

# ABERDEEN CHRISTIAN SCHOOL

Pre-K – Grade 12  
Parent/Student Handbook



Pre-K – Grade12  
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Office Hours: 7:45am—4:00pm  
Monday through Friday  
Eric D. Kline - Superintendent  
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# 1.0 Introduction

## 1.1 Mission, Vision, and Values

**Mission**— The mission of Aberdeen Christian School is to equip students to glorify God and to seek to do His will.

**Vision**— As Aberdeen Christian School fulfills its mission, it will stand by its purpose to train each student in the knowledge of God, develop a spiritual way of life, and to become servant leaders.

**Values**—As Aberdeen Christian School endeavors to fulfill its mission and realize its vision, our ministry shall be characterized by a four-fold commitment:

### 1. A Commitment to Spiritual and Academic Excellence.

With the Scripture as the basis of our teaching, we endeavor to motivate our students to excel spiritually and scholastically. In striving for this ideal, we are determined to utilize and be highly selective in the curricular materials we choose.

## **2. A Commitment to Christ-Centered Education.**

Believing that Jesus is Lord of all life, we will communicate His love and His character to every student. We will be sensitive to His lordship and leading and dedicated to His call in our lives as educators.

## **3. A Commitment to Integrity.**

We believe that Christians must live honestly and responsibly and that we must emphasize this priority to our students.

## **4. A Commitment to Relationships.**

We are committed to building the strongest possible relationships with our school families, the churches to which they belong, and the community in which we all live. As leaders we need to recognize the need to be responsive to needs and foster genuinely interactive communication.

# **1.2 Statement of Faith**

## **THE WORD OF GOD**

We believe the Bible to be the only inspired and infallible Word of God; that its teachings and authority are inerrant, supreme,

and final, not only in the Scripture's religious truth, but also the Bible's scientific, historical, and literary features.

## **THE TRINITY**

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

## **GOD THE FATHER**

We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men and women, and that he hears and answers prayers, and that he saves from sin and death all to whom come to him through Jesus Christ.

## **JESUS CHRIST**

We believe in the deity of Jesus Christ, in His virgin birth, sinless life, miracles, and teachings; in His atoning death, bodily resurrection, ascension into heaven, perpetual intercession for his people, and in His personal visible return to earth in power and glory.

## **HOLY SPIRIT**

We believe in the Holy Spirit who being God, convicts the world of sin, righteousness, and judgment; and regenerates, sanctifies, and empowers all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding

helper, teacher, and guide.

### **RESURRECTION**

We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

### **REGENERATION**

We believe that all men are sinners by nature and by choice and are therefore under condemnation. We believe men are regenerated by the Holy Spirit and saved by God's grace through a personal faith in Jesus Christ.

### **THE BODY OF CHRIST**

We believe in the spiritual unity of believers in Jesus Christ.

### **THE CHURCH**

The church is the body of Jesus Christ on earth, the redeemed fellowship of believers, crossing denominational, cultural, national, and racial lines, and in God's institution for bringing redemption and sanctification to individuals and families, and for evangelizing the nations.

### **STATEMENT OF DOCTRINAL STANCE**

Aberdeen Christian School is a nondenominational school providing a Christian education for all students. We recognize parents as those in whom the Lord has vested

responsibility and authority for the training of their children. No particular church doctrine will be promoted. Should doctrinal differences arise, discussion will be done with self-control, motivated by sincere love of God's Word, and love of the body of Christ. The board reserves the right to limit any and all discussion. Where doctrinal differences exist, students shall be

encouraged to discuss the issue with their parents or their church leaders. It is desired that all that is said or done be to the glory of God.

## **1.3 Implications of the Philosophy of Mission**

Aberdeen Christian School seeks to establish a strong partnership with parents to maximize the educational influences of the home, church, and school. Students are taught the importance of being vital, contributing members of the community. We promote high academic standards within the potential of the individual as uniquely created by God. Education can most effectively be accomplished in an environment which recognizes that all truth is God's truth. The fear of the Lord is the foundation of all wisdom and knowledge. Students develop a Christian world view by integrating life and studies with the Bible. We seek to aid the development of each child spiritually, socially, physically, and intellectually. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual/bi-sexual/transgender identification, or

inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student (Lev. 20:30; Rom. 1:24-28; Deut. 22:5; 1 Cor. 6:9; Gen. 1:27, 2:24).

## **1.4 School Verse**

“Put on the full armor of God so that you can take your stand...” Ephesians 6:11 NIV

## **1.5 School Colors and Mascot**

The school colors of maroon, silver, and white were chosen as school colors by the student body.

Maroon represents the blood of Christ; silver symbolizes the royalty and riches received as heirs of God; and white signifies the purity received through Christ.

The name “Knights” was chosen because of the Biblical reference in Ephesians 6:11, but also as it continues in Ephesians 6:14-17, serving as a constant reminder of the qualities we are called to. “Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God.”

## **1.6 School Divisions**

- Preschool (8:00-11:30 – AM session only)
- Elementary K-6 (8:00-3:05)

- Secondary 7-12 (8:00-3:20)

## **1.7 Organizational Structure**

Aberdeen Christian School is a ministry comprised of families from area churches that believe a Christian education should be available to the youth of our community. The superintendent oversees the day to day operation of the school and reports to a self-perpetuating Board of Trustees that is entrusted with the mission of the school.

