



Mascot- Lion
Colors- Red, White, Blue
School Verse- Proverb 28:1b

Arcadia Christian School
Parent-Student Handbook
2016-2017

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INTRODUCTION

History

“Train up a child in the way he should go, and when he is old he will not turn from it.” Proverb 22:6-7

Arcadia Christian School was originally founded by a concerned group of parents from the Arcadia Christian Reformed Church who wished to provide a Christian education for their children. Their vision was to provide an educational setting that would assist parents with their responsibility to raise their children in the nurture and instruction of the Lord. In 1945, it was incorporated as the Arcadia Christian School Society, an independent organization. Today Arcadia Christian School still strives to provide this Christian education through a commitment to educational excellence and Biblical values.

Today ACS is no longer affiliated with a church. As an independent religious school, we still provide a Christian education through a commitment to educational excellence and Biblical values. Our student body represents over 30 local churches. We encourage each family to nurture the growing faith of their children through their local church.

Statement of Faith

Arcadia Christian School is a non-denominational school whose roots come from the rich heritage of the Protestant Reformation. While we are a non-denominational Christian school, this theological understanding still guides our core beliefs. Chief among these beliefs are the following: *the Bible* as our final authority, the atoning death and resurrection of Jesus Christ for our sins, and the work of the Holy Spirit to call us to faith and sustain us in Christ.

We train our students to function as responsible, responding Christians in the world in which God has placed them. It is our firm conviction that this goal can only be realized to the fullest as young people become established with faith in Christ and with a foundation of learning in harmony with the Scriptures.

1. We believe in one God, eternally existent in three-persons: Father, Son, and Holy Spirit.
2. We believe God became incarnate in Jesus Christ and that all of our hope centers on the person and work of Jesus, who was fully God and fully man.
3. We believe Jesus is God. We believe in His virgin birth, His sinless life, His miracles, His death on the cross to pay the penalty of our sin, His resurrection, His ascension to Heaven, and His future return in power and glory to judge both His followers and non-believers.
4. We believe in justification by grace through faith alone, a one-time declaration by God in response to our God-given faith that declares us innocent in His sight.
5. We believe that because of sin, we are only able to come to God through regeneration by the Holy Spirit who also grants us repentance from sin and gives us faith in Jesus Christ.
6. We believe in the present ministry of the Holy Spirit who enables Christians to live godly lives.

7. We believe that the Bible is the infallible, authoritative, inerrant Word of God and the final authority for salvation and faithful living.
8. We believe that God, through the Holy Spirit, inspired the authors of the 39 Old Testament and 27 New Testament books of the Bible.
9. We believe in the necessity of obedience to the Word of God.
10. We believe that Jesus Christ is the head of the Church.
11. We believe that in Christ, there is unity of all followers.
12. We believe in the sovereignty of God over all creation.
13. We believe in the faithful stewardship of God's creation.
14. We believe that our chief purpose in life is to glorify God and enjoy Him forever.

Mission Statement

The mission of Arcadia 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 Christ.

Vision Statement

At ACS our vision is *Building Christ-centered foundations for service to God through academic excellence.*

Expected Learning Results

ACS students will be:

- Christ-followers
- Critical thinkers
- Communicators
- Contributors

Core Values

ACS has developed the following core values to provide a firm foundation for our school.

1. Christian administration and faculty model Christ in teaching and leading.
2. All programs, academic, sports, after school, scouting, and music, exhibit Christ-centered leadership.
3. High academic standards are maintained with internal and external evaluation welcomed.
4. The curriculum and other programs are focused on excellence.
5. The environment is loving, supportive, and nurturing for children, families and staff.
6. The process of the integration of faith and learning in all academic disciplines is maintained.
7. Organizational practices such as business, development, marketing, personnel and government are all Christ-centered.
8. The teaching of the Bible as a core subject is essential to the academic curriculum.

9. Professional development and resources are vital for growth of the school.
10. The teaching/learning process at ACS reflects a Christ-like sensitivity.
11. Students learn how to process information in the context of a Biblical world view.

