

New Family Application Process

Parents wishing to enroll their children at ACS in grades K-7 must complete the following in order:

1. Call the school office to schedule a tour if you have not yet visited the building.
2. Read carefully, complete, sign, and submit the following:
_____ Admissions Policy _____ Statement of Faith _____ Family Lifestyle Policy
_____ Technology Usage _____ Discipline Policy _____ Parent-Student Agreement
_____ Family Enrollment Form _____ New Student Enrollment Form (one per student)
3. Submit a copy of most recent standardized test scores (if taken) and report cards.
4. Submit copies of paperwork from special programs if applicable (IEP, TAG, ESL, etc.)
5. Submit a copy of the student's birth certificate.
6. Schedule entrance testing (grades 1-7) or readiness assessment (Kindergarten)
7. Schedule an interview with the Administrator
8. Pay the nonrefundable registration fee

Upon acceptance, please submit the following forms:

- _____ Emergency Medical Authorization
- _____ Volunteer Form
- _____ Authorization to Obtain School Records Form
- _____ Employer and Grandparents Information
- _____ Food Allergy Questionnaire (if applicable)
- _____ Tuition Contract
- _____ Debit Authorization Agreement (if applicable)
- _____ Immunization Card (Kindergarten)
- _____ Physical Exam _____ Dental Screening _____ Vision Card _____ (Returned by August 1)
- _____ Parent Pick-Up Release Form
- _____ Parent Confirmation of Reading the ACS Handbook

Admissions Requirements

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

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

Admissions Policy

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

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

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

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

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

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

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

We have read, understand, and agree to abide by the obligations and responsibilities required of parents and students.

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Statement of Faith

1. We believe in the authority and reliability of the Bible as the only inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth (2 Timothy 3:16, 2 Peter 1:20-21).
2. We believe in the omnipotent, omniscient and omnipresent God who is sovereign over all (Revelation 4:2, Psalms 45:6; 139:8, Isaiah 66:1). His sovereignty is seen in acts of creation (Genesis 1:1, 31), salvation (John 6:44), and continual care (Matthew 10:29-31; Hebrews 7:25).
3. We believe in the Trinity, of the one true God (Matthew 28:19), the deity of Jesus Christ (1 Timothy 3:16, John 1:1; 10:30), His virgin birth (Luke 1:30-35), sinless life (Romans 8:3; Hebrews 4:15), miracles (Mark 1:27), atonement for our sins by His blood sacrifice (Matthew 26:28), His bodily resurrection (John 20:1-9), ascension, and His personal return in power and glory at the end of history.
4. We believe in the Holy Spirit as teacher of God's truth (John 14:17) and as the giver of new life in Christ who unites all believers in Christ. (Titus 3:5)
5. We believe that man is the crown of God's creation. God endowed man with His image and gave him the responsibility to rule the earth (Genesis 1:26-27).
6. We believe that sin has severely broken the relationship between God and man, man and himself, man and other men, and man and nature.
7. We believe that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin, and to heal these broken relationships through His cross (Romans 5:1-2).
8. We believe that man, cleansed through Christ, must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all the original relationships God intended for him.
9. We believe in a need for clearly defined goals and objectives centered in the Word of God for the development and growth of the whole person (spiritual, mental, emotional, social and physical) and for the establishing of proper priority in an individual's life (Proverbs 1:7; 1 Corinthians 10:31).
10. We believe that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian School is simply an extension of the family and the church, providing a supportive basis of encouragement to the family and the church.
11. We believe that a personal faith and commitment to Jesus Christ and God's Word is necessary for all those involved in the educational process in order to evaluate all we learn and teach in the light of Scripture (2 Timothy 3: 14-17)
12. We believe that a true Christian has personally received by faith Jesus Christ as their Lord and Savior, true saving faith results in a life of service and gratitude to God as salt and light in the world. (Romans 10:9; Ephesians 2:8)

Ames Christian School requires at least one parent/guardian to be in full agreement with our Statement of Faith and have a personal relationship with Jesus Christ. Signing this document indicates full agreement with all statements and gives the parent/guardian full rights as an Association Member.

