



Anchored Christian School Profile

Anchored Christian School is a ministry of the Glendale Baptist Church located in Bowling Green, KY. The church operates two separate facilities. The Glendale Baptist Church is at 1000 Roselawn Way, and the school is located at 1807 Cave Mill Rd.

At the present time, fall of 2015, the church is without a full-time pastor. Bro. Robert Tarrence serves as the part-time interim pastor. The education committee which is composed of four deacons oversees the work of the school.

Bowling Green is the 3rd largest city in Kentucky and home of Western Kentucky University and the famous Corvette Museum. As of the census of 2010, there were 58,067 people and 22,735 households in the city. The racial makeup of the city was predominantly white at 75.8%. The median age was 27.6 years and median income was \$33,362. Sadly 27.7% of the population's families were below the poverty line.

Bowling Green has a fairly popular public school system. There are 5 other private schools in the city, but Anchored is the only accredited private high school and one that is Christian.

Philosophy of Education

Glendale Baptist Church is a very conservative Southern Baptist Church, and Anchored Christian School endeavors to reflect the doctrines and standards of the pastor and the people of that ministry. The church believes that the purpose of Christian school education is to hand the torch of a Bible-centered, Christ-honoring learning atmosphere to this generation of young people. The education children and young people receive should show them how to face God and then, with the vision of God in their hearts, face the present world and the world to come.

The purpose of Christian school education includes the responsibility to prepare each student with the basic tools of learning. The ability to read, the mastery of math, and the ability to express thoughts orally and in writing make up the basic tools with which a student can make his way through the disciplines of learning and become a productive, Christ-honoring citizen.

The purpose of Christian school education is also to develop in students a system of values consistent with the Word of God.

Another purpose of Christian school education is to instill in the heart of students a strong love for this country, the United States of America.

Also Christian education should uphold the sanctity of our homes and the sacredness of our churches. Regard for God's house and ministers of the Gospel is held forth in the classrooms and in student chapels and is under-girded in Bible lessons.

The ultimate purpose of Christian school education is to support parents in their desire to "Train up a child in the way he should go and when he is old he will not depart from it."

Proverbs 22:6

History

Glendale Baptist Church was founded in 1955. Brother Richard Oldham pastored the church from 1957 until his passing on September 8, 2014. Over the years, Bro. Oldham and the Glendale Baptist Church have had a unique ministry to young people. Hundreds of youth were called into full-time Christian service under the ministry of this great man of God and also with the encouragement of the Godly men and women of the church.

With the expansion of the work at Glendale Baptist Church there was a desire for the development of a Christian school as an alternative to the Humanistic teachings of the public schools from which God and the Bible had been subtracted in 1964. This school was to be distinctly Christian with the Bible as its foundation in every phase of instruction.

The Anchored Christian School started in 1972 with five children in the kindergarten. In 1979 there were some young people in the church who wanted very much to attend a Christian high school. Even though the church was not yet prepared adequately with proper facilities, these young people literally prayed the high school division into existence.

Coming directly from the public school system, there were some adjustments to be made. There were Bible classes as well as standards of dress, hairstyle, and conduct. These young people adjusted well. There was no rebellion. By this time there were well over 100 students.

Since then there have been only four principals: Miss Carole Peacher, Bro. Jim Yates, Mrs. Martha Vaught, and at present Mrs. Betty Jo Hicks.

In the 2003-2004 school year, there were many beneficial changes for the student body. God provided a new facility, and the school moved from the church property to the campus on Cave Mill Rd. The graduates of Anchored have gone on to be pastors, pastor's wives, missionaries, doctors, firemen, police officers, teachers and other community leaders. The school is at a new point in its history and it seeks to continue to fulfill the vision that the founder laid out for the ministry. The church believes that now more than ever a solid Christian education is what is best for our children and youth. Together the church and school hope to honor Christ with this ministry and to pray earnestly for God's will in the coming months and years.

STATEMENT OF GOALS

A. To enhance spiritual and moral development

1. To teach the Bible as God's inspired, authoritative Word.
2. To teach a love and respect for the standards the Bible sets.
3. To lead each student to a personal, saving relationship with Jesus Christ.
4. To develop a desire to know, to love, and to obey the will of God.
5. To teach each student to serve in the local church.
6. To teach and equip each student to carry out his personal responsibility to witness to the lost.
7. To teach students the importance of a personal, daily routine of prayer and Bible study.
8. To teach students the importance of memorizing Scripture.
9. To teach I Timothy 4:7 as a way of living by having the mind of Christ.
10. To teach the basic doctrine of the Bible.

B. To enhance personal and social development.

1. To teach the student to treat everyone with love and respect as we are all God's unique and special creation and made in His image.
2. To teach the student how to become a contributing member of society by service to others. (Galatians 5:13)
3. To develop Biblical attitudes toward marriage and the family.
4. To promote physical fitness, good health habits, and wise use of the body as the temple of God. (romans 12:1-2)
5. To teach Biblical attitudes toward money and material things.
6. To instill in each student a love for country, respect for the flag, and a gratitude for those who have served in the military.

C. To enhance academic development.

1. To promote high academic standards.
2. To help each student realize his full academic potential.
3. To help each student become confident in his communication skills both oral and written.
4. To teach good study habits and how to study.
5. To teach the student how to do independent research.
6. To teach each student to think critically and logically.
7. To teach our Christian and American heritage of freedom, human dignity, and the acceptance of authority.
8. To teach current affairs in all fields and relate them to Biblical principles.
9. To teach students not only how to use technology effectively but how to use it ethically.
10. To teach students how to address difficult scientific questions concerning evolution, bioethics, etc.
11. To teach appreciate of the fine arts, develop personal musical and artistic abilities, and teach how these can be used in Christian service for His glory.

D. To enhance the home environment.

1. To cooperate with the parents' in their desire to raise Godly children and ones who are academically successful.
2. To help parents understand the school's purpose and program.
3. To aid families in creating Christ-centered homes.
4. To help parents be aware of the changing culture and its effect on the home and school.
5. To help student in troubled homes cope with specific problems created in the home situation.

Through wisdom is a house built; and by understanding it is established: And by knowledge shall the chambers be filled with all precious and pleasant riches. Proverbs 24:3-4

Accreditation and Affiliations

Anchored Christian School is accredited by the American Association of Christian Schools (AACCS), and is also certified through the Kentucky Department of Education in participation with the Kentucky Non-Public Schools Commission. ACS is also a member of the SBACS, a Southern Baptist Association of Christian Schools.

Christian Education Committee

The CEC along with the pastor and the deacons is the governing body of the school. CEC meetings are held the 1st Monday of each month. Should the ministry of Anchored Christian School be dissolved by Glendale Baptist Church, the current and previous student records would become property of the Kentucky Department of Education.

Administrator

The administrator is responsible for the day-to-day operations of the school. It is his/her responsibility to supervise instructional and non-instructional staff, see to the maintenance of the facilities, provide the proper spiritual and academic environment for the students, work as the liaison between the CEC and the community of ACS, develop the curricular program, provide spiritual guidance, act as the final authority in disciplinary matter and work with the pastor of Glendale Baptist Church.

ADMISSIONS

Non-Discrimination Policy

Anchored Christian School admits students of any race, color, and ethnicity to all the rights, privilege, programs, and other activities generally made available to students. It does not discriminate on the basis of race, color, and ethnicity in the administration of its educational policies, admission policies, scholarship and other school-administered policies.

Attendance at ACS is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school.

Anchored Christian School believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled, high school students who do not wish to attend ACS, or any student whose needs cannot be met academically, behaviorally, or spiritually. We believe that the standards of Anchored Christian School are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards here at ACS. Those who are not in agreement with the school's philosophies and policies need not apply/enroll.

We consider it essential that our students and families believe The Word of God is the final authority on all matters of faith and conduct. Therefore items expressly forbidden in the Scripture are never acceptable. Included among these are such as, but not limited to drunkenness, stealing, lying, the use of slanderous or profane language, pornography, addictive behaviors of any kind, extramarital sex, and homosexual behavior.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex and socioeconomic status. Therefore, Anchored Christian School strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christ-like attitudes appropriate for maturing Christians.

