homework Concerns	Student's Teacher
Calendar Questions	School Office
Discipline Actions	Student's Teacher / Principal
Graduation Requirements	Principal
Uniform Questions	Student's Teacher

Inclement Weather Policy and School Closures

ACS generally follows the inclement weather schedule of Knox County Public Schools except in very rare instances. Students and parents should listen to the radio or watch the news for information regarding school closings. If ACS is open for school but a student is unable to attend due to inclement weather or road conditions in a specific area or circumstance, then the school administration will make a determination as to whether that absence is excused. In cases where Apostolic Christian School is closed but Apostolic Kiddie Academy is open, only students enrolled in the after school care may be brought to the campus. No other students will be allowed to remain on campus. Parents should make other arrangements in these circumstances.

Lost and Found

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

Care of Building

Apostolic Christian School and Apostolic Kiddie Academy share their facilities with First Apostolic Church. It is imperative that students as well as adults present the proper honor, care and respect to the facilities God has provided. Defacing property such as writing on lockers, walls, bathroom stalls, desks, etc., will result in disciplinary actions. Lockers are to be utilized for books, coats and personal items. Food is not to be left overnight in lockers. No signs, pictures, words, letters or numbers are to be displayed on lockers. Only bags that are too large for locker are permitted to be stored on top of locker through the school day only. Bags are not to be left overnight. Absolutely no eating or drinking in classrooms, locker area, bathrooms or halls.

Nutrition Program

Understanding that good nutrition enhances the physical, mental, emotional and social well being of students, ACS provides hot, nutritious lunch meals to all students. Meals are served in the cafeteria and are supervised by the faculty. The lunch program provides its own learning experience in table manners. Carryout food may not be brought into the school for students. Lunch charges are paid daily. Parents are welcome to pay for meals in advance if they wish to do so. Parents should refrain from calling the office to inquire about the lunch menu for that day. Elementary grades are given a take home copy of the menu each Friday for the following week. The menu is posted in the hall on Friday for the upcoming week.

Transportation and Traffic Control

The speed limit across the school parking lot is 5 miles per hour. No traffic is allowed behind the school between the hours of 8 a.m. and 6 p.m. It is vital that no one drives around the building during these times or drives the wrong way around the building during non-prohibited hours.

The safety of the children is put at risk when a vehicle fails to follow the posted route. "No Parking" and "Fire" zones must be heeded at all times. Vehicles may be cited for parking violations. Parking at the ACS curb is not allowed. All parents must drive through the designated driveway. Students will not be sent to a car parked in the parking lot. Parents who do not have a child enrolled in Apostolic Kiddie Academy should not park in front of the childcare entrance.

Elevate Student Chapel/Devotions

Elevate student chapel services are held each Friday morning at 9:30. An abbreviated devotional chapel service is held each Monday morning with the entire student body. All students are required to attend chapel services. Parents all also invited and welcome to attend.

National Apostolic Christian School Competition

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

SECTION 10 - JUNIOR/HIGH SCHOOL DIVISION

Dual Enrollment

High School students who are academically qualified for dual enrollment must apply for approval from school administration prior to applying for classes. ACS encourages academically eligible students for dual enrollment to enhance their educational opportunities.

Service Hours

Service learning (high school only) is a requirement for graduation from ACS. First of all, service learning will prepare students to be effective workers and leaders in the Kingdom of God. Secondly, service learning will help students to be ready for college and/or workforce training. Finally, service learning will provide opportunities for students to be involved citizens in their communities.

Students will document their service hours by completing the Students' Community Service Log each time they volunteer. Each service entry must be validated by a supervisor's signature. When the log page is full, the student will turn in the page to his/her homeroom teacher.

To meet the graduation requirement, students are required to serve at least 60 hours. A student may earn 1/2 academic credit by serving 90 hours. A student may earn a total of 2 credits for service learning.