## **1.8 Web Site**

We are continually attempting to improve our website and make it a tool of communication and usefulness for our families. Please visit our website located on the internet at [www.aberdeenchristianschool.com](http://www.aberdeenchristianschool.com).

## **1.9 Notice of Non-Discriminatory Policy**

Aberdeen Christian School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its policies.

## **1.10 Exception to Policies**

An exception in a policy for one is not meant as an exception for another student. Aberdeen Christian School reserves the right to make exceptions to any policy as may be deemed necessary.

### 1.11 Effective Date

The policies in this handbook are effective for the entire current school year.

## 2.0 Admissions

### 2.1 Admission Policies

Selection of students is based upon an interview with administration where academics, spiritual, social background are discussed; as well as, a commitment to the school's statement of faith and policies are discussed. It is also dependent upon the completion of the registration and enrollment process.

**Aberdeen Christian School will not admit students following suspension, expulsion, or dismissal from another school, public or private.**

**All students are admitted on a probationary basis the first semester.**

Parents and students must read and sign the parent agreement; as well as, the statement of faith.

### 2.2 Enrollment Procedure

Parents may call or visit the school office to obtain information about the school and/or further enrollment procedures.

1. Submit completed application form, a copy of the student's report card, a copy of test scores and transcripts from the previous school, a state copy of the birth certificate, the original immunization record, and the required registration fee. Please note: Potential students must go through the entire enrollment

procedure before being accepted officially. Space availability in a classroom does not guarantee admission. The registration fee will be refunded in the event that the school denies acceptance of the student.

2. Once the above mentioned items have been received, the school will continue the enrollment process by scheduling and notifying parents of a screening date if deemed necessary.

3. A follow up phone call will be made to parents to update them on the screening outcomes.

4. Acceptance will be based on the spiritual background of the family; the academic, social, and emotional well-being of the student(s), and space availability.

### 2.3 Continuous Enrollment

Once a student is enrolled, they will no longer need to re-enroll at the start of each school year. We welcome you as part of the ACS Family! Your son or daughter will be continuously enrolled until administration is notified otherwise. Note: **Aberdeen Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated misconduct on or off school campus or disharmony regarding the purpose, standards, policies, regulations, or rules of the school.**

### 2.5 Student Placement



Certain circumstances may require additional testing to determine a student's readiness for a particular class or grade level. This may be requested at the discretion of the Administrative team and completed prior to admission or within the first two weeks of the student's first date of attendance.

## 2.6 Withdrawals

Parents should inform administration of their desire to withdraw from school to discuss last day of enrollment. All books and athletic equipment must be returned in good condition and the student's financial account must be current. If the withdrawal occurs during the school year, the tuition for the year in which the student withdraws will be pro-rated by the number of school days the student was registered. **Registration fees will not be refunded.**

According to the Student Privacy Act, students and/or parents are allowed access to student cumulative records and may obtain a copy of these files. To obtain a student's records:

1. Complete a Release of Records Form.
2. All financial obligations must be met before school records will be released.
3. The office requires at least three working days to prepare these files.

## 2.7 Disciplinary Dismissal from School

A student may be dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered for at least six months. (See Section 10.9)

## 2.8 Grievance Procedure

Matthew 18:15-16 gives us a clear model of how we should handle complaints, conflicts, or disagreements. "If a brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

It is our intention to be a support to the home and church. However, in any organization, there are always going to be disagreements and misunderstandings. It is our intention to address these according to, and not deviating from, this biblical mandate. If a conflict arises, the parent should contact the school office or email the teacher directly to schedule an appointment with the teacher or staff member involved. Such conferences will be scheduled during the teacher's planning period or after school. If the problem remains unresolved, the parent should contact the Administrator. The Administrator will schedule a conference so that the administrator, teacher, and parent will be present in an effort to resolve the conflict.

## 3.0 Finances

### 3.1 Tuition

Tuition will be paid monthly by automatic bank draft from either a checking or savings account or by check. Payments are processed on the 2nd of each month until the total balance due has been paid in full. Those

wishing to pay by semester or year ahead may do so. There is no discount for pre-payment, nor is there a penalty.

### **3.2 Part-Time Enrollment**

Provided space exists in a given grade/classroom, Aberdeen Christian School will enroll home-schooled students. These students must meet all of the admission requirements and successfully negotiate the same admission steps as any other prospective student. The registration fee remains the same, and the tuition schedule will be determined by the course(s) in which the student(s) are enrolled.

### **3.3 Fees**

The registration fee is due with the application for all part-time and full-time students. A screening/testing fee may be charged for new students in the event that additional testing is deemed necessary.

### **3.4 Textbooks**

The school provides necessary annual textbooks and workbooks for classroom instruction. All books are to be returned to the teacher at the end of the school year in good condition. Students are required to pay for unnecessary damage to or loss of textbooks.

### **3.5 Refunds**

The registration fee is not refundable in the event that the student decides not to attend Aberdeen Christian School.

Full refund of registration fee is made if a student is registered for the upcoming year, but the school decides, for whatever reason, not to accept the student for the following year.

Tuition is refundable to families before the beginning of school.