Accreditation

ACS has met or exceeded the standards of a quality school as established by two governing bodies, ACSI (Association of Christian Schools International), and the Western Association of Schools and Colleges (WASC). Accreditation is recognition of total school quality and the development of a solid foundation for future growth. It allows us to pursue additional funding through grants and to attract a higher caliber of teacher candidates.

ORGANIZATION

The Board of Directors

The Board of Directors of the Arcadia Christian School Society is the body whose primary functions are the following:

- to establish policies
- to maintain a quality faculty and staff
- to carry out fiscal responsibilities
- to produce financial stability
- to engage in long-range planning that will be to the best interest of the entire school

The Faculty and Staff

The faculty and staff are a dedicated group of Christians employed by the Board of Directors to carry out the policies and educational goals set by the Board. The administrators and teachers value their time at home with their families and friends. Please do not call faculty and staff members at home about school problems unless they have specifically given permission for you to do so.

Parent Involvement

Arcadia Christian School's philosophy relies on a high degree of parent involvement to develop into an effective institution. The role of the parent is significant and cannot be filled by the teachers or the administration.

It is our hope that all ACS parents will become involved through the following activities:

- Pray regularly and fervently for the school, faculty, students, and administration.
- Cooperate fully with the educational functions of the school.
- Attend meetings and parent functions regularly.

- Pay financial obligations on time.
- Support the school with gifts in addition to tuition and fees.
- Join the PTO and undertake volunteer duties.
- Recommend the school to other families as opportunities arise.
- If you become dissatisfied with the school in any way, seek to resolve the issue through the use of the Matthew 18 principle.
- Seek the advancement of the school in every area: spiritually, academically and physically.
- Provide a healthy, happy home environment for your child(ren).
- See that your child develops good habits, such as limited television viewing, homework first, and early to bed.
- Cooperate fully with school policies and disciplinary actions.
- Assume the responsibility for good attendance and arriving to school on time.

ADMISSION POLICIES AND PROCEDURES

Our desire is to provide your child with the best Christian-based education possible. We believe that children should be well equipped in regard to academics, but even more important is their knowledge of the ways of the Lord. As the home, church, and school work together, this process can be enhanced and enriched. In order to do that, we need to form a relational partnership with families who seek to live their lives in agreement with our Statement of Faith. We do not accept students on a first-come-first-served basis but are looking for families who will work with us and who will share this common goal. Arcadia Christian School is operated on a non-discriminatory basis, and no child shall be excluded from enrollment on the basis of race, color, or national origin. We do reserve the right to screen applicants on the basis of religious preference, academic level, as well as class balance.

Parents enrolling their children should be committed to an elementary and junior high program that features a distinctive Christian education, placing a high value on academic excellence, nurturing, and Godly character development. Parents should be willing to accept responsibility for the education of their children in partnership with the school.

We encourage all parents to thoroughly evaluate our program prior to enrollment. For a healthy partnership, we need to work with families who have clearly selected what we offer and can support ACS enthusiastically.

Entry Requirements

Kindergarten

- Must be 5 years of age on or before August 31st
- Should submit proof of birth in the form of a birth certificate or other legal document
- Must complete an entry assessment
- Must submit proof of immunizations or a signed waiver (See immunization requirements)

1st Grade

Should have a doctor's certificate of examination (or waiver) given within 18 months prior to their entrance for the fall term

7th Grade

- Must have measles and rubella immunizations
- Must be immunized against Hepatitis B
- Recommended to have a Td booster if none taken for 5 years

Enrollment Process for New Students

The first step is to complete the online application and submit the application fee. All new students will receive a call from the office to schedule an assessment once the application has been submitted and approved. Notification of acceptance will be given to new families within one week of the assessment. Once a family has been notified of acceptance, they will be invited to complete their online enrollment. Please feel free to contact the school office if you have any questions. We recommend that new families meet with the principal and tour the campus before beginning the application process as the application fee is non-refundable.

Re-enrollment for Current Students

In order to re-enroll, the family's account must be current.

To access re-enrollment through Parents Web, please follow these steps:

- 1. Login to Renweb, using your existing account**
2. After logging in, click on the Family Information tab
3. Click on the Enrollment/Re-enrollment tab

Please contact the school office if you have any questions.