Service Learning Requirements for Graduation

At least 60 hours in 4 years including the following:

- 20 hrs. Community Service
- 20 hrs. School Service
- 20 hrs. Church Service

Service Learning Requirements for Academic Credit

For each 90 hours served, the student will receive 1/2 academic credit in service learning. The 90 hours must include the following:

- 45 hrs. Community Service
- 10-35 hrs. School Service
- 10-35 hrs. Church Service

Leaving Campus

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

Physical Education

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

Student Drivers

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

Discipline

Adolescence can be a challenging time for students, parents and staff as young people learn to balance freedom with responsibilities and opinions with respect. ACS staff members who teach secondary grades are trained in appropriate methods of leadership and discipline for students at the junior high and high school levels. A variety of incentives are used to encourage students toward proper behavior, but there are times when discipline and correction become necessary. Such discipline may include writing sentences, in-school suspension, external suspension, probation or if necessary, even dismissal from the school.

SECTION 11 - ELEMENTARY DIVISION

Field Trips

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

Elementary Technology Lab

Elementary technology will be provided in all elementary classrooms. Proper respect for all equipment is expected from all students.

Parties

Class parties are a great source of enjoyment for students and are allowed at ACS. Parents wishing to celebrate a child's birthday with their child's classmates should contact the teacher in advance to schedule an appropriate time for the party. The teacher may also initiate class parties for special occasions. Parents may be asked to bring snacks or supplies for such occasions. To the greatest extent possible, parents are encouraged to bring pre-packaged food. Parents should provide enough treats for the entire class to participate. All parties are to be held outside, on the patio, or in the cafeteria.

Playground Rules

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

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

Discipline

Childhood is a very exciting time for most students and is often filled with a range of emotions from energy bursts, to a longing for parents. ACS staff members who teach primary grades are trained in appropriate methods of leadership and discipline for students at the elementary levels. A variety of incentives is used to encourage students toward proper behavior, but there are times when discipline and correction become necessary. Such discipline may include time out, writing sentences (as age appropriate), limited recess time, in-school suspension, external suspension, probation or if necessary, even dismissal from the school.

SECTION 12 - KINDERGARTEN DIVISION

The Kindergarten division of AKA provides a modern facility that is conducive to cognitive recognition and a superior reading comprehensive program. The ABEKA curriculum is taught to prepare and equip your child for a smooth transition to elementary education. ACS school uniforms are required for the Kindergarten division.

School Hours

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

Parties

Class parties are a great source of enjoyment for students and are allowed at ACS. Parents wishing to celebrate a child's birthday with their child's classmates should contact the teacher in advance to schedule an appropriate time for the party. The teacher may also initiate class parties for special occasions. Parents may be asked to bring snacks or supplies for such occasions. To the greatest extent possible, parents are encouraged to bring pre-packaged food. Parents should provide enough treats for the entire class to participate. All parties are to be held outside, on the patio, or in the cafeteria.

Discipline

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

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

SECTION 13 - CHILD CARE DIVISION **- APOSTOLIC KIDDIE ACADEMY**

Apostolic Kiddie Academy is licensed under the Tennessee Department of Education. AKA is an early childhood learning center that serves children ages 2-5. AKA provides modern classrooms that are conducive to cognitive and play-based learning and development while utilizing the ABEKA curriculum.

Admission

Enrolling in Apostolic Kiddie Academy requires the following:

1. A complete medical record (including applicable immunizations)
2. Paid registration and book fees
3. Completed registration papers
4. A copy of the birth certificate
5. Potty trained

Bathroom and Potty Training Policy

AKA accepts only children who are potty trained. AKA defines the term “potty trained” to mean that a child can tell teachers that he/she has to use the potty beforehand and do so more than 90% of the time. Underpants, rather than disposable underwear (Pull-ups) are encouraged. Parents are asked to work with their children to ensure that full and complete potty training has been accomplished before enrolling their child in AKA.

Change of Clothing

Understanding that accidents do sometimes occur, upon enrolling their child at AKA, parents should bring a complete change of clothes that can be left in the child’s locker. Parents are asked to routinely update the change of clothes to match the child’s current size. The change of clothing should be placed in a Ziploc type bag with the child’s name on it. If a child has a bathroom accident and the current clothing in his/her locker does not fit, AKA will try to provide emergency clothing. Parents are asked to return the emergency clothing to the AKA as soon as possible.

