



Elementary Parent/Student Handbook

925 South 16th Street Ames, IA 50010-8117

School Office 233-0772

TABLE OF CONTENTS

Welcome	4
Accreditation	5
Mission, Objective, Vision, and Core Value	5
Philosophy of Ames Christian School	5
Biblical Worldview	6
Parental Involvement	6
Protocol for the Resolution of Concerns or Problems	6
School Board	7
School Organizational Structure	7
Home and School Cooperation	7
Notice of Nondiscriminatory Policy	7
Peanut Safe Environment	8
Daily Schedule K-6	8
Absence/Tardy	8
Academics	8
Report Cards - Parent/Teacher Conferences	9
Homework	9
Retention	9
Mandatory Reporter/Interrogation of Students by Outside Agencies	9
Non-Custodial Parents	10
Search of Student Lockers on School Facilities	10
Student Records	10
Technology and Internet Usage	10
Textbooks and Supplies	11
Visitors	11
Withdrawal	11
Dress Standards	11
Winter Recess Dress	12
Personal Property at School	12
Playground	12
School Facilities and Property	13
School Hours/Drop Off and Pick Up	13
Security/Lockdown Procedures	14
Illness	14
Immunizations	14
Medications	14
Change of Address/Personal Information	15

Friday Folders	15
Messages and Deliveries.....	15
School Delay or Cancellation	16
Newsletter/Website/Info Direct/Facebook	16
Before and After School Program	16
Chapel	16
Class/School Parties	16
Field Trips	17
Library	17
Lunch	17
Lost and Found	17
School Pictures	17
Special Events	17
Admission Requirements.....	17
Admission Policy	18
Statement of Faith	18
Family Lifestyle	19
Discipline Policy	19
Verbal and Physical Abuse	20
Repeated Misbehavior	20
Expulsion	20
Procedure for Re-Admittance	21
Bullying or Harassment	21
PARENTAL CONFIRMATION OF READING THE ACS HANDBOOK	22
Medical Authorization Form	23

WELCOME TO THE 2017-2018 SCHOOL YEAR

Dear Parents,

We would like to take this opportunity to welcome your family to Ames Christian School. ACS is always looking to partner with families who are committed to Jesus Christ.

It is our pleasure to have your children here at ACS. We want to come alongside you to educate and disciple the hearts and minds of your children.

This booklet is provided to help answer some questions you may have concerning school policies and procedures. We hope this information will be helpful. If you have questions, please feel free to contact us.

Yours in Christ,

Floyd Athay
Administrator
administrator@ameschristianschool.org

Jennifer Wendeln
Office Manager
office@ameschristianschool.org

Psalm 32:8 I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you.



ACCREDITATION AND AFFILIATION

Ames Christian School (ACS) is inter-denominational with a student body representing many churches in Ames and the surrounding community. The school is accredited by the Association of Christian Schools International (ACSI).

MISSION, OBJECTIVE, VISION AND CORE VALUES

Our Mission... Through Personalized Christian Education, Ames Christian School strives to equip students to learn, think, discern and act according to Biblical principles in order to embrace and fulfill God's unique purpose for their lives.

To accomplish this in an educational setting, we will provide a Christ-centered education for the enrolled students without distinction to race, gender, national origin or socio-economic status (Galatians 3:28; Matthew 28:18-20).

Our Objective... To provide an education that accomplishes the following:

- is in accord with the 66 books of the Old and New Testaments, the Holy Bible, which is the verbally inspired, infallible and inerrant Word of God, the only rule of faith and practice (2 Tim. 3:15-17; Matthew 5:18, 24:35);
- possesses academic excellence, teaches biblical truths, and fosters Christian living (2 Timothy 2:15, 3:14-17; Galatians 5:22-26);
- trains students in the knowledge of and obedience to the Holy Bible, promotes loyalty to our sovereign God and encourages lifelong Christian service, (II Timothy 2:15, 3:16)
- prepares students for Godly participation in our society and the world (Matthew 5:13-16).

ACS exists as a co-educational, day school that encompasses preschool through grade 6. It is operated as a non-profit, non-denominational, educational organization incorporated as an Association under the laws of the State of Iowa and governed by a Board of Directors elected by an Association.

Our Vision... To assist students in becoming lifetime learners who think critically, discern spiritually, and act Biblically in order to fulfill God's unique purpose for their lives.

Our Core Values...

- Christ-centered
- Personalized education
- Academic excellence
- Wise stewardship of resources
- Serve others through local and global outreach

Ames Christian School acknowledges the trust placed in the school by its parents and recognizes the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Ames Christian School does not assume such authority in the school setting but endeavors to teach those fundamentals of the Christian faith which are held common to all in Christ's Church as defined in our Statement of Faith.

However, the role of the school in the total development of the student is to urge each student to a voluntary life commitment to the Lordship of Christ; to develop each student's God-given spiritual, physical, mental, social and artistic gifts to their fullest potential; and to lead each student to the spiritual maturity needed to develop a Christian world and life view, thus enabling each student to participate in the expansion of Christ's Kingdom, exercise Godly dominion over the creation and, thereby, glorify God and enjoy Him forever.

PHILOSOPHY OF AMES CHRISTIAN SCHOOL

God has ordained the family as the foundation for mankind. Parents have been entrusted to nurture, instruct and discipline their children. The purpose of Ames Christian School is to assist families in establishing quality education, centered in the Bible, for the development of the complete person spiritually, academically, emotionally, socially and physically.

God's Word, as revealed in the Bible, is the foundation for the truths we teach (II Timothy 3:15- 17, 2:15). Wherever truth is discovered or revealed, God is its source and creator. Jesus Christ is the sustainer of truth,

and the Spirit is the revealer of truth (John 16:13-14 and 17:17). A personal commitment to Jesus Christ and the Bible is essential for all those involved in the educational process, including the family, faculty, staff, administration and board. Our ultimate goal is to teach the child to know God, to love and enjoy him and equip them with a Biblical Worldview to become a strong leader and witness in a life of service to God and man.

ACS BIBLICAL WORLDVIEW INTEGRATION

ACS provides a truly distinctive Christian education through the effective practice of Biblical Worldview integration. True intellectual coherency happens when all of life and learning in private and public life becomes integrated with one's worldview. ACS filters instruction through this worldview formation. We equip students with a Biblical Worldview to help them recognize and know how to interact with, influence, and serve others with other worldviews that will vie for their attention.