### **3.6 Tuition Assistance Program**

Aberdeen Christian School offers a yearly tuition assistance program for families in need of supplemental aid with tuition payments. Monies for the TAP account come from the annual school budget via fund raisers, the generosity of churches and individuals, and foundations that periodically provide funds. This assistance is limited with the final award being decided by administration.

## **4.0 Operating Schedules**

### **4.1 Office Hours**

Administrative office hours are 7:45am until 4:00pm Monday through Friday beginning in August through May. June and July hours are 9:00am to 2:00pm Tuesday, Wednesday, and Thursday.

### **4.2 School Hours**

8:00-3:05 – PK – 6

8:00-3:20 – 7-12

**Arrival of Elementary Students:**

Report to the library which will open at 7:45. At 7:55 – report to classroom.

**Arrival of Secondary students:**

Report to locker and then 1<sup>st</sup> period class – doors open at 7:45.

### 4.3 Parking

Those wishing to walk their child into the building should park in a designated parking space. Please do not park and leave your vehicle in the car pool line. This is against fire code regulations and also causes delays in the arrival and dismissal procedures. Secondary students will park in the 2<sup>nd</sup> tier of the parking lot – the front tier is reserved for visitors.

### 4.4 Car Pool Guidelines

The car pool guidelines and traffic patterns are designed to provide order, supervision, and maximum safety for the students.

- Observe the traffic flow patterns.
- Students should be dropped off in the car pool lines.
- Students should exit the vehicle on the building side only.
- Observe a speed limit of no more than 5 mph.
- For the safety of our children please remain on alert and refrain from the use of cell phones while in our parking lot.

### 4.5 Extended Care Services

No extended care services are available – contact the YMCA or Boys' and Girls' club for after school care.

### 4.6 Appointments

**Parents are asked to keep appointments at a minimum in order to ensure a quality teaching environment.** Generally, early dismissals are reserved for doctor, dental, and other essential appointments which could not be scheduled otherwise. Upon leaving campus or returning to campus after an appointment, students/parents must check-in at the office.

Students in grades 11 and 12 that meet the eligibility requirements for extracurricular activities highlighted in section 8.18 will be allowed to leave campus for lunch given administrative permission.

### 4.7 Inclement Weather Policy

In case of inclement weather, Aberdeen Christian School will generally follow the action of the Aberdeen Public School System regarding the late opening or closing of school; however, we reserve the right to make our own decisions, based on what is best for our students. Families will be notified by our phone tree system.

### 4.8 Automobiles on Campus

Anyone driving on campus should exercise

extreme caution while maintaining a **maximum speed limit of 5 mph**. Reckless driving will rescind driving privileges.

#### **4.9 Lunch**

Students may bring lunch or order hot lunch. Meal tickets, which include milk, can be purchased in the school office. Milk will not be available for snack time. Students may bring their own peanut-free snacks.

#### **4.10 Telephone**

Students who need to use the telephone in must secure permission from his/her teacher to place the call.

#### **4.11 Electronic Devices**

Cell phones or other electronic devices are not allowed during the school day (8:00-3:20). They are to remain in the students' backpack or locker and not be visible. Violations will include the following consequences: 1<sup>st</sup> offense: 3 days in the fire proof safe 2<sup>nd</sup> offense: 5 days. 3<sup>rd</sup> offense: Device will be turned into the office each morning and picked up at the end of the day. Teachers will not be giving 'special permission' to use their devices. If a student needs to make a call during the day, they may use the office or classroom landline. Parents have the option of picking up their device for safe keeping at home for each offense.

## **5.0 Illness**

### **5.1 Student Illness**

A student who becomes ill during the school day will be sent to the office. Concerns will be assessed, not diagnosed, and the parents may be contacted and asked to make arrangements for an early dismissal.

Students will be sent home under the following circumstances:

- Temperature of 100 degrees Fahrenheit or over
- Rash (until diagnosed)
- Apparent influenza
- Vomiting, nausea, diarrhea
- Injuries requiring medical consultation
- Head lice:

In accordance with the Brown county Health Department, children with head lice will not be admitted to school until they are free of lice and nits. Children must be brought to the office to be checked before admission to class.

We are requiring that any/all students/families who have recurring lice to take the following actions before returning to school.

- Treat the infested person/any infested family members with an over-the-counter and/or prescription medication for lice.
- All residents of the household should be examined for lice infestation.
- A nit comb is to be used to remove all nits and lice.

-The household must be treated by washing the infested person's clothing, bed linens. Non-washable clothing should be dry cleaned or put in a sealed bag for two weeks. Non-washable stuffed animals, pillows etc. should be sealed in a bag for two weeks. Thoroughly vacuum all floors and furniture. Vehicles need to be vacuumed too.

Written verification may be required from the Brown County Health Department or nurse stating that the student is lice and nit free. Aberdeen Christian School reserves the right to make the final decision in allowing the student to return to school.

**Parents should keep students home when they are sick. Students should be symptom and fever free (without the use of medication) for 24 hours prior to returning to school.**

## 6.0 Parents and Visitors

### 6.1 Parent Visitation Policy

As a Christian institution, Aberdeen Christian School embraces a philosophy which views the educational process as a partnership with parents. The home, church, and school work in unison,

each supporting the other. We respect the teaching responsibilities parents have in the home, as well as the teaching which is done in our community churches by faithful pastors and church teachers.