We also believe that our parents and students should be involved in a local community of believers in order to best develop a strong relationship with God, and to learn to minister to one another as Christ commands. Regular attendance infers normal involvement in the community of believers, and may include attendance at worship services, Sunday school or community or youth/children's groups.

Applicants may be asked to accompany their parents for the interview. A prospective student is encouraged to visit the school for at least half of a school day to evaluate whether or not ACS is the academic institution for them. In some cases this may be a requirement initiated by the school.

For students entering 6th-12th grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs.

Students who are admitted to ACS as a transfer or first-time student will be received into the appropriate grade level on the following terms:

Pre3-4

Students in three year (Pre-3) must be three (3) years old on or before October 1st and (Pre-4) must be four (4) years old before October 1st. Pre-K students must demonstrate age appropriate behavior (e.g., must be toilet trained)

Kindergarten through 12th grade

During the first grading period of each year, grade level placement will be considered probationary. Within that time, all factors will be reviewed in order to place the child in the appropriate grade. All students must demonstrate age appropriate behavior.

- Kindergarten students must be five (5) years old on or before October 1.
- First grade students must be six (6) years old on or before October 1.
- Records from previous schools must be received.
- All new Kindergarten through 12th grade students must successfully complete and meet required guidelines through the ACS admission testing and evaluation procedure if deemed necessary.
- Students are required to successfully complete the previous grade level. (Recommendations from previous school educators as well as standardized test scores will be considered.)
- Students who have been expelled or are not in good standing from a previous school may not be eligible for enrollment to ACS.

Enrollment Procedures

Online applications are available on our website (www.anchoredchristian.org). Registration is not finalized until the following items have been completed and/or received.

- Application process completed online and application fee paid
- Copy of student's Birth Certificate and Certificate of Immunization
- Academic and Health Records from previous schools which includes: last year's and the most current report card, last two standardized testing results (if applicable), psychological, medical or IEP testing information (if applicable), high school transcript (if applying for 10th-12th grades)
- Successful completion of previous grade level
- Evidence of positive behavior, attitude, socialization, academics
- Parent(s)/Guardian(s) interview (6th-12th grade students are required to attend)
- All students who desire to attend ACS on an I-20 will have an additional application fee for international Visa processing (see International Fees under Financial information).

Parents of all students are responsible for supplying the needed information to Anchored Christian School and for ensuring that their child's records remain up-to-date by notifying the school as significant changes occur (i.e., phone numbers, work locations, emergency contacts, family physician, etc.).

Re-enrollment Procedures

Re-enrolling students must be in compliance with all requirements for enrollment. Attendance at is a ACS privilege. The school reserves the right to refuse re-enrollment or re-admission to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-enrolled or re-admitted unless all financial obligations have been met from the previous school year and the student has positive behavior and has made academic progress.

By February of each year parents will be provided with re-enrollment instructions to re-enroll for the following year. There will be a two-week period during which all returning families may re-enroll and secure their child's place for the upcoming school year. After the two week re-enrollment period has expired, the child is not guaranteed a space in his or her class. The re-enrollment fee is \$50 and will be applied to the following year's book fees.

Withdrawals and Refunds

Initial application/acceptance reenrollment contracts with Anchored Christian School represent a binding agreement between a family and the school for the contract period, which is one school year. Because teacher contracts, school services, and curriculum and supplies are funded and purchased at the beginning of each school year based upon student enrollment, honoring the one year contract period is necessary to ensure the school delivers the services agreed upon during the enrollment/reenrollment process. Any family who desires to withdraw their student prior to the end of the school year is expected to honor the financial commitment for the one year contract period. Exceptions are handled on a case by case basis, and any requests for an exception must be made in writing to the CEC of Glendale Baptist Church. If awarded, families will be charged a withdrawal fee. The CEC will determine the amount of the fee depending on the circumstances.

School records (i.e. Report cards, transcripts) will only be released if the student's account is current. Official records will only be released to another school.

FINANCIAL INFORMATION

Tuition Fee Schedule

Please see the current Tuition Schedule located at www.anchoredchristian.org or call the school office for information regarding tuition.

Monthly Payments:

Several payment plans are available. All payments must be completed by May 15th. Tuition is due on the 1st of each month and considered late on the 10th at which time there will be a late fee of \$25. A family that falls behind more than one month may be withdrawn from school. There will be a fee of \$25 assessed on returned checks.

Financial Aid

It is the desire of the Glendale Baptist Church and the CEC that the opportunity for a Christian education be made available to anyone who deserves it. To that end, we have established the Founders Scholarship in the name of the Founder, Bro. Richard P. Oldham. These scholarships will be awarded based on financial need, character, and church involvement.

ACS also offers a 15% discount to families with more than one child attending and the 4th child goes free. ACS offers a 10% discount to Glendale Baptist Church members. ACS offers a 10% discount to those paying for an entire year by the 10th of August. (exception for International Students). There is a 20% discount to those who are in full-time ministry, and in appreciation for those serving or have served in the military, ACS offers a 20% discount. These discounts do not apply to K3 and K4 students.

Application and Book Fees

There is a one-time application fee for first-time applicants. This fee must accompany the application paper which can be download from school web site or picked up in office. The fee is \$100 per student with a \$200 family maximum. Book fees will be published in late May. Since many parents trade and sell books, this gives a parent sufficient time to purchase these. By the last Friday in July, text book list of books a family will need the school to order must be filled out and the book fee and other fees paid.

Testing, Trips and Activities Fee:

Spring testing, spring competition, field trips and athletic trips are to be taken care of by the family. Parents should plan ahead monthly and watch the calendar for when events such as these occur. There is no fee assessed to participate in sports; however, camps, uniforms, and some trips will be paid for by the student.

ACADEMIC INFORMATION

Overview

- Christ-centered Education
- Variety of subjects offered

ACS strives to provide a Christ-centered educational environment where students will be encouraged, nurtured, and challenged spiritually, academically, emotionally, and physically. Our school offers a variety of subject areas, including Bible, Language Arts, Social Studies, Math, Science, Physical Education, Health, Art, Library Skills, Foreign Language, Speech, Music, and Computer. We have spacious classrooms, gymnasium, kitchen, beautiful grounds, and up-to-date curriculum and equipment. Classes are teacher-directed, and a strong emphasis is placed on foundational skills.

Bible Teaching/Chapel

Since ACS is a Christian school, daily Bible teaching is an integral part of the education offered. A person is not truly educated until he/she understands God's Word. We strive not only to teach the facts and principles of the Bible, but also to apply those teachings to everyday life. Inspirational chapel services are held weekly, during which time the students learn, sing, and hear testimonies and character building messages from the Word of God. Parents are invited to worship with us at chapel services. Chapel will usually be held on Fridays throughout the year and the dress uniform is required to be worn on chapel days. Dress uniform is shirt and tie for young men, and appropriate dress and skirt outfits for ladies.

All students are required to have a King James Version of the Bible for classes and chapel.

Preschool

Pre-K & Kindergarten

The Pre-K and Kindergarten classes at ACS provide a warm, nurturing experience focusing on the development of spiritual, social, and foundational academic skills. The students are exposed to a fascinating world of animals, people, and places that allows them to develop necessary language skills as well as to develop reading and writing readiness, eye-hand coordination, visual perception, and listening and thinking skills. Each day includes Bible stories, songs, prayer, scripture reading and memory, and character-building activities. Our preschoolers are delighted with their achievement in learning their letters and numbers. Our phonics-based reading readiness program carefully sequences activities in letter recognition, letter sounds, vowel formation (long and short), consonant-vowel blends, and one-syllable words with one or two vowels. Children enjoy counting and participating in activities that introduce number concepts and the formation of numbers. Preschool is also a time to develop a love and appreciation for good poetry, music, art, and drama through new and traditional media that are an important part of our program.