Withdrawal from School

Job transfers, financial changes, or a family crisis may necessitate withdrawal from the school. If such an event occurs, please note the following.

- Written notification of withdrawal, at least thirty days before the child's last day of school is required.
- The classroom teacher will clear students when all school texts and materials have been returned in satisfactory condition.

*We realize withdrawal may also be precipitated by dissatisfaction with the school. Since our goal is partnership with parents, our hope is that every attempt would be made by the school and by the parents to address any concerns before a decision is made to withdraw a student. We value your input, which ultimately makes us a better school.

TUITION, REGISTRATION, OTHER FEES, AND FUNDRAISING

A schedule of tuition and fees is established annually by the School Board and distributed to parents with their re-enrollment forms.

Annual Tuition

This is an annual fee charged to parents for educating each child. ACS uses an outside tuition payment service (FACTS Tuition Management Service) that processes payments through an automatic bank transfer if a family is unable to pay in full. A small annual service fee is charged to the family by FACTS.

Registration Fee

Payment of the registration fee implies intent to attend and is **non-refundable**. Registration fee is due when **re-enrollment forms are submitted through Renweb's on-line enrollment**.

Other Fees

Other fees include, but are not limited to, Activity Fee, Kid's Club, extra activities, field trips, and lunch purchases.

Financial Assistance

Aid is available for those families in need. Applications for financial assistance may be accessed on-line through FACTS.

Fundraising

Donations and fundraising help us to fulfill our commitment to provide an outstanding, first-rate Christian education for our students. Various fund-raising activities are scheduled throughout the year to raise the funds necessary to accomplish this goal. School improvement, additions to our technology, and key components of our whole program are accomplished through the generous giving of parents, alumni, friends of ACS, and local businesses.

As we seek to improve our program, add to our resources, and pursue academic excellence, we rely on the generous contributions of our families and extended ACS friends. ACS is a tax-exempt 501c3 religious organization, and all donations are tax deductible.

ATTENDANCE

Regular attendance and punctuality are vitally important for a successful school experience. The self-discipline which a child develops will also contribute to later success in all walks of life. Please refrain from taking off school except for sickness or special occasions.

School Hours

Day Care Opens	7:00 A.M.
Grades 5-8 Begins	8:15 A.M.
Grades TK-4 Begins	8:20 A.M.
School Ends	3:00 P.M.
Day Care Closes	6:00 P.M.

School Office

Our school office is open from 7:30 A.M. to 4:00 P.M. daily. Students are to be aware that this is a place of business and should not make unnecessary visits of the office. Our staff will appreciate your quiet, business-like conduct while you are patiently waiting to be assisted.

Student Arrival

- All students arriving prior to **7:45 A.M.** must report to the auditorium for Kids Klub.
- Students arriving after **7:45 A.M.** should report to the playground area.
- Students should never be in the hallways or classrooms without a teacher or other supervising adult present, even after the morning bell rings.

Tardies

Please make sure your child arrives on time, as tardies are very disruptive to the class. It not only hurts the student, but also interrupts the teaching-learning process. In the event that your child is tardy, please have him/her report to the office for a tardy slip. **Five tardies constitute a one day absence. On the 8th tardy of each quarter, \$25 will be charged** to the student's account. A dental or medical excuse is the only excused tardy.

Absences

- When your child is absent for any reason, please notify the school office by 8:30 A.M. each day your child is absent.
- Anyone absent for five consecutive days must have a doctor's note to return to class.
- Please check Renweb for work missed.
- We have limited facilities at school to care for a child who becomes ill during the day. Please be prepared to pick up your sick child within 30 minutes of a call from the school office.

Excused Absences

An excused absence shall be only for illness, bereavement, or medical or dental appointments. The student will be allowed time, as determined appropriate by the teacher, to make up missed work. An excused absence can be given for a "Planned Absence" for special reasons. A Planned Absence Request must be filled out and approved by the office at least 2 days prior to the absence.

Unexcused Absences

Absences not due to illness, bereavement, medical or dental appointments, or approved absences are considered unexcused. Work missed during an unexcused absence may not be made up.