Parental support is vital to a successful school and Aberdeen Christian School welcomes such support. It is understood that parents entrust their children to the school during stated school hours for formal instruction. In order to guard instructional time, all parents of students in grades pre-K-12 are asked to come to the office, and the office personnel will initiate contact with the student and teacher. Parents are not allowed in the halls during the instructional day unless special circumstances exist. If said circumstances exist, a visitor's badge will be issued at the office. If a parent would like to eat lunch with his/her child, the parent should report directly to the cafeteria. Lunches are to be taken to the cafeteria by the parent. The teacher is the classroom authority and therefore, as much as possible, strives to maintain a classroom atmosphere free of distractions and always conducive to learning. The teacher has a variety of functions to perform each day and, within the restraints of time, must maximize his/her efforts by careful scheduling.

There are appropriate times for parents to be on campus. If parents are providing transportation for a field trip, they are to congregate in the foyer/entry area, not the hallways or classrooms. Parents may observe in the classroom with approval of the administrator. The administrator will schedule the observation with the teacher and then inform the parent of the scheduled date and time.

### 6.2 Student Visitors

Aberdeen Christian School students may bring visitors to school on the following conditions:

1. Permission must be secured from the building administrator at least one day in advance of the visit.
2. The visitor must be brought to the school office to be placed on the visitor's list before visiting classrooms.
3. Each visitor must abide by all school rules as to conduct and dress.
4. Visitors will not be permitted during special testing times.

### **6.3 Room Parents**

A room parent is a volunteer who works closely with the teacher, assisting in organizing and implementing activities determined by the teacher such as field trips, class parties, and events and facilitates communication between the teacher and the classroom parents.

### **6.4 Cooperation with the School**

Aberdeen Christian School believes that a positive and constructive relationship between the school and the parents/guardians is essential to the accomplishment of the school's educational mission. Aberdeen Christian School accordingly reserves the right to terminate or not renew a student's enrollment if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of

its educational purposes.

It is reasonable to expect parents/guardians to agree to:

1. Cooperate with the administration of ACS to see that the student attends class regularly and is on school premises on time each school day.
2. Assist the student to learn and advance in the educational process.
3. Cooperate in solving school-related problems.
4. Cooperate in aiding the teachers in providing the student with a Christian education.

## **7.0 Attendance and Tardies**

### **7.1 Absences**

Regular and punctual attendance is required by law and necessary for good scholarship. Parents are to call the office before 8:30 am to report their child's absence. Families are encouraged to schedule vacations when school is not in session, and to let the school know of planned absences in advance.

### **7.2 Absences—Excused**

The following shall constitute an excused absence:

1. Illness
2. Death in immediate family
3. Legal duties

4. Medical or dental appointment
5. Court or administrative proceedings
6. Educational opportunity
7. Inclement weather conditions
8. Family vacations
9. Emergencies or other circumstances which are approved by the Administrator

### 7.3 Absences—Unexcused

Any absence from school which is not listed in Section 7.2 is classified as an unexcused absence.

### 7.4 Excessive Absences

The number of absences/tardies will be monitored by administration, and students/parents will be contacted when absences/tardies have become excessive. In extreme cases, administration reserves the right to file truancy. 'Excessive' would be defined as 10 tardies per semester and 10 absences per academic year. High school students who miss **10 or more** class periods per semester may lose credit for the class. Exceptions may be given due to extended medical conditions and/or family emergencies. **For every twenty tardies, two hours of community service will be assigned for 7-12 grade students.**

### 7.5 Absences—School Activities

Absences for school activities are not counted toward the absences allowed per semester, for example, field trips, athletic team early dismissal, fine arts competition, etc.

### 7.6 Tardy Defined

Any 7-12 student not in his/her designated seat for each period when the bell rings is considered tardy. The student will be counted absent if he/she misses more than thirty minutes of the given class period.

### 7.7 Make-Up Work

It is the students' and parents' responsibility to work with individual teachers to request class work and homework assignments in the event of illness or planned leave. In high school this responsibility will transition to the student as they refer to each class syllabus for specific expectations. High school students will visit with teachers the day he or she returns to discuss a plan for missed tests/quizzes. For parents who call early enough in the morning, the teacher will do his or her best to have materials ready for pick up at the end of the school day.

## 8.0 Academics

### 8.1 Elementary School Course of Study (PK through grade 6)

Bible                      Language                      Geography/History

Reading	Spelling	Physical Education
Computer	Music	Penmanship
Math	Art	Library
Science	Study Skills	Writing
Band (optional for grades 5-6)		

## 8.2 Secondary School Course of Study (Grades 7-12)

Core Subjects:

English	Math	Social Studies/History
Science	Bible	

Electives and Other Required:

Spanish	PE/Health	Journalism	Choir
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Computer Applications    Art Band    Personal Finance

## 8.3 Retention (Grades 9-12)

High School students will receive credit based on their semester average in each subject. Students will receive 1/2 credit each semester in any given subject for courses that meet every day, and 1/4 credit for courses that meet every other day. Students must earn a passing grade in order to receive credit for each course.