Parent Signature: _____ Print Name: _____ Date: _____

Parent Signature: _____ Print Name: _____ Date: _____

Family Lifestyle Policy

Ames Christian School's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like life. ACS reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle taught by ACS. This includes, but is not limited to, participating in, supporting or condoning sexual immorality, homosexual activity or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. We believe the definition of biblical marriage is strictly limited to the covenant relationship between one man and one woman. (Romans 1:27, Genesis 2:18-24, I Corinthians 6:19,20)

The ACS Board of Education requires that each family enrolling children in ACS must sign and agree annually with the above statement.

Parent Signature: _____ **Print Name:** _____ **Date:** _____

Parent Signature: _____ **Print Name:** _____ **Date:** _____

Technology Usage Policy

With the permission of your parent or guardian, you will have the opportunity to use the internet at school. Access to the internet will allow you to explore resources and information from around the world; information you may not have access to otherwise. While our intent is to make internet access available to further educational goals and objectives, some material available on the internet is not useful for educational purposes. We believe that the benefits of using the internet far exceed any disadvantages. Ultimately, parents and guardians of children are responsible for deciding whether you should or should not have access to the internet. Our goal is to provide a safe, positive learning experience when using the internet, but we respect each family's decision on this issue. Please read the following statements. If you understand and agree to follow them, please sign and return this form.

I am responsible for good behavior on the computer and the internet just as I am in the classroom, playground and lunchroom. General school rules for behavior and dealing with others apply.

I will always ask permission from a teacher or designated adult before accessing the internet or using the computer.

I will use the computer and the internet to do activities or get information that is related to what I am studying in my classroom. I will not use the internet for any other reason. If by mistake, I access information that I know I shouldn't see, I will immediately tell my teacher or an adult. I will not share it with a classmate.

I will only use words and language that is considered appropriate. I will not use words or language that my teacher or parent would not want me to use in the classroom.

I will never give my name, my home address, my telephone number or any personal information about me or my family to anyone over the internet. This includes information about other students and anyone associated with ACS.

I will not be given an e-mail account nor be allowed to use personal e-mail at school. If any e-mail activities are done, they will be done under the close supervision of a teacher, and it will be for a class-related activity.

I will not purchase anything on the internet.

My work may be published on the ACS website; however, identifying information about me (like my picture) will not be published without parental consent.

I will not do the following, when using the internet or the computer:

- Harass, insult or be disrespectful to others.
- Damage or disrupt computers, computer systems or networks, including software and hardware. This includes downloading of ANYTHING onto a school computer.
- Play internet games, access online chat or messenger areas or subscribe to any online services without teacher permission.
- Break copyright laws.
- Knowingly access someone else's folders, work or files.
- Change a computer file that does not belong to me.
- Give out computer passwords to others or use another person's password.

Use of the computer and the internet at school is a privilege, not a right. If I do not act responsibly and follow the rules given, I will lose my computer privilege. I will not receive a warning if I break a rule. Consequences for failure to abide by this policy will be determined on a case-by-case basis, and by the type and severity of the breach of terms.

I have read the Policy on Internet and Computer Usage and understand and agree to follow the rules as stated.

Student Signature: _____ Print Name: _____ Date: _____

Student Signature: _____ Print Name: _____ Date: _____

Parent Signature: _____ Print Name: _____ Date: _____

I do not want my child to use the internet at Ames Christian School.

Parent Signature: _____ Print Name: _____ Date: _____

Philosophy of Discipline

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

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

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

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

The Plan

1. Procedures, expectations, and guiding Biblical principles will be clearly communicated and modeled by the staff.

2. Consequences will be applied clearly, fairly, consistently, and without malice.

3. Guiding principles for student behavior choices:

- You will be treated with respect, and you will treat others with respect.
- Feel free to do anything that doesn’t dishonor God or cause a problem for anyone else.
- If you cause a problem, you will be asked to solve it.
- If you cannot solve the problem, or choose not to, an authority figure will do something.
- What the authority figure will do will depend on the individual person and the unique situation
- If at any time you feel something is unfair, respectfully tell the authority figure.

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

4. In cases of misbehavior, students may be asked to devise an “ACTION Plan” using the 5 A’s.

- **Admit** what I did wrong
- **Apologize** for how my choice affected you
- **Accept** the consequences
- **Ask** for forgiveness
- **Alter** my choice in the future using the **STAY** plan – Stop, Think, Act, Yeal

Adapted from “The Young Peacemaker” (Corlette Sande)

5. In some situations reasonable and necessary force, not designed or intended to cause pain, must be used in order to prevent harm or injury to school personnel, to the student, to other students, or to prevent vandalism or destruction of school property.