Excessive Absences

Absence does not make work grow fonder; rather, it makes it more of a burden. More than 5 absences in a grading period may result in a conference between the administration, teacher, parents, and student. **More than 10 absences in one grading period may result in a failing grade and possible retention.**

Return After an Illness

The child should be free from obvious symptoms such as coughing or a runny nose. The child's temperature should be normal for 24 hours returning to school.

Requests for Students to Be Taken Out of Class

We realize that occasionally you will need to pick up your child before the end of the regular school day. The following procedure will be used for releasing students during the school day.

- If possible, notify the teacher and/or school office before 10:00 A.M. that your child will be leaving early.
- Parents must come to the school office to check the student out
- The classroom teacher will release the student to the office where the parent is waiting.

HEALTH AND SAFETY ISSUES

Medication

All medication taken during the school day must be brought to the office in the original container. A parent or doctor signed "Consent for Medication" form must be on file in order for medication to be given to any student.

Medications are administered by the school secretary or another designated adult. No medications should be brought to school by students or put in a student's lunch box or backpack. This includes cough drops, Tylenol, and any other over the counter medication.

(Students are allowed by law to have inhalers and epi-pens in their possession as long as the office is properly notified.)

Office Check-in

In order to keep our campus secure, we ask everyone to check-in at the office. Once school is in session, all visitors on campus are required to wear a visitor's badge. If your child forgot his/her lunch, books, etc., please drop these items off in the office rather than taking them to class yourself.

Emergency Forms

Every student enrolled at ACS must have a completed form, Authorization to Consent for Treatment of a Minor. These forms, which are filed in the school office, accompany the students on field trips and off-campus events. They also include information about the child's medical allergies, current medications, and known medical conditions. If you have a change of address or phone number, please notify the office as soon as possible.

Student Injury at School

In the event that a student is seriously injured at school, parents will be contacted immediately. If the student's condition merits, the paramedics will be called. The teacher or staff member who was on duty when the accident occurred will complete an accident report.

Reporting of Child Abuse

Penal Code Section 11166 requires that private school personnel report any observed or suspected instances of child abuse to the appropriate public authorities. This includes physical injury, sexual abuse, and neglect. Any person who is employed in a private school must, prior to his or her employment, sign a statement on a form provided by the employer to the effect that he or she had knowledge of the requirements to make such a report and that he or she will comply with those requirements.

Disaster Preparedness

ACS wishes to do all that can be done toward the safety of students in the event of a disaster during the school day. For this reason the students are taught basic disaster training, and frequent drills are conducted throughout the school year. In the event of a disaster, please try to remain calm and be assured that our teachers will care for your student. All ACS staff members have had formal training in first aid and CPR.

DROP OFF, PICK UP, AND PARKING ON CAMPUS

- Always drive slowly (5-10 mph).
- Be alert; stop any in-car distractions such as eating, drinking, phone calls or texts.
- Abide by all parking guidelines: never park in red zones, in front of gates, or in handicapped spaces without authorization.
- Avoid turning left on Santa Anita from Las Flores; use the signal at Camino Real.

Drop Off

Students may be dropped off in the loop just east of the auditorium or at the 1st Ave. gate. If you would like to walk your student in, please park in the spaces outside of the gated area in front of the auditorium. The front lot is to be used for pre-school only.

Pick Up

ACS has developed a car line for pick up. Each row in the car-line is designated for a particular grade. If you want to use the car line, please arrive before 3:00 P.M. Park in your designated row, turn off your engine, and wait in your car for the teacher to bring your child to you. If the weather is hot, you may exit your car and wait for your child in the shade. **Students will not be released until 3:00. (New for the 2016-17 year)**

ACADEMICS

Grading Policies

At ACS we believe that, although grades are important to each student and family, over-emphasis on grades can cause tremendous strain and pressure on the student. This is why, in our program, we provide academic excellence with nurturing. Each grade given represents the teacher's best evaluation of student work, including homework, test scores, participation, projects, quizzes, etc.