## 8.4 Grading Scale (Grades PK - 3)

When Letter grades are not used:

E = Excellent

G = Good

N = Needs Improvement

S = Satisfactory

U = Unsatisfactory

## 8.5/8.6 Grading Scale/Grade Point Averages (Grades 4-12)

GPA

4.00	A = 95%-100%
3.67	A- = 93%-94%
3.33	B+ = 91%-92%
3.00	B = 86%-90%
2.67	B- = 84%-85%
2.33	C+ = 82%-83%
2.00	C = 77%-81%
1.67	C- = 75%-76%
1.33	D+ = 73% - 74%
1.00	D = 69%-72%
0.67	D- = 67%-68%
0.00	F = 0%-66%

A = Exceptional    B = Proficient    C = Competent    D = Developing  
F = Does not meet course expectations

## 8.7 Report Cards

Aberdeen Christian School issues report cards at the end of each Quarter (about every 9 weeks). Grades are calculated on a straight percentage with no weighting or extra credit. Students in 7-12 may earn honor roll status for a GPA of 3.75-4.0 and merit roll status for a GPA of 3.25-3.74.

## 8.8 Progress Reports

Progress reports are issued at the mid-point of each



quarter to keep parents informed of their child's academic progress in grades 3-12.

## 8.9 Curriculum

The faculty, administration, and board work together to select the best available textbooks and supplementary materials for each grade. Both Christian and secular textbooks are considered. These resources are then implemented by the faculty with the desire to present each subject from the standpoint of a Biblical worldview. Occasionally, a secular text, based on content and emphasis, gives the faculty the best opportunity to present a discipline while also pointing out non-Biblical assumptions and philosophies. Certainly, the grade level and spiritual maturity of the students are considerations, as well as the availability of appropriate supplementary materials that stand to accurately support the Biblical beliefs of the school.

## 8.10 Graduation Requirements

A graduation ceremony is held at the end of the school year for those students successfully completing the following requirements and earning 22 credits.

### Credits

#### **English Language Arts..... 4**

Four credits to include the equivalent of:

- English I (9<sup>th</sup>).....1
- English II (10<sup>th</sup>) + ½ cred. speech 1
- English III (American Lit).. 1
- English IV (British Lit)..... 1

#### **Mathematics..... 3**

Three credits to include the equivalent of:

- Algebra I ..... 1

Geometry ..... 1

Algebra II ..... 1

#### **Science ..... 3**

Three credits to include the equivalent of:

- Physical Science..... 1
- Biology ..... 1
- Chemistry/Physics..... 1

#### **Social Studies..... 4**

Four credits to include the equivalent of:

- World History.....1
- U.S. History..... 1
- U.S. Government..... ½
- Geography..... ½
- Economics..... ½
- Personal finance.....1/2

#### **Bible.....4**

#### **Physical Education..... ½**

#### **Health..... ½**

#### **Computer Applications..... ½**

#### **Personal Finance..... 1/2**

#### **Fine Arts..... 1**

#### **Electives..... 5**

To Include:

Foreign Language, Youth Internships, Additional Science, Math, Social Studies, Fine Arts, or Journalism. Additionally, students will successfully complete a senior project and/or 30 hours of community service which must be approved in advance by administration.

**College bound students are encouraged to take a minimum of four credits of mathematics and the full four credits of social studies.**

### **8.11 Graduating with Honors**

Students achieving a cumulative 4.0 GPA will graduate Summa Cum Laude. Students achieving a cumulative 3.75 GPA will graduate Magna Cum Laude. Students achieving a cumulative 3.5 GPA will graduate Cum Laude.

### **8.12 Dropping/Adding Classes in Grades 7-12**

Students who choose to drop a course may do so without penalty if request is made by the tenth school day. The procedure for dropping a subject should be initiated by the parent filling out the Drop-Add Form and securing the teacher's permission. Final approval is subject to administrative permission.

### **8.13 Summer Remediation/Tutoring**

Summer remediation for failed courses during the school year must be approved by the administration if the credit is to be transferred to Aberdeen Christian School.

### **8.14 Extracurricular Eligibility**

This requirement pertains to athletics and all other extracurricular activities in 7<sup>th</sup>-12<sup>th</sup> grades. Aberdeen Christian standards exceed those of the SDHSAA (South Dakota High School Activities Association).

Student progress will be reviewed each mid-term and quarter. Students not maintaining a C average and/or have a failing grade in a class will not be eligible until the next grade check. After review it will be determined which student(s) are not eligible and respective coaches will be notified so he or she can visit with the athlete(s) personally. Administration will notify parents. Students who become ineligible will still participate in practices, but not contests. Student/athletes may attend home games, but will not travel.

Note: Administration may make exceptions due to extenuating circumstances – this will be the exception rather than the norm. Extra-curricular activities are wonderful learning opportunities and we want to do everything we can to help students maintain eligibility.

#### **Daily Eligibility**

Students must be in attendance for at least 50% of the assigned periods on the day of extracurricular competition in order to participate in those activities.

### **8.15 Homework**

ACS students learn the value of hard work – when students use their class time/study hall time wisely, they should not have an inordinate amount of homework. ACS feels it is important for students to have enough margin to connect with their families, enjoy extra-curricular activities, their church family, and downtime without the added stress of an excessive amount of homework. With that philosophy in mind, ACS faculty will use discernment when selecting assignments/papers/projects to keep the workload reasonable.

## **8.16 Computer Labs**

Students in grades Kindergarten through 6 are scheduled 1-2 times per week. All students may have access to the computers at other times than the scheduled periods provided they are supervised by a staff member.

