



**Sycamore PS-8th Grade Parent/Student  
Handbook**

*Revised August 2025*

<b>Sycamore PS-8th Grade Parent/Student Handbook.....</b>	<b>0</b>
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# Section I - About ACS

## School Address and Contact

Aurora Christian Schools - Main Campus  
2255 Sullivan Road  
Aurora, IL 60506  
Main Office: 630.892.1551  
Preschool Office: 630.264.3894  
Fax: 630.892.1692  
web: [aurorachristian.org](http://aurorachristian.org)

Aurora Christian Schools - Sycamore Campus  
355 N. Cross Street  
Sycamore, IL 60178  
Main Office: 815.895.8522  
Fax: 815.895.8717  
web: [aurorachristian.org](http://aurorachristian.org)

## Mission Statement of Aurora Christian Schools

To lead students to a personal relationship with Jesus Christ, educate them from a Christian worldview, and prepare them for a life of service to Christ and their world.

## Vision Statement

The vision of Aurora Christian Schools is to be an authentic Christian community, unified by our common faith in Jesus Christ. As a cooperative body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

## Statement of Faith

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.

We believe that God created Adam and Eve, labeling them male & female and man & woman. Biological sex and gender are divinely connected and represent the image of God in people.

We believe that God has ordained marriage solely as the exclusive union of one man and one woman.

We believe that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His Ascension into Heaven, and in His present life there for us as High Priest and Advocate.

We believe in "that Blessed Hope": the personal, visible, premillennial and imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

\*This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Board of Directors of Aurora Christian Schools is the final interpretive authority on the Bible's meaning and application for the purposes of Aurora Christian Schools' faith, doctrine, practice, policy, and discipline.

## Christian Philosophy of Education

"Before the mountains were brought forth, or ever you had formed the earth and the world, from everlasting to everlasting you are God." -Psalm 90:2 (ESV)

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut. 6:4), who exists eternally in three persons: God the Father (2 Cor 1:3), God the Son (Heb 1:1-8), and God the Holy Spirit (Eph 4:30).
2. The universe and all within was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
3. This eternal God has revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2; 2 Ti 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).
4. Man's relationship to God was broken by the sin of Adam and Eve (Ge 3); therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Co 15:22; Ro 3:23, 5:14, 6:23; Eze 18:4).
5. Jesus Christ, through the miracle of the incarnation, lived among men and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18, 26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian Education will recognize that:

7. God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
8. A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of thought that are incompatible with biblical truth.
9. The primary purposes of Christian education are:
  - a. to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
  - b. to nurture, admonish, & encourage the student to live in conformity with the revealed will of God;
  - c. to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
10. Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
11. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
12. God has ordained marriage between one man and one woman (Ge 2:18, 22, 24), the family (Ge 1:27, 28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way he should go: even when he is old he will not depart from it." -Pr 22:6 (ESV)
13. The biblical and philosophical goal of Aurora Christian Schools is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian Schools, all employees and students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian Schools retains the right to terminate any employee or refuse enrollment to or expel any student who engages in sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) or who identifies as homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender (Ge 1-2, Lev 20:10-16; Mt 15:18-20; Ro 1:26-27; I Co 6:9-10).

## Core Values

As is highlighted in our Mission Statement, Aurora Christian Schools seeks to promote the following core values:

1. RELATIONSHIP
  - a. Our greatest desire is to encourage and support students in their development of a strong personal relationship with Jesus Christ.



- b. We endeavor to provide both curricular and extracurricular opportunities for students and families to develop meaningful relationships within a Christian community.
- 2. EDUCATION
  - a. Our primary responsibility is to provide a quality education from a biblical worldview.
  - b. Our goal is to assist and encourage each student to reach his or her maximum academic potential.
  - c. We believe that each student should be provided with the academic foundation to succeed in further education/training for whatever career/life path the Lord directs.
- 3. SERVICE
  - a. We believe that Scripture commands Christians to love and serve one another.
  - b. We believe that we are called to help students develop habits of service that will continue throughout a lifetime.

## History of Aurora Christian Schools

Do you not know? Have you not heard? The Lord is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and his understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint. Isaiah 40:28-31

Aurora Christian Schools (ACS) began as a dream in the hearts of concerned parents and Christian citizens, and on January 7, 1975, about 40 persons met to discuss the possibilities of such a school. A board was formed, curriculum chosen, teachers selected, and, on September 3, 1975 school opened with 82 students (Grade K – 9) in facilities loaned by Claim Street Baptist Church. Enrollment was 114 at the end of the first year.

Pupil population grew to 220 at the beginning of the school year 1976-77. The Aurora Christian Preschool and the 10th grade were added. This enrollment required additional facilities which were provided by First Presbyterian Church.

The need for our own building was clear. A large building, with adequate land, central to the Fox Valley and surrounding communities was urgent if ACS was to continue to grow. The Milford Tool and Rivet Company was selling just such a building and on July 30, 1976, escrow was closed and remodeling construction began at 801 W. Illinois Ave.

The resulting facility was the product of thousands of hours of volunteer work, some contracted labor, and many love gifts from interested and caring friends. The building was an open beamed, high-ceilinged, concrete and steel factory. It became a warm, comfortable, pleasant school building—the result of “love going to work.”

By the end of the 1977-78 school year, pupil population had swelled to well over 380 students...once again we faced the need for larger facilities. On Saturday, June 3, 1978, a public auction was held at 14 Blackhawk St. The old Benjamin Franklin Junior High School—a building of 73,000 square feet of classrooms, office, gymnasium, auditorium, etc.—became the property of ACS. Families and friends of our school again performed a monumental task of completely redecorating the “new” building by August 28th, the first day of classes for 1978-79.

Over the next several years, pupil population continued its steady climb. June of 1986 saw the groundbreaking for a new addition to our 801 W. Illinois Ave. campus. One year later, there was 26,000 more square feet at 801, containing 18 new classrooms, a full size gymnasium, and a dramatic 145 foot long two story atrium connecting the two buildings—enough space for 500 new students!

Two major milestones were reached in 1988. Our school received full accreditation from ACSI (Association of Christian Schools, Int.) and full recognition from the ISBE (Illinois State Board of Education). The latter enabled us to join the IHSA (Illinois High School Association) as full members for athletic and other competitions. In 2003, our school also received full accreditation from NCA (North

Central Association. ACS maintains ACSI Accreditation, ISBE Recognition, IHSA membership, and adheres to all applicable sections of the Illinois School Code .

In April of 1997, God continued the miracle called ACS with the addition of 116 acres along I-88 near Orchard Rd. In 2003, portions of this property were sold to allow the purchase of an office/warehouse facility on Sullivan Road. Renovation occurred during the spring and summer of 2004. The Sullivan Road Campus was fully occupied during the spring semester of 2005.

This beautiful facility has enabled our high school enrollment to flourish, stabilizing around 360 students. Through generous donations of time and talents, a state-of-the-art football field and track were added to the campus for kickoff in the fall of 2008. During the summer of 2010, the decision was made to consolidate our campuses. All Preschool through 12th grade students officially came “Under One Roof” on Sullivan Road in February, 2011.

In November, 2012, the Lord provided another miracle with the refinancing of our debt! We were overjoyed to Celebrate His Faithfulness!!

The founders of Aurora Christian [Paul and Loretta House] and Cornerstone (then DeKalb) Christian [Walter and Ruthana Rodatz] collaborated in 1975-1976 as they opened nearby schools with similar missions. In August, 2019, Cornerstone Christian Academy joined our ACS family and became Aurora Christian Schools - Cornerstone Campus. ACS Cornerstone offers a quality PreK-8 program in Sycamore while all high school students attend our main ACS campus in Aurora. We believe the Lord is using our combined ministries to sustain and strengthen Christian education in northwest Illinois.

Our Sullivan Road property was completely paid off in December, 2023! This miracle was accomplished through fiscally responsible budgeting, a mission-aligned lender, and significant donations from long-time generous supporters of ACS. We are overwhelmed and in awe of the Lord’s continued faithfulness to Aurora Christian!!

In fall of the 2024-2025 school year, all of our students became ACS Eagles. Cornerstone Campus officially re-branded to become ACS Sycamore Campus, and now proudly shares our district-wide colors of Red, White, & Gray.

In 2025, we are proudly celebrating 50 years of Aurora Christian Schools! As we look back at five decades of the Lord’s faithfulness, we also look forward to the miracles and blessings that are yet to come! Isaiah 40:31 promises, “...those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.”

We are glad you are a part of the Aurora Christian Schools Family. To God be the Glory; great things He has done!

## Accreditation and Illinois State (ISBE) Recognition

Aurora Christian Schools is fully K-12 accredited by the Association of Christian Schools International (ACSI). ACS also adheres to all applicable sections of the Illinois School Code [105 ILCS 5] and maintains full recognition status as a nonpublic school with the Illinois State Board of Education (ISBE).

## Nondiscrimination Policy

Aurora Christian Schools admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to ACS students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Aurora Christian Schools.

If there is reason to believe that unlawful discrimination has occurred, a complaint may be filed.

1. Complaints must be in writing and delivered by mail, email, or hand delivery to the superintendent within 180 days of the date of the incident. The written complaint must describe the conduct or incident; explain details leading to belief that unlawful discrimination has occurred; and include the complainant's name, contact information, and signature. Anonymous complaints will not be investigated.
2. Upon receipt of a signed written complaint, the superintendent or designee will conduct an investigation and respond in writing within 30 days. If the complaint involves exceptional circumstances that require a lengthier investigation, the school will respond in writing to explain the need for an extension and a new date for a written response.
3. The school's written response will include a summary of the results of the investigation.

## Organizational Structure

The Aurora Christian Schools Board of Directors is a self-perpetuating, policy governance board. All operational and educational responsibilities and decisions are delegated to the Superintendent and his/her designees.

Aurora Christian Schools functions best when all involved follow a simple principle of communication and problem resolution: involve the least number of people and at the lowest level possible. This approach is based on the teaching of Scripture as found in Matthew 18. When seeking resolution, we encourage students to meet individually with the teacher. Should no resolution result, the student and parent together should schedule a meeting with the teacher. Should no resolution result, all parties should together consult with the next level supervisor. Requests for meetings with supervisors prior to initial steps will be redirected appropriately.

## Expected Student Outcomes

- ✓ Students will develop a personal relationship with Jesus Christ.
- ✓ Students will develop meaningful relationships within a Christian community.
- ✓ Students will demonstrate respect for authority and others.
- ✓ Students will develop a Biblical worldview.
- ✓ Students will be able to think critically and solve problems.
- ✓ Students will be college-accepted and academically prepared to succeed.
- ✓ Students will identify how they may use their gifts and talents in pursuit of God's calling for their lives.
- ✓ Students will develop a natural, self-motivated awareness of everyday opportunities to serve those around them.
- ✓ Students will engage in opportunities to serve in their communities and beyond.

## Parent Statement Of Cooperation

The following statement is printed on each enrollment application. Annually, parents and MS/HS students affirm the statement by their signature on the Handbook Acknowledgment.

We understand that enrollment in Aurora Christian Schools is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student as well as for the entire school. Therefore, if this application is accepted, we hereby give permission for our student's teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with biblical principles of discipline as set forth in Scripture. We also understand that all students, regardless of age, must live with a parent or legal guardian to maintain enrollment. We will continue to uphold the authority of the teachers and staff of Aurora Christian Schools by recognizing their right to use necessary disciplinary measures.

We will acquaint ourselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook, and we will cooperate fully in this regard. If we ever find that we cannot accept the disciplinary standards of ACS or if our student fails to meet the minimum academic requirements, we may withdraw our student or face possible dismissal. In the event of academic failure where no alternatives are available, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition monies paid. All tuition paid is nonrefundable, including the Tuition Deposit. We understand that we have entered into a contractual relationship with ACS for the payment of all tuition and related fees for the entire school year, and that we agree to abide by the tuition policies of ACS as stated above and in the Parent/Student Handbook.

## Revision Policy

Aurora Christian Schools reserves the right to change policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the administration, it deems the change to be in the best interest of the school.

## Section II - General Policies and Procedures

### Accidents/Injuries

Aurora Christian Schools does not employ a school nurse; however, faculty members are trained in First Aid and CPR. Minor injuries will be treated in the office. All accidents/injuries that occur during the school day or on any school sponsored trip will be reported to the office immediately. Students with serious injuries will be taken immediately to the hospital (911 will be called if necessary) and parents will be notified by phone. It is the parent's responsibility to see that the office has on file emergency telephone numbers where a parent, relative, or emergency contact can be reached in case of emergency.

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with authorization for emergency medical treatment. Parents of students with special health needs (e.g. diabetes, anaphylaxis) must complete a Special Medical Procedures form. A staffing with appropriate school personnel will be coordinated.

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required.

### Animals

Animals should not be brought into the school or to athletic events on campus. Service or therapy animals may be approved by the administration.

### Artificial Intelligence (AI) Policy

Aurora Christian Schools is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations.