Our core beliefs and assumptions shape our worldview and become our "big picture" of reality. A Biblical Worldview provides a frame of reference for all things, so the pieces of life can be rightly understood in light of God's bigger picture. Christian teachers' help students analyze and filter all subjects through the lens of Scripture and apply Biblical truth to all of life. Our worldview is shaped by our beliefs and assumptions about:

- God
- Creation
- Humanity
- Moral Order
- Purpose

PARENTAL INVOLVEMENT

In order to support the education process and be an encouragement to the student, parents are expected to take an active part in the programs of ACS. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are expected to attend Association Meetings. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the variety of school activities and committees. Parent volunteers are needed and encouraged to participate in fundraising, classroom activities, lunch service, office assistants, technology committee, maintenance committee, marketing and graphics committee, accreditation committee and on event committees included in the registration packet. Please contact the office if you have any questions any of the ways you can volunteer.

PROTOCOL FOR THE RESOLUTION OF CONCERNS OR PROBLEMS

In Matthew 18:15-17 Jesus gave clear principles for solving person-to-person problems. Anyone with a specific problem or complaint should follow Matthew 18:15-17 by first contacting the person, who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. Like any other body of believers, we have the potential for misunderstanding, disagreement and wrong-doing. The goals are to resolve concerns as soon as possible, to restore fellowship, and to exhibit love and the proper response to authority. God is sovereign, all authority is from God and we are all under His authority. All involved should prayerfully seek God's wisdom and be a peacemaker throughout this process. Please follow these steps:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. Keep the circle small. Involve only the people who are involved with the concern. One of the two parties needs to initiate a face-to-face conversation. If the concern can't be resolved, the parties should request a meeting with the Administrator. If the concern still can't be resolved, the parties can request a meeting with the Administrator and Board president. Each person should come to the joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

3. Be straightforward. Jesus commands we tell the truth in love even if it is difficult. Restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. Be forgiving. Once the matter is resolved, we should wholeheartedly forgive and restore the person whose we've had a concern with.

Please request a meeting with the administrator to voice concerns pertaining to school issues that are not directly related to your child and teacher. In every situation we want God to ultimately have the glory. Our desire is to reconcile each situation as peacemakers according to God's Word.

SCHOOL BOARD

The School Board of Ames Christian School Association, Inc. is elected during the annual meeting in August. Nominees must be members of the Association. Each member is elected to serve a three-year term. Each year members retire and new members are elected. These members attend monthly meetings to make decisions concerning the welfare and direction of Ames Christian School. There are various committees supervised by the School Board and Administrative team. The School Board meets on the second Tuesday evening of each month at 6:30 p.m. at the school building. The meetings are open to association members and parents. The Board President must be notified seven days prior to the meeting if you plan to attend or wish to bring a matter to the board.

SCHOOL ORGANIZATIONAL STRUCTURE

Ames Christian School Association, Inc. owns and operates the school founded in 1992. Members of this association currently represent numerous area churches.

Voting membership in this association is open to parents, grandparents, and friends who share the vision of the school and give financial support of at least \$10.00 annually to the school.

Association meetings are scheduled annually to elect new board members and consider other matters submitted by the Board for approval.

The complete constitution and by-laws of the association are available on request. It is our goal to provide a "Personalized Christian Education" for each of our students. We want students to learn to apply a Biblical Worldview perspective to all aspects of their lives.

ACS is a parent-run school with authority given to the Board by the parents. We acknowledge that God is sovereign, all authority is from God and we are all under His authority in this order:

Parents to God School Board to the Parents Administration and Faculty to the School Board Students to the Faculty and Administration

HOME AND SCHOOL COOPERATION

Ames Christian School simply could not operate without the incredible support of our parents. ACS is a faith operation. Like many private, independent schools, ACS depends heavily upon our parents and friends for their gifts of time, talent and finances in order to continue to provide quality Christian Education to each child. Tuition and fees do not cover the total cost of an ACS education for each student. The remaining portion is raised through gifts of parents, friends, churches, and fundraising events. Therefore every parent is expected to contribute to ACS in some way over and above their tuition commitment to make Christian education possible for their children.

Throughout the year, ACS has three large fundraisers (Christmas - One Starry Night Gala and Auction, ACS Annual Golf Outing and Upwards ACS Matching Funds Campaign) and three smaller fundraisers (Butter braid Bread Sale, ISU Home Football Game Parking and the Spring Bike-a-thon). These fundraisers are vital to our ACS budget and we depend heavily on parents to make them all a great success. At least one parent from every ACS family is expected, as a minimum commitment, to volunteer, serve and donate to one large and one small fundraiser annually. Please prayerfully consider how you would like to be involved, both financially and as a volunteer. If you have questions or are ready to commit to time or donation, please call the Administrator.

NOTICE OF NONDISCRIMINATORY POLICY

Ames Christian School admits students of any gender, race, color, national and ethnic origin to all the rights,

privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and financial aid programs. Ames Christian reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices and personal qualifications including willingness to cooperate with Ames Christian Administration and abide by its policies.

PEANUT SAFE ENVIRONMENT

Ames Christian School is a "Peanut Safe Environment." This means that all people using the facility are requested to avoid bringing peanuts or products containing peanuts onto the premises. Special precautions are in place to reduce the possibility of exposure of the at-risk population and constant vigilance on the part of everyone to maintain the peanut safe environment. All teachers and staff members have training on how to administer an EpiPen.

Please don't send any foods including birthday treats or snacks to school that contain nuts or peanut butter, with the exception of peanut butter sandwiches for lunch. ACS asks that all families that choose to send peanut butter products for lunch send a note to the teacher, so the teacher can monitor the student closely and make sure that these students wash their hands and faces immediately following lunch. If a student has eaten a peanut/nut product prior to coming to school, parents should make sure his/her face has been thoroughly washed as the transfer of the peanut/nut oils by touch can cause a life threatening anaphylactic reaction.