6. The school will follow this plan, but reserves the right to take immediate action in circumstances that required immediate disciplinary action. In cases in which a student has engaged in egregious, immoral, violent, or other flagrant behavior, the school reserves the right to suspend or expel the student immediately.

Verbal and Physical Abuse/Misbehavior

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

Procedure for Repeated Misbehavior

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

Procedure for Behavior Detention

1. A student is informed by the teacher and the Administrator that she/he received a before or after school behavioral detention. The teacher giving the detention gives written notification to the Administrator as soon as possible.
2. Parents are notified of the detention in writing. Parents will sign and return the note to school.
3. The student is responsible for reporting to the teacher on the day the detention is served. If the student is late, a second detention may be issued. The detention period is over when the teacher dismisses the student.
4. Parents/guardians are responsible for making the necessary arrangements for transportation.

Procedure for In-School Suspension

The day of in-school suspension will include:

1. The student will report to the office as soon as s/he arrives at school.
2. The student will take all necessary books/materials for the day, and a staff member will accompany the student to the suspension area.
3. The student will be isolated from and will not communicate with any peers throughout the entire school day including class time, lunch, noon, recess, breaks, sporting events, and other activities.
4. The student will be given and will complete the regular daily assignments along with any extra assignments the Administrator and staff deem appropriate.
5. The student will sit in an appropriate alert manner, will remain awake, and will not sleep or put his/her head down on the desk.

6. The student will be given one morning, one noon, and one afternoon short break for restroom use as directed by a staff member.
7. The student will demonstrate a cooperative attitude and quickly comply with requests to move from one location to another to meet staff monitoring needs.
8. The student will complete an "ACTION plan."
9. If the student does not comply with the above regulations to the satisfaction of the Administrator, the student will repeat the suspension until satisfaction is met.

Procedure for Out-of-School Suspension

In the case of repeated misbehavior or a serious single event, out-of-school suspension can be enforced. The length of the out-of-school suspension will be assigned by the Administrator. It will be used when other efforts have failed or the offense is of such nature that the student should not be with other students. All work needs to be completed during this suspension. However, no credit will be given for completed work.

Expulsion from School

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

Procedure for Re-Admittance

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

Steps for re-admittance are as follows:

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

We have read and by signing understand and agree to cooperate within these discipline guidelines.

Parent Signature: _____ Print Name: _____ Date: _____

Parent Signature: _____ Print Name: _____ Date: _____

Parent (Guardian)/Student Agreement

1. We agree to support in action the purposes, principles, and policies of Ames Christian School as outlined in the Parent/Student Handbook. We agree to cooperate and discipline our child in the home. We will come promptly to ACS to deal with any discipline problems deemed necessary by ACS personnel.
2. We agree to support the academic standard of Ames Christian School by providing an appropriate home environment for study and by encouraging our child to complete assignments and homework on time.
3. We understand that ACS reserves the right to dismiss any student who fails to comply with regulations and discipline. If this occurs, or the student is withdrawn, tuition and all other fees incurred through the date of withdrawal/expulsion are due and payable.
4. We understand that assessments will be made to cover any damages to school property (i.e. breaking of windows, abuse of books, etc.).
5. We pledge to pay our financial obligations to the school regularly and on time and understand that late fees will be assessed when payment has not been made by the payment date we designated on the contract.
6. We agree that if we or our children become involved in any disagreement with other students, parents, or school personnel, we will follow both Matthew 18 and Biblical Peacemaker principles to resolve the conflict and register only necessary concerns with the appropriate student, parent, or school personnel involved in the issue. In keeping with I Corinthians, we agree to submit to a board conciliation, the members of which will be mutually selected by ourselves and officials of the school, rather than taking the dispute to a civil court.
7. Since Ames Christian School cannot care for children who are ill, we agree to come promptly when contacted or make arrangements to have our child(ren) picked up if necessary. We also understand that no medication can be administered unless full written instructions accompany such medication.
8. We understand the standards of the school do not tolerate profanity, obscenity in action or word, disrespect to school personnel, or dishonor to the Lord or His Word.

Parent Acknowledgement and Agreement

We have read the statements listed above and sign indicating that we understand and agree to cooperate with these guidelines.