The use of AI technologies at ACS aligns with our purpose of providing an education that prepares our students for success. While AI tools can contribute to brainstorming ideas, exploring possible responses to questions or problems, and creatively engaging with class materials and ideas, it is the expectation that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will prepare students for success at ACS and beyond.

It is the responsibility of each student to clearly cite the use of any AI tools any time they are used.

The use of AI without permission and/or the uncited use of AI will be treated as academic dishonesty and will result in academic and disciplinary consequences.

### Athletics

ACS offers interscholastic athletics for boys and girls. A participation fee is mandatory for each sport to offset costs involved. Participating students must have had a physical examination within the past year. All student-athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude.

One of our most powerful opportunities to witness to the power of Christ in our lives is during sporting contests. Therefore, sportsmanship is demanded of all coaches, athletes and ACS spectators of Aurora Christian School. "To whom much has been given, much more will be required." (Luke 12:48) Acts of unsportsmanlike conduct including but not limited to swearing, speaking inappropriately to an official,

coach, player, or spectator, and/or any general conduct unbecoming a representative of Aurora Christian Schools will lead to consequences.

The administration reserves the right to escalate consequences depending on the severity of the unsportsmanlike conduct. The standard consequences for discipline accumulate as follows:

Athletes and student spectators:

Subject to the handbook violations as outlined in the student handbook

Spectators:

If a spectator is warned during an event and continues to exhibit inappropriate behavior, he/she will be asked to leave the event immediately. A repeated occurrence will result in a meeting with the Athletic Director.

## Awards

Students will be recognized with awards for academic progress and Christian character.

Honor Roll certificates will be awarded to elementary students at the end of each semester and to middle and high school students at the end of the year. Students earning High Honor Roll must have achieved A's in every class. Students earning Honor Roll must have achieved grades of at least B in every class.

## Bible

The Bible is of primary importance at Aurora Christian Schools, and all subjects are taught from a biblical perspective. Each student will also be enrolled in a Bible course every semester of attendance. Students will perform Christian service and memorize Scripture appropriate to their age levels.

## Book Agreement

At some grade levels/classes, students will be issued textbooks at the start of the school year. Students must return these books to the school at the end of the school year in relatively the same condition in which they were received. If a book is lost or damaged, a fee will be charged to the student account for the cost of replacement or repair.

## Bullying / Harassment

Aurora Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. This includes cyber, verbal, visual, social, physical, and sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

At Aurora Christian Schools, bullying is considered a form of harassment. The administration will discern the difference between conflict and bullying. To be considered bullying, all three of these elements must be present:

- Aggressive Behavior – overt action intended to cause harm to another person
- Imbalance of Power – intimidation of another person which creates fear
- Continuous Behavior – repeated action over an extended course of time

Suspected incidents of harassment will be investigated in a timely manner and will include interviews with the individuals involved.



"Bullying" includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student (or students) that has or can be reasonably predicted to have the effect of one or more of the following:

- placing the student in reasonable fear of harm to the student's person or property;
- causing a substantially detrimental effect on the student's physical or mental health;
- substantially interfering with the student's academic performance; or
- substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Cyber-bullying means bullying through the use of technology or any electronic communication. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects described above as bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects described above as bullying.

Bullying is in conflict with the mission of Aurora Christian Schools. It is against state law and ACS policy. Incidents of bullying should be promptly reported to the principal via phone (ACS: 630-892-1551, Sycamore: 815.895.8522) or email ACS Preschool & Elementary: [danielle.kullum@aurorachristian.org](mailto:danielle.kullum@aurorachristian.org), ACS Sycamore Preschool through Middle School: [amanda.leonhart@aurorachristian.org](mailto:amanda.leonhart@aurorachristian.org), ACS Middle & High School: [natalie.henderson@aurorachristian.org](mailto:natalie.henderson@aurorachristian.org). Formal disciplinary action is not permitted solely based on an anonymous report.

Upon report of an alleged bullying incident, the principal will conduct an investigation including personal interviews and review of documents or electronic communication. The principal will inform parents or guardians of students involved and will explain potential disciplinary measures (which range from detention to expulsion), recommend appropriate counseling or other interventions, and discuss possible restorative measures. Parents may request to meet with the principal to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. All reasonable efforts will be made to complete investigations of alleged incidents of bullying within 10 school days after the report date.

Retaliation against any person who reports an act of bullying is prohibited. Reprisal or retaliation (by student or adult) for reporting an act of bullying will result in immediate student suspension and hearing for possible dismissal from Aurora Christian Schools.

False accusations of bullying as a means of retaliation or as a means of bullying will result in disciplinary consequences ranging from detention to expulsion.

## Cell Phones/Electronic Equipment

Aurora Christian Schools aims to provide an environment that is conducive to learning and growth, grounded in Christian values. A cell-phone free policy aligns with this mission by minimizing distractions in the classroom, and helping students to focus on their spiritual, academic, and personal development.

Elementary & Sycamore Middle School students must secure their cell phones in their lockers for the duration of the school day. Phones are not permitted to be in use during the school day or on school field trips unless initiated by classroom teachers for educational use, or approval is given by administration. Students should obtain approval from staff to use any type of cellular device before or after school in extended care.

Aurora Middle School & High School students will be required to check-in their cell phones with their first (1st) hour teacher, and may retrieve their cell phones at the end of the school day. Cell phone technology

is not permitted to be in use during the school day or on school field trips unless initiated by classroom teachers for educational use, or approval is given by administration.

Personal laptops/Chromebooks/tablets will be used for academic purposes. No video or audio recording is permitted without the consent of all individuals. Cameras or picture phones are NEVER to be used in locker rooms or bathrooms.

- Students who are found with a cell phone in their possession, without administrative approval, will be automatically assigned a Saturday detention, and the phone will be confiscated until the end of the school day. Parents may be required to retrieve the phone in the school office after multiple infractions.

Administration reserves the right to view information on student devices on school property or while on school sponsored events/trips. Students who view inappropriate material or participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. The school assumes no responsibility for loss or theft of electronic equipment.

**Please do not attempt to contact your student on his/her cell phone during the school day, as he/she will not have access to the phone. In cases of family emergency, the school secretary will take a message and notify your student. Students will be allowed to return emergency calls in the Main Office.**

## Chapel

Chapel is held weekly. Chapel is designed using music, special speakers, Christian films, and chapel talks by our staff to provide a positive, meaningful experience for all students. Chapel attendance is required of all students. Students are expected to be courteous and respectful to chapel guests at all times.

## Child Safety

All Aurora Christian faculty and staff are annually trained as mandated reporters of suspected abuse or neglect. Aurora Christian adheres to written child safety policies and procedures. These policies are available for review by contacting your principal.

## Communication

### School Communication

ACS is committed to providing strong school-home communications. Communication regarding class activities, special events, volunteer opportunities, etc. will be made through email blasts. Each classroom teacher provides regular communication to parents and will make every effort to respond to individual parent messages within 24 hours (during the work week). Weekly digital newsletters will be sent via email. Event calendars and lunch menus will be posted on the school's websites.

Teachers are engaged in student instruction and supervision throughout the school day; therefore, please direct urgent or time-sensitive school day communication to the main office.

Although we are committed to timely communication, we must protect the well-being and family lives of our employees. Faculty and staff are not expected to respond to messages over the weekend or on school days before 7:00 AM or after 4:00 PM. Emails, calls, or Google Chats received after 4:00 PM on Friday evening may not be seen over the weekend and will be considered "received Monday morning at 7:00 AM."

If you are having a problem reaching a faculty/staff member and are not receiving a response to your requests for communication, please contact that employee's supervisor.



FACTS is a primary source of communication. Homework assignments, student grades, lunch menus, announcements, family accounts, discipline notes, medication logs, and teacher email addresses may be accessed through the parent login on FACTS. A link to FACTS is available on the school website. To access these tools, each family must have a valid email account on file with the school. Please update your email information through FACTS or in the school office whenever changes occur.

## Teacher Communication

Grades are updated weekly in FACTS. Please realize that it is unrealistic to expect teachers to initiate frequent contact beyond the normal reporting procedures. It is the fundamental responsibility of the parent(s) to monitor their student's academic progress and initiate further communication. Teachers can be contacted directly by email. Teachers will make every effort to respond to individual parent messages within a timely manner on school days (Monday-Friday).

Due to confidentiality concerns, parent requests to observe in the classroom will not be approved. Parents may request a meeting with a classroom teacher to discuss concerns and work together for the student's success.

## Parent/Teacher Conferences

Parent/Teacher conferences will be held in the fall. Spring conferences can be held by request. Dates will be viewable on the school website calendar. PS/ES conferences are scheduled with the classroom teachers. MS/HS conference fairs provide opportunity for parents to meet with any or all of their student's teachers with no appointments required.

Additional conferences throughout the school year may be scheduled by contacting the teacher.

## Computer Use

Students in grades 8-12 are required to bring a Chromebook/Laptop to school for classroom use. Desktop computers are provided in our Tech Lab and Halo Lab for student use for educational purposes only. Students may not use faculty/staff computers. Students may only enter the computer facilities while under faculty/staff supervision. No food, beverages, or candy are permitted in any of the computer labs. Filtered Internet access is available through the network on campus.

The following uses of electronic devices are not permitted:

- Accessing, displaying, or sending offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Accessing Facebook, YouTube, Instant Messenger, or other communication web pages without teacher permission
- Downloading programs, games, or music on school devices
- Moving equipment, altering/adding/deleting any system/program/file settings, or making electrical/hardware/system connections on school devices (Violation of this rule will be considered vandalism.)
- Damaging computers, printers, computer systems, or computer networks
- Copying software or another student's files without teacher authorization
- Employing the school network for commercial purposes
- Violating copyright laws

Each violation of this Computer Use policy will be referred to the administration for possible disciplinary action. Extreme or repeated offenses will result in the loss of electronic device privileges on campus, and if the student is enrolled in a technology course, a grade of WF (withdraw/failing) will occur. Disciplinary action may also include suspension, expulsion, or legal prosecution.

## Emergency Closing

Nearly all ACS students are privately transported to school by family/friends and spend minimal time outside before entering a heated building. We endeavor to keep school open when possible to advance instruction and so that parents are not overly burdened with finding childcare. Therefore, we will rarely close school prematurely at the *threat* of inclement weather. Decisions will be posted by 5:00am on the day of closure. However, we do understand that ACS students travel from many different locations with varying weather and road conditions. If you deem conditions unsafe and choose to keep your child at home, please report the absence to the school office.

Information regarding emergency closings will be relayed via Parent Alert (text), email, posted on the home page of the school websites, and posted on the school Facebook pages. Please be sure that all contact information is updated regularly through FACTS SIS. Remote learning will only be instituted if there are extended emergency closures. Students will be expected to turn in assigned work on the day school resumes after an emergency closing. Homework assignments not turned in during the period in which they are due on the first day back in school after an emergency closing will be considered late.

## Emergency / Crisis

Aurora Christian Schools has developed a comprehensive crisis plan in cooperation with local and state authorities and utilizing ALICE protocols. Multiple safety drills approved by local fire and police departments are held each year. Faculty members are trained in First Aid/CPR, and the school is equipped with Automated External Defibrillators. A Parent Advisory Committee composed of law enforcement officers and safety professionals meets at least annually to review security protocols and assist administration with planning for the safety of students.

## FACTS SIS (Student Information System)

FACTS SIS is the school's administrative software which provides parents with access to lesson plans, homework assignments, student grades, daily announcements, lunch menus, accounting summaries, and school directory information. Settings may be marked to provide instant grade and behavior email alerts. Parents are encouraged to contact the office for assistance when technical difficulties arise. A link to FACTS SIS may be found at [aurorachristian.org](http://aurorachristian.org).

## Field Trips

Students will have the opportunity to attend field trips throughout the year. Participation in a school-sponsored field trip is recorded as a day of school attendance. Students may be charged a fee for school-sponsored field trips. Permission slips will be sent home in advance, including information about attire, transportation, and cost. All field trips are optional; however an alternate activity may be assigned to students not participating. MS/HS students assume full responsibility for all other missed classes and assignments. All assignments are due as regularly scheduled. Quizzes/tests not taken and projects/assignments not completed will not be awarded credit.

Aurora Christian Schools greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. Please notify your student's teacher or class sponsor if you would be willing to serve in this manner. Students may not transport other students during the school day without specific parental and administrative permission. Drivers and chaperones will be asked to read and abide by school guidelines, present a valid driver's license, and show proof of auto insurance. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child). Additional chaperone guidelines may be distributed to volunteers.

Illinois State safety belt regulations will be followed. All children will be required to be properly secured according to the laws.

## Finances

All family financial balances may be viewed online at any time through the Accounting tab of FACTS. Account balances may be paid online through FACTS or in the school's Finance Office. All tuition payment plans are managed through FACTS. Information regarding FACTS may be found on the school website or by calling the school's Finance Office. Please note that registration and FACTS fees are nonrefundable.

MS/HS students with outstanding balances on student accounts (tuition, lunch, fees, fines, etc.) will not be allowed to take final exams. Parents who are in arrears with regard to educational expenses for their student(s) face the probability of attendance interruption until the deficit is removed. Aurora Christian reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid. Transcripts, access to final grade reports through FACTS, summer athletic participation, summer child care, and high school diplomas will be restricted until all tuition and fees have been paid.