Charges

The charges for childcare at AKA are weekly. If a child is present five days or one day during the week, the charge will be for a full week’s day. If a child is absent for an entire week, a holding fee will be due. A full week is considered to be Monday through Friday. All fees are due in advance. A late charge will be added to an account that has not been paid by Tuesday, 6 p.m. of the current week. Accounts not paid by Friday of the current week will be regarded as delinquent, and the child (ren) may not be allowed to attend childcare the following Monday. A service charge will be assessed for returned checks. A repeated history of returned checks may result in cash payments being required. A child’s place in AKA can be held for only four consecutive weeks. Breakfast is charged on a weekly basis and is in addition to childcare fees. Registration and materials fees are paid yearly as well as the book fee. The office will send a statement when those fees are due. A late fee will be charged for any child left after 6 p.m. The rate will increase every minute after 6 p.m. Please make arrangements for your child to be picked

up by 6 p.m. Continuous late pickup is unacceptable and may result in the child's dismissal from AKA.

Child Drop Off and Pick Up

Parents are required to sign in when dropping off their child and to sign out when picking up their child. The office must be notified in advance if anyone other than the child's parents are to pick up from AKA. Notification may be made by the phone, note or in person when the child arrives in the morning. Persons picking up children should be prepared to offer some form of identification. Establishing identity may not be necessary after a few times, but all persons should be prepared to present identification in case they are unknown to the office staff. Due to the volume of traffic through the AKA office and for supervision reasons, we ask that parents do not phone in advance and request that their child be waiting in the office for them. The childcare staff must know who is leaving, with whom and when. Parents must stop at the childcare office when picking up their child. The office personnel will call for the child over the intercom. Parents are asked to wait in the hall outside the AKA office. This procedure also provides an opportunity for office staff to speak with parents if there is a message from the teacher. Children will not be sent out to a parent's car. Parents should enter the building to pick up their child.

Classroom Visits

Parents are asked not to enter a classroom during class or naptime. AKA children work on a daily, planned curriculum schedule. Classroom doors have windows in them that allow observation from outside without disrupting the classroom. Parents are asked to refrain from visiting with teachers while on duty. Parent-teacher conferences should be scheduled outside of regular class times.

Dress Code

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

AKA Extended Care and Summer Care

AKA presents an exciting extended and summer program for school age students ages 6-12. AKA offers intramural team games, a regulation-sized gymnasium in which to exercise and play, a fully assessable special needs playground, as well as a regulation-sized track to race and run. Also, a designated time is given to complete homework assignments, read books, and work on projects. AKA's summer program includes water play, cooking, and also an age appropriate vacation Bible school (VBS) curriculum. Traveling to exciting venues such as Mayfield Dairy, Dollywood, the Knoxville Zoo, etc. is also included in the summer festivities.

Food Policy

AKA serves hot and nutritious meals each day. Menus are planned to appeal to young children while providing a balanced diet. No food should be brought from home. If a child has a food allergy or a special dietary need, parents must provide a doctor's statement. Children who eat breakfast at AKA must be present by 7:50 a.m. The kitchen stops serving breakfast at 8:00 a.m.

Holidays

Unlike Apostolic Christian School, Apostolic Kiddie Academy is open year round. AKA is closed on the following holidays:

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

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

Hours of Operation and Traffic Flow

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

Medicine

The State of Tennessee requires that a written note must accompany all medication given at a childcare facility from the attending physician or a telephone call from the doctor's office. This requirement applies to prescription refills, too. No over-the-counter medication will be given, including aspirin, cough medicines, etc. If a child becomes ill during the day, the AKA office staff will contact the parents at once. Children with a fever or a communicable disease should not be brought to childcare.

Naps

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

Playground Rules

- 1) Students will play in designated areas only.
- 2) A teacher or aide must accompany students if they leave the playground or reenter the building during recess.
- 3) Students are to sit facing forward on the swing. No standing on, jumping from, twisting, or handholding while on the swings is allowed.
- 4) Students are to slide feet first on the slide. No standing or climbing on the slide is permitted.
- 5) Students are not permitted to throw rocks, snowballs, sticks or other matter.
- 6) Students should use playground equipment as it is intended and should not climb outside the equipment or use it in other ways that may be dangerous.