1st – 6th Grades

ACS strives to partner with families in providing a Christian education in a safe, encouraging setting that will assist parents in raising their children to exemplify Christ above all else. Spiritual growth is nurtured within each child during regular times of sharing God's Word through daily Bible classes, scripture memorization, songs, hymns, prayer, assemblies and a weekly chapel program.

Early independence in reading is achieved by emphasizing word analysis and comprehension with an intensive phonics-based program. In the early elementary grades, our program motivates students to

learn with genuine, early success in reading. In later years, we enrich the curriculum with award-winning books. We believe that language is a gift from God; therefore, we have carefully developed a traditional grammar program, which builds confidence in the students' capabilities in written and spoken language. Grammar is taught with the purpose of making clear to the students the orderly structure of their language and a picture of God's plan for the world and for their lives.

Students enjoy studying science and are thrilled to see the plan of God as it is revealed in His creation. Our science program provides a solid foundation based on the Word of God and Christian principles.

"His Story," recording the rise and fall of nations and individuals as they respond to God's truths, is the main focus of our Social Studies and geography programs in the elementary grades.

Physical education, health, music, art, foreign language and computer help round out a superior education with a Christian perspective.

Guided discussion in all subject areas provides students an opportunity to extend their thinking skills and apply their learning to other situations.

Junior High and High School (7th-12th)

ACS strives to develop outstanding citizens and leaders by participating in and promoting civic activity as we share Jesus with our community. We offer designed opportunities to develop leadership skills and to develop philosophies to become effective citizens within the framework of Christian faith and principles. ACS is committed to reach the world by embracing a proper Christian worldview that views other cultures and nations as a part of our mission field.

Our curriculum is focused on the academic and spiritual development of the student. The upper school is departmentalized with multiple teachers. Students progress through a balanced curriculum that stresses analysis and higher cognitive thinking skills in all core subject areas.

Extra -curricular Eligibility

In order to participate in co-curricular activities, students must meet or surpass academic standards.

Each semester's grade report determines eligibility for the following semester. If a student has a failing grade in more than one class, he/she is ineligible to participate for the duration of the following semester.

A student who is struggling academically may be placed on academic probation usually at the end of a quarter or semester and may be suspended from co-curricular participation for a period of time as a means to encourage greater academic success. Any decision involving a suspension will be made jointly by the appropriate department and upper school administration.

NO ATHLETE WILL BE ALLOWED TO PARTICIPATE IN AN ATHLETIC CONTEST AT ACS UNTIL THE ATHLETIC AGREEMENT IS SIGNED AND THE PROOF OF A PHYSICAL EXAMINATION IS RECEIVED.

Academic Probation

Students who are not maintaining current grade level standards may be placed on academic probation at mid-term, the end of a quarter or the end of a semester. Parents will be notified and the administration will review each case on a continuing basis until the problem is resolved or until it is determined that a student's needs cannot be met at ACS.

Homework

Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded. Special long-term projects may require extra homework time. Homework is assigned for these purposes:

- For practice
- For drill
- For remedial activity
- For enrichment activity
- For special projects

We strive to limit homework assigned or generated for Wednesday evenings to allow families to attend Wednesday evening services at their church. However, this does not include work due Thursday that was assigned prior to Wednesday. Homework must be turned in on time.

Students are expected to complete homework assignments on time. The time required to complete homework varies depending on the grade level, ability, and personality of the student.

Exams

Students in 7th-12th may be given exams in all core subjects. These exams may be comprehensive, testing/evaluating material covered during the semester. Semester exams will be given on two days at the end of each semester. Final exams will be given in May. Seniors who have an A in a core class will be exempt from that particular test. If a senior accumulates 10 absences in a specific class during one semester, he/she will be required to take the semester exam regardless of his/her final semester average. Any make-up exams will be given as designated by the teacher or administration.

Course of Study - Abeka and Bob Jones curriculum

K5-6th Grade

Bible	Science
Reading	Social Studies
Creative Writing	Physical Education
English	Art
Mathematics	Music
Poetry	Research

7th and 8th Grades

Bible	History
Math (pre-Algebra)	English
Music and Art	Science
P.E.	

9th-12th grades - College Preparatory with Distinction Diploma

Students wishing to earn a College Prep with Distinction diploma will be required to earn a minimum of 28 Carnegie units. All high school students, except seniors, must earn a minimum of six Carnegie units of study each school year. Bible is taken each year.

9th-12th grades - College Preparatory Diploma

Students wishing to earn a College Prep diploma will be required to earn a minimum of 27 Carnegie units to graduate. All high school students, except seniors, must take a minimum of six Carnegie units of study each school year. Bible is taken each year.

Carnegie units may be earned by:

- Passing classes at ACS
- Dual credit classes with WKU
- Transferring from another recognized accredited school
- ACS approved directed studies
- Approved virtual school courses
- Home school credits accepted ACS administration

The units required for a College Preparatory diploma are as follows:

- 4 units of English*
- 3 units of Science* (three of which must be lab sciences)
- 4 units of Math* (which include Algebra I, II, Geometry, Pre-Calculus, or Dual Enrollment Math courses) - Students must be enrolled in Math all four years of high school.
- 4 units of Bible**
- 4 units of Social Studies*
- 1 unit of Health/P.E.
- 1 unit of Speech
- 2 units of the same Foreign Language*
- 4 electives (3 will be Fine Arts, Academic, or Athletic)

Any off-campus elective, including dual enrollment, must be approved by the administration before the beginning of school.

General Diploma

Students may work toward a non-college preparatory high school diploma with permission of the administration.

A minimum of 24 units will be required before graduating with a non-college preparatory diploma. All high school students, except seniors, must take a minimum of six units of study each school year. Bible is taken each year.

The Carnegie units required for a general high school diploma are as follows:

- 4 units of English*
- 4 units of Math*
- 3 units of Science*
- 4 units of Social Studies**** • 1 unit of Health/P.E.
- 4 units of Bible**
- 1 unit of Speech
- 3 electives (three will be fine arts)

Classification

Below are the minimum requirements for classification:

- Sophomore: 5 units earned
- Junior: 10 units earned
- Senior: 16 units earned

Grading Scale

Grades for most subjects will be on a numerical basis using the following grading scale:

<u>Letter Grade</u>	<u>Grading Scale</u>
A	90 - 100
B	80 – 89
C	70 – 79
D	60 - 69
F	0-59
I	Incomplete
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Student Records/Transcripts

Final report cards (fourth quarter) will not be released until all fees are reconciled through the business office. Student records are open to and may be obtained by the parent or guardian, as long as there is not an outstanding balance.

If a student's records are sent to another school, ACS will mail the records within two weeks of receipt of the request from the new school or a written request from the parents/guardians, if all account balances have been settled.

Physical Education

All students scheduled for physical education classes are expected to participate except in cases of illness or injury. Students who take physical education will "dress out" for P.E. classes. Excuses must be provided when a student does not dress out. Only a doctor's excuse is permitted for allowing a student not to dress out for prolonged periods.

Only approved P.E. uniforms are permitted. Students who wear apparel other than the approved uniform will be considered not "dressed out." Each time a student is not dressed out and it is unexcused, an academic penalty will be given.

Student Recognition and Awards

Honor Roll (4th-12th Grades)

Students who earn all A's (no incompletes) in core courses (Math, English, Science, Social Studies, Foreign Language, Bible) will be placed on the "**Pastor's Honor Roll**" for that grading period. Students obtaining an overall average of at least 90 (no failing grades or incompletes) in core courses (Math, English, Science, Social Studies, Foreign Language, Bible) will be placed on the "**A & B Honor Roll**" for that grading period.

Graduation Honors

Honor Graduate: College Preparatory or College Prep with Distinction students, who have a final GPA of 3.5 or above in core high school courses will be deemed honor graduates.