Need-based financial aid applications are available through the school's Finance Office and are subject to submission due dates posted on the school website.

## Grade Reports

Individual class grades are available online through FACTS SIS, accessible via a link on the school website. Report cards will be accessible on FACTS SIS at the end of each semester when all tuition and fees have been paid. An email will be sent notifying parents that final grades have been posted.

## Grievance Procedure

At Aurora Christian Schools, a formal student complaint/grievance is defined as any nontrivial complaint, either academic or non-academic in nature. The complaint must be submitted formally in writing by a student to a member of the school administrative team.

Examples of items which would be considered a formal complaint include but are not limited to:

- Discrimination (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Aurora Christian Schools.
- Harassment (e.g., sexual, racial, gender) complaint against a faculty, staff or student of Aurora Christian Schools.
- Complaint about the failure of a faculty or staff member to allow a student to pursue his/her rights to an appeal under school grievance procedure.
- Complaint about issues regarding payment and/or payment plans.
- Non-compliance with the school's stated Non-Discrimination Policy.

Not every written communication from a student is considered a complaint. Examples include: written letters expressing a general dislike of a policy not connected to any of the complaint items listed above, letters from other people on a student's behalf, requests for exceptions to the policies of Aurora Christian Schools, or written letters expressing a dislike of personnel not connected to any of the complaint items listed above.

Students with a complaint or a grievance related to their experience at the school should follow the grievance process outlined below:

- Step One: The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.
- Step Two: If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the staff member's immediate supervisor (Principal in the case of academic matters).
- Step Three: If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the Superintendent who will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the Superintendent or designee and two staff members not involved in the matter in question. All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within five school days. The Committee's decision will be final.

While ACS does its best to resolve student complaints, students who remain unsatisfied after exhausting their remedies with ACS may elect to seek enrollment at another educational institution.

## Insurance

All students will be covered during school hours and while involved in any school activity by a blanket student accident insurance policy. This insurance is secondary to your personal (primary) insurance. There is no extra charge for this service. No additional insurance will be available through the school.

## International Student Language Policy

International students must meet the following requirements:

- Student must be 12-19 years of age and enrolled in junior high or high school or the equivalent.
- Student cannot have graduated from, be enrolled in, or be pursuing acceptance to a college or university until graduated from Aurora Christian Schools.
- Student must be proficient in English and be able to read and understand the scheduled course material. Secondary Level English Proficiency (SLEP) scores are required for every foreign exchange student who has not met the required TOEFL (IBT) score of 55.
- If a hosting agency is involved, it must be credible, recognized, and approved by SEVIS. Other options might include working through a Christian organization, an ACSI member school, pastor, or missionary.

All language is a gift from God; no particular language is better or more righteous than another. However, in order to help our international students honor their parents by learning English while studying in the US and to show consideration for those around them, the following English immersion policy has been implemented:

English shall be spoken at all times, in all locations, and at all school events. The only exceptions to this policy are when no speakers of other languages are within hearing distance or when a staff member gives direct permission to a student. Willful infractions of this policy may result in disciplinary consequences.

All international students must willingly abide by school policies, rules, and the handbook. The host families will be local, have a sincere Christian faith, and attend church on a regular basis.

## Lost and Found

The school maintains a lost and found. Please make sure all personal items are properly labeled. The school cannot be responsible for lost or stolen items. At the end of each semester, the lost and found will be cleared and leftover items will be donated.

## Lunch

Students are encouraged to visit with each other during this period; but horseplay, music, and unnecessarily loud talking or noise is not permitted. Throwing food is not allowed. All students eating hot lunch will wait their turn in line. All students are responsible to clean their areas after they have finished eating. All trash is to be placed in trash receptacles.

Aurora Christian Schools is a closed campus for lunch. Students may bring lunch or purchase hot lunch.

## Medical

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with authorization for emergency medical treatment. Parents of students with special health needs must complete a Special Medical Procedures form. Aurora Christian Schools does not employ a school nurse; however, faculty members are trained in First Aid and CPR. All accidents which occur during the school day or on any school sponsored trip will be reported to the office immediately. All injuries are immediately cared for and parents are notified. In an emergency situation, 911 will be called. In cases of student illness, a parent is notified and encouraged to come pick up the student. All student medications are administered and documented through the main office.

## Health Examinations and Immunization Records

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations. If a family chooses not to immunize their student(s) due to religious reasons or otherwise, a letter stating this must be on file in the school office. Reports of compliance will be submitted annually to the appropriate state agencies as required. Students will be excluded from school on October 15 if requirements for health examinations and immunizations have not been met [105 ILCS 5/27-8.1].

## Vision and Hearing Screening

The State of Illinois mandates vision screening for all preschool, kindergarten, 2nd grade, and 8th grade students. The State of Illinois also mandates hearing screening for all preschool, kindergarten, 1st, 2nd, and 3rd grade students. These screenings will be offered on campus and required for each student.

## General Health Guidelines

A Medical Information and Emergency Care Plan must be completed each school year for students with special medical needs including life-threatening allergies, severe food intolerances, and self-administration of medication.

If a student is determined to have a fever during the school day, a parent must arrange for pickup within 30 minutes of notification. A student should not return to school until he/she has been fever-free, free from vomiting, and diarrhea-free for 24 hours.

Please note these specific guidelines for return to school:

- Chicken Pox: All pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
- Pinkeye: Eyes must be clear with no redness or secretion and must be on medication for 24 hours.
- Ringworm: The child must have been receiving treatment (medication) for 48 hours and the ring must be completely covered by a bandage.
- Strep Throat: We must have a doctor's note, and the child must have been on an antibiotic and fever free for a minimum of 24 hours.
- Head Lice: Parents are encouraged to examine their child's head if symptoms of head lice are observed and to report any positive identification to the school office. When a case of head lice is reported, a generic notice will be sent to parents in the affected student's classroom. If a case of head lice is recognized at school, the affected student's parents will be called to pick up their child and his/her coat, hat, backpack, etc. Based on CDC guidance, students with lice may return to class after beginning appropriate treatment. Parents must send written verification to the office that prescription or OTC treatment has begun. (<https://stacks.cdc.gov/view/cdc/124331>)
- Hand, Foot and Mouth Disease: When a case of HFMD is reported, a letter will be sent home to all students who could get infected. HFMD is a contagious disease caused by a virus and spread by direct contact. See [www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf) for details. A student infected may return to school when there are no blisters in the mouth or secreting lesions and fever free for 24 hours and well enough to actively and comfortably participate in school activities.
- Fever: Student must be fever-free for 24 hours.
- Vomiting or Diarrhea (even though he/she may not have a temperature): the parent will be required to pick-up the child within 30 minutes of our call. Also, if your child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.
- Food Allergy: Students with severe and/or life threatening food allergies must register this information with the principal. A procedure must be in place in case an allergic reaction occurs on school property. Please schedule an appointment with the principal at the beginning of the school year to see that a procedure is established for your child. A child with severe and/or life threatening food allergies will not be able to attend Aurora Christian Schools until a procedure is established.

We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.

Health forms (new or updated) must be turned in at Block Party or by the first day of school.

## Medication and Self-Administration

The Medical Release/Parental Permission form, signed by a parent/guardian and kept on file in the office for each student, contains an acetaminophen release option. Acetaminophen is commonly sold in drug stores under the brand names of Tylenol or Anacin III. Every dosage administered will be documented in your student's record. This record is available for your review in FACTS SIS.

A Medical Information and Emergency Care Plan must be completed each school year for students with special medical needs. A plan should be created for students with life-threatening allergies (bee sting, nuts, etc.) or severe food intolerances. A plan is required for a student to be permitted to self-administer medication for asthma (including albuterol treatments or nebulizers), diabetes, or an anaphylactic emergency. The school and school personnel incur no liability for injuries occurring when administering medications.

If a student must take a prescription or over-the-counter medication (except asthma, diabetic, and emergency anaphylaxis medication) during school hours, a note indicating time and dosage must be on



file in the school office. The container must bear the student's name and name of the medication. If a student has been prescribed medical cannabis and is in need of administration during school hours or while on a school-sponsored activity, a parent/guardian must provide the school with a copy of a current Medical Cannabis Registry Card issued by the Illinois Department of Public Health. Information regarding prescription information, purpose for prescription, and IDPH designated caregiver(s) must also be provided. The student's caregiver or a school administrator may administer a prescribed medical cannabis-infused product. Based on the medical plan developed by school personnel with parents/guardians, the student may be allowed to self-administer under the direct supervision of a school administrator. Topical cannabis-infused products will not be administered on school grounds. No student will be allowed to smoke or vape cannabis products.

## Music

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music, or music which tends to encourage rebellion to authority, will be used or allowed to be a part of any activities related to our school, including school sponsored transportation.

## Orientation Block Party

An all-school Block Party will be held during the week before school starts. Parents and students should attend the Block Party to complete school year start-up details and to become familiar with important policies and procedures. All necessary forms must be signed at the beginning of the school year, and parents are responsible for all information concerning their student's enrollment at Aurora Christian School.

## Parent Involvement

There are many opportunities for parents to be engaged in the ACS community. Parent Connect-Aurora, & Parent Connect-Sycamore are parent organizations that support the general administration and faculty at each campus. Aurora Music Boosters and Sports Boosters actively support specific departments. Throughout the year, various event planning or chaperone needs may arise for short-term parent involvement. Additionally, parents with expertise in a field may be recruited for participation in a specific Parent Advisory Committee (PAC).

## Patriotism

We expect students to respect our country and the government. Students will be asked to pledge to the American Flag. Out of respect for those who have served or are currently serving our nation, we celebrate Veterans' Day and observe Memorial Day.

## Physical Education

Physical education is part of the regular school program. Participation is anticipated from every student. In the case of broken bones, surgery, or other medical situations, the need may arise for a student to be excused from P.E. A parent may excuse his/her child from PE for one day per incident. If a student needs to be excused for an additional period, a doctor's note is required. More information may be requested if necessary.

## Safety

School safety and security are of paramount importance. A video surveillance system is in use and may be used for disciplinary purposes in cases of school policy violation or criminal prosecution. If surveillance reveals a serious violation of school policy or state or federal law, it may be used by authorities to pursue recompense and/or justice.

- All exterior doors are locked during school hours. Students will be admitted during arrival according to procedures distributed at Block Party. At all other times during the school day, students must enter the building and sign in through the main office.
- All visitors and volunteers must enter through the main office and exchange a government-issued picture ID for a "Visitor's Pass."
- Emergency procedures are regularly reviewed, practiced, and in compliance with local and state regulations.
- High school students may carry clear/mesh backpacks to class. All other bags must be stored inside assigned lockers.
- No weapons of any kind are allowed on school property at any time (except by law enforcement).
- Students should never prop open an exterior door or open a locked door for anyone (including other students).
- All threats against teachers or students will be taken seriously and may be reported to local authorities.
- Student lockers must remain closed and locked at all times.
- For safety concerns, the administration reserves the right to search and/or wand students, student lockers, locker contents, book bags, purses, and automobiles. Students may also be asked to empty their pockets.
- Students who leave campus after the school day ends are no longer the responsibility of ACS. (Students may not leave campus and return to extended supervision.)

## School Directory

An ACS directory is available to school families through ParentsWeb. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent. The directory includes student name, grade, parent name, home number, and address of students. Parents who choose to exempt their address and phone number from the directory may do so by modifying their family information in FACTS SIS.

## School Pictures

School pictures will be taken each fall by a professional photographer and are available for parents to purchase. These pictures are used for yearbooks and in the school administrative software. Details will be sent home in advance by the office.

## School Photographs

Photographs of students will be taken in the course of school activities throughout the year and will be used for promotional and advertising materials including the ACS websites and Facebook. Consent or denial is part of the initial enrollment application. Parents may contact the office to deny school use of a child's photo.

## School Supplies

Supplies are to be purchased prior to the beginning of school. The school supply list is available in the office or on the school's website at [aurorachristian.org](http://aurorachristian.org).



## Skateboards, etc.

Due to potential injury and liability issues, in-line skates, wheeled shoes, skateboards, longboards, hoverboards, scooters and any other items that could be damaging to persons or property are not permitted on school grounds. Violation will result in confiscation of the device, to be reclaimed by a parent in the office upon payment of a \$15 fine. The school is not responsible for injury or death as a result of disregarding this policy.

## Standardized Testing

Standardized testing will be given at various times to various grade levels for the purpose of monitoring student growth. Information regarding testing dates will be sent home in weekly announcement emails. Parents will be notified when test results are available. Students in grades 8, 9, and 10 will take the PreACT. Eleventh grade students will complete the PSAT in the fall and the ACT in the spring. Aurora Christian Schools also hosts ACT exams during the April and June national testing dates.