- 7) Students are to line up when the bell rings or when instructed to do so and enter the building quietly.
- 8) Students are to obey the instructions given by the playground supervisor

Toy Policy

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

Parents are allowed from time to time to bring a movie for their child's class to view. All movies must be rated G. No PG or PG-13 movies are permitted to be shown at AKA. Anything brought to AKA must be pre-approved and have the child's name printed on it.

Discipline

Toddlers and preschool aged children are full of energy and often experiencing separation from their parents for the first time in their young lives. AKA staff members are trained and experienced in administering individual disciplinary actions as needed.

Parent's Day Out

Parent's Day Out is a program available at AKA. It is designed to introduce children to the childcare experience.

PDO is available two days a week and fees are modified accordingly.

Miscellaneous

Alcohol and tobacco products are not allowed on the grounds of AKA. Smoking is prohibited inside the building. Shorts are not permitted in the building. Parents are encouraged to dress modestly when dropping off or picking up their children. Anyone wearing shorts must knock on the childcare office window and wait for their child to be brought to them. Purses should not be left in car seats nor should a car be left unlocked. AKA is not responsible for lost or stolen articles left in vehicles.



ATHLETICS
HANDBOOK

SECTION 15 - ACS ATHLETICS

Our purpose is to advance the school's mission. Our desire is to develop Christian character in our student athletes. The athletic staff is dedicated to help mentor and encourage the student athletes in their endeavors not only in the athletic area but also in the classroom, community, at home, and church. The purpose is to help the students develop Christian lifestyle that will go with them the rest of their lives.

Goals for ACS Athletic Department

- 1) To pursue with excellence as an athletic program that most of all glorifies God. To develop highly competitive programs and first-class facilities.
- 2) To develop training in our elementary and junior high school programs that will prepare our students for varsity level competition.
- 3) To develop a training system beginning in the elementary school that will instruct our faculty, staff, parents, and students in the philosophy and expectations of our athletic department.
- 4) To use athletics to share Jesus Christ with those who do not know Him.

ACS Team Commitment Policy

- 1) All athletes must maintain a "C" average or higher throughout the sports season.
- 2) Student athletes are expected to be on time for every practice and competition. Any absence or tardiness for a practice and/or a competition should be communicated directly to the head coach of that sport. This teaches the ACS student athletes a level of responsibility, commitment, and good sportsmanship toward their fellow teammates and coaches. Missing practices also places a greater burden on those at practice and hurts the team's effectiveness during games.
- 3) Respect for officials, authority figures, facilities, property, and other teammates is expected at all times. Discipline for these violations may include immediate removal from game, practice, or match and student conference with A.D. and/or coach (es).
- 4) Cursing and/or inappropriate language is absolutely unacceptable and may result in game suspension, as well as probation or dismissal from the team and/or school.
- 5) The ACS athletic handbook must be read and each athlete and his/her parent/guardian must sign statement papers.
- 6) Students who are absent from school, or are not present for the entirety of the school day may only participate in extra-curricular activities during that day at the discretion of the athletic director.
- 7) Uniforms are property of Apostolic Christian School. The student athlete may not wear the uniform unless authorized by the coach.
- 8) Athletes are scheduled to arrive at all games an hour prior to the start of the game or under the guidelines set by the coach. All athletes must ride with the team to and from away games.

Eligibility for Participation

- 1) In order to sign up for an ACS sport, students must maintain grades of "C" or above and have their sports physical form current.
- 2) Each student is expected to complete all homework and assignments regardless of whether the game is home or away. If the team is traveling away and has to leave school early, it is

the student's responsibility to obtain all assignments for all classes missed prior to leaving school.

- 3) Returning late from away games will not result in an excused absence the next school day. Students are expected to be in regular attendance the day following an athletic competition.
- 4) Parents must be supportive. If parents cause disunity, they risk the possibility of the student being suspended or terminated from the team.