The **Valedictorian and Salutatorian** must complete the college preparatory with distinction requirements, must have been a student at ACS during their entire eleventh and twelfth grades, and must meet Honor Graduate requirements. The Valedictorian will be the student that has the highest numerical average in core classes as calculated by the school's management system. The Salutatorian will be the student that has the second highest numerical average in core classes as calculated by the school's management system.

The **Valedictorian and Salutatorian** from the graduating class will not be chosen on the basis of their academic record alone. Citizenship, attitude, cooperation, level of course work taken, and other similar factors will be considered by the administration in making these choices.

Any student suspended for any reason from school during his or her junior or senior year will not be considered for graduation honors.

Dual Enrollment Courses

Prior to enrolling in a dual enrollment course, a student must:

- Be a high school junior or senior
- Have a 3.0 overall GPA or higher
- Be on the “college prep” or “college prep with distinction” diploma track
- Earn an 88 or higher in the previous year’s subject area course

The academic and curricular standards for these courses are governed by the authorizing college or university. In most cases these course are offered through the Dual Credit program offered and regulated by Western Kentucky State University.

Passing grades earned in Dual Enrollment courses at ACS will be awarded 10 extra numeric points and 1 extra quality point for GPA at the semester for determination of in-house honors and awards. Report Cards and Interim Reports

Report Cards (Kindergarten-12th Grades)

Report cards are sent home at the end of each quarter (four times yearly).

Interim Reports (K5 -through 12th Grades)

Students receive an interim (mid-term) report, which is available through Schoolworx in the middle of the grading period, to inform parents of their child’s progress. Periodic checks of a child’s progress are available throughout the term through Schoolworx; however, it is only at mid-term that all grades will be in and the grade accurate.

Retention/Promotion Policies

Pre-K

It is the desire of ACS Pre-K staff to feel confident in a child’s readiness for Kindergarten, academically, socially, and emotionally. There are numerous readiness factors involving the development of the whole child that will be considered in order to determine if a Pre-K child is ready for Kindergarten. If the teacher feels concerned that the child may not be ready in any of the areas listed above, she will discuss the possibility of retention with the parents and Administration.

Kindergarten-2nd Grades

It is the desire of the ACS elementary staff to feel confident in a child's readiness to promote to the next grade level, academically, socially, and emotionally. The results of tests, as well as overall daily performance in the classroom, will determine the promotion or retention of the student.

3rd-6th Grades

Promotion is based on the yearly average of each core subject. The failure of more than one core subject may result in retention

Junior High (7th-8th)

Retention is recommended when a student fails more than one academic subject (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills. If a student fails one class, he/she will be required to make it up in summer school in order to be promoted to the next grade level. The administration will then determine whether the student should be retained.

High School (9th-12th)

Students in grades 9-12 who receive a final semester grade of 59 or lower in any required course must make it up during the summer or retake the course. Any summer school classes must be approved by the administration.

Subject/Course Changes

High School parents/students may petition the administration to drop/add a course, which must be done within the first two weeks of each semester.

Achievement Tests

Testing Program

Achievement Tests are administered to grades Kindergarten – 11th each year.

College Admissions Testing

As a student begins to prepare for college, Anchored Christian School will provide assistance in planning for college selection, entrance, scholarships, and financial aid. Students are also required to take several tests that help prepare them for college acceptance. ACS provides opportunities for these tests to be taken.

10th & 11th grade students will be given the opportunity to take the PSAT at a local public school. An ACT prep class is offered on Tuesdays and Thursdays. In this class, practice tests are taken and strategies for test taking are discussed. Every senior must have taken the ACT before the beginning of 2nd semester. Students on an IEP may be exempt.

In 10th-12th grade all students are encouraged to take the SAT and/or ACT as many times as deemed appropriate to achieve college admission.

Transcripts – High School

High school transcripts must be requested by filling out a Transcript Request Form. Final transcripts will not be released if there is an outstanding balance on the student’s account. Once you have chosen a post-secondary school, a final transcript must be requested.

SCHOOL AND OFFICE HOURS

Regular School Hours for K5-12th.....7:30-2:55

K3-K4 (including extended care).....7:00 – 5:30

Drop Off for students in K5-12 is at the back door. A greeter will be there until 8:00. At that time a student is considered tardy and should check in at the front office.

K3-K4 students should be walked to their class. Entrance is at the front door.

School Closings

In case of an emergency due to natural causes such as snow, ice, or other conditions that would make driving hazardous, the school will be closed. *You may be contacted through text or phone call regarding early dismissal or closing.*

You may also locate our school closings the following ways: the website www.anchoredchristian.org or WBKO. Occasionally it is necessary to send children home early to avoid serious weather conditions. In such cases, parents should be prepared to pick up children at school in a timely manner. You can call the school at (270-781-9077).

Office Hours

The school office opens each morning at 7:30 and closes at 3:30 pm on Monday through Friday. Extended care parents should request the cell # for the extended care coordinator. Summer office hours will be announced prior to the end of the school year and posted on our website.

ATTENDANCE REQUIREMENTS

Attendance

In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and allow the student to receive all the educational benefits to which they are entitled.

Elementary (k5-6th)

Students who are in attendance until 12:00 a.m. on a “full” day of school are counted present for the entire school day. Students who are late, but arrive by 11:30 are counted present for the entire day.

- If a student misses more than 20 days per year (excused or unexcused), it could affect the student's promotion. Parents may be required to supply additional information regarding these absences.

High School

Upper School attendance is determined by the individual class period. Absences are counted per class period. Students in grades 7-12 are allotted 9 absences per semester in each class without penalty. In extreme cases students may jeopardize their potential to gain credit for a particular class. When a student accumulates 10 or more absences in a particular class during one semester, the following sanctions will occur:

- 2 point reduction in grade for that class. These points will be taken at the end of the semester.
- For days missed after the 10 days,, a student must have a doctor's excuse or the student will not be allowed to make up work (homework, quizzes, tests) on any day missed thereafter.

Special circumstances involving death of an immediate family member, surgery, hospitalization, or physician documented illness will be handled on a case by case basis

We strongly encourage doctor, dentist, driver's license appointments to be made outside of normal class time.

Extra-curricular Absences

If a student misses school due to participation in a school-sponsored activity, he/she will not be counted absent.

Senior End of the Year Attendance

A graduating senior has an A in every subject, may be absent on the 1st 3 days of the last week (Review day and the 2 final days) They must be in school on the last Thursday and Friday. When pursuing college entrance and/or scholarship requirements, the student may make arrangements with the High School Principal to be absent from school if necessary during the last 2 weeks of school.

Truancy

Deliberate absence without the parent's knowledge and permission will result in a grade deduction of up to two points per absence from the student's 9-week grade average and/or a detention/suspension. A student who is continually truant will be referred to the authorities who handle truancy problems.

Tardiness

Tardy to School - Elementary

Any student who is not in his/her class at the time of the bell is tardy and will not normally be admitted until he/she has reported to the office. In order for a tardy to be excused, a phone call, note or e-mail must be received by the teacher or office within five days. Chronic or habitual lateness may result in academic or disciplinary action.

Tardy to Class – Jr. & Sr. High School

Tardies are handled by the demerit system.

Daily Attendance Requirements for Participation in Extra-curricular Activities (including but not limited to athletic activities)

In order for a student to participate in extra-curricular activities, he/she must be in school by 9:30 AM. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies. If a student is late and arrives after 9:30 AM, he/she will generally be ineligible to participate in any extra-curricular activities that day. If a student is too ill to be in school by 9:30 AM, then a student is too ill to participate in any extra-curricular activity that day, unless a doctor authorizes in writing that the student is able to participate.

A student must be in attendance at school on the day after any co-curricular activity by 8:30 AM, unless an excused notice, signed by a parent, is given to the office. The excuse "I was too tired" is NOT valid. If student is tardy or absent for the above reason, he/she will be ineligible for the next similar activity.

College Visits

Juniors are allowed 1 day and seniors are allowed 2 days for college visits. Pre-arranged Absence form must be completed prior to each visit.

Corrective Discipline

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at ACS.