## Student Activities

Student activities at Aurora Christian Schools are intended to purposely promote the school's vision. We desire to offer opportunities for all students and families with varied interests. ACS activities are designed to build community and provide a venue for Christian witness. In addition, we determine to never be an offense or "stumbling block" through our activities. (I Cor. 10, Rom. 14:13)

The school has a variety of scheduled events throughout the school year. Privately sponsored events may not be publicized on school grounds without specific permission from the administration. Use of vaping devices, drugs, tobacco, or alcohol will in no way be allowed before, during, or after an event.

## Student Records

Student cumulative files are securely maintained by the school office. Custodial parents may view these files upon request, and must give written permission for any outside professional viewing or transfer of records to another school.

It is the responsibility of parents to provide the school with up-to-date legal paperwork/documentation regarding custody or parental rights. Legal paperwork will be reviewed by the principal, shared with appropriate and necessary school personnel, and added to the student's file.

## Student Services

Aurora Christian Schools desires to work with parents to help students with learning difficulties to succeed academically. However, we cannot provide services for every student with special needs. Test scores, current IEPs, current ISPs, and current 504 Plans will be reviewed in order to determine if we are capable of meeting a student's needs. Failure to submit prior testing/special educational records upon admission may result in student dismissal. Upon admission, administration will develop an Aurora Christian Plan for Student Success (PSS). Copies of current testing must be on file at Aurora Christian Schools in order for a PSS to be developed and/or implemented. Plans will be reviewed annually to determine any revisions to PSS accommodations.

## Referral Process

If a parent or teacher recognizes a possible learning difficulty, the principal should be notified. A process to determine the scope of difficulty will be initiated. This process may include referral for testing (through the student's public school district or a private service), discussion with each of the student's teachers,

and placement in Focus/Resource. We will cooperate with the public school districts by attending staffings and reviewing recommendations for accommodations.

Students' needs for support services such as counseling and social work will be considered when there are tragedies, major events among the student body, or stresses within the surrounding community. Administration will consider the needs of the student body when making staffing decisions.

## Accommodations Policy

Accommodations are academic changes made for a specific student because of a current medical diagnosis that impedes learning. Accommodations are an adjustment involving classroom, schoolwork, and /or homework for the purpose of helping a student be successful. All accommodations must be approved by the administration, documented in a Plan for Student Success, and reviewed regularly to determine their continued validity.

A student receiving accommodations will be evaluated by a team (principal, teacher(s), parents, and/or others) to determine the validity of accommodations and for recommended modification of current accommodations. Outside services could also be considered in the PSS. The decision to accommodate will be made by the principal.

All accommodations will be reviewed annually to determine their continued validity.

## Focus (ACS) / Resource (Sycamore)

General organizational and motivational help, as well as some class-specific tutoring, will be given during Focus to students who are having difficulty "across the board" in classes. Elementary students may receive pull-out or push-in support. Students in grades 6-12 may be assigned a period of Focus/Resource (in place of study hall) if they are referred by teachers and/or the administration. Focus/Resource teachers will supervise implementation of accommodations noted in a student's Plan for Student Success. Parents of students in Focus/Resource will be routinely contacted. Please make sure that contact information is routinely updated in FACTS SIS.

## Supplies

General supply lists are available in the office or on the school websites. High School course-specific supply needs will be explained during the first week of classes.

## Transportation

Parents are responsible for forming carpools for the purpose of transportation of their students to and from school. The office can provide a listing of all school families living in your area at the beginning of the school year upon request. The school cannot be responsible for the safety of the child in any carpool. It is the parents' responsibility to provide valid insurance coverage for their vehicles if they or their student is driving others to school, extracurricular events, or any other school related activity. It is also the parents' responsibility to monitor with whom their student is riding. All students are to be dropped off on school property, and are not to leave campus until picked up in the afternoon. The school cannot be responsible for the safety of any child who independently or with parent permission leaves campus.

Students who drive to school may purchase parking permits in the Finance Office. Students who are participating in off-campus educational experiences approved by the administration must have a parent-signed transportation waiver in the office.

Transportation for HS students/siblings from Sycamore (or a nearby DeKalb location) to ACS will be provided and billed monthly. Contact the ACS office for details.

Before-school and after-school busing may be available for eligible students living in District 129 (West Aurora) or District 427 (Sycamore). Arrangements for this service must be made in advance in the school office. The administration of Aurora Christian Schools will partner with all transportation providers to enforce appropriate behavior.

## Tuition Assistance Program (TAP)

Partial tuition assistance awards are available for Kindergarten through High School. Applications are accessed through the Finance page of our websites and should be submitted as early as possible to be eligible for available funds. All families receiving tuition assistance agree to participate in a volunteer work study program.

## Visitors

Any person other than students, staff, faculty, administration, or board members are considered visitors on campus. Visitors will be limited and must be pre-approved through the principal's office.

All visitors must enter through the main office and provide a government-issued picture ID for a "Visitor's Pass." Non-faculty adults will only be permitted to meet with students while under the supervision of a school employee. Adults who volunteer to drive/chaperone field trips must supervise more than one student at all times (unless the single student is his/her child).

High school students not currently enrolled at Aurora Christian Schools should not be on campus during school hours unless officially shadowing through the admissions office or with permission from the principal.

## Voicemail

Voicemail is available for all administrative and teaching staff. Parents can call the school office (ACS: 630.892.1551, Sycamore: 815.895.8522) and be transferred to voicemail to leave a message.

## Volunteers

Parents and grandparents are encouraged to volunteer a part of their time on a regular basis to assist office staff, cafeteria staff, library staff, maintenance, fundraisers, etc. Our school could not function without our volunteers. Please contact Parent Connect or your child's classroom teacher for volunteer opportunities. All volunteers must enter through the main office and exchange a government-issued picture ID for a "Visitor's Pass."

All volunteers who may work alone with a student must fill out an application and submit to a fingerprint background check. Regular volunteers who have been cleared through application and background check may be issued a school ID.

## Website and Email

Please bookmark the ACS website at [aurorachristian.org](http://aurorachristian.org).

Faculty and staff members may be contacted via email at [firstname.lastname@aurorachristian.org](mailto:firstname.lastname@aurorachristian.org).

## Withdrawals

Withdrawals must be completed by notifying the Finance Office in writing via email.



# Section III - ACS Sycamore PS-8th Grade Addendum

## Absences, Attendance, & Tardy Policy

Aurora Christian Schools is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Punctual and daily attendance is a shared responsibility between the student and his/her parent(s) or guardian(s) and prepares the student for the world of work and adult responsibilities. Aurora Christian Schools expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them. The school day begins at 8:20 AM and ends at 3:20 PM. Attendance is taken every period for Middle School.

The desire of ACS Sycamore is to be in line with Section 26-1 of the Illinois School Code. In effect, this states that parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children. The school is expected to monitor each student's attendance.

### Absence

Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. **In accordance with our philosophy, the administration has determined that students will receive ten (10) excused absences per semester, which will include elective mental health days.** If a student is absent from school the parent or legal guardian must contact the Main Office by 9:00 AM.

#### Valid Causes of Absenteeism

- Illness
- Death in the immediate family
- Family emergency
- Circumstance which causes reasonable concern for the parent or guardian for the safety or health of the student
- Other situations approved by the school principal

#### Chronic or Habitual Absence/Truant

- Defined as a student who is absent without valid cause from attendance at regular school days. A doctor's note may be required for each health-related absence deemed necessary by school administration.
- Habitual absence is considered more than 10 days of absence per semester, and this will be considered truant. A letter will go home reminding parents of the attendance policy and their child's number of days absent with a report. Legally, the State of Illinois considers any unexcused absence truancy.

#### Extended Absence

- If an absence is due to a serious illness or contagious disease, a note from a physician is required for readmission. Once it is confirmed as an extended absence (3 or more days), email the teacher explaining the reason for the absence.

#### Pre-Planned Absence

- Defined as a notification by the parent/guardian to the school 5 days prior to a student absence. Parents/guardians are discouraged from taking students out of school for vacation. The following are procedures in order for a pre-planned absence to be acknowledged:

- The parent/guardian must contact the secretary to verify the request for absence at least 5 school days in advance.
- The secretary will communicate/email the principal for approval and the teacher for the information.

#### Unexcused Absence

- In the case of an unexcused absence, students will not receive any extensions for homework that is due. Students will be issued a grade of zero (0) for any in-class assignments or assessments that were missed during an unexcused absence. Students are responsible for future coursework assigned during the unexcused absence.

#### Early Dismissal

- The school does not encourage early dismissals and requests parents attempt to make appointments after school hours. Early dismissal from school creates gaps in student learning and interrupts academic time and end of the day procedures and organizations. Students absent for early dismissal will be responsible to make up and complete work missed. If your child leaves school after being in attendance for one hour, the child will be marked as absent for half a day. Procedures for early dismissal include:
  - For prearranged early dismissal for medical, dental, or other appointments, parents should call the school office or email to the teacher at least a day (or 2) ahead of time if possible informing of the early dismissal with the student's name, date of early dismissal, and the reason for the early dismissal.
  - Procedures for signing out your child for early dismissal:
    - Report to the office.
    - Sign your student out (sign back in if returning after an appointment)
    - The office staff will call the student to the office

#### Illness

- If a student becomes ill during the school day, the student is to report to the main office. A student may not go home unless a parent/guardian has been contacted by the office.

#### Make-Up Work

- Parents/guardians can request make-up work from the classroom teachers by calling the office and requesting it. Work can be picked up after school between 3:30pm-4:00pm in the vestibule.
- All work assigned prior to absence will be due upon return or on the assigned due date.
- Work assigned while the student is absent must be caught up within the same number of days as excused absence. (one day absent-one day to make up the work, 2 days absent-2 days to make up work, etc.)
- Students absent on the day of a scheduled test must take the assessment on the day of return unless the teacher has given an extension.
- Students who are absent during a teacher-directed review on the day before a test, but present on the day of the test, may be allowed an additional review day.
- Alternate assessments which cover the same material may be given as make-up quizzes/tests.
- Long term projects may be subject to special due date requirements that do not allow for extended time.
- Students who receive an unexcused absence will be given a grade of "0" for all assignments, quizzes, or tests missed during the unexcused absence.

## Tardiness

ARRIVAL AFTER 8:20am is TARDY. If a student arrives after 8:20 a.m., he or she MUST come directly to the office to sign in and receive an admittance pass. Punctual and daily attendance is required at school and is a shared responsibility between the student and his/her parent(s) or guardian(s). Frequent tardiness negatively impacts the classroom environment. Regular, on-time attendance prepares the student for academic success and trains the student in habits that will benefit him/her as a responsible adult.

### Elementary K-5

If academic progress is impacted due to absences or tardies, the teacher will communicate these details with the parents and the principal. Excessive absence or tardiness will be addressed by the principal.

### Middle School 6-8

A student coming to class more than 10 minutes after it has begun or leaves class for more than 10 minutes will be considered absent/truant.

### Middle School Consequences (school and class):

- A student will be allowed 2 tardies with no consequence.
- At 3, 6, & 9 tardies, the office will notify parents and the student will serve a lunch detention (6-8).
- At 12, 15, & 18 tardies, the office will notify parents and the student will serve afternoon service detention.
- At 19 tardies, the office will notify parents (6-8) and the student will serve a Saturday School (9:00am-12:00pm).
- Every three tardies after 19 the office will notify parents (6-8) and the student will serve a Saturday School (9:00am-12:00pm).
- After 3 Saturday Schools, the parents will meet with the principal to discuss an action plan for continued attendance at ACS.

Afternoon detentions: Wednesdays 3:30-4:15pm, unless otherwise noted.

## Academics

Academic instruction is provided in Bible, language arts, mathematics, science, social studies, fine arts, and physical development. Any student failing three or more subjects at the conclusion of the semester will be subject to review and possible dismissal.

If your student seems to be struggling with his/her work, you should meet with the teacher to discuss options regarding your child's progress and opportunities for tutoring.

## Academic - Dishonesty

Academic dishonesty occurs when a student obtains or assists others to obtain credit for work that is not his/her own. Academic dishonesty is considered cheating and may occur through verbal, written, graphic, or electronic work. Examples of academic dishonesty include but are not limited to:

- Copying or allowing another student to copy an assignment, project, report, or take-home test
- Copying from or helping another student during a quiz or test, or providing another student with information regarding a quiz or test
- Using unapproved written or electronic materials during an assessment ("cheat sheets," stored information on a calculator, etc.)
- Submitting another person's work as one's own
- Misrepresenting records for activities such as fitness testing, data collection, etc.
- Plagiarizing (Presenting material from another source, including the internet and translation programs, without appropriate documentation; see further explanation under PLAGIARISM in this handbook)
- Altering answers on an assignment, project, quiz, or test after grading
- Stealing copies of quizzes, tests, or answer keys
- Altering grades in a gradebook or electronic grading program
- The use of AI (Artificial Intelligence) technology to complete papers/assignments.

"Cooperative learning" and group work on assignments are acceptable only when the teacher has clearly explained this expectation to all students. If the expectation of group work is not clearly explained for a specific assignment, copying will be considered an instance of academic dishonesty.