Younger students use educational software that reinforces classroom goals. They also begin to learn keyboarding skills and the use of the Windows Operating System. Secondary students also use the computers to hone their research skills.

All internet content is filtered and monitored to attempt to block any inappropriate content.

## **8.17 Library**

Elementary students visit the library on a weekly basis. The library is the resource center for students doing class projects. It is our desire to see students enjoy reading and to become proficient in library skills. Each class will have library time at least once per week. Depending on grade level, elementary students may have one to three items checked out at a given time. Students may check out books for a period of one week with one renewal period.

## **8.18 Elementary Enrichment**

Offers enrichment classes in computer, library, music, art and physical education. These classes complement the strong academic program and allow students an opportunity to develop their unique gifts. Students receive grades in the enrichment classes reflecting their participation, enthusiasm, and talent.

Band is available beginning at the fifth grade level. The

band performs at various functions throughout the year. Instrumental instruction is offered to students in grades 5-12. Vocal instruction is offered to students beginning in grade 7.

## **8.19 Special Activities**

All programs, socials, outings, parties, skits, and other activities are to be approved by the administration.

## **8.20 Class and/or Athletic Trips**

Teachers plan field trips which, for the most part, are of an educational nature related to the curriculum. In grades 7-12, athletic team members are not permitted to drive other non-sibling team members to or from athletic events off campus. No student is permitted to drive other non-sibling students on field trips without parent/administrator approval.

# **9.0 Dress Code**

## **9.1 Rationale**

Providing a quality Christian education for the youth of our community is a cooperative effort involving the home, church, and school. The home and school relationship is forged as parents and teachers work together. Aberdeen Christian School's mission clearly defines two very important facts:

1. We are a community school assisting families.
2. We strive to provide an education which is academically excellent and Christ-centered. Presenting a Christian lifestyle must take appropriate emphasis in the area of dress. The dress

code is one of the first rules of the school to which a new student must respond. There is an appropriate way to dress for school. The enforcement of the school dress code should, therefore, be shared by the home and not solely be the responsibility of the school. A proper understanding and appreciation of the school dress code is essential to the home and school relationship, and, therefore, expectations must be the same.

## 9.2 Personal Appearance

1. Your appearance reflects your values. Naturally, we do not want your appearance to conflict with the values associated with our school.
2. Your appearance affects your behavior and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you may become a distraction to the tasks at hand, those being education and maturity.
3. Your appearance sets the tone in our environment. Since personal appearance influences mentality, and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate.

## 9.3 Guidelines

**Elementary:** Modest, age-appropriate dress

**Secondary:** Pants shall be worn at the waist and must not have excessive holes or holes located above mid-thigh

Clothing or tattoos containing prison affiliations, alcohol, tobacco, or drug advertising symbols, or that has markings, pictures, or lettering that convey profane, obscene, immoral meanings or sexual innuendo will not be permitted

Short/skirt/dress length will not be shorter than mid-thigh

No Exposed midriffs

Blouses and shirts must not be low cut or revealing with no see through or sheer tops - sleeveless shirts/tank tops must have at least 2" wide straps

Hats, hoods, or pajamas are not to be worn except on special school-sponsored dress up days

Body piercings, other than a small nose or ear piercings, are not allowed; this includes gauges

## 9.4 Chapel Dress Code

Students in all grades may wear their normal school clothes on chapel day.

## 9.5 Competition Guidelines

Students representing Aberdeen Christian School and participating in fine arts presentations, club trips, or athletic events may be required to follow a specific dress code as deemed appropriate for the occasion. The required dress guidelines will be announced in advance by the sponsors or coaches. Apparel should be appropriate to the activity and to the age of the

student.

## 10.0 Discipline

Aberdeen Christian School reserves the right to suspend or expel a student for misconduct which occurs on or off school campus and without regard for whether the form of misconduct is identified specifically herein and without regard for whether it is specified as improper off campus.

While Aberdeen Christian School has no control or supervision over off-campus student activities which are not school-sponsored, misconduct during such activities may come to the attention of school authorities and may result in the administration of discipline including suspension or expulsion.

### 10.1 Philosophy of Discipline

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. Ephesians 6:4 stresses that it is within the home that parents are able to “bring them up in the nurture (discipline) and admonition of the Lord.” Proverbs echoes with many encouraging words for parents to “Train up their children in the way they should go...” The Christian school exists to assist parents in their God-given responsibilities. Therefore, Aberdeen Christian School seeks not to assume a task which God gives to parents but only to serve as the parents' appointed and authorized representatives in the child training process in a limited way.

In formulating a philosophy of education and discipline, Aberdeen Christian School has attempted to

align itself as closely as possible with the Bible's instructions to parents. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that Aberdeen Christian School may not be the choice in education that suits their needs.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes more self-disciplined, requiring less supervision as he/she matures. Then, as a self-disciplined adult, the process begins again as that adult, qualified by his/her self-discipline, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and to mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience, respectfulness, and spirit that should be present under Biblical standards as they respond to their parents or guardians. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. Aberdeen Christian School expects parents to support the administering of such disciplinary action by at least encouraging obedience and respect to the action of the school.

Only while operating under the above philosophy of discipline can the educational process reach its maximum potential.

Aberdeen Christian School is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy will not be condoned. The guidelines listed in this discipline section are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct.