Students are expected to comply with the standards and regulations of the school with a positive attitude. They are encouraged to use "Yes Sir" or "Yes Ma'am" when conversing with a teacher or other adult. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline appropriately and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

Behavior and Conduct

One of the chief components of discipline at Anchored Christian School is the understanding that the school is not the primary disciplinarian for a student. The parents are the primary discipline providers for their own children. However, by attending Anchored Christian School and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies. Because Anchored Christian School is a direct ministry of

Glendale Baptist Church, the school is committed to upholding the testimony and standards of the church. When students enroll at Anchored Christian School, they agree to abide by the standards of the school on and off campus.

There is no exhaustive list of offenses where church discipline applies, though various examples are given:

- Romans 16:17-18 mentions false teaching and divisive behavior.
- I Corinthians 5:11 lists sexual immorality, greed, idolatry, slander, drunkenness, and financial dishonesty.
- I Corinthians 6:1-10 adds adultery, prostitution, homosexual behavior, and theft.
- II Thessalonians 3:6 warns about idleness and disobedience.
- II Timothy 1:20 identifies blasphemy. II Timothy 2:17-18 reveals the blasphemers to be false teachers who were upsetting the church.
- Titus 3:9-10 deplors quarreling and divisiveness.
- Revelation 2:1, 14, 20 uncovers false teaching, false apostles, and false prophets.

Discipline is necessary for making disciples and living together as a community of disciples. Since any area of sin is a hindrance to discipleship, and any sin might damage relationships with others, any area of sin can come within the scope of discipline. In disciplining a student, we will try to evaluate the following: first, the effect the violation is having on a person's discipleship; second, the way in which he/she is dealing with it; and third, the effect it is having on the fellowship of those involved.

Therefore, with this understood ACS desires to use the following framework in dealing with students who break the behavior guidelines the school has adopted. ACS will:

- **C**onfront the student and the sin, understanding the issues.
- **P**unishment - This can take many different forms, but care is taken in handling the student as an individual.
- **R**estore the student - This process can also take many different forms, because we are looking out for the best interests of the student and the school.

Students who make unwise and/or foolish choices, but are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, will not be permitted to continue at Anchored Christian School.

With all this understood, we have put together a framework that we will use in determining the infraction and its consequences. This list is not all inclusive but will give clear ideas of the expectations of the school.

Discipline Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and/or the administration.

Category III

The following list is not to be considered as all-encompassing of Category III offenses:

- Violation of U.S., state or local laws
- Fighting
- Sexual and racial harassment
- Threats of any kind: verbal, written, or implied
- Stealing
- Using or possessing a weapon at school or at a school activity
- Blatant disrespect of authority
- Sexual misconduct, to include (but not limited to) fornication and homosexuality
- Defacing or destroying school property or personal property
- Using or possessing drugs, alcohol, or tobacco
- Possession of pornography
- Possession and/or use of inflammatory devices such as matches, cigarette lighters, fireworks, etc.
 - Use of profane or vulgar language
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I and Category II offenses

Consequences: Offenses will usually result in suspension, expulsion/withdrawal, and/or suspension of extra-curricular activities.

Category II

The following list is not to be considered as all-encompassing of Category II offenses:

- Cheating and Plagiarism
- Leaving school grounds without permission
- Using inappropriate language
- Misconduct
- Disrespect of authority
- Defacing or destroying school property or personal property
- Cutting class
- Lying
- Use of electronic media inconsistent with the school's educational philosophy
- Excessive detentions and/or suspensions for Category I offenses

Consequences: Offenses may result in one or more of the following: student/administration conference, parent/administration conference, detentions, multiple -day in school suspension, suspension of extra-curricular activities, or Category III consequences for recurrent offenses.

Category I

The following list is not to be considered as all-encompassing of Category I offenses:

- Passing notes in class
- Dress/Hair code violation
- Talking or disrupting class
- Tardy to class
- Chewing gum
- Food or drink in unauthorized locations or at unauthorized times
- Missing homework
- Sleeping in class or chapel

Consequences: These offenses are recorded using the demerit system. If a student receives 3 in one day or 5 in one week, he will serve a 30 minute detention. If he receives enough demerits to be issued another detention, that detention will last an hour. Detentions earned are served the following Tuesday afternoon.

MERIT SYSTEM - ACS operates on a merit system for Category 1 offenses. Every week that a student receives no demerits, he will be awarded a merit. It must be a 5 day week in order to earn a merit and student must be in class every day. Merits may be saved.

Definition and Expectations Concerning Conduct and Discipline

Pre-K Discipline Policies

ACS Preschool classrooms are positive and safe learning environments in which each child is able to reach the potential God has given him/her. The children are expected to obey right away ... completely from the heart. Each teacher has a set of rules and consequences for her respective classroom that will be enforced as deemed necessary by the teacher.

ACS teachers encourage children to verbalize their disagreements and use positive redirection as an alternative to unacceptable behavior. Acceptable forms of discipline used in the Pre-K classes at ACS are time-out and restricted active play (small increments of time). Corporal punishment is not used at ACS.

With an exciting curriculum and a stimulating and organized school environment, discipline problems are usually kept to a minimum. Our Pre-K strongly supports building the child's self-confidence and encourages the development of respect for self and others. All our behavior management actions are directed toward these goals and, consistent with our developmental approach; our teachers use a variety of methods to help the children learn appropriate behaviors. With the support and guidance of the teacher, each child is encouraged to try to work out his problems. Acceptable behavior is reinforced with verbal praise and other incentives and rewards from the teacher.

When Pre-K students encounter situations where they feel they have no power, they will often engage in inappropriate behaviors. Our staff is trained to recognize potential situations where they might occur and assist the children in problem-solving.

Since we know that our parents want to be advised of any unusual occurrences in their child's day, we will contact them if their child has been involved in a situation involving biting, hitting, pushing, pinching, or use of inappropriate language or behavior. The parents and teachers can work together to determine how to help the child behave in a more acceptable way. Because discipline is so important and so personal, we welcome open discussions regarding any disciplines used with your child.

If a child consistently exhibits behavior that is not appropriate and not responsive to typical management techniques, the teacher will notify Administration. The Administration will observe the child and work with the staff to develop and/or refine methods used with the child.

Should a child's behavior be disruptive to the extent that a classroom cannot operate effectively with the child present, or if the learning environment is significantly affected with the child present, the child's enrollment in the program may be suspended or discontinued.

Elementary Disciplines Policies (Kindergarten – 6th)

Minor infractions of individual classroom rules will be dealt with by the teacher in each respective classroom. The following violations, however, are subject to documented discipline procedures:

- Teasing or making fun of another child
- Vulgar or unwholesome language
- Showing disrespect for anyone in authority
- Fighting, stealing, cheating and lying
- Repeated dress code violations
- Any other Category II or III offenses

Each individual elementary teacher will institute a system of classroom discipline to be approved by the administration. In most cases parents will be notified by teachers or the administration for assistance prior to a child receiving significant consequences. However, in the case of severe offenses, consequences similar to or the same as those used in the upper school may be put in place immediately.

Early Dismissal and Sign-out

A student will be allowed to leave school early with parental consent. Any student who must leave school or campus during school hours for an appointment, or for any reason, must sign out in the appropriate school office and sign in upon return. Signing out earlier than 20 minutes before the class ends may be counted as an absence for that class.

Students who are not part of a team as player or manager will not be permitted to travel with the team to away games. Those attending away games must provide their own transportation.

Working Students

Students holding a part-time job (anything requiring a work permit) are not allowed to miss/skip school field trips, programs, or other required events for work purposes.

Work Missed

Parents of absent elementary students should call the school office prior to 10:30 AM to request work assignments in order to allow teachers time to make appropriate arrangements. Assignments may be e-mailed to them or picked up after 3:00 PM in the school office.

Parents of absent upper school students or the students themselves should check Schoolworx for assignments. It is the student's responsibility to obtain class notes and make-up work. Athletes and other excused absences must have make-up work completed the day they return. Absences due to illness have 1 day for every day missed to complete work.