## Consequences

Grades K-3 Students caught cheating the first time will receive a “0” on the assignment. Teachers should contact the parents to inform them of what the child did, and inform the principal with the document that the child was caught cheating on, and a discipline pass. This can be placed in the principal’s mailbox after you have discussed it with the parent(s). The principal will pull the student aside in the hallway to discuss the matter.

- If the same student gets caught cheating a second and third time, follow the same procedure as above.
- If the same student gets caught cheating a fourth time, refer the student immediately to the office with a discipline pass.

Grades 4-5 Students caught cheating the first time and subsequent time are to be referred immediately to the office. A grade of “0” is to be assessed for the assignment. Phone the parent(s) to discuss the matter.

- Student caught the first time – phone call home and a warning. Type-in note in FACTS. If this was a test, the test will need to be redone.
- Student caught the second time – phone call home and a “0” given on the assignment and/or test. Incident reported in FACTS.
- Student caught a third time – student is sent to the office and the principal will make a phone call home and take disciplinary actions.

### Grades 6-8 Students

- 1st incident: “0” for the assessment, PM Detention, and referral to principal
- 2nd incident in same quarter/semester class: Failure for the quarter/semester and suspension
- 2nd and subsequent incidents overall: “0” for the assessment, suspension, and disciplinary hearing for consequence

## Academic Observation

Academic observation is not a punishment. It is a reminder to students and parents of the seriousness of school work and the need to stay caught up in each subject. When a student is placed on academic observation, his/her parents will receive notification from the principal. The goal is to work together to help students succeed.

Academic observation can begin prior to the beginning of a semester, grading period, or when deemed necessary by the principal. A student may be placed on academic observation if progress needs to be monitored due to entrance exam results, if progress needs to be monitored due to the previous year’s work, or if there is a year-to-date grade average below 60% in one or more subjects.

A review will be made at the end of the observation period to determine the child’s academic status for removal of academic observation, continuation of academic observation, elevation to academic probation, or dismissal from Aurora Christian Schools

## Academic Probation

Students may be placed on academic probation if they are not meeting expectations regarding work completion and/or classroom engagement. A student shall be ineligible to participate in any extracurricular school activities while on academic probation. This includes clubs, practices, and games in athletics.



A review will be made at the end of the probation period to determine the child's academic status for removal from academic probation, continuation of academic probation, or dismissal from Aurora Christian Schools.

## Academic - Grading Scale

A 100-90	C 79-70	F 59 & below
B 89- 80	D 69-60	

Middle School Grades 6-8 (Grade 5 during the final 9 weeks) grading categories are as follows:

- Tests/Projects: 44%
- Classwork/Homework: 44%
- Semester Finals: 12%

## Academic - Homework

Homework is given either to extend the learning of the classroom or to practice and internalize what has been taught. It is the practice of ACS Sycamore that regular homework assignments will not be given on Wednesday evening, in order to promote the attendance of our school family at mid-week church services (with the exception of math and unfinished schoolwork).

Ordinarily students spend the following amount of time completing their homework assignments:

- Kindergarten - 15-25 minutes
- Grades 1-2 - 20-25 minutes
- Grades 3-4 - 30-45 minutes
- Grades 5-8 - 60-90 minutes

In upper grades, the nature of assignments is such that most are given over more than a one-day span. In grades K through 5, parents must supervise and need to sign homework assignment books, which list assignments and due dates. It is the responsibility of the students to see that they get their homework done. Disciplinary action will be taken if a child fails to complete the homework assignments.

If a student has an excused absence, he can make up all homework, tests, and quizzes (one day for each day absent). Homework for the day may be picked up after 3:15 p.m. if it is requested. For an unexcused absence, a student may receive a zero on all homework, tests, and quizzes. Homework may be adjusted for a student by the principal in extenuating circumstances.

In grades K-5, assignments (homework, projects, etc.) not turned in at the time when due will result in 10% off per day. At the end of the unit or day of summative assessment, the missing assignment will result in a grade of "0". During the final quarter of school, the late homework policy for MS will apply to 5th grade.

In MS grades 6-8, homework assignments not turned in at the time when HW is collected will result in the assignment being scored from a starting maximum grade of 65 percent. Homework assignments turned in more than one day late will result in a grade of "0" for the assignment. All assignments must be completed (even if for no credit) in order to be eligible for extra credit.

## Admission Requirements

All prospective students will be required to take entrance screening for both Math & Reading prior to admittance to ACS Sycamore. Results will help determine if ACS Sycamore is a good fit for your student

Students who have ever been tested for learning difficulties must provide all results and/or IEPs or 504 plans before admission. The Principal and Resource teacher will review files, contact a parent, and determine if ACS Sycamore can adequately service the student. (See Accommodations Policy) The re-admission process for students who have previously attended Aurora Christian School will be managed by the principal and school staff.

Students who have been expelled from any other school within the previous 12 months will not be admitted. Students who are married, who are pregnant, who are responsible for a pregnancy, or who have children will not be admitted or allowed continued attendance. The school reserves the right to extend or deny admission at its sole discretion.

## Arrival/Dismissal of Students

### Drop-Off Procedures:

6:30am-8:00am - Drop-off students at door 7 for extended care (Monday-Fridays). Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care.

8:00am-8:15am – General drop-off time.

- PS Parent/guardian park along the sidewalk and take your child to door 7.
- ES/MS Parent/guardian drive up the middle lane of the parking lot and wait until directed to pull along the sidewalk areas of red/orange/yellow. The child can exit the car and enter door 8
- Cars are to wait to exit the drop-off line until the car in front of them exits.
- Instruction begins at 8:20am.

### Pick-Up Procedures:

Anyone picking up a child must be listed in FACTS in their Family Portal in the pick-up list.

Half-Day Preschoolers: Family Name Placard must be on the dashboard

- Pick-up time is at 11:30am at door 8.

Full-Day Preschool: Family Name Placard must be on the dashboard

- Student pick-up is from 3:00pm-3:10pm.
- Parent/Guardian pull along the sidewalk beginning at red and working back towards purple.
- A teacher will call for your student to exit and meet you.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 7.
- For extended care pick-up, parents/guardians must be listed on the student's pick-up list in FACTS and must show their ID to the staff member on duty before the student will be released.

Elementary Students: Family Name Placard must be on the dashboard

- Student pick-up is 3:15pm.
- Parents will be assigned a color spot on the sidewalk for pick-up by a teacher on duty.
- Parents are to pull directly to that color and wait for your child/pick-up your child.
- Students will be helped into the car by a teacher on duty. Parents are not to exit their car.
- Parents coming prior to 3:10pm must stack in the parking lot as directed by the teacher on duty.
- Parents are allowed to come over the bridge at 3:10pm.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 7.

- For extended care pick-up, parents/guardians must be listed on the student's pick-up list in FACTS and must show their ID to the staff member on duty before the student will be released.

Middle School: Family Name Placard must be on the dashboard

- Student pick-up is 3:20pm.
- Parents will be assigned a color spot on the sidewalk for pick-up by a teacher on duty.
- Parents are to pull directly to that color and wait for your child/pick-up your child.
- Students will be helped into the car by a teacher on duty. Parents are not to exit their car.
- Any student who is not picked up by 3:35pm will be checked into extended care.
- Extended care pick-up will be at door 7.
- For extended care pick-up, parents/guardians must be listed on the student's pick-up list in FACTS and must show their ID to the staff member on duty before the student will be released.

Families who have children in multiple grades should defer to their oldest child's departure time.

## Athletic/Extracurricular Eligibility (ACS Sycamore - 4th-8th grade)

At Aurora Christian School, academics are second only to spiritual growth. Although we believe that extracurricular activities are important in a student's development, they do not supersede the importance of academics. Therefore, eligibility rules have been established to provide more time for students to focus on improving their academic standing.

Eligibility lists become active following the third week of each semester. If a student is failing 2 or more classes at the end of any school week, he/she will be ineligible to participate in any extracurricular activities (including games, practices, open gyms, etc.) during the following eligibility week (Wednesday through Tuesday). Eligibility reports will be distributed each Wednesday. In addition, a student will be ineligible if failing only one class for more than 3 weeks in succession.

If a student is ineligible at the end of first semester, he/she will be ineligible to represent ACS in any extracurricular activities until the second semester begins.

If a student receives a suspension from school, he/she will be ineligible to represent ACS in any competition/performance on the days of suspension. If there are no competitions/performances on the days of suspension, the student will be ineligible to participate in the next extracurricular competition/performance within one week. Exceptions may be made for postseason, individual, single-elimination, advancement events.

Extracurricular activities include all activities held outside of regular school hours: 8:20am – 3:20pm. To attend or participate in any extracurricular practice or event, students must fully attend all classes from 3rd hour through the end of the school day. Exceptions may be made with a doctor's note.

## Awards

Students will be recognized with awards for academic progress and Christian character. After each grading period, honor rolls will be awarded. Students earning High Honor Roll must have achieved A's in every class. Students earning Honor Roll must have achieved grades of at least B in every class.

## Bullying

### Philosophy

We at ACS Sycamore believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of

ACS Sycamore has the responsibility to support and care for each other and to behave in a nonthreatening fashion. We know that everyone has a sinful nature that can result in making poor choices in words or actions being mean to classmates/others. However, we recognize that bullying is a more targeted, intentionality of hurt towards another individual. As a school community, we expect all incidences of bullying to be reported. Bullying will not be tolerated and will be addressed in accordance with our discipline policy.

## Definition

Bullying is any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between students.

Bullying can be:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: name calling, sarcasm, spreading rumors, malicious gossip or teasing, either written, oral, or via the Internet (cyberbullying)
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti.
- Sexual: unwanted physical contact or abusive and/or suggestive comments

ACS Sycamore considers any inappropriate interaction between its students, whether on or off campus or via the Internet, to be a school issue, and may be addressed by administration in the same manner as any on-campus incident.

### Responsibility of Students

- Bystander Intervention = Speak-up/Stand-out. Positive peer pressure.
- Refuse to be involved in any bullying situation.
- Take some form of preventative action if present when bullying occurs.
- Report the incident or suspected incident to a teacher to help break down the code of secrecy.

### Responsibility of Parents

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
- Monitor their child's social media activity.
- Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

Consequences for bullying will align with our discipline policies.

## Chewing Gum and Candy

Food, gum, and candy may be eaten only under the supervision of a teacher. Eating is also prohibited in the hallways.

## Child Care Days

There are days in the calendar that are "no school" days, but child care may be available if pre-enrollment demands. Registration for these dates will be sent within two weeks of the designated date. There is an extra hourly fee for enrollment on these dates.

## Class Assignments

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year.

When there are multiple classes of a grade level, kindergarten through fifth grade class assignments are made based upon gender, student learning style, student needs, ratio of new students and returning students, the instructor's teaching style, and the individual student personalities. When there are multiple preschool classrooms, assignments are made based upon schedule (half day/full day), gender, ratio of new students and returning students, and the individual student personalities.

## Christian Service (MS 6th-8th)

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, each middle school student must complete 4 hours of Christian service per 9 or 10 weeks. This service must be performed during the current 9 or 10 weeks, verified, and submitted for a percentage of the Bible grade. Coordination and management will be explained in each student's Bible class.

## Discipline

### SOAR

- **Strive for excellence-** *Colossians 3:23, "Whatever you do, work at it with all your heart as working for the Lord, not for men."*
- **Own your actions-** *Galatians 6:5, "For we are each responsible for our own conduct." & Romans 14:12, "So, then, each of us will give an account of himself to God."*
- **Act responsibly-** *Galatians 6:9, "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up."*
- **Respect everyone/everything-** *Romans 12:10, "Be devoted to one another in love. Honor one another above yourselves."*

ACS Sycamore has adopted uniform behavioral expectations for our students to be used in common spaces of the building: arrival/dismissal, hallways, lunch/recess, bathroom, gymnasium, and classrooms. Expectations will be posted throughout the building. Each expectation is connected to scripture denoting the importance of teaching behaviors that honor and glorify the Lord. These will be taught throughout the first week of school. Students will earn merits for positive behavior in these areas. They will earn demerits for inappropriate behavior as outlined in the handbook. Merits & demerits will be recorded in FACTS.

### Discipline - Preschool

Enrollment at ACS Sycamore Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. "For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it." (Hebrews 12:11). We believe that children should be taught to obey and respect their parents and those in authority over them.

Teachers and staff will encourage appropriate behavior through the use of consistent, clear rules and expectations and involve children in problem solving to foster the child's own ability to become self-disciplined. Teachers and staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions. Teachers and staff will use discipline that is

developmentally appropriate and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking.

Teachers and staff will help students learn to control their own behavior and to make good behavioral decisions. Our goal is to help students learn emotional control in order to discipline themselves. Assisting the student to problem-solve, adjust to social experiences, develop independence, make wise decisions, and learn cooperation enables the child to grow in understanding emotional responses.

The definition of challenging behavior is, “any behavior that 1) interferes with children’s learning, development and success at play, 2) is harmful to the child, other children, or adults, or 3) puts a child at high risk for later social problems or school failure.” (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (2nd Ed.), Pearson Education Inc., 2007, p. 8). Examples of challenging behavior include physical aggression (hitting, biting, shoving, hitting with a toy, etc.), relational aggression (“You can’t play with us.” or verbal aggression), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules. We will make every attempt to work with each child and family. If there are continual discipline problems with significant disruptive or aggressive behaviors, the parent(s) will be called in for a conference with the teacher. Our goal is to work together to help your child.