DAILY SCHEDULE K-6

8:00 Time when students may arrive at school
8:15 Students report to their classrooms
8:20 Students arriving after this time are counted as tardy
10:00 Morning recess
10:30 Chapel (Wednesdays)
11:45 Lunch begins
12:10 Noon recess
3:15 Students dismissed

ABSENCE/TARDY

Regular attendance at school establishes for the child a good foundation for learning as well as developing a pattern for later life. We ask your cooperation in seeing that your child is regular in attendance and on time. In the event it is necessary for a student to be absent for any reason, we ask that each parent notify the school either by telephoning the office by 8:15 a.m. or send word with a brother or sister to the office. A child who is present for at least half of a morning or afternoon session is considered present for the entire session. A child who is not present at the beginning of a session is considered tardy. (10:00 a.m., 2:00 p.m.) Students will not be counted tardy for Doctor or Dental appointment. Parents may be notified to discuss excessive absences.

Parents must sign the student "out" through the school office when picking their child up prior to regular dismissal time. The office staff will summon your child for you. Please do not go directly to the classroom.

Students that are tardy (8:20 or after) must stop in the office. The office will issue a pass admitting the student to class.

ACADEMICS

It shall be the administrative practice in the elementary program that each classroom teacher shall recommend to the administrator, at the end of the school year, an appropriate classroom placement for each student in their class. This recommendation is made prayerfully and after due consideration and consultation with other persons with knowledge to contribute in making a prudent decision. These other knowledgeable individuals may include parents, specialized teachers (Art, Music, and PE) and previous teachers. The administrator will make the final decision.

REPORT CARDS - PARENT/TEACHER CONFERENCES

Report cards for Grades K-5 are issued at the end of each quarter. Grades K-2 uses a letter system to represent skill and concept development. The marking system for K-2 is as follows:

1-Excellent	3-Needs More Time to Develop	5-Not Evaluated at this Time
2-Satisfactory	4-Needs to Make a Greater Effort	

Letter grades (A,B,C etc...) are used for marking in grades 3,4, 5, and 6. The grading scale is as follows:

100-92 A
91-83 B
82-74 C
73-68 D
67& ↓ F

Parent-teacher conferences are held at the end of the first nine weeks of school and at the end of the third quarter. Parents are invited to come to school for a conference with his/her child's teacher. His/her academic progress, social adjustment, and general well-being will be discussed.

If you feel your child is having a problem with his/her school work at any time, please arrange a meeting with the teacher. The teacher also may wish to schedule conferences with you other than at the regular times.

HOMEWORK

Homework is a part of your child's education. Each child in grades 2nd-6th has an Assignment Notebook to record daily assignments and bring back and forth each day. In bringing work home, children learn responsibility and independence in their learning. ACS encourages parents to assist, if necessary, with homework but requires the child take responsibility for and complete their assignments independently.

As a guideline, the amount of homework given should equal 10 minutes times the student's grade level. For example, 1st grade = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes and so forth. On Wednesday, the school will give minimal homework to encourage family time and church involvement.

RETENTION

ACS firmly believes that each classroom is an extension of the home. Therefore, parent involvement in all decisions made for a student is vital. In the case of a student who is struggling to excel in his/her academic level, constant communication between teacher and parent must exist. The parents of students who are being considered for retention will be notified as early as possible, but no later than the third marking/grading period. The teacher will discuss and give satisfactory evidence of the reason for possible retention with the administrator prior to the meeting with the parents. The administrator will make the final decision.

MANDATORY REPORTER/INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES

The faculty receive Mandatory Reporter Child and Dependent Adult Abuse Training. The purpose of this training is to provide the learner with the appropriate knowledge and understanding of their roles and responsibilities as mandatory reporters for child and dependent adult abuse. Curriculum approved by the Abuse Education Review Panel. Approval No. 24.

A student may not be interviewed during the school day unless the teacher or another delegated staff member is present. If police officers or other officials request an interview for any issue other than child abuse or neglect, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the administrator and without a proper warrant. In all cases, the welfare and safety of the child and the protection of his or her constitutional rights shall be the

administrator's first consideration.

NON-CUSTODIAL PARENTS

Divorced and separated families are tragic realities of our contemporary life. This affects the school's responsibilities to its students. At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at ACS. Parents have an ongoing duty to submit any changes to those rights. The following guidelines have been adopted to assist the school in situations where a non-custodial parent desires involvement in school related activities/conferences, or has contact with or picks up a child during/after the school day.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the parent's child or the child's records will be allowed unless the school is presented with a court order or a comparable legal document, which restricts such involvement or access. The school will not otherwise interfere or take sides.
2. A non-custodial parent may not take custody of a child or remove the child from school, unless that parent presents either a written court order or a written authorization signed by the custodial parent which permits such custody.
3. If the action of any parent(s), custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other reasonable and necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

SEARCH OF STUDENT LOCKERS ON SCHOOL FACILITIES

School officials may at any time conduct such searches as are essential to the security, discipline and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense under Iowa law.

STUDENT RECORDS

ACS maintains records for each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plans, honors and activities, discipline data, counselor or teacher evaluations and observations and external agency reports. Student's records shall remain confidential, except according to current state and /or federal laws.

The following information may be given to the public in regard to any individual student of the school: name, date of birth, participation in officially recognized activities, dates of attendance, awards received and the last previous school attended by the student. Any student, parent or guardian not wanting this information released to the public must make objections in writing to the administrator, and this objection must be renewed at the beginning of each school year.

TECHNOLOGY AND INTERNET USAGE

The use of computers and technology is a privilege, not a right, which requires a high level of personal responsibility. Ames Christian School offers access to the school computer network for educational use of the Internet. To gain access to the Internet, all students must obtain parental/guardian permission and must sign and return the ACS Acceptable Use of Technology form to the office. ACS supports and respects each family's right to decide whether or not to apply for student access. Access to the Internet will enable students to explore thousands of libraries and databases to further educational goals under the guidance of their classroom teacher ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Bible is the standard for judging the appropriateness of Internet sites.

TEXTBOOKS AND SUPPLIES

Tuition fees help provide the funding for curriculum and other classroom items needed to meet the academic needs of the students. Students need to furnish their own school supplies. All memory verses used in our Bible curriculum are from either the New International Version Bible or International Children's Bible. Supply lists will be available on the school website.

Any book damaged or lost must be paid for by the student. The teacher and the student will examine and record the condition of the book when it is issued. Damage destroys the value of the book and includes broken bindings, torn pages, missing pages, miscellaneous writing and such. Students will be charged full replacement cost (including shipping) for lost or damaged books.