Kindergarten through second grade students receive one of the following grades:

- O** **exceeding grade level expectations**
- S+** **working above grade level**
- S** **satisfactory work at grade level**
- S-** **working slightly below grade level**
- N** **needs improvement**

Students in 3rd grade and up, receive traditional letter grades. The following grading scale is used:

A+	=100	B+	=87-89	C+	=77-79	D+	=67-69
A	=94-99	B	=83-86	C	=73-76	D	=63-66
A-	=90-93	B-	=80-82	C-	=70-72	D-	=60-62
F	= below 60						

Work Habits

In grades K-5, students will also be graded on their work habits and citizenship. The following evaluation guideline is used.

Outstanding **Satisfactory** **Needs Improvement** **Unsatisfactory**

Conduct- 6th -8th grade

The following evaluation guidelines are used in each class as an indication of classroom conduct.

O-Outstanding S- Satisfactory N- Needs Improvement U- Unsatisfactory

Curriculum

ACS strives to offer a balanced curriculum that promotes the spiritual, emotional, intellectual, social, and physical development of all students. Our philosophy emphasizes a disciplined academic environment where each student is challenged and an enthusiasm for learning is

developed. The curriculum reflects ACS's philosophy through its detailed, sequential goals and objectives that progress from grade to grade.

Grades TK-5

Subject matter taught daily includes: Bible, Language Arts, Reading, and Math.

Subject matter taught two –three day per week includes: Science, and Social Studies/History.

Enrichment classes taught weekly are Art, Computer (not TK), Music, Spanish, Library, and Physical Education.

Grades 6-8

Daily classes are Bible, Language Arts, History, Math, Science, and Physical Education.

Elective classes include Cooking, Reptiles, Art, Study Skills, Book Club, Robotics, Study Hall.

Library

The library supports the classroom curriculum, provides extra-curricular books, and allows students in grades K-5 to participate in a weekly class library time. Junior High students may access the library before and after school.

Homework

The following is a general guideline for the approximate amount of homework assigned at each grade level.

Grade	Core Subjects		Reading	
	Minutes per day	Days per week	Minutes per day	Days per week
K	15	4	15	5
1	20	4	20	4
2	25	4	25	4
3	35	4	30	4
4	45	4	35	4
5	60	4	35	5
6	90	5	Required reading outside of class will be assigned throughout the year.	
7	110	5		
8	120	5		

These approximate times are appropriate for students on grade level and may vary depending on personal expectations and time management skills. Homework loads are intended to prepare students to meet grade level expectations for the following year. Long-range assignments such as projects, book reports, and tests may require extra time.

Materials and Supplies

The school purchases some supplies for the students. An additional supply list for each grade level may be given at registration or sent to parents during the summer. Parents are asked to send their child to school on the first day with the appropriate materials and supplies. All materials should be labeled clearly with your child's full name.

Textbooks

- Textbooks (non-consumable) are loaned to students. These books belong to the school and must be handled carefully. Textbooks must be covered, and the covers are to remain neat and clean. To avoid damaging the book, do not tape cover to the book. Adhesive book covers are not allowed.
- There will be a fine of half the cost of the book for slightly damaged books. If a book is damaged or altered to make it unusable for another student, the fine will be the price of the book. A book with answers marked in it is no longer usable.

Standardized Testing

Each spring the Terra Nova (TN) test is administered to students in grades 1-8. The TN measures achievement in reading, mathematics, language, listening, science, social studies, and Bible.

Field Trips

At ACS field trips are an integral part of the learning experience. Each teacher arranges field trips that will enrich the curriculum for that particular grade level. Parents are invited to help with transportation and to chaperone on most field trips. Parents who are driving for field trips will be required to fill out a driver's insurance form available in the school office. Due to the restrictions imposed upon us by the sponsoring field trip agencies, younger siblings are not allowed on most classroom field trips. In order to participate in a field trip, students must have a signed permission slip on file in the school office. Parents will be notified as to the time, location, cost, and other pertinent details of all field trips well in advance of the trip. Dress code information for all field trips will be announced by the classroom teacher prior to the trip.