Parent/Guardian Signature: _____**Date:** _____**Parent/Guardian Signature:** _____**Date:** _____**Student Agreement**

I promise to abide by the standards and rules of ACS. This includes not cheating, lying, stealing, using rude or disrespectful language, or doing anything that would dishonor the Lord, ACS, or my family and myself. I will work to the best of my ability as a student and maintain a cheerful, cooperative attitude toward my teachers and classmates. I understand that attending ACS is a privilege afforded to me by my parents, and I understand that failure to abide by the standards of the school may result in my dismissal from the school.

Student Signature: _____**Date:** _____**Student Signature:** _____**Date:** _____

Family Enrollment Form

Acceptance for enrollment is pending upon approval by the Administrator and the Board of Education.

First Student's Name _____
First MI Last

Second Student's Name _____
First MI Last

Third Student's Name _____
First MI Last

Father's Name _____
First MI Last

Father's Occupation/Title _____ Employer _____

Work Number _____ Cell Number _____ Email _____

Home Address _____

Mother's Name _____
First MI Last

Mother's Occupation/Title _____ Employer _____

Work Number _____ Cell Number _____ Email _____

Home Address (if different than listed above) _____

Student(s) Live With (check one): Mother & Father _____ Mother Only _____ Father Only _____ Guardian _____ Other _____

Are there legal visitation/custody agreements for the child(ren)? _____

What church does your family attend? _____

Church Address _____

Are you members? _____ Address City /State Zip Code
Pastor's Name Pastor's Phone Number

Father: Please write a brief paragraph sharing your personal testimony about your relationship with Jesus Christ. (Attach additional sheet if needed) _____

How are you following Christ today? _____

Ames Christian School

Family Enrollment Form

925 South 16th Street

www.ameschristianschool.org

Telephone (515) 233-0772

Ames, Iowa 50010

Fax (515) 232-0005

****Please continue on back side****

Mother: Please write a brief paragraph sharing your personal testimony about your relationship with Jesus Christ. (Attach additional sheet if needed)

How are you following Christ today?

How did you learn about Ames Christian School?

Why do you wish to enroll your student in Ames Christian School?

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

New Student Enrollment Form

Please complete this form for new students entering K-7th grade. Educational policies of Ames Christian School and the State of Iowa require students admitted to Kindergarten to be 5 years old on or before September 15th, students admitted to 1st grade to be 6 years old on or before September 15th. Kindergarten and new students will be evaluated before admission to ACS.

School Year 20____~20____ Date of Birth____/____/____ Social Security Number____-____-____

Student's Name_____

First

MI

Last

Preferred Name_____ Resident School District_____

Home Address_____

Address

City /State

Zip Code

Gender: M____F____ Age_____ Country/City/State of Birth _____

Race and Ethnicity: Required by the Iowa Department of Education

What is the student's race? (Check all that apply)

_____ Hispanic (Hispanic is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race)

_____ Latino

_____ American Indian or Alaskan Native Asian _____ Hawaiian or other Pacific Islander

_____ Black or African American Native _____ White

Grade to Enter_____ Name of Last School or Preschool_____

Address of Last School_____

Please list any other schools attended by student:

Name	Street Address	City /State	Zip Code
------	----------------	-------------	----------

Please check and explain any special needs or known disabilities:

_____Hearing

_____Vision

_____Speech

_____Cognitive

_____Mental

_____Physical

_____Other:_____

Has the student failed any grades/classes? _____Yes _____No

If yes, what grade? List any special characteristics or learning needs of the student which you believe the teachers should know about.

Has the student had discipline problems in school? _____Yes _____No

If yes, please explain._____

Ames Christian School

New Student Enrollment Form

925 South 16th Street
Ames, Iowa 50010

www.ameschristianschool.org

Telephone (515) 233-0772
Fax (515) 232-0005

What method of discipline have you found effective? _____

Is there any other information which would be beneficial to us in further understanding your child? _____

Please check:

Media Release:

_____ My child's picture/name may be used by the media.

I **do not** want my child's picture/name to be used in the following ways:

_____ In a photo taken of the classroom and shared with you or other Ames Christian School families

_____ In a Power Point presentation for the school or the Ames Christian School website

_____ In a newspaper article or advertisement about Ames Christian School

_____ Social Media websites (Facebook, Twitter, Instagram, etc.)

Please check:

School Field Trips: We give permission for our child or children:

_____ to take part in all school-related activities including recess, P.E. activities, field trips, or other school-sponsored trips away from the school premises.