VISITORS

Parents, family, and friends can visit the school if they gain permission from the classroom teacher/or Administrator prior to any visit. Unplanned visits can cause distractions in the classroom or the daily operation of the school. Visitors and students arriving after the school day begins need to press the small buzzer outside the main entrance and wait for admittance. Visitors, including parents, are required to sign in and out at the office and wear a Visitor's Pass.

WITHDRAWAL

A parent who plans to withdraw a child from school must:

1. Obtain a withdrawal form from the office before the date of withdrawal.
2. Return completed form to the administrator before date of withdrawal.
3. Return all textbooks to the school before the date of withdrawal.
4. Tuition and all other fees incurred through the date of withdrawal are due and payable.
5. The school your child will be attending will need to request school records.

DRESS STANDARDS

The purpose of specified dress standards is to provide guidelines within which students and staff have the freedom to express individual tastes, while not being disruptive to the educational process or detrimental to one's Christian testimony.

While certain clothing won't create a responsible, humble follower, a dress code can present opportunities for personal growth and development of Christian character, especially when applied in an atmosphere which seeks to integrate all aspects of life from a biblical perspective. The cooperation of students, parents, and teachers is necessary in maintaining dress standards. Personal appearance that is considered questionable is left to the discretion of the Ames Christian administration. Administration also reserves the right to waive any of the following policies for special occasions and circumstances. This dress code applies to any and all ACS activities:

1. Shoes or sandals must be worn at all times. Flip flops designed for beach wear may NOT be worn during school hours (for the purpose of playground safety).
2. Tennis shoes are required on Tuesdays for P.E. Please leave a pair at school.
3. Shorts are allowed during the months of August, September, October, April, May, June and at school approved activities provided they are in good taste.
4. No T-shirts bearing offensive, inappropriate graphics or words are allowed.
5. Clothing needs to be in good repair with no holes or stains whether accidental or purposeful.
6. Undergarments must not be visible.
7. Caps, hats, and headwear are not allowed during the school day.
8. Skirts, dresses and shorts must be a modest length (mid-thigh or longer). Even if leggings are worn underneath, the skirt/shorts/dress must still follow length guidelines.
9. Girls may not wear tank tops with spaghetti straps, camisole, or halter tops as a single garment.
10. Pants, skirts, cords, jeans, or sweatpants should not fit too tight or too loose.

Staff Enforcement of Dress Code All ACS staff is responsible for monitoring student dress code. Staff will follow these procedures:

- Teachers will conduct purposeful dress code checks at the beginning of each day. All ACS staff will conduct purposeful dress code checks throughout the day.
- Students in violation of dress code will be sent to the office.
- Office staff will confirm the violation and follow through with prescribed consequences.

Student Consequences for Dress Code Violation Student violation of the dress code standards shall result in the following:

- The first violation will be a warning; parents will be contacted either by email or phone. The student will need to change into appropriate clothing. Students can either secure appropriate clothing or wear items provided by ACS for the remainder of the day.
- Subsequent violations will result in parental contact, detentions, or further disciplinary action as determined by the administrator.

WINTER RECESS DRESS

Please send your children to school with appropriate dress to participate in outside recess when the temperature and weather conditions fluctuate. Teachers will not send children out to play in the rain or if the windchill is below 0 degrees or at the administrator's discretion. We encourage parents to watch the weather carefully to make sure your student is prepared for winter weather and can enjoy recess. These are the winter recess dress requirements and procedures:

- Complete outdoor winter apparel (boots, hats, mittens, and coats) is required for students to participate in recess activities. Hoods can be worn if they tie and stay securely on the student's head. To play in the snow students must wear snow pants. We recommend students wear snow pants daily to keep warm.
- Incomplete outdoor apparel will result in no playground privileges and the student will be required to sit on the bench to watch.
- Boots are required to play on the playground if it is wet, muddy, or snow-covered. Boots can't be worn in the building, if a student doesn't have shoes at school parents will be called to bring shoes. Please make sure your child has an extra pair of shoes and socks in their locker at all times.
- If for some medical reason your child cannot participate in recess, a note signed by a family physician requesting a child to remain indoors during recess is required.

PERSONAL PROPERTY AT SCHOOL

ACS cannot stress enough the importance of students assuming responsibility for the safe keeping of all personal articles as well as those assigned to them by the school. ACS offers these guidelines:

- Students are responsible for their valuables. They should not bring money except for school purposes.
- Lost or stolen articles should be reported to the classroom teacher immediately.
- It is recommended that each student have personal possessions clearly marked for easy identification.
- Students are assigned a locker to keep their belongings in. No open containers of food or beverage are allowed in lockers. Student's need to take home lunch containers daily, and keep lockers clean and organized.
- No electronic devices are allowed on school premises without special authorization from the administrator. This applies to cell phones, cameras, toys or other electronic devices. ACS isn't responsible for loss or damage of such items. Items used without permission will be confiscated and given to the Administrator. Parents will be called.
- Students may not bring pocket knives, laser pointers, lighters or play guns or weapons to school. These items will be confiscated immediately and must be reclaimed by a parent/guardian.

PLAYGROUND PROCEDURES

The playground procedures for the building are designed for the safety of the students while they are at school. The rules are as follows:

- Students will play in designated areas only and obey the instructions given by the teachers.
- Students must ask permission of the teachers to re-enter the building during recess.
- Students are to sit face forward on the swings. No standing on, jumping from, twisting or hand holding

while on the swings.

- Students are to slide feet first on the slide. No standing on or climbing up the slide.
- Students are not permitted to throw rocks, snow, snowballs, sticks, or other matter or play King of the Mountain on snow hills.
- Students are not permitted to participate in physical contact activities or games (wrestling, tackle football, etc.)
- Fighting or bullying behavior will not be tolerated.
- Students must respect the property and space of others.
- Students may not play tag around the play equipment, climb outside the equipment or use it in any other ways that may be dangerous.
- Only shoes with back straps (for safety) will be allowed on play equipment or playground.
- Students must share the portable play equipment and use it appropriately.
- No baseballs or hard balls are permitted.
- At recess closing, students must pick up portable play equipment they brought out and put it away correctly.
- When recess is indoors, students must remain in their designated areas.
- The parking lot is off limits unless a teacher/supervisor gives permission.
- Students may not eat any food or carry any litter outdoors onto the playground.
- Students who cause a problem will lose recess privileges.
- The preschool area is for preschool students only.
- Students are to line up when the bell rings and enter the building quietly.