Playing Time

Success is not based on the playing time of student athletes. Success is contributing to the team by using their God-given ability. Life lessons are learned from being part of an athletic team. Every eligible student has the opportunity to try out for a team, but everyone may not make the team. Athletes who make the team will be given every opportunity to demonstrate and improve their skill and ability to their coaches, and thus increase their chances of playing a significant amount of time. Parents must instruct and prepare their children for participation in a competitive athletic program at ACS. Our athletes are expected to work hard, be committed, dedicated, self-disciplined, and determined on and off the field. We want our student athletes to grow in their relationship with God, their athletic skill, and academic knowledge. Our athletes must show leadership in all activities on and off campus. Coaches will make every effort to allow each athlete the opportunity of competing. A specified amount of playing time is never guaranteed and should never be **expected**.

Parental Involvement

Parents are an important part of the success of the ACS athletic program. Your support and assistance will be needed during the year. Parents may be asked to be available to volunteer in the concession area, ticket sales, and support fund-raising activities. Your cooperation/support will be a blessing to the program, and an encouragement to the athletes and athletic program.

Booster Club

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

Parent/Coach Relationship

As parents, you have the right to understand the expectations that will be placed on the student athlete when they become involved in ACS's athletic program. This begins with clear communication from the coach of your student athlete's sport. If a parent desires a conference with a coach or athletic director, contact the athletic director or coach by phone or email to set up an appointment. Do not confront a coach before, during, or after a game or practice. It is vital for parents to support and respect the athletic program and coaches. Please refrain from criticizing the coach in front of your child or any other members of the team. This will encourage team unity. In order to maintain each student's focus, team practices are designed solely for team conditioning and training. The focus of the athlete is greatly divided when spectators are present. We ask that family/friends refrain from attending practices unless prior arrangements are made with the head coach.

Communication Parents Should Expect From Coaches

Communications that parents should expect from coaches of the student athlete are as follows: expectations for your student athlete, locations and times of practices, and team requirements (fees, special equipment, off-season conditioning, camps). Discipline that may result in denial of your child's participation, as well as student's attitude, work ethic, and eligibility may also be communicated.

Communication Coaches Should Expect From Parents

Communications that parents should convey to the coaches are notification of injuries, discipline of the student athlete, and notification of any schedule conflicts. These should be discussed with the coach in a timely manner.

Issues Not Appropriate to Discuss With Coaches

Amount of playing time, team strategy, and other student/athletes are not appropriate issues to discuss with a coach. As your student athlete becomes involved in the sports program at ACS, they will experience a sense of pride and accomplishment. Please encourage the student to keep a positive attitude and respect the coach and team. There are situations that may require a conference between the coach, athletic directors, and parents. Communication with athletic staff is encouraged. The results of these conferences should promote a resolution to the issue of concern.

Issues Appropriate to Discuss With Coaches

Ways to help your student athlete improve and concerns about your student athlete's behavior are appropriate concerns to discuss with a coach. It is very difficult to accept your student athlete not playing as much as you may hope. Coaches are conscience evaluators of student abilities. They make judgment decisions based on what they believe to be best for all student athletes involved. As you have seen from the list above, certain issues can be and should be discussed with your student athlete's coach. Other issues must be left to the discretion of the coach.

Leaving a Squad

At any point in the season if an athlete decides to leave a squad, proper dismissal must take place. A meeting must be set up with the coach and athletic director to discuss reasons for leaving. A failure to follow proper procedure will restrict the athlete from participating in future sport programs of ACS. A student athlete, who quits a team or is dismissed because of a violation of rules, may only participate on other athletic teams that same sport season upon the discretion of the athletic director. He/she will not begin practice for another sport until the first sport season has ended.

Jewelry and Appearance

No jewelry shall be worn during any game or practice. All athletes must be neatly groomed. The coach is in charge of his squad and their appearance. When student athletes are traveling to an away event they are expected to dress in team uniforms or school dress codes. The student athlete should exhibit respect for their character, others, and school. They are not only representing ACS but also Christ.

Medical Information

For the protection and safety of the athlete, a physical examination is required each year before involvement in any athletic activity. Each athlete must bring their form, signed by qualified medical personnel before engaging in an athletic activity (form is provided by medical doctor). Any injury or illness that occurs during a practice or game should be reported to the coach for evaluation. If medical attention is needed, the parents should be notified immediately. ACS does not provide health insurance for athletes. Parents are responsible for any healthcare expenses incurred by their students including but not limited to office visits, emergency room or other hospital service, including emergency transportation.