_____ to travel in school-approved vehicles or approved parents' vehicles knowing that off-campus field trips are a part of the curriculum of ACS

_____ to authorize ACS personnel to exercise necessary authority in our stead to protect, render medical attention, discipline, and control as shall be necessary. We do further absolve ACS from any liability for accident or injury, on or off campus, for which the school has taken reasonable precaution and care.

Please check if you are interested in:

Before/After School Care Program: _____AM _____PM _____Both (You must complete the enrollment form for this care **before** your child can attend the program.)

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Ames Christian School

Emergency Medical Authorization

925 South 16th Street
Ames, Iowa 50010

www.ameschristianschool.org

Telephone (515) 233-0772
Fax (515) 232-0005

Emergency Medical Authorization

In the event of an emergency, we are asking each parent to complete the consent form and return it to the school. Every effort will be made to notify parents or others shown on the form. It is the responsibility of the parent to inform the school of any change in doctor or hospital preference.

I, _____, mother/father/guardian of _____, do hereby give my permission and/or consent to Ames Christian School, which includes any staff member in their employment, to call a physician or rescue squad for medical care for the above child should an emergency arise in which such service is indicated. I also agree to pay all costs and fees contingent on any emergency medical care and /or treatment for my child as secured or authorized under this consent.

Note: Every effort will be made to notify parents immediately in care of emergency. In the event of an emergency, it is necessary to have the following information.

Home Phone: _____

Mother's Work Phone: _____

Father's Work Phone: _____

Mother's Cell Phone: _____

Father's Cell Phone: _____

Physician _____ Phone _____
Street Address _____ City/State _____
Hospital Preference _____

Dentist _____ Phone _____
Street Address _____ City/State _____

Date of last tetanus: _____ Known allergies: _____
Present Medication: _____

Insurance Company _____ Policy Holder's ID: _____

I agree to this authorization for the period of time that my child attends Ames Christian School and will inform the school as to any change in the name of the doctor or hospital.

Persons, other than parent, who can be notified of an emergency if parents can not be reached and are authorized to pick up child.

Name _____ Home Phone _____
Relationship _____ Work/Cell Phone _____

Name _____ Home Phone _____
Relationship _____ Work/Cell Phone _____

Name _____ Home Phone _____
Relationship _____ Work/Cell Phone _____

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Ames Christian School

925 South 16th Street
Ames, Iowa 50010

www.ameschristianschool.org

Volunteer Form

Telephone (515) 233-0772
Fax (515) 232-0005

Volunteer Form

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

ACS needs volunteers for five events, five fundraisers, and in other areas such as technology at ACS. There are over 60 households represented at Ames Christian School. If each family participates in at least one or two of the following opportunities to serve, the tasks would be light and the blessing eternal. Please put your initials next to the committee(s) and other areas you would be willing to serve on and return it to school. You will be contacted by the chairperson of either the committee or other area you've chosen. Thank you so much for serving!

Father's Name: _____ Cell Phone: _____ Email: _____

Mother's Name: _____ Cell Phone: _____ Email: _____

_____ Home ISU Football Parking	Aug. - Oct.	Chair: Tyler Teske
_____ Butterbraid Fundraiser	September	Chair: Sarah Heaberlin
_____ Tailgate Party	September	Chair: Kayla Haberl
_____ Scholastic Book Fair	September	Chair: Jennifer Cotten
_____ Christmas Gala Fundraiser	December	Chair: Barb Vincent
_____ Christmas /Spring Music Reception Dec. / April		Chair: Leah Lindsay
_____ Classroom Showcase / Dinner	March	Chair: Kayla Haberl
_____ Bike-A-Thon	May	Chair: Barb Vincent
_____ Teacher Appreciation Week	May	Chair: Barb Vincent
_____ Golf Outing Fundraiser	May	Chair: Jeremy Haveman

I would be willing to help with:

_____ Advertising/Marketing	_____ Technology maintenance
_____ Assist Office Staff (Mailing, Stuffing...)	_____ Provide Cookies for Events
_____ Provide Childcare (Conferences/Volunteering...)	_____ Sewing Costumes or help with Musicals
_____ Box Tops / Campbell's for Education Label	
_____ Cleaning/Organizing	_____ Lunchroom Helpers (11:15am-12:15pm)
_____ Benevolence Needs	Two needed daily. Circle Days Available (M,T,W,Th, F)
_____ Facilities Maintenance	_____ Transport items for gala and golf outing
_____ Set up and cleanup for events	