SCHOOL FACILITIES AND PROPERTY PROCEDURES

- All students must stay within the boundaries of the school property.
- All students must respect/obey those in authority.
- No harassment or inappropriate physical contact.
- Students must stay out of all classrooms or restrooms during recess unless they have permission from the teacher to be in that classroom or restroom.
- Students may not use profane or obscene language.
- No loitering or inappropriate behavior in the restrooms.
- Walk in the halls and keep your hands/feet to yourself.
- Put litter and garbage in the proper garbage cans.
- No gum chewing on the school property without special approval from the administrator.
- Students must respect all school property. Property belonging to the school, teachers or students that is damaged will be replaced or repaired at cost to the student. Additional disciplinary action may be taken concerning such incidents.
- These procedures apply when students and families attend after school events at school. Parents are responsible to oversee their children at events. Students may not be on the playground unattended by an adult.

SCHOOL HOURS/DROP OFF AND PICK UP

School begins at 8:15am. Dismissal occurs at 3:15pm. Please check the school calendar for early dismissal days (12:15 p.m.) and no school days designated for Teacher In-Service and Professional Development.

Drop Off Procedure:

School doors open for students at 8:15 a.m. Students can be dropped off between 8:00 a.m. and 8:15 a.m. at the west door and walk around to the north door. Students aren't allowed to be dropped off and left unsupervised on school grounds or in the building before 8:00. A staff member will supervise and monitor the students during the drop off time. The children are not allowed to play on the play equipment during drop off for safety reasons. It is not considered a recess time. On days when the weather is inclement there will be a sign on the west door saying INSIDE and the west door will be open for students to come inside and report to the multipurpose room. They should not go to their lockers first.

Pick Up Procedure:

Students should be picked up promptly from school at the 3:15 p.m. dismissal time. Students will only be

dismissed to their custodial parent or designated driver (*see Non-Custodial Parents). Parents must display their name tag in the passenger window of their vehicle. Students will not be dismissed if the name tag is not visible in the vehicle window. Parents must follow the traffic one-way flow procedure. Parents must enter from east driveway and exit out of the west driveway. Please wait in line to pick up your children in the designated car line by the curb. Have your students enter and exit curbside. If you need to get out of your vehicle to assist loading passengers or need to enter the building you must park in the west parking lot out of the flow of traffic and walk inside to pick up your child. No unattended car is allowed in the driveway circle at any time. Leaving a car parked will cause a traffic jam. In order to keep cars from backing up onto the main road (South 16th Street), you may pull into the parking lot and come to the front door to check out your child with the dismissal person. If parents fail to pick up their child by 3:30, the child will be sent to the after school care program. Parents will need to come into the building to pick up their student from after care and will be charged \$10/hr.

SECURITY/LOCKDOWN PROCEDURES

All ACS entrances will be locked during the school day. Visitors and students arriving after the school day begins will need to press the small doorbell outside the entrance and wait for admittance into the building. Visitors are required to sign in and out at the office and wear a Visitor's Pass. Law enforcement has learned a great deal over the years on how to protect school communities during active shooter or evacuation situations. ACS has taken steps to increase security and safety at school by creating a detailed Emergency Response Plan. In addition to locking down the school during the school day, ACS has become an A.L.I.C.E. trained school.

Ames Christian conducts emergency drills throughout the school year. In the event of an actual emergency that doesn't permit the staff and students to re-enter the school, families will be notified by telephone or by local radio/television broadcasts.

ILLNESS

Parents are expected not to send sick children to school. Children who have a fever should not return to school until their fever has subsided for 24 hours. Students who become ill at school should notify their teacher immediately, be taken to the office and the parent notified. Every effort will be made to make the sick student comfortable until the parent arrives. We do not have a nurse on staff, therefore, only emergency first aid can be administered. Students who are ill should not remain at school because of the danger of spreading a virus or infection and the lack of medical attention ACS can provide.

IMMUNIZATIONS

The Iowa Department of Public Health requires ACS to keep an up-to-date record of immunizations given to our students. It is possible to obtain a waiver if you do not wish to have your child immunized. The immunization requirements of the law apply to each ACS child. Each child must have on file the following immunizations:

- at least three doses of Diphtheria/Tetanus/Pertussis, one received on or after age 4
- at least three doses of Polio, one after age 4
- two doses of Measles/Rubella
- three doses of Hepatitis B

MEDICATIONS

Iowa Pharmacy Law legislates how medications are to be administered in schools. Medication, including over-the-counter medication, without the ACS Medication Authorization Plan (see appendix A) completed and signed by a parent/guardian will not be given at school. The procedure covering prescription and non-prescription medication listed will be executed under the following conditions:

1. Only medication prescribed by the student's health provider as being necessary to be taken by the student in the manner listed on this form may be brought to school. Written parent permission is also required.
2. Such medication shall be taken directly by the student in accordance with instructions from the provider as listed on this authorization.
3. All medication will be kept in a secure place. Any special instructions for storage or security measures

- must be written by the health care provider and given to school personnel.
4. Medication brought to school will be administered to the student according to the provisions listed on this form. The prescription or manufacturer's container must be clearly labeled with:
 - The name of the student
 - The name of the prescribing provider
 - The pharmacy who dispensed the medication or the manufacturer
 - The strength of the medication and the amount to be given (dose)
 - The method of administration (oral, inhaled, topical, etc.)
 - The specific time and or specific situations the medication is to be given. (Parents may want to ask the pharmacist for "school packaging" – a separate container labeled just for the dose(s) to be administered at school).
 5. Students carrying and administering their own medication must have the provider circle consent on the front of this form. The student will comply with the order as written and maintain the safety of the medication at all times. Students who need medication while at school may carry medication (such as inhalers, insulin, severe allergic reaction injections such as the Epipen, and migraine medicines) and self-administer such medication under the supervision of school personnel, provided the following conditions are met:
 - The student is physically, mentally, and behaviorally capable, in the written opinion of the parent, physician, and the school official to assume that responsibility and has been adequately instructed at home.
 - The medication is necessary to the student's health and must be taken during school hours.
 - The student has successfully demonstrated self-administration of the medication to the school health personnel.
 - Supervision is provided by the designated school personnel.
 6. Parent or responsible student (generally 6th grade or above) shall deliver the medication and the completed form to the school office for review by the office personnel. Faxed copies of this form are permitted until the original signed copy can be forwarded to the office (within 5 days). Fax copies to the Ames Christian School fax line at: 515-232-0005.
 7. A new Medication Authorization form must be completed for any change in dose, time or method of administration. It will be valid for the current school year or until discontinued or medication has expired.
 8. Medications must be picked up by the parent or guardian within one day of the end of the school year or they will be discarded.
 9. Over-the-counter medications must be in the original container and ACS Medical Authorization form completed.