CONDUCT AND DISCIPLINE

Family-School Covenant

According to the Bible, parents are responsible for the training of their children. ACS serves with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for godly training to take place (Deuteronomy 6:1 -7; Proverbs 22:6; Ephesians 6:1-

The student at Anchored Christian School is an ambassador for Christ as well as for the school.

The Honor Code

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the ACS community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated.

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
- **Cheating:** A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own, violates the Honor Code.
- **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.

- **Defaming others:** A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- **Intentionally damaging the property of another:** A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- **Remaining silent when a student has knowledge of these actions:** When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).

"An ACS student will not lie, cheat, steal, defame others or destroy their personal property, nor tolerate those who do."

Suspension

Suspended students will generally serve out-of-school suspensions. Receiving a suspension is a serious occurrence and could jeopardize a student's future enrollment at Anchored Christian School. A suspension of two or more days or a second one-day suspension results in automatic loss of a school office, and suspension from participation in sports or an extra-curricular fine arts role for a probationary period to be determined by the administration.

If a student is suspended, the following consequences will occur:

The student will be required to either stay at home or serve the suspension at school.

In-house suspension will be held in the learning center and supervised by Mrs. Hicks and Mrs. Cranor. The student shall not participate in any extra-curricular event on the day/s suspended and may not attend a school activity without administrative permission.

Out of school suspension is a more serious event:

The student shall not participate in any extra-curricular event on the days suspended and may not attend a school activity without administrative permission. The final decision on suspension from extra-curricular activities will be determined by the school administration.

- **Expulsion:** A student may also be expelled or asked to withdraw for Category III violations or repeated Categories I and II violations. Recommendations for expulsion will require the approval of the principal and CEC.
- **Committee:** In situations involving serious behavioral issues, the administration will seek counsel from the CEC and teachers who have relationship with the student. This committee will generally be convened in situations where level two or three offenses have occurred.

Prohibited Items

Items that are not permitted in school, such as skateboards, playing cards, laser pens, etc., will be collected by the teacher and may not necessarily be returned. Skateboards, roller blades, go-carts and

mini-bikes should not be used on school property at any time due to the high risk of injury and liability for the school. Elementary school students should not bring toys to school except on designated days.

Guidelines for Permitted Electronic Items

Cell Phones: These are to be turned in during homeroom. A teacher may request the cell phones for a class if the phone is needed. Failure to follow these guidelines will result in disciplinary consequences. Parents who need to contact students during the school day should call the School Office.

Electronic Listening Devices (iPods, MP3 players, etc.): These items are only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some extra-curricular activities.

Electronic Recording Devices (cameras, tape recorders, iPads, etc.): Use of these items as picture/video/recording devices is only permitted during the school day if permission has been granted by a teacher for academic purposes. These devices will be permissible under specified guidelines during some extra-curricular activities.

Any of these items if used for the purpose of cheating, harassment, vulgarity, transmitting pictures/video, or any other activity deemed inappropriate by the administration will result in serious consequences.

iPads and Tablets

Use of iPads and tablets in the high school requires that apps being used have some scholastic or extra-curricular educational use. The following uses are prohibited.

- Taking pictures or video without teacher permission.
- Transmitting pictures or video without teacher permission
- Non-educational gaming (time wasting “escape” activities)
- Watching video with no educational or co-curricular purpose or affiliation •Electronic devices are not authorized for use during chapel services

SUPERVISED USE ONLY UNTIL STUDENT EXITS BUILDING. Misuse or abuse of electronic mediums (including iPads) can be subject to disciplinary action as defined in the Discipline Categories and Consequences section of this Parent/Student Handbook.

UNIFORM/DRESS CODE

Overview

Since students’ dress strongly influences their behavior, self-image and academic achievement, ACS has chosen to require school uniforms for kindergarten through 12th grade. Our desire is to help your

children develop a habit of modest dress; therefore, the administration has the right and responsibility to require all students to be appropriately dressed before attending any class.

There will be certain days when the student body is permitted to depart from the standard uniform. These special days are days such as picture days, approved team travel days, approved special events, spirit days, etc. The administration will inform students and parents of the dress that is acceptable for these days.

Any special events or field trips that deviate from the normal dress code will be determined by the teacher and/or the administration. All decisions by the faculty and/or administration concerning dress code are final.

All attire must be neat, clean, and appropriately sized. Nothing should be worn that is too tight, too loose, too long, or too short. All uniform shirts must be tucked in at all times (except for certain girl's shirts that are designed to be worn out). Only plain white t-shirts with no writing or emblems are to be worn under uniform shirts.

Purchasing Information

Uniforms are to be purchased through **Parker** School Uniform Division. To purchase uniforms go to www.parkerus.com.

Daily Uniforms (K4 – 12th grades)

- **Shirts:** Polo shirts may be worn from the **Parker Uniform catalog** or from a local department store as long as it is from the following color choices: blue, light blue, classic navy, white, red and black.
- **Pants** requirements:
Classic navy or khaki and must be ordered from Parker uniform.
- **Skirts** - Must be worn right below the knee. These are ordered from Parker uniform in Navy blue, Khaki and plaid.
 - No sweat or wind pants may be worn under skirt. Leggings are permitted.
- **Jumpers with Peter Pan shirt** (K4 through-4th grade girls):
 - Classic plaid jumpers.
 - Jumpers should be knee level.
 - Peter Pan shirt or Polo shirts may be worn underneath jumper
- Shirts and blouses are to be tucked in at all times for both boys and girls. An exception for girls is if the school approved blouse was meant to be worn outside.
- **Accessories:**
 - **Belt:** Black or Brown with a conservative belt buckle. A belt must be worn at all times with school uniform.
- **Head Gear: NOT PERMITTED**

***Hair Styles:**

Girls - Hair style or color considered be in bad taste. Avoid extremes.

Boys - Back and sides should be tapered, following the natural hairline.
Hair should be trimmed well above the collar, ears, and eyebrows.
Shaved heads, punk styles, and other fads are not permitted.
Facial hair must be kept shaved.

The administration reserves the right to determine whether or not a boy's haircut is acceptable. Haircut notices will be issued when a student is determined to be in violation of this rule.

Jewelry/Other - Boys are not allowed to wear jewelry such as bracelets, necklaces, and earrings.
Tattoos and Henna designs are not allowed.
Body Piercings are not allowed. (Exception earrings for girls)
Drawing on hands and arms of symbols, notes, etc. are not allowed.

We suggest that parents adhere to dress code when participating in activities at ACS, such as working as a volunteer in concessions, at the gate, in a teacher's classroom, and on field trips.

Spirit Day - Grades Kindergarten -12

We Eagles love to show our school spirit. Any Spirit Day gear must meet dress code standards and must be worn over uniform. Coaches will establish dress code for team members on game days. On Fridays for chapel, dress code should be followed.

HEALTH AND SAFETY

Immunizations/Physicals

It is a requirement of ACS and the state of Kentucky that the school have on file a Certificate of Immunization indicating the current status of immunization for each student. It is the responsibility of the parent(s) to keep these files updated. All students entering sixth grade are required to have a second Measles, Mumps, and Rubella (MMR) immunization. All incoming 7th graders and any new entrants into the Kentucky school system will be required to have two immunizations, one for tetanus, diphtheria, and pertussis (Tdap) and one for meningitis (Meningococcal disease) before starting school. An updated Certificate of Immunization needs to be submitted to the school office at this time. The administration has the option to not permit any student (regardless of grade) to begin classes until the appropriate records are on file.

ACS requires that any student participating in extra-curricular sports complete a physical prior to participation each year. These forms can be acquired through the Athletic Department.

Illness

In all cases involving a public grouping of people, prudence requires that students and employees with acute symptoms of communicable diseases take sick leave when ill.