Annual overnight field trips:

- Fourth grade: Dana Point 2 day/1 night California History
- Fifth grade: Astrocamp in Idyllwild 3 day/2 night science trip
- Sixth grade: Rawhide Ranch 3 day/ 2 night outdoor education experience
- Seventh grade: Catalina Oceanography Camp 3 day/2 night experience
- Eighth grade: Washington, D.C. 8 day/7 night historical trip
- Junior High Retreat: 3 day/2 night spiritual emphasis trip

ACSI Activities

Opportunity is given to students who are talented in various areas of school life to participate in ACSI activities each year. These activities bring together talented students from many Christian

schools in the Southern California area. We currently participate in Spelling Bee, Math Olympics, Choral Festival, Speech Meet (1st -8th), and the Art Festival.

STUDENT CONDUCT

We encourage our students to practice self-discipline and to admonish one another in keeping the school rules and policies. To instill this, ACS endeavors to teach its students obedience, respect, and responsibility. Each facet of the disciplinary program is carefully designed to accomplish this objective.

Student Character

By abiding in Christ, living according to God's Word, and being filled with the Holy Spirit, Christ-like conduct and character is developed within our students. It is expected that such character will be exhibited in the following areas:

- Reverence for God and the things of God: holding God's name in high regard and respecting school property.
- Respect for authority; using Mr., Miss, Mrs., for adults, never criticizing or talking back to adults
- Kindness towards others: treating others (especially those who are younger or less fortunate) how we want them to treat us.
- Self-Control: resisting the temptation to cheat, fight, etc.
- Meekness: accepting what appears to be unfair, knowing that God can change the situation even when you can't
- Self-Respect: a healthy pride in appearance and capability demonstrated by neatness in attire and the best effort and neatness in school work.
- Integrity: doing your own work at all times and admitting whenever you have been less than honest.
- Responsibility: understanding and promptly completing whatever is expected of you.

Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use of alcohol and other dangerous drugs, and possession of a weapon are unacceptable behaviors on or off campus. These actions may result in suspension and/or expulsion.

Field Trips

On field trips or other school activities that take place off the ACS campus, students are expected to be on their best behavior as they represent our school and the Lord. The students are expected to dress according to the dress code unless otherwise instructed by the classroom teacher. Misbehavior, disrespect, or wandering off from the group are serious offenses and will be handled appropriately by the classroom teacher. Serious misbehavior will be reported to the administration for further action when the class/group returns to school.

Parent Support

Lack of parent support with regard to school discipline may result in the dismissal of the student or in not allowing the student to re-enroll for the following school year.

Progressive Discipline Policy

<p><u>Level A Behaviors</u></p> <ul style="list-style-type: none"> • Violation of class rules • Dress Code • Disrespect to fellow students • Inappropriate items-cell phone, ipod, etc. • Disruption of class • Unacceptable language • Excessive physical contact • Use of Cell phone 	<p><u>Level A Consequences</u></p> <ul style="list-style-type: none"> • Verbal warning • Written record kept by teacher • Time outs • Parent contact • Cell phone taken to office <p>There will be no points assigned for level A infractions for K-5 students .5 point will be assigned for 6-8 students</p>
	<p>Teachers must have made parental contact when referring a student to the office for repeated Level A behaviors</p>
<p><u>Level B Behaviors</u></p> <ul style="list-style-type: none"> • Repeated violation of Level A behaviors • Possession of a dangerous item- lighter, can opener, etc. • Fighting or threaten bodily harm • Bullying • Damage to school property • Inappropriate language- profane, obscene, or sexual • Defiance of authority • Stealing • Cheating-academic 	<p><u>Level B Consequences</u></p> <ul style="list-style-type: none"> • Parent notification by administrator • Parent conference required by administrator • Restriction of privileges • Suspension up to 3 days (in or out) • Behavioral contract • After school or lunch detention <p>.5 point will be assigned for each Level B infraction for K-5 students 1 point will be assigned for 6-8 students</p>
<p><u>Level C Behaviors</u></p> <ul style="list-style-type: none"> • Repeated violation of Level B behaviors • Possession of a controlled substance • Possession of a weapon • Repeated defiance- no change by the previous disciplinary action • Assault upon any student or staff member 	<p><u>Level C Consequences</u></p> <ul style="list-style-type: none"> • Parent notification by administrator • Restriction of activities and privileges • Suspension • Expulsion <p>1 point will be assigned for each level C infraction for K-5 students 1.5 points for 6-8 students</p>
<p>A student who has accumulated 6 points in any given year may be in danger of expulsion</p>	

DRESS CODE

The dress code policy at Arcadia Christian School applies to all students (TK-8th Grade) while attending school, Kids Klub, or any school-related event. It should not be interpreted as a “Christian” dress standard. A spiritual value should not be attached to clothing and appearance.