CHANGE OF ADDRESS/PERSONAL INFORMATION

Please report any change in address, email, telephone number, work place, school district and emergency telephone numbers, etc. to the ACS office.

FRIDAY FOLDERS

Friday Folders are designed to maintain a regular flow of communication and information between home and school. Teachers send weekly papers and important school information with the students in their Friday Folders for parents to read and discuss with their children. It is the student's responsibility to bring the Friday Folder home on Friday and back to school on Monday. Teachers post and email a weekly newsletter to classroom parents. The weekly newsletter contains information about what is happening in the classroom academically and school or classroom events for parents to be aware of. ACS also sends out a school newsletter called The Steward to parent, friends, and families of ACS.

MESSAGES AND DELIVERIES

Emergency phones calls can be made with permission from the office before or after school. We will only allow one call for forgetting lunch or backpacks. Students need to be held accountable for remembering these items. A request for homework for an absent student must be made in the morning if it is to be picked up the same afternoon. All missed work will be placed on the student's desk for the parents/siblings to pick up at any time

after school has released for the day. Pertinent messages or deliveries from parents will be relayed to students. No cell phone use is allowed during the school day. Any cell phone used during the day will be confiscated.

SCHOOL DELAY OR CANCELLATION

If Ames Christian School (PK-6) is:

- **CLOSED**- All school programs (PK-6) including Child Care are closed.
- **2-HOUR DELAY**- No morning preschool. All school programs (K-6), including Child Care, will open at 10:00 am with classes starting at 10:15.
- **DISMISSED EARLY**- All school programs (PK-6) including Child Care are dismissed at the designated time.

**Simply, Child Care will follow the same schedule as Ames Christian School when school is cancelled, delayed, or dismissed early because of inclement weather.

ACS will contact the following TV stations to post any weather related decisions:

WHO 13, KCCI 8, and WOI 5.

ACS will contact the following AM Radio stations to communicate any weather related decisions:

KASI 1430 and WHO 1040.

Each of the TV stations provide parents a link through their websites to sign up for ACS weather alerts on their cell phone. Please sign up for these alerts or tune into these stations when the weather looks inclement.

NEWSLETTER / WEBSITE/ INFODIRECT/FACEBOOK

In addition to your child's weekly classroom newsletter the school website and FACEBOOK page are primary tools to enhance communications between school personnel and parents. A monthly calendar and details of coming events are posted on the school website and on Ames Christian School's FACEBOOK page. InfoDirect is the online School Dynamics program where parents can access tuition and lunch account balances, progress reports, report cards and other school communications. You will be given a user ID and password to access the information on our website (www.ameschristianschool.org) under Resources/InfoDirect.

BEFORE AND AFTER SCHOOL PROGRAM

Ames Christian School offers a before and after school program for elementary students. The program exists for families who due to employment or other schedule challenges, require their children to be in school longer than the formal school day. Parents must fill out the necessary paperwork for their children to attend this program and provide the teacher with an attendance schedule. Students cannot attend the program without proper paperwork and advance notice to the Director due to DHS ratios requirements.

Before School –7:00 a.m. until 8:15 a.m. Any student arriving after 7:00 a.m. and prior to 8:00 a.m. must attend the before school program. Students may not wait on school grounds unsupervised before for the start of the formal school day.

After School – 3:30 p.m. until 5:30 p.m. The after school program begins at 3:30 p.m., and ends for all students at 5:30 p.m. Students not picked up from school by 3:30 p.m. will be checked in to the After-School Program (if there is availability) or taken to the office and parents will be responsible to pay \$10/hr. fee for their child's time. If a student isn't picked up promptly at 5:30 parents will be charged \$10 late fee.

CHAPEL

Weekly chapel is held each Wednesday beginning at 10:30. Each year we have a chapel theme. Chapel begins with praise and worship lead by the ACS Music Teacher, and students followed by a 20 minute lesson centered on the chapel theme. Chapel attire is required every Wednesday and is to be worn for the whole day, not just for chapel. Chapel dress for girls is nice outfits such as skirts, dresses, dress slacks, dress shorts and a nice blouse. Boys are to wear dress shorts or slacks and a nice shirt. Jeans are not allowed. Parents please follow the visitor's policy if you wish to attend chapel.

CLASS/SCHOOL PARTIES

Class parties are planned by the individual classroom teacher and the room parent. The room parent will contact other parents to help with the various parties that are planned throughout the year. It is our policy that students will not exchange personal birthday or Christmas gifts on campus. We ask that parents please help their children to be sensitive to the feelings of other children when inviting classmates to a birthday party or giving presents for birthdays. If you are not including all classmates, please extend invitations by mail or by phone. The school classroom is a small community of people with tender feelings. Feelings often get hurt by not being included. Presents should be left in the office if they are brought to school.

FIELD TRIPS

Field trips are an important aspect of our curriculum and an integral part of our unit studies. At registration, parents complete a form giving their child permission to participate in all field trips offered throughout the school year. Parents will be notified of scheduled field trips. Each year the students participate in a number of field trip offered by the Story County Conservationists at McFarland Park. Faculty and staff frequently solicit parents to be drivers for field trips.

Volunteer drivers must fill out the ACS Volunteer Driver Application before driving for a field trip since the legal responsibility for the safety of each student being transported in a vehicle rests with the registered owner of the vehicle. The number of students in a vehicle shall not exceed the number of seat belts available. These seat belts must be buckled. The school is not responsible for student safety in any instances when students ride in private vehicles. We request that the younger siblings of chaperones don't attend field trips.