I would be willing to be a volunteer resource person and my area of expertise is: _____

Authorization to Obtain Information

I hereby grant permission to:

Former School: _____

Street Address: _____

City/State/Zip Code: _____

To release the following information to Ames Christian School:

Health Record & Immunization Card
Standardized Tests
Cumulative Records Cards
Psychological Reports
Alternative Assessment SummariesReport Cards
Special Services Contract
Teacher's Comments
Parent Authorizations
Special Education Records, Including IEP's

On the following students:

Name

Grade

_____	_____
_____	_____
_____	_____
_____	_____

Send all records to:
Peggy Smith, Administrator
Ames Christian School
925 South 16th Street
Ames, Iowa 50010

Thank you for your prompt attention to this request for records.

Parent / Guardian Signature: _____ Date: _____

Ames Christian School

925 South 16th Street
Ames, Iowa 50010

www.ameschristianschool.org

Telephone (515) 233-0772
Fax (515) 232-0005

Employer & Grandparent Information

Employer & Grandparent Information

Parent Name(s): _____

Student Names and Grades (Please Print):

1. _____ 3. _____
2. _____ 4. _____

This information is used to send information to our grandparents, including an invitation to Grandparents Day and our newsletter.

Grandparent Information:

Mother's Parents: _____ Name(s) (both if married)	Father's Parents: _____ Name(s) (both if married)
Street Address: _____	Street Address: _____
City/State/Zip Code: _____	City/State/Zip Code: _____
Phone: _____	Phone: _____
E-Mail: _____	E-Mail: _____
Father's Employer/Former Employer: _____	Father's Employer/Former Employer: _____
Retired: Y N Employer Matches Gifts: Y N	Retired: Y N Employer Matches Gifts: Y N
Mother's Employer/Former Employer: _____	Mother's Employer/Former Employer: _____
Retired: Y N Employer Matches Gifts: Y N	Retired: Y N Employer Matches Gifts: Y N
Church Affiliation: _____	Church Affiliation: _____
Snowbird: Y N If yes, dates away: _____	Snowbird: Y N If yes, dates away: _____
Winter Address: _____	Winter Address: _____

Please list friends and family who golf (the Ames Christian School Golf Outing will be held in May).

Name: _____	Name: _____	Name: _____
Relationship: _____	Relationship: _____	Relationship: _____

Father's Employment: Self-employed? YES NO
Occupation: _____ Name of Company: _____
Position / Title: _____
Company Address: _____
☐ My employer will match contributions to Ames Christian School.
☐ My employer / company may be interested in sponsoring the Ames Christian School Golf Outing. Please contact me at _____ for more information.

Mother's Employment: Self-employed? YES NO
Occupation: _____ Name of Company: _____
Position / Title: _____
Company Address: _____
☐ My employer will match contributions to Ames Christian School.
☐ My employer / company may be interested in sponsoring the Ames Christian School Golf Outing. Please contact me at _____ for more information.

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Food Allergy Questionnaire

Student's Name _____ Grade _____

Father's Name: _____ Emergency Phone: _____

Mother's Name: _____ Emergency Phone: _____

1. Please list all foods that your child is allergic to: _____

2. How many times has your child had a reaction to each food? _____

3. Please explain in detail about your child's reaction to the ingestion of the food(s) you have listed. Include what age your child was at the time of the reaction, what symptoms your child had during the reaction and what medical care and medications were required to treat the reaction (please use the back side of this sheet if more space is needed).: _____

4. We will do everything possible to prevent your child from having a food allergy problem while in our care. In the unlikely event your child is exposed to the food that they are allergic to and we are unable to reach you, what steps do you want the staff to implement for your child? _____

5. Has your child had a reaction to food manufactured/produced/packaged in a plant that also handles the food your child is allergic to? _____
6. Has your child had a reaction to the smell of the food? _____
7. Has your child had a reaction from touching the food? _____
8. If yes to questions 5, 6, or 7, please give specific details, using the back side of this sheet if needed. _____

9. Does your child have an Epi-Pen? _____
If yes, you will need to provide an Epi-Pen that is kept in our building for your child.

Food Allergy Questionnaire (continued)

10. Please list any medications that your child takes in the event of a reaction: _____

You will need to provide any medication to be kept in the building in original packaging for your child.