We believe that appropriate dress for school should be attractive and modest, not drawing undue attention to ourselves. Parents are the primary teachers when it comes to clothing. It is important that parents carefully monitor what their children wear, and use the Dress Code as a guideline for appropriate dress and as an opportunity for submission to the school’s standards.

General

Must be practical and neat, with a modest fit --- nothing oversized or skin tight.

NO tight fitting material, sweatpants, or athletic wear (nylon shorts or pants) at all.

Undergarments should NOT be visible. NO tattoos (permanent, temporary or self-drawn designs, names, or images.) These guidelines apply for school, day care, or any school-related event.

Monday-Thursday Uniforms are to be worn-Uniform provider is:

True Grits
2271 Honolulu Ave.
Montrose, CA 91020
(626) 744-7717
www.truegrits.com

Boys

- Polo Style Collared Shirt with sleeves – Solid Color Only (short or long sleeves)
- Shirts do not need to be tucked in.
- Uniform pants only (khaki, navy)
- Shorts Uniform only (khaki, navy)
- Closed Toe Shoes only (socks optional) NO sandals or flip-flops
- No Hats Indoors. Hats allowed on playground

Girls

- Polo Style Collared Shirt with sleeves - Solid Color Only (short or long sleeves)
- Shirts do not have to be tucked in.
- Uniform pants (khaki, navy)
- Uniform shorts or skorts only. Minimum 4” inseam. (khaki, navy)
- Uniform style skirts/jumpers. No more than 6” above knee when kneeling. (khaki, navy, black)
- No Leggings unless worn under skirts or jumpers-must be solid color (blue, red, white)
- K-5th grade girls should wear shorts under their skirts or jumpers
- 6th-8th grade girls only may wear minimal makeup (mascara, lip gloss, cover-up). Must be applied at home.
- Stud style earrings may be worn by girls – For safety, no hoops or dangly earrings.
- Closed Toe Flat Soled Shoes Only (socks optional) NO sandals or flip-flops.

Outerwear

- Any style is OK worn over the uniform shirt.
- Logos on coats, sweaters, sweatshirts are okay, BUT must be school appropriate.

Hair

- NO extreme cuts or styles.
- To be worn out of the eyes
- Hair is not to be colored or bleached. Highlighting that looks natural is permitted.

Make-up and Nail Polish (girls only)

Applied at home only; Do not bring to school.

Minimal amount allowed, no extreme or unusual colors

Jewelry

Keep it simple. Maximum 2 earrings per ear. For safety reasons do not wear hoop or large dangling earrings.

None allowed for boys.

PE

Grades 6-8- ACS shirt and shorts. Sweats in school colors are allowed in cold weather.

Grades K-5 should wear appropriate shoes and clothes on PE days. PE uniforms for grades 6-8 may be purchased at True Grits Uniform.

FRIDAY- Free Dress Day**Boys**

- Any T-Shirt (print or solid/any color) with sleeves.
- Any color long pants or jeans. Jean shorts allowed
- No inappropriate images on clothing.
- No rips or tears in any clothing.
- Shoes - Closed Toe Only (socks optional). NO sandals or flip flops
- Board shorts and basketball shorts may be worn only if Yearly Theme Shirt is worn and visible.

No sweatpants

Girls

- Any T-shirt or blouse with sleeves.
- No tank tops or “off- the- shoulder” style tops.
- Pants may be any color or style - leggings may not be worn as pants.
- Dresses & skirts in any style must be modest with sleeves. No more than 6” above knee when kneeling.
- Shorts any style or color and must be a minimum of 4” inseam. Jean shorts allowed
- No inappropriate images on clothing.
- No rips or tears in any clothing.

- Shoes - Closed Toe Only (socks optional). NO sandals or flip flops
 - Board shorts and basketball shorts may be worn only if Yearly Theme Shirt is worn and visible.
- No sweatpants

This policy will remain in effect for the entire school year. Any exception to the dress code policy such as “spirit days” will be posted in advance of the event.