LIBRARY

ACS has volunteer librarians that keep our library functional. Teachers integrate the library material into their curriculum. The library contains videos, fiction and nonfiction books, plus reference books appropriate to the grade levels and curriculum. Teachers allow students to check out library materials. Students are not allowed to check out more materials until their other materials are returned. Overdue notices will be given to the classroom teachers and sent home in the Friday Folders. Any lost/damaged materials will be charged to the borrower.

LUNCH

Ames Community Schools provides hot meals at reasonable prices every school day. Parents will be informed at the start of school of the cost of these meals. Each month a menu is given to the parents to select the meals for their children. Each day lunch count is taken in the classroom and reported to the office. It's the parent's responsibility to maintain a positive balance in their child's lunch voucher to allow lunches and milk to be purchased during the week. The secretary sends a notice to parents when the voucher balance is low. The parents can view their voucher balance on School Dynamics at any time. Students will not be able to purchase a meal without money in their account. Students may bring sack lunches any time. Students bringing sack lunches will not be able to use the microwave or refrigerator.

LOST AND FOUND

Lost and found items may be brought to the office. Students are advised to place their name on clothing, shoes and other articles. Items not claimed will be sent to a charitable institution.

SCHOOL PICTURES

Student pictures are taken in September of each school year and are available for purchase. Students are encouraged to look their best for this special event.

SPECIAL EVENTS

Besides our fundraising events ACS holds several special events throughout the school year and rely on parent volunteers to help with some of these events. The events include: Grandparent Day, Tailgate Party, Book fairs, a Christmas Musical with a reception, Spirit and Book Week, ACSI Math Olympics, Field Day, and end of the year Awards Program.

ADMISSION REQUIREMENTS

Families must complete the enrollment application process for each student they wish to enroll. A

non-refundable registration fee must be submitted with the application. All students must come from a home where at least one parent or guardian has a personal relationship with Jesus Christ and in a complete accord with the policies, methods, and obligations of the school. Final admission acceptance will be subject to approval of records, the parent-administrator interview, and the willingness of the student and parents to work with the school.

Students will not be admitted if they have been expelled or required to withdraw from another school, public or private, for any reason. Students with learning, behavioral, or psychological disorders that require special services beyond the scope of what can be met in the regular mainstreamed classroom cannot be admitted. ACS does not have the capability to meet the moderate to severe special needs of a student on an IEP.

ADMISSION POLICY

All students must come from a home where at least one parent or guardian has a personal relationship with Jesus Christ and agrees with and supports in action the statement of faith and policies of the school.

Ames Christian School is operated as an educational institution for the benefit of the Christian families in our community. Students are admitted without regard to race, color, gender or national or ethnic origins, and Ames Christian School does not discriminate with regard to these areas in its policies or procedures.

The philosophy upon which Ames Christian School has been established, and upon which it operates, teaches that God has placed the full responsibility for the education and training of a child upon the parents. The parents may choose to delegate some of their responsibility to the school or church, to supplement the training and instruction given by the parents in the home.

Therefore, when parents and students seek admissions to Ames Christian School, it will be assumed that they are in complete accord with objectives, methods and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems, concerns and misunderstandings to the attention of the Ames Christian School personnel immediately and privately (Matthew 18:15-20). If areas of disagreement occur, they should be dealt with quickly and maturely using biblical peacemaking principles.

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the Ames Christian School program. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are asked to attend all Parent Association meetings, school programs, parent-teacher conferences, and school functions. It is necessary for each family to be represented at these informative and important gatherings. Opportunities exist for parents to become involved in a variety of volunteer activities.

Attendance at Ames Christian School is a privilege and not a right; that privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. Ames Christian School may at any time request the withdrawal of a student who, in the opinion of Ames Christian School, is not in harmony with the spirit of the institution, regardless of whether or not the student conforms to the specific rules and regulations of Ames Christian School.

Applicants who withhold pertinent information or who falsify information may be required to withdraw from Ames Christian School.

STATEMENT OF FAITH

1. We believe in the authority and reliability of the Bible as the only inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth.
2. We believe in the omnipotent, omniscient and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation and continual care.
3. We believe in the Trinity of the one true God, the deity of Jesus Christ, his virgin birth, sinless life, miracles, atonement for our sins by his blood sacrifice, his bodily resurrection, ascension, his personal return in power and glory.
4. We believe in the Holy Spirit as teacher of God's Truth and as giver of new life in Christ and who unites

all believers in Christ.

5. We believe that man is the crown of God's creation. God endowed man with his image and gave him the responsibly to rule the earth.
6. We believe that sin has severely broken the relationships between God and man, man and himself, man and other men, and man and nature.
7. We believe that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin and to heal these broken relationships through his cross.
8. We believe that man, cleansed through Christ, must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all original relationships God intended for him.
9. We believe in a need for clearly defined goals and objectives centered in the Word of God for the development of the whole person (spiritual, mental, emotional, social and physical) and for the establishing of proper priorities in an individual's life.
10. We believe that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian school is simply an extension of the educational process of the family and the church providing a supportive basis of encouragement to the family and the church.
11. We believe that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the educational process (faculty, staff, administration and board).
12. We believe a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith.

FAMILY LIFESTYLE POLICY

Ames Christian School's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like life. ACS reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle taught by ACS. This includes, but is not limited to, participating in, supporting or condoning sexual immorality, homosexual activity or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. We believe the definition of biblical marriage is strictly limited to the covenant relationship between one man and one woman. (Romans 1:27, Genesis 2:18-24, I Corinthians 6:19,20)communication between the home and school (Matthew 18). If areas of disagreement occur, they should be dealt with quickly and maturely. Children shouldn't be asked to serve two masters. (Matthew 6:24). Should parents lose confidence in Ames Christian's ability to serve the best interest of their child, they will be expected to withdraw the student immediately. In the event that this is not done voluntarily, ACS will request such a withdrawal.

DISCIPLINE POLICY

The word "discipline" comes from the word "disciple" and "disciple" means "to teach". Discipline is the Biblical guidance for the conduct of students at ACS. Discipline needs to be fair, consistent, and understood by those who are being disciplined. In all discipline situations, we seek to teach Biblical principles, not just give consequences.