Teachers and staff make every effort to communicate with parents so that we can work together in helping your child.

General rules include:

- Listen
- Do what the teacher asks
- Be kind
- Do your best work
- Take good care of your school

Discipline Purpose

- Character Development. Discipline, when administered properly, will encourage and enhance daily growth in each child’s spiritual, mental, emotional, social, and physical life.
- Classroom Environment. Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.

Discipline Procedure

1. General Principles
  - a. Each staff member will be primarily responsible for administering discipline.
  - b. Each staff member will seek to identify and reinforce positive behavior demonstrated by each child whenever possible.
    - Verbal acknowledgment and praise.
    - Granting special privileges.
    - Physical affirmation (hug, high-five, etc).
  - c. Each staff member will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
2. Specific Practices
  - a. Each staff member will allow a period of orientation (about 2 weeks) for each new child to become acquainted with classroom schedule and behavioral guidelines.
  - b. Each staff member will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child’s toy).
  - c. If redirection attempts of minor offenses prove unsuccessful, or if the child’s inappropriate behavior or response is considered major (i.e., hitting another person), then each staff member will establish a “time-out”.
    - The child is separated from the class.

- The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense (1 minute per year of child's age).
- d. Upon successful completion of the "time-out", the staff member will initiate a reentry conversation with the child.
  - The child is asked to explain why he/she was in "time-out".
  - The staff member ensures that the child clearly understands the reason for being disciplined.
  - The staff member is careful to distinguish between the unacceptable behavior and the accepted child as a person.
  - The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.
  - The staff member, after demonstrating acceptance of the child, invites the child back to the class.
- e. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, a staff member will refer the student to the Principal for further discipline.
- 3. If a child is referred to the Principal for discipline
  - The staff member will contact the parent.
  - The Principal will email the parents regarding the discipline.
  - If necessary, the staff member will initiate a parent-teacher conference.
- 4. Office procedures for continued disobedience
  - Parent/Teacher/Principal conference.
  - Suspension from school. If this occurs, the Principal will call the parents and ask them to come to school to pick the child up for the day. Suspension may be for the remainder of the day or may be for up to 3 school days.
  - Disciplinary Observation. A preschool child placed on disciplinary observation has demonstrated continued disobedience with multiple visits to the Principal. A student on disciplinary observation is in danger of expulsion or may be denied enrollment for the next school year.
  - Dismissal or Expulsion. If the discipline process is ineffective in producing the behavior desired in the child's life, a child can be dismissed or expelled from school. A student can also be dismissed or expelled because of a specific behavior or action if the administration determines that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable.

## Discipline - Elementary

All students have freedom of choice in behaviors, but not freedom from resulting consequences. Discipline is intended to change/shape student behavior, and will be in effect at all ACS functions on or off campus. Enrollment at Aurora Christian Schools is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in Scriptures.

It is the goal and desire of every staff member at Aurora Christian Schools to help students take responsibility for learning and behavior. All ACS staff members are of equal authority and respect. Discipline always begins with building a positive relationship with each student. Therefore, the student should know he/she is loved and respected as an individual.

Discipline should be handled at the classroom level whenever possible. The teacher should counsel each student regarding inappropriate conduct. If a student does not respond to the efforts of the classroom teacher, the teacher will be in communication with the parent(s) about classroom observations and student conduct. The first concern of discipline is to aid the student in correcting undesirable behavior. The basic assumption in our classrooms is that no student has the right to interrupt either the teacher's teaching or the learning of the other students in the class. We believe that students should be taught to respond to their environment by selecting behavior and attitudes that are appropriate for the situation.

When a student's behavior is unsatisfactory, the school will employ the appropriate means for correction. The following are illustrative steps that may be used to achieve right behavior and attitudes in students:

- Verbal warning to student(s) regarding their actions
- Student may be asked to call a parent in the presence of an authority to share their offense
- Correspondence with parents in writing (via FACTS, email, note, phone call, or text)
- Dismissal from class by the teacher with the student reporting to the office
- Assignment of a detention by the principal
- Parent/Teacher conference (with or without student present)
- Parent/Teacher/Principal conference (with or without student present)
- Family payment for repair, replacement, or fines incurred
- Placement on a behavior contract with letter documenting expected behavior changes
- In or out of school suspension by school administration
- Expulsion from school by school administration

A student may be suspended from school when other forms of discipline fail to bring about the desired change. Expulsion from Aurora Christian Schools is a possibility, but we pray that through parents, faculty, and the student working together in submission to Jesus Christ, that this would never be imposed. In any area of discipline, the administration may determine that a student's behavior is of a nature that for the student to continue at ACS Sycamore would be inadvisable. If the situations warrant, the administration has the authority to suspend or expel a student from the school. Some students may attend ACS with a medical diagnosis that may impede behavior. If accommodations put in place by the team are not effective, if outside supports provided by the family are not successful, if student academics are affected, and if classroom interruptions continue, the principal and parents will meet to discuss potential alterations of student expectations and to determine if ACS Sycamore is an appropriate placement for the student.

## Student Conduct

All ACS student conduct rules are in effect from the time the student enrolls, 24/7/365, on and off campus.

<b>Level 1 Misconduct</b> <b>Faculty and staff will address Level 1 misbehavior and may refer the student to the principal</b>	<b>Range of Consequences</b>
Loud, disruptive talking/noises that interrupt instruction	1st misconduct: Classroom consequence first and communication to parent by teacher.  2nd misconduct +: Warning through behavior contracts.  Repeated incidents can lead to a detention.
Energetic play that should be kept for recess or P.E.	
Disorderly conduct (talking without permission, shouting, disrupting class, getting out of seat without permission, bothering others, roughness in line, disrupting the educational process/climate, repeatedly not completing homework, etc.)	
Dress code violation	
Electronic device violation	

<b>Level 2 Misconduct</b> <b>The student will be referred to the principal. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range on Consequences</b>
Destruction of personal or school property	Principal communicating and meeting with parents.  Repeated Incidents: Can lead to
Throwing objects (including snow and/or snowballs)	



Inappropriate or coarse language (rude, crude, lack of respect, profanity, etc.)	immediate suspension and/or expulsion from ACS Sycamore.
Academic dishonesty (including forging signatures)	
Intimidation, mockery, bullying, or treatment of others in a disrespectful manner or hurtful way	
Dishonesty (lying or trying to deceive school personnel)	
Disobedience (refusal to comply or obey authority)	
Endangering the health, safety, or well-being of others	
Insubordination (disrespect of authority, refusal to obey authority, etc.)	
Offensive materials (possession of pictures, drawing, words, etc.)	
Profanity, vulgar, obscene language or actions (including "replacement" words)	
Possession of incendiary devices (lighter, fireworks, etc.)	
Tampering with emergency equipment, including but not limited to fire alarm pulls, AED, extinguishers, etc. (Family may be required to pay for repairs, city fines, and/or replacement)	
Theft (taking and removing personal property; possession of another's property without permission)	
Threats (an expression of intent to inflict evil, injury, damage, etc.)	
Truancy (absence from school without permission)	
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors, plus any Level 1 Misconducts that are ongoing	

<b>Level 3 Misconduct</b> <b>The student will be referred to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range of Consequences</b>
Antagonistic behavior (actions or words that are in opposition to the basic goals and objectives of the school and/or have an adverse effect on others)	Warning through expulsion from ACS
Harassment (Verbal or physical gestures or remarks that may be considered sexual in nature, repetitive teasing, etc.)	
Threats, violence, will actions that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students	

Possession or use of inappropriate items (alcohol, drugs or paraphernalia, tobacco or electronic cigarettes, real or play weapons, etc.) on or off school grounds	
Possession or use of explosives, firearms, or any other weapons at school	
Any gang affiliations, plus any Level 1 and Level 2 Misconducts that are ongoing	

## Behavior Contract

After evaluation and consultation with administration, faculty, and/or parents, or after misconduct by the student, circumstances may warrant that a student be placed on a behavior contract. This status may be achieved by, but not limited to, excessive discipline violations, tardy and/or attendance violations, or the demonstration of an attitude deemed outside the expectations of ACS. The administration reserves the right to extend the behavior contract status at any time to any student that warrants such, regardless of the students' position in the discipline system.

A student who is placed on a behavior contract at any time during the school year is disqualified from taking part in all extracurricular activities. This includes athletic involvement with practices and games, music programs not required for a course grade, talent shows, plays, competitions, meets, fairs, festivals, ACSI events, etc. for the observation period.

- The behavior contract will be for a time period determined by the administration. It will be at least 9 weeks long. However, the administration reserves the right to expel a student on a behavior contract at any time should the behavior warrant.
- A student on a behavior contract may be denied enrollment for the next school year. At the end of the behavior contract there will be an evaluation of the student at which time the administration will determine if the student is to remain on a behavior contract, to be removed from school, or released from the behavior contract.

## Discipline - Middle School

All students have freedom of choice in behaviors, but not freedom from the resulting consequences. Discipline is intended to change/shape student behavior, and will be in effect at all ACS Sycamore functions on or off campus. *"For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."* (Hebrews 12:11) In any area of discipline, if the situation warrants, the administration has the authority to suspend, dismiss, or expel a student from the school.

### Range of Consequences

- **Teacher Consequence:** Teachers may hold students accountable for behavior by requiring the student to serve a 15-30 minute period before or after school. When a teacher consequence is issued, parents will receive notification from the issuing teacher. If a student fails to serve a teacher consequence, an AM detention will be issued.
- **PM Detention:** PM detention is a 45 minute work period served from 3:30 to 4:15 PM. When a PM detention is issued, parents will receive notification from the office. If a student is late to detention, the student will complete that detention and a second detention will be issued. If a student is absent from an assigned detention, a Saturday School will be issued.
- **Suspension:** Suspensions will be assigned by the administration, and will be served in or out of school. When a suspension is issued, parents will be contacted by the principal. Suspended students are not allowed on campus and may not attend or participate in any school activity. If a student receives a suspension from school, he/she will be ineligible to represent ACS Sycamore

in any competition/performance on the days of suspension. If there are no competitions/performances on the days of suspension, the student will be ineligible to participate in the next extracurricular competition/performance within one week. Exceptions may be made for postseason, individual, single-elimination, advancement events. All make-up work will be due upon return. *A student who receives two suspensions in a year for any reason will be placed on disciplinary probation.*

- **Behavior Contract:** Circumstances may warrant that a student be placed on a behavior contract due to excessive discipline violations or the demonstration of an attitude deemed outside the expectations of ACS Sycamore. Any student accumulating two (2) suspensions in a year or five (5) disciplinary actions in a semester will be placed on a behavior contract. When a behavior contract is issued, parents will be contacted by the principal. The administration also reserves the right to extend the behavior contract at any time to any student that warrants such, regardless of the student's position in the discipline system. The administration reserves the right to dismiss a student on a behavior contract at any time should the behavior warrant.
- **Expulsion:** As mandated by the School Board, in cases of many Level II and III Misconducts, the student will be immediately suspended to allow time to complete a disciplinary hearing process. Expulsion decisions will be determined by a disciplinary committee at a disciplinary hearing. The academic status of an expelled student will be immediately terminated, and all semester coursework will be invalidated. (The academic coursework of a student expelled during the final four weeks of a semester may be accommodated for offsite completion and credit.)
  - Expelled students will not be allowed on campus for the remainder of the semester.
  - Following expulsion during the first half of a semester, a student may be considered for academic readmission with social suspension for the next semester. Following expulsion during the second half of a semester, a student may be considered for readmission after an additional semester. Application for readmission must be initiated with the principal. If readmitted, the student will return to school on a behavior contract including but not limited to disciplinary probation.
- **Dismissal from School:** It is not our desire to ever have to ask a student to leave ACS Sycamore. Yet, we understand that these difficult times may come. Attitudes are revealed through speech, behavior, and actions (including social media activity). The following are potential grounds for immediate dismissal without a disciplinary hearing:

*Attitudes reflecting a "Flaunting of Sin."*

If a student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true. *Attitudes which Create Negative Tenor for Other Students*

Proverbs speaks repeatedly about the power of a person's influence in others' lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor which continues to pull others down into wrong attitudes or conduct. Students do not have to be Christians in order to attend ACS. We do not know of any Christian school that is composed of a totally Christian student body, no matter how much a handbook might attempt to legislate such. However, students will not be allowed to create a negative tenor for the rest of the individuals within the school.

*Attitudes which Continue to "Dampen" Spiritual Growth in Others*

We will not allow any kind of mocking of the things of God, or the creation of a "peer pressure" that would make spiritual growth difficult for others.

*A Progressive Hardening Against the Things of God*

For the benefit of all students, we cannot allow willful disobedience of school policies or a continuing spiritual resistance in any student.

*Verbal Abuse to Fellow Students and/or Teachers*

It is crucial to us that ACS Sycamore be a safe place, even emotionally. Although we realize

that "kids will be kids," it is imperative that verbal abuse will not be allowed.