If any student (K-8th grade) is out of dress code, they will be sent to the front office, they will receive a dress code violation and a parent may be called to bring in an appropriate outfit.

COMMUNICATION

Academic

- *Renweb*- parents can access their student’s grades and homework, along with communicating with the teacher.
- *Report Cards*-Sent at the end of each Quarter
- *Parent/Teacher Conferences*-conducted each year in the Fall and whenever the need arises.
- *ACS Weekly Lion*- This weekly e-newsletter gives a calendar of events, plus a monthly lunch menu. This is e-mailed each Friday.
- *Website*- This contains pertinent information relevant to current and prospective school families.
- *News to Use*-This weekly e-newsletter announces special programs, opportunities, and events. It is e-mailed every Wednesday.
- *E-Mail*- from time to time information needs to be communicated that cannot wait for our weekly newsletters or that needs to be sent to only a certain group within our school family. We try to keep these to a minimum.

Matthew 18 Principle

ACS encourages the application of the Matthew 18 principle in dealing with all situations. Simply stated, this means:

- First, go to the person “causing” the conflict.
- Approach the person with humility and state the concern
- If the concern is legitimate and an understanding is reached, the goal has been achieved.
- If the conflict remains, then you are obligated to bring the concern to the attention of a second party. In the case of issues concerning ACS students, faculty, staff, or parents, the administration should be contacted without delay. Only issues concerning the principal should be directed toward the School Board Chairman.

Parent Teacher Organization

Parent Teacher Organization is a support organization, run by parents under the supervision of the principal, to improve and enhance the relationship between ACS families and the school. PTO provides parents with the opportunity to enrich their student's education by participating in daily school life as well as special events and projects. ACS encourages active participation from all parents. The PTO meets regularly, and all parents are invited to attend.

MISCELLANEOUS

Athletics

Students in grades 5-8 have the privilege of participating in an after-school athletics program. Team tryouts are conducted, and students are selected on the basis of ability and attitude. Students with less than a 2.0 GPA, or who are failing a class, may be ineligible. Eligibility will be checked every 4 weeks.

Any student missing more than two classes during the day is not eligible to play in a game that day, unless authorized by the principal.

Personal Property

The school is not responsible for loss or damage to any personal property. Items not needed for school (cell phones, tablets, radios, music players, games, stuffed animals, etc.) should be left at home. If these items are used during school, they will be confiscated and returned to parents only. The only exception is when the classroom teacher has granted permission.

Lunch and Cafeteria Program

We have a complete hot lunch/milk program. Tickets for lunches with milk (or milk alone) may be purchased in the office. A menu will be posted each month. The public school cafeteria prepares the menus and their holidays are not always the same as ours. When the public schools are out for holidays or you arrive at school after 9:30 A.M., please be prepared to send a sack lunch.

Graduation

We believe that special moments should be celebrated. We also believe great caution should be used in making too many events special, thus diminishing the importance of significant transitions in life. At ACS we celebrate graduation from 8th grade only. At this stage students are moving on to various schools and ending a distinct relationship with us. We recognize students as cum laude, magna cum laude, and sum cum laude.

Harassment Policy

Arcadia Christian School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Bullying Policy

Bullying is prohibited at Arcadia Christian School. It will not be tolerated during the school day or during any school-sponsored activities. Bullying undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment. Bullying that occurs off-campus is not bullying under this policy, unless it has a direct and negative affect on a student's academic performance or safety in school.

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum," 2003)

Bullying includes, but is not limited to, the following behaviors:

- Physical aggression
- Teasing or verbal abuse
- Intentional exclusion from activities or groups
- Setting up humiliating experiences
- Damaging or taking a person's property without permission
- Threatening gestures, actions, looks, or words
- Written/verbal/electronic messages that contain threats, put-downs, gossip or slandering
- Cyber-bullying through electronic means

Bullying in violation of school policy must be repeated against the same student over time. An isolated incident, or numerous acts against different students, is not bullying under state law and school policy.

If bullying is verified and discipline is warranted, students will be subject to the full range of disciplinary consequences.