We partner with parents to shepherd the child's heart, seeking to produce true repentance, since conflict starts in the heart. We guide students to become a peacemaker. The most important skills of a peacemaker are repentance, confession, and forgiveness.

The focus of Biblical discipline is on the future; it reflects love and grace, and "produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11b)

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

The Plan

1. Procedures, expectations, and guiding Biblical principles will be clearly communicated and modeled by the staff.
2. Consequences will be applied clearly, fairly, consistently, and without malice.
3. Guiding principles for student behavior choices:
 - You will be treated with respect, and you will treat others with respect.
 - Feel free to do anything that doesn't dishonor God or cause a problem for anyone else.
 - If you cause a problem, you will be asked to solve it.
 - If you cannot solve the problem, or choose not to, an authority figure will do something.
 - What the authority figure will do will depend on the individual person and the unique situation.
 - If at any time you feel something is unfair, respectfully tell the authority figure.

Adapted from "Teaching with Love and Logic" (Jim Fay/David Funk)

4. In cases of misbehavior, students may be asked to devise an "ACTION Plan" using the 5 A's.
 - **Admit** what I did wrong
 - **Apologize** for how my choice affected you
 - **Accept** the consequences
 - **Ask** for forgiveness
 - **Alter** my choice in the future using the **STAY** plan – Stop, Think, Act, Yea!

Adapted from "The Young Peacemaker" (Corlette Sande)

5. In some situations reasonable and necessary force, not designed or intended to cause pain, must be used in order to prevent harm or injury to school personnel, to the student, to other students, or to prevent vandalism or destruction of school property.
6. The school will follow this plan, but reserves the right to take immediate action in circumstances that required immediate disciplinary action. In cases in which a student has engaged in egregious, immoral, violent, or other flagrant behavior, the school reserves the right to suspend or expel the student immediately.

VERBAL AND PHYSICAL ABUSE/MISBEHAVIOR

One of our goals is to teach students to respect at all times their parents, fellow students, staff members and volunteers that God has placed in their lives. Biblical discipline consists of students displaying Christian character at school and away from school (Colossians 3:17). All teachers have the authority to discipline any students on school property, to and from school functions, and at school sponsored activities. Examples of verbal and physical abuse/misbehavior include, but are not limited to: bullying, disrespect for authority, backtalk, threatening another person, physical altercation, taunting, belittling, threatening, or fighting. We will not tolerate harassment and other unacceptable behavior.

REPEATED MISBEHAVIOR

Teachers will document repeated misbehavior and report to the Administrator. The Administrator will schedule a meeting with the teacher and parents to design a consistent plan of consequences or procedure to hold the student accountable for their actions, produce true repentance, and serve others. Possible consequences and procedures for repeated misbehavior are: behavioral detentions, work duties to serve and benefit others, temporary removal from the classroom, in-school suspensions, out-of-school suspensions, expulsion from school, and any other fitting consequences approved by the Administrator.

EXPULSION

In the case of repeated misconduct or a serious single event, a student could be expelled. The decision to expel a student will be made by the School Board and Administrator. Before a decision is made the parents are allowed to provide verbal or written input to the School Board President. The parents may request to meet with the School Board in a closed session where the student's response to written "Plans of Action" along with information from repeated misconduct incidents or a single serious event will be shared. Parents are given a chance to respond. If the decision to have a student expelled is made by the School Board, the parents/guardians are not allowed to appeal the School Board's decision. Tuition and all other fees incurred

through the date of expulsion are due and payable.

PROCEDURE FOR RE-ADMITTANCE

In the event that a student is expelled, he/she may reapply for admittance after one full semester. Re-admittance will depend on input from the teachers and Administrator, and School Board plans will be developed for students who are readmitted following an expulsion.

Steps for re-admittance are as follows:

- The School Board must receive a written request for re-admittance from the parents or guardians of the child.
- The teacher who taught the child at the time of expulsion should present his/her thoughts about readmitting the child to Ames Christian School.
- A plan will be developed and conditions for re-admittance might include a 30 day probationary period, counseling, restrictions, or a periodic administrative review.

BULLYING/HARASSMENT POLICY

It is the policy of Ames Christian School to maintain a safe learning and work environment that is free from bullying. ACS seeks to create a safe educational experience for all students, one that applies biblical principles and seeks reconciliation. Students, staff and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity towards others. ACS will not tolerate acts of initiation, hazing, intimidation, harassment (sexual/general) or bullying. It is a violation of the discipline code to harass or bully a student through any conduct or communication (including electronic communication such as e-mail, text messaging and social networking sites) that has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating or hostile learning environment. The administration will act to investigate all reported complaints of harassment, bullying or violence and to discipline any student or employee who harasses, bullies or is violent to another. A comprehensive policy statement and reporting forms regarding harassment and bullying are available through the ACS office.

PARENTAL CONFIRMATION OF READING THE ACS HANDBOOK

Agreement of Parent/Guardian with Ames Christian School Parent Handbook and Policies

I, the undersigned, have received a copy, read, understand and agree with the policies found in the Ames Christian School Parent Handbook including the Admission Policy, Statement of Faith, Family Lifestyle, and Discipline Policy.

Parent's Signature

Print Name

Date

Please return this sheet to the school office at time of registration.

AMES CHRISTIAN SCHOOL

MEDICATION AUTHORIZATION PLAN

All students receiving medication at school require a Medication Authorization Plan. Prescription and nonprescription medications are permitted at school only when a completed Medication Authorization Plan is on file. If any of the conditions of this authorization change, a new form must be completed and signed by the parent and health provider. A faxed copy may be accepted until the original can be mailed or brought to the school office.

Student _____ Age _____ Grade _____

It is necessary he or she receive the following medication at school:

Name of Medication _____

Dosage of Medication _____

Time of Medication _____

Reason for Medication _____

Physician/Dentist _____ phone _____

Name of Pharmacy _____ phone _____

I request that the prescribed drugs or medication be dispensed according to the written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I acknowledge that medication will not be given if it has expired or it has an improper label. Please check the container before sending it to school and send the new prescription bottle each time you bring medication to school.

Parent/Guardian Signature _____

Date _____

Home/Cell # _____

Work # _____

Suggestion: When you pick up your child’s prescription, ask your pharmacist for a bottle labeled for school use.