All students are subject to any other applicable guidelines listed in the student conduct or discipline section of this handbook.

The school has the right to search automobiles, backpacks, purses, pockets, lockers, desks, and persons upon suspicion of illegal or unauthorized materials. Such searches may be conducted with or without the student's or the parents' permission, since registration of the child constitutes parental consent to such searches.

## **10.2 Classroom Conduct**

To ensure unity and consistency, teachers and students are expected to: Be responsible, be prompt, be prepared, be respectful (to others, authority, property).

## **10.3 Discipline in a School Setting**

### **Self Discipline**

Any discussion of discipline must begin with self-discipline. As you mature, you need to become less dependent on rules to govern your behavior and more dependent on your own ability to do what is right. Our process, then, is based upon your personal integrity and your willingness to practice self-control. We trust that

you will grow in your ability to confront yourself regarding your own behavior and that you will need school discipline less and less.

### **School Discipline**

Aberdeen Christian School cannot effectively solve all behavior problems. Therefore, the home must contribute and assist the school in solving some behavior problems. One of the purposes of Aberdeen Christian School is to be an extension of the Christian home in providing a safe and orderly place to learn. Our teachers in their ministry of teaching will love, care, and correct students, hopefully as the parents do in the home.

The authority figures need to apply school discipline when a student exercises poor judgment, is uncooperative, or is disruptive in some way. The teacher is the authority in the classroom and is charged to maintain the control and discipline necessary to establish a quality learning environment. The administration supports the teacher in this disciplinary role and will become involved whenever it appears that the student disruption and lack of cooperation warrants.

Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense, with the goal in mind of helping students move toward more self-discipline. Aberdeen Christian believes that a positive and constructive working relationship between the school and parents/guardians is essential to the accomplishment of our stated mission. The school accordingly reserves the right not to renew a student's enrollment if it reasonably concludes that such a positive working relationship is not possible.

#### **10.4 Corporal Discipline Policy**

Many read that corporal discipline has a biblical mandate. Proverbs 22:15 states that, "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him," and Proverbs 13:24 says, "He that spareth his rod hateth his son: but he that loveth him chasteneth him."

However, corporal discipline is **not** an option at Aberdeen Christian School. In our desire to assist parents in the education and discipline of their children, we recognize that some methods are beyond the school's mandate.

#### **10.5 Elementary Discipline Procedures**

Each teacher of grades pre-K—6 writes his/her classroom rules and consequences. These rules and consequences

are typically posted in the classroom, taught to the students at the beginning of the year. Various methods of training and correction are used.

#### **- Disciplinary Referrals to the Principal**

Repeated violations or violations of a more serious nature may be referred to administration. Administration reserves the right to implement various disciplinary procedures including but not limited to, warning, timeout, loss of recess, in-school suspension (ISS), and in severe cases, suspension.

#### **- Serious Infractions**

Aberdeen Christian School reserves the right to suspend any student for a serious infraction of school rules. All suspensions will be determined by the administration. Suspensions will generally take place the day following notification to the student and the parents.

Suspensions will be given for a period of 1-5 days. A suspension is considered an absence from class. During a suspension, the student is required to complete all work assigned by his/her teacher(s). Students are not allowed on school grounds during a suspension. Administration has the right to classify offenses and execute discipline.

#### **10.6 Secondary Discipline Procedures**

## - Minor Infractions

In the book of Proverbs, the goal is stated as attaining wisdom and discipline; acquiring a disciplined and prudent life, doing what is right and just and fair; giving prudence to the simple, knowledge and discretion to the young (Proverbs 1:2-4).

Folly is bound up in the heart of a child (Proverbs 22:15a) and the purpose of discipline is to correct and train. Minor offenses are those which stem from the immaturity and ignorance of a child (as opposed to deliberate disobedience and/or defiance of school rules and personnel). These minor offenses distract from the educational process, but they are not overly disruptive.

### **Minor offenses include, but are not limited to the following:**

1. Disobeying classroom rules
2. Being irresponsible
3. Tardiness
4. Violation of dress code
5. Running or horseplay in the building
6. Not following direct instructions
7. Unauthorized eating in the classroom or hall
8. Inappropriate public displays of affection
9. Littering
10. Any other offense which the principal may reasonably deem to fall within this category

Minor offenses may be treated as major offenses when the behavior is continually

repeated after correction has been given.

### **Disciplinary Means will include but are not limited to:**

1. Non-verbal/verbal correction to students regarding their actions
2. Cooling-off or time-out period
3. Conference with teacher, Principal/Administrator
4. Students may be asked to call a parent in the presence of a teacher
5. Disciplinary Referral\*
6. Behavioral contract with the student
7. In-School suspension for repeated or particularly severe minor offenses\*\*

### **\*\*In-School Suspensions**

Even minor offenses can be a serious problem if they persist and become a pattern of behavior. In those cases, an in-school suspension may be assigned. The student will come to school as normal and then report to the office. The time will be spent working on the classroom assignments or other duties assigned by the Administrator.

## - Serious Infractions

Aberdeen Christian School reserves the right to suspend any student for a serious infraction of school rules. All suspensions will be



determined by the administration. Suspensions will generally take place the day following notification to the student and parents.