Children are very susceptible to colds, flu, and other diseases. We desire our school to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. **PLEASE KEEP YOUR CHILD(REN) AT HOME IF THEY HAVE ANY OF THE FOLLOWING:**

- Fever – defined as having a temperature of 100°F or higher. Students should be fever-free (without fever reducing medications) for at least 24 hours prior to returning to school.
- Diarrhea – runny, watery, or bloody stools
- Vomiting - within a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing – child gets red or blue in the face or makes high-pitched whooping sound after coughing • eye discharge – thick mucus or pus draining from the eye or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires more attention than we can provide without compromising the health and safety of other children in our care.
- Any communicable disease. Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Scarlet Fever (Strep), Whooping Cough (Pertussis), Acquired Immune-Deficiency Syndrome, Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye).
- Head Lice and Scabies are passed from person to person by direct contact or on shared objects. If your child has head lice or scabies, he/she is not permitted to return to school until he/she has been treated. A follow-up treatment for head lice should be given eight to ten days after the initial treatment.

If a student becomes ill during the school day, a staff member will escort the student to the office/ sick room. The parent/guardian or emergency contact person (authorized individuals only) will be notified. ACS does not have the facilities or staff to supervise sick students, therefore, arrangements should be made to pick up the student within one hour. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees, the child is vomiting, has diarrhea, and /or is unable to function normally at school.

NOTE: *If your child is being treated with an antibiotic for any condition, he/she must have received treatment for at least 24 hours before returning to school.*

In the case of a contagious disease, please contact your child's teacher immediately. If your child contracts any of the following, notification to the school is necessary: measles, mumps, chicken pox, head lice, or strep throat.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. ACS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A physician's release to return to school must be submitted to the school office before the student can return.

When necessary, Anchored Christian School will send electronic communication to notify parents of their child's potential exposure to a communicable disease. Any cases or suspected cases of notifiable communicable diseases will be reported to the local County Health Department.

Medication

If a child is to receive any physician prescribed medication during the school day, the parent or guardian must sign a Medication Release form in the front office. The medicine will be kept in the front office and dispensed according to the doctor's instructions. Medicine must be properly labeled. Written authorization to dispense a medication will be limited to two weeks unless otherwise prescribed by a physician.

All medicine sent to the school must be kept and administered in the school office. **MEDICINE MUST BE IN THE ORIGINAL CONTAINER** and the following information should be clearly written either on the container or on a signed note from the parent:

- Child's name
- Medicine name and dosage
- Time, date, and reason medicine is being administered
- Signature of parent
- Phone number where parent can be reached during the day

It is preferred that parents provide over-the-counter medications for their children. This medication will be kept in the school office and should be picked up at the end of the school year. Dispensing over the counter medication to a student requires only the "**Emergency Card Medicine Release**" form to be completed by the parent/guardian and submitted to the school office.

If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to stop by and personally administer the medication to the student.

Adverse Reaction to Medication

All medication shall be dispensed through the front office by front office personnel and shall be documented. No medicine will be dispensed without parent consent and/or doctor documentation.

After taking the medication, if the teacher in charge notices or the child complains of itching, swelling, nausea, shortness of breath, or loss of consciousness the teacher is to notify the front office

immediately. If the child is still conscious, the child should be brought to the front office. The child's parents will be contacted to notify them of the adverse reaction to the medication.

If unconscious, an administrator/principal or designee will go to the scene. Administration will call 911, notifying the EMS personnel of an adverse reaction and contact the child's parents.

Injury of Students

In the event a student is injured while on campus, and the injury is minor, the staff member in charge will administer the necessary first aid. If the injury requires more than clean-up and a Band-Aid, the front office will be notified and the parents will be contacted. At that point, the school's policy on Accidents with Severe Injuries requires a 911 call and a parent notification and student may be taken to either Greenwood Hospital or the Bowling Green Medical Center.

MISCELLANEOUS

Birthday Celebrations

If you wish to help your child celebrate his/her birthday at school, communicate with the teacher in advance. We will be glad to allow you to furnish refreshments and/or favors for a party. Parents are especially welcome at school on birthdays. For outside parties, please do not hand out invitations in class unless the entire class is invited. Students may also be honored for their birthdays by donating a new book to the school library.

Car Line Safety and Etiquette

When picking up and dropping off your child(ren):

- Be patient, careful, and watchful
- Go slowly
- Face forward when moving
- Stop at least six feet from the car in front of you
- No cell phone use at the curb as this can be a *significant* distraction
- Do not pass cars on the left unless directed to do so by school personnel
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

Care of Property

Willful damage or destruction of school property will not be tolerated. All damage, whether willful or accidental, must be paid for. All students are expected to report any damage to furniture or other school property immediately.

Chaperones

There are times throughout the school year when parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as required of the faculty and staff. Chaperones are to be considered an extension of the school and Glendale Baptist Church.

Communication with Students

Lunches, homework, books, and other items that may need to be delivered to your child should be left in the office. If you need to send a message to your child during school, please call the office, and the message will be delivered to your child. We DO NOT call students to the phone except in the case of an emergency. A message may be given to a student to call a parent during a convenient break (i.e., lunch).

Emergency Plans

Emergency plans have been developed and are posted for parent viewing in each classroom. When necessary, parents are notified through WBKO and Fox of school closings the day of. For early dismissals due to weather or facility problems, teachers call their parents. The teacher of the oldest sibling does the calling for that family. (weather/tornado, fire, physical plant problems, etc.).

Field Trips

Field Trip permission forms must be filled out and returned to the classroom in order to attend scheduled trips. For guidelines regarding field trip attire, see the uniform section of the handbook.

Fundraising

Each year at ACS, we select certain fundraising events to supplement the school's regular budget. The funds raised during these events are used for various projects for which there is no regular funding. While participation in any of our fundraising events is voluntary, we ask our parents to help as much as possible. We will announce the dates and times of fundraising events through school communications. All fundraising must be approved through the Development office.

Holidays and Seasonal Emphasis

Anchored Christian School recognizes the following holidays in its school calendar: Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Holiday, President's Day, Good Friday, and Easter. Year round employees will also observe Memorial Day and Independence Day.

Anchored Christian School will recognize certain seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized, with the exception of harvest or autumn themes.

Leaving Campus

Student Release Forms, which must be completed and filed before the first day of school, are to contain the names of persons, including parents, who are permitted to pick up students after-care or during the day. Under no circumstances will students be released to anyone whose name does not appear on this form. Changes or additions can be made in person or by a written note signed by one parent whose signature is on his/her child's registration application.

If your child has permission to go home after school with a friend, a signed note to this effect must be given to your child's teacher that morning. Middle and high school students are to give all notes to the upper school office.

All students, regardless of age, should check in and out through the school office to retain accountability for absences from school. Parents who wish to check their child out early must do so through the school office.

Library

Students who use the library must be supervised by the teacher or the librarian. Students are responsible for all books checked out in their name. Students should follow library rules for using library facilities. A copy of these rules may be obtained from the librarian.

Lockers

Lockers will be assigned to each Upper School student. It is strongly suggested that students obtain locks and keep their lockers secure. Stickers that are not easily removed are not permitted. Open containers are not allowed in lockers. Food items should be removed each day. Lockers are subject to being searched by administration at any time.

Lost and Found

If your child has lost an item, lost and found items are regularly available to be looked through in the teacher's lounge. The items are in large containers clearly marked "Lost & Found."

Lunch and Snack

A hot lunch program is offered at ACS for Pre-K students in the Extended Day program. There will be regular communication regarding the lunches offered each day of the school year. The cost for lunch is \$3.50/day and lunch tickets may be purchased in advance. A student must inform the homeroom teacher day if he is eating a hot lunch. Students arriving late need to remember to turn in their intent to eat no later than 10 am.

Parent Access

Parents have permission for access to all areas of Anchored Christian School used by their child. All parents and visitors must sign-in and out with the front office. All parents and visitors are expected to dress modestly while on campus.

Parent Involvement

We believe our school will be effective to the degree that we have parent involvement. Parents are encouraged to volunteer as teachers' aides, chaperones, special dinner workers, field trip drivers, coaches, etc.