*The Inability, or Unwillingness, of Parents to Work with us When Problems Arise with Their Student*

We, at ACS, believe that teamwork with parents is both biblical and essential. Should a disciplinary issue arise with a student, we will endeavor to clearly communicate with parents. Unfortunately, it is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Should the overall attitude of the parents be one of continual blame-shifting, denial, or defensiveness, it will not be possible to work together for the good of the student. If parents demonstrate an unwillingness to cooperate, their student may be dismissed.

**Student Conduct**

All ACS Student conduct rules are in effect from the time the student enrolls, 24/7/365, on and off campus.

<b>Level I Misbehavior:</b> <b>Faculty/Staff will address the Level I Misbehavior immediately, and may refer to the principal. Parents will be notified of any consequences issued by the office.</b>	<b>Range of Consequences</b>
Coarse language	Warning through PM Detention
Disorderly conduct (shouting in halls, disrupting classes, littering, throwing food, shoving/pushing, horseplay, etc.)	Warning through PM Detention
Dress code violation (on campus during school hours)	1st incident: Teacher contacts parent and will report the violation to the principal; warning 2nd incident: An email is sent home from the principal; 2nd warning 3rd & Subsequent incidents: Parents are called to bring additional clothing, and the child will remain in the office until he/she is in dress code
Electronic device violation	1st incident: Phone confiscated until end of day, Warning 2nd incident: Phone confiscated until end of day with parent retrieves in office, PM Detention Subsequent incidents: Phone confiscated until end of day and parent retrieves in office, PM Detention
Tardy	PM Detention for every 3 Tardies
<b>Level II Misconduct:</b> <b>Faculty/Staff will address the Level II Misconduct immediately and refer to the principal. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range of Consequences</b>

Academic dishonesty:	1st incident: Zero for the assessment, PM Detention, and referral to principal 2nd incident in same 9 week class: Failure for the 9 weeks and suspension 2nd and subsequent incidents overall: Zero for the assessment, suspension, and disciplinary hearing for consequence
Bullying or Intimidation, including cyber-bullying:	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal from ACS Sycamore
Dishonesty (lying or trying to deceive school personnel)	PM Detention through suspension
Disobedience (neglect to obey authority)	PM Detention through suspension
Disrupting the educational process or climate	PM Detention through suspension
Endangering the health, safety, or well-being of oneself or others (includes fighting – instigation or retaliation)	PM Detention through suspension
Failure to serve detention	PM Detention through suspension
Insolent or Derogatory Remarks (rude, having or showing a lack of respect for other people)	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS
Insubordination (disrespect of authority / refusal to obey authority)	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Mockery (including on social media): behavior, speech, or action that makes fun of someone or something in a hurtful way	PM Detention through suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Obscene and/or Offensive Materials: distribution or in possession (e.g. posting inappropriate pictures, viewing/possession of pornography, etc.)	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Profane, Vulgar, or Obscene Language or Actions (including “replacement” obscenities)	PM Detention through suspension
Possession or incendiary use of fireworks, lighter, etc.	PM Detention through suspension
Tampering or misuse of emergency equipment, including but not limited to fire alarm pulls and AEDs (Student will pay for repairs, city fines, and/or replacement.)	PM Detention through suspension
Theft: taking and removing of personal property with intent to deprive the rightful owner of it; possession of another’s property without permission	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion

	from ACS Sycamore
Threats: an expression of intention to inflict evil, injury, or damage	PM Detention through suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Trespassing: unauthorized presence on campus or in building	PM Detention through Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Truant: absent from school without permission	PM Detention through Saturday School
Vandalism: willful destruction, damage, or defacement of property (Student will pay for repairs and/or replacement)	Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Any other action/behavior not listed, but that is in opposition to reasonable and normal expected behaviors.	PM Detention through dismissal or expulsion from ACS Sycamore

<b>Level III Misconduct:</b> <b>Faculty/Staff will address the Level III Misconduct immediately and refer to the principal. Parents will be contacted and a meeting will be requested. Reporting to the local law enforcement authorities may be warranted.</b>	<b>Range of Consequences</b>
Antagonistic behavior: actions or words that are antagonistic to the basic goals and objectives of the school, or have an adverse effect on other students (e.g. illicit sexual behavior*, gambling, etc.) *See Admission Requirements relative to parenthood.	1-10 day suspension and possible recommendation for dismissal or expulsion from ACS Sycamore Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Gang affiliations of any kind	Immediate suspension and disciplinary hearing for expulsion from ACS
Harassment (Includes any unwelcome verbal or physical gestures or remarks of a sexual nature and repetitive teasing)	Suspension through disciplinary hearing for dismissal or expulsion from ACS Sycamore
Threats, Violent Acts, or other willful actions that directly or indirectly jeopardizes the health, safety, and welfare of school personnel or other students	Suspension through disciplinary hearing for expulsion from ACS Sycamore
Tobacco, including electronic cigarettes: use or possession of product or paraphernalia	Suspension Repeated incidents: Immediate suspension and disciplinary hearing for dismissal or expulsion from ACS Sycamore
Weapons: possession or use of explosives, firearms, or any other item used as a weapon	Immediate suspension and disciplinary hearing for expulsion from ACS Sycamore

## Disciplinary Protocol - Elementary through Middle School

### Disciplinary Investigation:

- The principal will conduct interviews of all students or teachers involved in/with the situation prior to any consequence.
- If evidence is found that warrants a consequence of any kind to the student, parents will be contacted via phone for either a phone conversation or face-to-face meeting.
- Incidents of Level II or III Misconduct (as outlined in this handbook) may result in immediate suspension to allow time for a disciplinary hearing.

### Search and Seizure:

- The administration is authorized to conduct searches based upon reasonable suspicion that a student has violated the law or school policy.
- School authorities may also inspect and search places such as lockers, desks, personal belongings, and other school property and equipment without notice to or consent of the student.
- Any evidence found during a search will be confiscated.
- School authorities may require a student to cooperate in an investigation if there is specific information about activity on the student's social media account(s) that violates the school's disciplinary rules or policies.
- School authorities may require a student to share the reported content from the student's account(s) as part of the investigation in order to make a factual determination, but may not request or require a student to provide the password(s) or other related account information to gain access to the student's account(s) or profile on a social media website or app. Parental contact or consent is not warranted prior to search and seizure by school authorities.

### Disciplinary Hearing:

Upon parent notice of suspension that may lead to dismissal or expulsion, a disciplinary hearing will be scheduled. Parents will be notified of hearing procedures at that time. The disciplinary committee will be composed of administration and faculty. The superintendent or designee will observe the hearing and ensure compliance with board policy. Results of the investigation will be heard, the student and/or the student's parents will be given an opportunity to speak, and the committee will adjourn to a closed session to determine disciplinary action. Decisions of the disciplinary committee will be final.

## Dress Code

The ACS dress code is intended to reflect principles of good taste and modesty. Students should dress in a way that neither dishonors God nor draws undue attention to themselves. (1 Tim 2:9; 1 Cor 10:31; 1 John 2:15-17)

The dress standards which follow are intended as expressions of those principles. They are not designed to promote legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste. However, fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Any writing or emblems that are offensive or antagonistic to the values and beliefs of ACS Sycamore, as determined by the administration, will not be allowed. Sloppy or "grubby" clothing will not be permitted.

It is the parents' responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, he/she will be required to change to meet the dress code policy in order to return to classes for the day.

The dress code of ACS Sycamore is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the office.

If any staff member deems a student immodest or out of code in any way, the student must correct the issue immediately or will be sent to the office for correction. Students are responsible for submitting on-time all assignments that are due while out of class for dress code correction. Students are responsible for completing any course work done in class by the end of the day. (Students will not be given additional time to complete work assigned while out of class.)

Writing, pictures, graphics on shirts that could be determined as mockery, a put-down, inappropriate humor, or defaming in any way should not be worn to school. All clothing should be labeled with your child's name.

## Dress Code (ACS Sycamore Preschool)

Please keep in mind when dressing your child for school that you should send him or her in clothing that is easy for your child to manage.

### General Guidelines

1. Acceptable school attire:

- Pants: clean and neat slacks, shorts, blue jeans, pants, or clean/neat sweats with no holes worn at the waist – pants may not be frayed or have excessive holes and should be clean
- Girls: dresses, skirts, (recommend that girls wear shorts under skirts/dresses) tunics worn with leggings/spandex, modest sun dresses, sleeveless, and spaghetti straps
- Shirts: collared, button-down, sweatshirt, pullover, t-shirt, tank top
- Shoes: dress shoes, sandals, crocs, gym shoes, or boots (Velcro tennis shoes are best for preschoolers) *\*If your child usually wears gym shoes, there is no need to purchase a second pair. However, if your child usually wears other footwear, please bring a pair of gym shoes to leave at school for use during outside or gym play.*

2. Restricted attire:

- Shirts or outfits with any writing/emblems that are offensive or antagonistic to the values and beliefs of Aurora Christian Schools as determined by the administration. Do not send your child to school in clothing that bears a skull and/or cross bones.
- Bodysuits or clothing with snapped crotches
- Immodest fit, bare midriff, halter, cut-off, or see-through clothing
- Hats or headwear (except Hat Day), including a raised hood or sweatband
- Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
- Clothing that is excessively frayed
- Pajama clothing or clothing that looks like PJs

3. Appearance Standards for Boys

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck.
- Headbands, barrettes, ponytails, will not be allowed
- Nail color, earrings, or body piercings are not permitted for boys

4. Appearance Standards for Girls

- Hair should be clean, well groomed, not extreme, (mohawks, spikes, non-natural colors, etc.), and away from the eyes.

### Inappropriate Dress

1. If an item a student is wearing is questionable or inappropriate and not explicitly covered in the dress code, the students will be asked by a member of the administrative staff not to wear it again.
2. If the student wears the questionable item again, the student's parents will be called to bring a suitable change of clothes. The student will either be held from class until proper clothing arrives or will be dismissed for the day.



3. Repeated offenses will warrant further action as determined by the administrator.
4. If modesty guidelines are violated, immediate disciplinary action will take place.

## Dress Code (ACS Sycamore Elementary K-5)

### General Guidelines

1. Acceptable school attire:
  - Pants: modest fit dress pants, jeans, or nylon joggers
  - \*Sweatpants ONLY on Fridays
  - Leggings (athletic or casual) / spandex / jeggings may be worn under appropriate fitting clothing (K-5)
    - \*Tunics or oversized shirts covering their bottom must be worn with leggings (athletic or casual) / spandex / jeggings (4th/5th)
  - Dresses and skirts (girls only) that reach mid-thigh (4th/5th)  
\*In K-3rd, girls may wear modest sun dresses, sleeveless, and spaghetti straps
  - Shorts: modest fit dress, cargo, hiking, athletic shorts, or denim with no holes that are fingertip length-arms straight down at their side (4th/5th)  
\*Shorts may be worn all year long. Please use discretion during the cold months due to outside recess.
  - Shirts: collared, button-down, sweatshirt/hoodie, pullover, t-shirt, loose fitting non-spaghetti strap tank top
  - Rompers, jumpsuits, or overalls. Tank tops or t-shirts must be worn underneath
  - Shoes: closed-toed casual shoes, dress shoes, gym shoes, crocs, sandals, slides, or boots
  - RED ZONE t-shirt must be worn for all school field trips
2. Restricted attire:
  - Sweatpants on Monday-Thursday.  
Sweatpants: casual, loose-fitting pants made from soft, comfortable materials like cotton or fleece, designed for warmth, comfort, and ease of movement. They typically feature an elastic waistband and cuffs, and are often associated with lounging, exercise, or casual wear. They could also have no elastic or cuff at the ankle.
  - Pants that resemble/are pajamas unless otherwise deemed by administration
  - Clothing that displays secular artists, skulls, skeletons, weapons, or offensive material, slogan/writing that does not adhere to the school mission, or writing across the seat of the pants
  - Immodest fit, bare midriff, cut-off shirts, or see-through clothing
  - Jeans, shorts, or pants with holes or are extremely frayed
  - Shoes with wheels in soles, slippers, socks only, bare feet
  - Hats or headwear (except Hat Day), including a raised hood in class
  - Outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the teacher
  - Chains, spikes or jewelry considered potentially harmful. (i.e. wallet chains, spiked rings or necklace, etc.)

### Appearance Standards for Boys

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and off the collar on the back of the neck.
- Headbands, barrettes, and ponytails will not be allowed
- Nail color, visible tattoos, brands, body mutilations, earrings, or body piercings (including any magnetic jewelry and gauges) are not permitted for boys. Earrings may not be worn on school grounds and whenever representing Aurora Christian Schools at school functions or activities

### Appearance Standards for Girls

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), and away from the eyes
- Appropriate undergarments should be worn as needed.
- Visible tattoos, brands, body mutilations, or body piercings (including any magnetic jewelry and gauges) other than ear piercings, are not permitted for girls

### Dress Code Violations

When a child is in violation, the following procedure will be followed:

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the principal.
2. Second Offense: Written communication will be sent home from the principal with your child explaining the dress code violation.
3. Third Offense: The parent will be called, and the child will remain in the office until he/she is in dress code.
4. Repeated offenses will warrant further action as determined by the administrator.