Suspensions will be given for a period of 1-5 days. A suspension is considered an absence from class. During a suspension, the student must do all required work assigned by his/her teachers. The student will not be allowed on school grounds during suspension. The student may not participate in any extra-curricular activities during suspension. The following lists are not all inclusive; the Administrator has the right to classify offenses and to execute discipline.

### **Offenses (Serious)**

1. Repeated minor offenses
2. Repeated detentions
3. Disruptive behavior
4. Gambling
5. Lying or cheating (also covered in Major Infractions)
6. Lying or cheating on any test, assignment, class work or homework, copying another student's work (classwork, homework, assignment), plagiarism, or knowingly allowing someone to copy your work.
7. Skipping class
8. Leaving school without permission
9. Profane or abusive language
10. Disrespectful conduct
11. Defiance to authority
12. Fighting
13. Battery upon students

14. Simple assault
15. Threat, harassment, bullying, or intimidation
16. Smoking or possession of tobacco products either on or off campus during the school day or at school functions
17. Stealing, larceny, petty theft
18. Destruction of property/vandalism with malice
19. Any other offense which the Administrator may reasonably deem to fall within this category

### **- Major Infractions**

Aberdeen Christian School reserves the right to expel any student for a major infraction of school rules. All expulsions (permanent dismissal from school) will be administered by the Administrator. Appeal of an expulsion may be made in writing to the Administrator within 3 days of the expulsion. Such appeals will be considered by the Executive Committee of the Board of Trustees. Students may not attend classes during request for an appeal. The decision of the Executive Committee is final. Expulsion may occur when any one of the following takes place.

### **Offenses (Major)**

1. Possession, use, supplying, or selling of alcohol, tobacco, or illicit drugs of any kind on or off school property (students may be required to pay for and take a drug test)
2. Repeated violations of discipline
3. Assault or battery of a teacher

4. Arson
- 5 Sexual misconduct
6. Other serious moral misconduct
7. Lying or cheating
8. Stealing
9. Criminal mischief
10. Possession, use, or threat of use in a dangerous manner of a weapon of any type which is perceived to be capable of inflicting physical harm whether loaded or unloaded (i.e. knife, firearm, explosive device including a starter gun or pellet gun, etc.) on or off school property
11. Any other offense which the Administrator may reasonably deem to fall within this category

#### **School Property**

Malicious or careless defacing or damaging of school property will require appropriate disciplinary action and the replacement of such property by the student and/or his or her parents or legal guardian.

#### **Reporting Offenses**

Aberdeen Christian School reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of South Dakota) to the proper authorities and to press charges against the student if the situation should warrant.

## **10.7 Receiving Information—**

### **Confidentiality**

Information received from students and others is acted upon only after an investigation has occurred. When parents are willing, they are encouraged to communicate the information to the parent of the student being accused. When the parents are unwilling to do this, the administration may investigate the credible information and possibly act upon the information given.

1. No information is acted upon without an investigation. Date, place, time, action, witness, and affected parties are usually known before any meeting with students/parents occurs.
2. Parents will be contacted to attend a meeting where information will be presented. Parents may be aware of a problem, or they may not.
3. It is not necessary that the person who has given the information be present or be identified during the investigation or meetings.
4. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although discipline may be firm, it is intended to benefit the student and assist him/her in developing life skills that result in an

understanding of the consequences for wrong actions.

5. Persons may provide information in confidential fashion if they desire; however, information provided in such a manner will not provide the sole basis for disciplinary action, until the information provider agrees that, or acts as if, confidentiality is no longer expected.

## **10.8 Probationary Status**

The progress of each probationary student or students being considered for probation will be evaluated on the following criteria:

1. Frequency and severity of actions necessitating disciplinary measures
2. School attendance
3. Academic progress reports and effort
4. General attitude
5. Support and cooperation of parents
6. Progress in Bible class

Students with less than a 75 (C) average for a nine-weeks grading period or students with an F (66) in a core subject may be placed on academic probation for the following nine weeks. Students with two consecutive quarters of probation may not be eligible for continued enrollment and/or reenrollment.

Students who have demonstrated a lack of interest in being at Aberdeen Christian through repeated detention, poor school attendance, deficient progress reports, poor attitude, and low grades in Bible class will be interviewed by the administration. A poor attitude may be reflected through a lack of compliance with the dress code, poor response to discipline, disrespect for authority, etc.

A conference with the parents will be scheduled if a student is or has to be placed on probation for the upcoming school year. The school will seek to work closely with the parents during the student's progress review.

## **10.9 Process for Re-Admission**

Any student expelled from school will not automatically

be allowed to re-enroll. Decisions in these matters are the full responsibility of the administration, and reviews or appeals cannot be considered for at least six months. Requests for re-admission should be made in writing to the Administrator.

Aberdeen Christian School reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment.

# **11.0 Communications**

## **11.1 JMC Messaging**

Parents providing contact information will be part of our notification system, wherein important messages regarding events, reminders, and notifications of weather-related delays, closures, and the like, are delivered via telephone, text, or email.

## **11.2 Community Events**

Any information provided to the school regarding community or church events must be approved by the administration before being posted. It is not our practice to distribute materials school-wide; however, the office will post the information once it is approved.

## **11.3 Party Invitations**

Birthday party or any other party invitations or gifts should not be distributed at school unless they include all class members of their gender.

Birthday parties are not to be conducted at school with the exception of bringing a treat to share with the class.