We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical welfare of our children. We encourage each parent to be involved for his/her family's sake. Depending on the type of work a volunteer is involved with in the school, he/she may be required to complete a background check before assisting at the school.

Parent Organizations - Parent Teacher Fellowship (PTF)

At the beginning of the school year, parents are encouraged to become active volunteers within the school through PTF events. More information about this is available from PTF leadership.

Parent-Teacher Grievances

The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. The process is spelled out in detail in Matthew 18:15-17 and is amplified in Leviticus 19:15-18. The people of Israel were not to slander their neighbor, take revenge on their neighbor, or bear a grudge against their neighbor. To put it another way, they were not to confess the sins of others to uninvolved third parties, nor were they to confess those sins to the person himself in a hurtful way, or to confess those sins to themselves over and over again until bitterness and resentment resulted.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. His way involves attacking problems, not people. Guidelines to follow as we seek to resolve problems with others are as follows:

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
- If the problem cannot be resolved with your child's teacher, then go to the principal and discuss the issue. The principal may or may not decide that the teacher's involvement in the discussion is required.

- If you feel that the issue has still not been handled in a proper and fair way by the principal of the school, you may bring your concern to the CEC. All concerns referred to the Board must be done in writing, either by email or letter, and addressed to the Chairman of the Board. The letter must explain the issue in detail, the steps that have been taken to resolve the issue, and how your concerns were handled at the teacher, principal, and administrator (If there is an administrator at the time). The submission of your letter to the Chairman of the Board means it will be earnestly **considered, but not guaranteed**, for placement on the Board's agenda for discussion. All parent complaints submitted in writing and discussed on the Board's agenda will be responded to in writing no later than 14 days after the Board hears the issue.
- ***NOTE: Anonymous letters or phone calls will not be considered or accepted.***

Parent or Teacher Initiated Conferences

Teachers may request to discuss student's progress with parents; this can be a valuable time for both parents and teachers. A conference with teachers, administrators, or the Head of School may be scheduled by sending a note (in a sealed envelope), e-mail, or phoning to arrange a time. Please, no surprise conference visits.

School Trips

A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion.

Search Policy

Anchored Christian School reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time.

Lockers are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, gym bags, and automobiles, while on campus, are subject to search by school officials at any time.

Pedestrian and Automobile Procedures

- * All school age non-driving students are dropped off at the back door between 7:30-8:00 a.m. They are picked up between 2:55-3:15 p.m.
- * Pre-K3/4 year olds are walked into the building through the front door by a guardian. They are signed in and out.
- * All driving students are required to park on the side of the building.
- * Student drivers should have a copy of driver's license in the front office.

* Drivers are released before car riders. They go directly to their cars and leave campus. They must observe caution and reduced speed standards to maintain driving privileges.

All students must have a Certificate of Attendance issued from ACS in order to obtain a learner's or driver's license. This certificate is available through the school office and must be requested one week before it is to be issued. The certificate is only valid for 30 days.

*Pedestrian students enter and leave through the front entrance of the school. They are allowed to leave after 3:15 when the bulk of the school traffic has left. They are instructed to use correct traffic procedures such as walking towards traffic and not using ear phones.

Student Drop-off and Pick-up

Drop-off

Students must be dropped off in the mornings following the traffic flow plan. Any Kindergarten – 12th grade student dropped off before 7:50 AM must go to Before-School Care in the gymnasium. The outside doors will be closed each morning at 8:00 AM, and all students dropped off after this time must be checked in at the front office.

Pick-up

Students will be picked up in the afternoon beginning at 2:55. Teachers will call for students as parents arrive.

Supervision After-School Hours

Except for participation in official practices, rehearsals, meetings, or help classes, students are expected to leave campus by 3:15 PM or be sent to After-School Care and charged the current rate for this service. High School students not in supervised activities may wait in the front lobby, but are not authorized to "roam" the building or gymnasium. All elementary school students on campus after 3:10 PM should report to After-School Care.

Suspected Child Abuse

In Kentucky law, it designates certain professionals as mandated reporters of child abuse or neglect. School employees are included in the list of mandated reporters.

If a teacher or staff member has reasonable cause to believe that a child is being abused or neglected (mentally or physically), he/she must make a report, immediately but no later than 24 hours, to the local DFCS office or law enforcement and are subject to criminal penalty for failing to do so. The school Administration will also be notified and the report documented.

Telephone Use

Telephone use for students is limited to extreme emergencies only. Parents should not call to speak with their children during school hours except in the case of an extreme emergency. Students needing to speak with parents must do so in the school office. No student should be sent to the school office without a hall pass.

Tobacco Free Campus

Anchored Christian School is a tobacco-free campus. Tobacco products are not permitted anywhere on the campus, including playgrounds or in any vehicle used to transport children during school hours of operation.

Visitors on Campus

All parents and student visitors must register with the school office upon arrival. ACS graduates are welcome to occasionally visit at lunchtime. They should sign in at the school office to record their presence on campus. All other students visiting on campus need to be pre-approved. Proper attire is required of all parents and visitors. The administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time.

PLEDGES

Pledge to the American Flag

I pledge allegiance to the Flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, buried, risen, and coming again, with life and liberty to all who believe.

APPENDIX

STUDENT SEXUAL HARASSMENT POLICY (Employee-Student and Student-Student)

POLICY

Anchored Christian School 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, including sexual harassment. Anchored Christian 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.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Anchored Christian School

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
5. Verbal conduct, such as making or using derogatory comments, epithets, slurs, and jokes

6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

EMPLOYEE-STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Principal or Administrator of Anchored Christian School

CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaints. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

STUDENT DIGNITY POLICY

Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

STUDENT TECHNOLOGY RESOURCES ACCEPTABLE USE AND SAFETY PROCEDURE

Students are encouraged to use technology resources for educational and communication purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of certain privileges, and/or disciplinary action, and/or civil and/or criminal liability. Prior to accessing the Internet at school, students and parents must acknowledge the Student Technology Resources Acceptable Use and Safety Procedure. Smooth operation of Anchored Christian School's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that students are aware of their responsibilities.

ACS Internet/Network Guidelines:

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet when being supervised by a teacher in the classroom.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network etiquette:
 - a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through Anchored Christian School's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - b) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - c) Never agree to get together with someone you "meet" on-line without prior parent/guardian approval.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate or contrary to Anchored Christian School's Code of Conduct, are also prohibited.
- I. Malicious use of Anchored Christian School's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use Anchored Christian School's computers/network in such a way that would disrupt their use by others. Students should refrain from intentionally wasting limited resources.
- J. All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded with permission. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.

- K. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, Anchored Christian School reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent Anchored Christian School's computers/network. Messages relating to or in support of illegal activities will be Anchored Christian School is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Anchored Christian School is not responsible for the accuracy or quality of information obtained through its services.
- L. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- M. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited.
- N. Proprietary rights in the design of web sites hosted on Anchored Christian School servers remains at all times with Anchored Christian School.
- O. The transfer of communications to personnel to whom that information is not pertinent is defined as Spamming. (i.e. mass mailing or global distribution of information of a function such as a play held at one school site.) Spamming is prohibited.
- P. Chat rooms and other forms of direct electronic communications (i.e., Instant Message services) are prohibited.
- Q. Use of any hardware or software (such as proxies) to circumvent the school's content filters is prohibited.
- R. Students are not allowed to use computers designated for teacher use.
- S. Students may use personal devices (such as laptops, iPads, Smart Phones, etc.) on the school's Public Wireless Network. All traffic on these devices is subject to all the policies written above. Students may not use data connections such as cell phone data plans that bypass the school network during normal school hours.

Personal Social Networking and Website Guidelines:

Students' conduct online in any fashion (i.e. email, Facebook, personal websites, etc.) are subject to school policy. Students may face disciplinary actions if posted items are found to be contrary to Anchored Christian School's Conduct and Discipline standards, State or Federal law or regulation is prohibited.