## Dress Code (ACS Sycamore Middle School)

The ACS dress code is intended to reflect principles of good taste and modesty. Students should dress in a way that neither dishonors God nor draws undue attention to themselves. (I Tim 2:9; I Cor 10:31; I John 2:15-17)

### General Guidelines

1. Acceptable academic day attire (Monday-Thursday):
  - Pants: jeans (no holes or frayed), modest fit dress pants with no holes, joggers (nylon material)
  - Dresses and skirts that are at minimum mid-thigh length
  - Shorts: modest fit dress, cargo, hiking, athletic, or denim with no holes that are at minimum fingertip length (with arms straight down at side)
  - Shirts: collared, button-down, sweatshirt, pullover, t-shirt
  - Shoes: dress shoes, gym shoes, sandals, slides, crocs, or boots
2. Restricted academic day attire (Monday-Thursday):
  - Coats in class (unless given permission from a teacher)
  - Hoods worn in the building.
  - Sleeveless tops/dresses, immodest fit, see-through, midriff, exposed skin (even when arms are raised); cleavage-revealing
  - Clothing/bags that displays secular artists, skulls, skeletons, weapons, or offensive/inappropriate material
  - Sweatpants, joggers that are not nylon material.  
Sweatpants: casual, loose-fitting pants made from soft, comfortable materials like cotton or fleece, designed for warmth, comfort, and ease of movement. They typically feature an elastic waistband and cuffs, and are often associated with lounging, exercise, or casual wear. They could also have no elastic or cuff at the ankle.
  - Any clothing that is/resembles pajamas (except PJ day)
  - Leggings/jeggings M-Th and those without a sweater/shirt/sweatshirt long enough to hit mid-thigh/cover the bottom on Fridays.
  - Biker/spandex shorts
  - Shoes with wheels in soles; slippers; socks only; no bare feet
  - Hats or headwear (except hat day) in class, including a raised hood
  - Chains, spikes or jewelry indicating group affiliation may not be worn at school or at any school function
  - Chains, spikes or jewelry considered potentially harmful (i.e. wallet chains, spiked rings or necklace, etc.)

3. Friday attire:

- RED Zone T-shirt and/or ACS Sycamore attire (vintage/Cornerstone/CCA or current) encouraged.
- All acceptable academic day attire
- Sweatpants & non-nylon joggers that are clean, neat, with no holes, and worn at the waist.
- Leggings (athletic or casual) / Jeggings (for girls): must have sweater/shirt/sweatshirt long enough to hit mid-thigh/cover the bottom

4. Concert attire:

- The most difficult task for administration is the determination of modesty, which is often at odds with cultural fashion trends. Please, do not put the administration in a difficult position. We do not want to cause any embarrassment by having to notify a student who arrives at an event that their attire is inappropriate. Modesty is a somewhat subjective interpretation, but one we have a duty to uphold.
  - Attire should reflect a formal family occasion (like a wedding)
  - Dresses that are too revealing, expose midriffs or cleavage, or are too short in length are not appropriate (anything shorter than mid-thigh).
  - To avoid confusion or issues at an event, administration is willing to pre-approve outfits based on a picture of the student in the outfit.

Appearance Standards for Boys

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), away from the eyes, and no longer than the nape of the neck.
- Boys' facial hair is to be neat and well-groomed at all times. No shaggy or unkempt appearance will be allowed. Compliance will be determined by the administration.
- Nail color, body mutilations, or body piercings (including any magnetic jewelry and gauges) are not permitted for boys. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

Appearance Standards for Girls

- Hair should be clean, well groomed, not extreme (mohawks, spikes, non-natural colors, etc.), and away from the eyes.
- Body mutilations or body piercings (including any magnetic jewelry and gauges) other than ear piercings, are not permitted for girls. Inappropriate tattoos or brands must be covered throughout the school day and whenever attending school functions or activities.

Dress Code Violations

When a child is in violation, the following procedure will be followed:

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the principal.
2. Second Offense: Written communication will be sent home from the principal with your child explaining the dress code violation.
3. Third Offense: The parent will be called, and the child will remain in the office until he/she is in dress code.
4. Repeated offenses will warrant further action as determined by the administrator.
5. If modesty guidelines are violated, immediate disciplinary action will take place.

## Electronic Devices

All electronic devices, including but not limited to, cell phones, Apple watches, tablets, iPads, personal laptops, Nintendo Switch (or any gaming device) is not to be used while on school property. This includes both before and after school. If seen by a teacher/faculty member, a warning will be given. Upon a second

infraction, the device will be confiscated and able for pick-up at the end of the day by a parent/guardian in the front office. Repeated incidents could lead to a detention. \*Please note, Apple watches are allowed only on school-mode/used as a watch.

Should any communication need to happen between parent/student, a call to/from the school office is the correct approach. Parents, please refrain from texting your student during the school day.

## Extended Care

Please see the Drop-off and Pick-Up for further instructions.

Before and after school extended care will be provided for all students of working parents who must drop off their child before 8:00am or who cannot pick him/her up until after 3:35pm.

- Extended care hours are 6:30am-8:00am (8:30am for PS) and 3:35pm-6:00pm.
- The charges are \$2.50 for any part of an hour. Beyond 6:00pm, the rate increases to \$5.00.
- Frequent failure to observe the student pick-up deadline of 6:00pm may result in loss of after school extended care privileges.
- Bills are sent via email regularly, but parents may easily view statements online by checking FACTS. Two bills will be sent via email in May, one in the middle of the month and another the day before the last day of school. The final balance is due before the report card will be released.
- Failure to keep bills current or payments returned due to insufficient funds may result in the requirement to have advanced payment for extended care privileges on a cash only basis or may result in loss of extended care privileges.
- Please update your contact information in FACTS with any registration changes, phone numbers, persons picking up your child, etc. We must receive a note from the parent if any person other than a parent or a predesignated carpool driver will be picking up your child.

## Hallway Lockers

Each student will be assigned hallway lockers at the beginning of the year. All books, lunches, etc. should be kept in the student's assigned school hallway locker. It is the student's responsibility to keep assigned locker(s) clean, neat, and locked at all times.

All areas on school property are subject to random inspection by the administration, including student lockers, backpacks, and other areas in which students may store their possessions. Students will be held responsible for any damage to lockers and for any items found in their assigned lockers.

The school assumes no responsibility for lost or stolen items. Offensive or inappropriate materials may not be displayed inside or outside the lockers. Lockers are to be free of stickers and markings on the exterior with the exceptions of names, Scripture, and athletic team recognition. Any sort of decoration on the inside must be easily removable and is not allowed to be in any way offensive or controversial to the standards of ACS.

## Help Classes (ACS Sycamore - Middle School)

Help classes will be offered during lunch, before or after school, and in some cases required, for students needing extra assistance. The days and times of each teacher's help classes may be found on each teacher's syllabus. Students will be excused from extracurricular activities with a note from the help class teacher. A help class may be required by:

- The administration, based on student academic performance.
- The teacher, based on student academic performance.
- The parent. Parents must contact the classroom teacher.

## Library

We are pleased to provide a quality library for our K through 8th grade students. Books are checked out for one week and due the following scheduled class library day.

Use of our school library is a privilege, which may be revoked because of improper behavior in the library or repeated failure to return materials on time. If a student has outstanding fees in the library, that student will not be able to check out more books until the fees are paid.

The library will host a book fair yearly to help students build their own library at home and to raise funds to buy new books for the library.

## Lunch Program

Hot lunches are available each day for your student. Money is put on their lunch account through the finance department. Monthly lunch menus are available on our school website and also linked through our weekly newsletter.

## Party Invitations / Birthdays

If children are having a birthday party and wish to hand out birthday party invitations at school, the entire class must be invited or all of the boys or all of the girls. If only selected students are invited, the family should obtain home addresses and mail those invitations to the child's home. Please do not distribute selected student invitations on school grounds.

Birthday treats celebrating a child's birthday are acceptable. If these birthday treats differ from the approved snack list, coordinate with the classroom teacher prior to the event. These treats are best served at lunchtime.

## Personal items from home/Toys

Students are not to bring toys/personal items from home. These items include, but are not limited to, stuffed animals (PS/K may bring stuffed animals for nap time only), cards (playing or trading), barbies, action figures, inline skates, athletic equipment/balls. The only exception is for show-and-tell, although the item needs to remain in the students' locker/backpack the remainder of the day.

## Potty Training (Preschool)

Being "potty trained" means independently:

- being able to communicate the need to use the potty.
- taking pants and/or tights down.
- getting on the potty.
- cleaning self appropriately and thoroughly.
- getting clothes back on correctly.
- washing and drying hands.

Our desire as a preschool is to provide a clean, healthy environment for the students attending. When students have "accidents," it creates an unhealthy environment for the child as well as the other children in school. "Accidents" also take teaching staff away from their responsibilities as a teacher to assist with properly cleaning a child.

There should be no more than one accident per week during the first month of school enrollment. There should be no more than one accident per month during the remainder of the school year.

If there is an existing medical condition, a doctor's note should be submitted and on file explaining all of the details.

## Recess

Teachers attempt to provide recess daily to students. Recess is held either outside (when weather permits) or inside (in the classroom or another part of the school). In the case of broken bones, surgery, or other medical situations, the need may arise for a student to be excused from recess. Please submit your request to the teacher. More information may be requested if necessary.

We believe in the value of play time; therefore, students are expected to participate in recess. When recess is outside, we encourage students to be actively playing. When recess is inside, we encourage appropriate play in the classroom. We ask that playing cards not be brought to school. Toys should not be brought from home, as they could be lost, damaged, or destroyed; unless approved by the classroom teacher and principal.

Elementary students may go outside for recess until the temperature drops to 15 degrees F with wind chill. Children should come to school prepared to be outside in the elements. Gloves, hats, scarves, boots, etc. help make this time outside more enjoyable.

## Retention Policy

### Retention Policy (ACS Sycamore - PS)

At the end of the school year, a determination must be made regarding a student's progress. At the preschool level, every student passes. Retention might be recommended/required based upon a child's developmental/classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, input from outside of ACS Sycamore, and/or parental input may all be used to help in making a retention recommendation/decision. A parent may also choose to retain their child.

### Retention Policy (ACS Sycamore - Elementary & Middle School)

At the end of the school year, a determination must be made regarding a student's progress. At the elementary level, a student might be recommended/required to be retained in the current grade level if there is a failing grade (59% or below) in two or more subjects for the final evaluation. This is to be based upon the cumulative average for the school year. The report card and the permanent record sheet shall be marked appropriately.

Retention might also be recommended/required based upon a child's classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, standardized test results, input from outside of ACS Sycamore, and/or parental input may all be used to help in making a retention recommendation/decision.

## Snacks (Preschool & Elementary)

- Each classroom teacher may establish a snack time for the students during the school day. Preschool has an Approved Snacks list provided each class.
- Elementary students should bring a healthy snack and refrain from candy and sugary snacks.

- Water is the only drink permitted for snack time.
- Each class is a peanut-free classroom.
- Please follow the guidelines the teacher provides for the classroom snack time.

## Student Support Resources

### **National Suicide Prevention Lifeline**

988

### **Suicide Prevention Services (Batavia)**

630.482.9699

### **National Crisis Counseling Text Line**

Text HOME to 741741

### **SAFE2HELP Illinois**

Seek Help Before Harm

844.4.SAFEIL

Text - 72332

Download the SAFE2HELP Illinois mobile app

Bookmark the page: [www.safe2helpIL.com](http://www.safe2helpIL.com)

### **Faith's Law Resource Guide**

Resource Guide: <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

## Technology in the Classroom

ACS Sycamore regularly uses Chromebooks throughout our K-8 classes. Students will check out classroom Chromebooks when directed by a teacher. If investigation reveals that a particular student has damaged a classroom Chromebook, the damage will be assessed by IT staff and repair charges will be added to the offending student's account.

## Toys/Personal Items from Home

Students are not to bring toys/personal items from home. These items include, but are not limited to, stuffed animals (PS/K may bring stuffed animals for nap time only), cards (playing or trading), Barbies, action figures, inline skates, athletic equipment/balls. The only exception is for show-and-tell, although the item needs to remain in the students' locker/backpack the remainder of the day.

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## Parent/Student Handbook Signature Page

(Please submit this form digitally via Google Forms.) [LINK](#)

By signing this page, I affirm that I have read and agree to abide by the policies and procedures outlined in the 2025-2026 Parent/Student Handbook.

\*This handbook is also available online at [aurorachristian.org](http://aurorachristian.org).

I knowingly and voluntarily accept and assume responsibility for the risks and dangers that could arise out of, or occur during, attending Aurora Christian Schools. I also acknowledge my duty to notify the school and self-isolate if I am waiting for a test result or am diagnosed with a communicable disease.

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**Parent Signature**

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**Date**

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**Student Signature (only by MS/HS Students)**

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**Date**

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**Print Student Name**

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**Grade**