11. Please list your child's specific symptoms or behaviors when an allergic reaction is occurring: _____

12. Is your child under a doctor's care for their food allergy? _____

Doctor's Name: _____

Address: _____

Phone Number: _____

13. If necessary, which hospital should your child be sent to? _____

14. Please list any additional information you feel is important: _____

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Invest in Your Child's Future - Today

	Monthly Tuition 10 Equal Monthly Payments (Aug.- May)	Early* Registration Fee (by March 12th)	Regular Registration Fee (March 13 & after)
Kindergarten (full day) – 7th Grade	\$533.50	\$250.00	\$350.00
Multiple Child Discounts: (First child must be enrolled in grades K-7 for your Preschool child to qualify for this tuition discount)		10% Tuition Discount for Second Child 20% Tuition Discount for Third Child 30% Tuition Discount for Fourth Child Additional 10% Tuition Discount for Each Subsequent Child Per Family	
All numbers are shown on a per student/child basis. Enrollment is on an annual basis and registration fees are due at the time of enrollment. <u>All registration fees are non-refundable.</u> Tuition payments are due by the 10 th of each month in 10 equal monthly payments (first payment August 10 th and last payment May 10 th). <u>A late fee of \$50.00 is applied to each unpaid account after the 10th of each month.</u> All insufficient fund checks will create a \$25.00 charge to each account. Automatic Debit Authorization is available and encouraged for consistent tuition payments. Please call the school office if you have any questions.			
*The early registration fee for grades K-7 is allowed for each new and returning student registered with a completed enrollment application. Payment is required by <u>March 12st</u> for returning students to receive this discounted rate.			
Before and After School Dependent Care Available Grades K-7			
In order to better serve families with parents working away from home, ACS offers before and after school care. Every family who desires to use this care must fill out the necessary paperwork before their child can attend this program. K-7 child care hours are Monday through Friday 7:00-8:15 am and 3:00-5:30 pm. This before and after school care is \$65.00 per week for <u>both</u> AM and PM. Care is \$30.00 per week for just morning or \$40.00 per week for afternoon (K-7 th grades). Before and after school <u>Drop-In care per child is \$10.00 per hour</u> (payable at the time of drop-in). This care expense is considered dependent care and you should check with your tax advisor regarding the use of flexible spending account dollars to pay for these expenses. All dependent care is due monthly on the same schedule as tuition payments.			
Activity and Services Fee			
Each year, ACS incurs costs for field trips, assignment notebooks, and the use of Info Direct reporting. The goal is to keep the cost to a minimum and only charge one fee to cover all costs for the entire year. This fee is included in your tuition costs and is non-refundable.			

Tuition Contract

Ames Christian School agrees to offer educational services in accordance with ACS's Statement of Faith and educational policies. I, the undersigned, agree to pay ACS appropriate fees and tuition as outlined in the tuition and fee schedule.

1. Registration Fee (non-refundable)

A non-refundable registration fee per student is due upon registration. This fee covers the processing of student records, curriculum costs, and supplies. **By** March 12 for returning and new students \$250.00 **After** March 13 \$350.00

Registration Fee \$ _____ Date paid: cash \$ _____ check # _____ Paid by: _____

2. Tuition (which includes activity and service fee): Check one

- ☐ Pay in full on or before August 1, 2015
- ☐ Monthly by check or cash from August 2015 to May 2016
(10 payments) Due on the 1st of the month
- ☐ Monthly by automatic withdraw (ACH) from August 2015 to May 2016 (must attach voided check and ACH form)

3. Before and After School Care: Check one

- ☐ Monthly by check
(10 payments) Due on the 1st of the month
- ☐ Weekly by ACH (every Monday)
- ☐ Monthly by ACH (in combination with ACH for tuition)

Authorization for ACH:

I have authorized ACS to electronically transfer my tuition and fees from my account. If payment date lands on a holiday or weekend, the amount will be transferred on the next business day. I request and authorize ACS to charge my bank account as indicated above. I agree that ACS's rights in respect to such transfer shall be the same as if it were a regular check drawn on the bank and signed by me personally. This authority is to remain in effect until revoked in writing by me; and until ACS receives such notice, I agree that ACS shall be fully protected in honoring my payment selections.

4. Late Fees and Insufficient Funds Fee

I further understand tuition payments are subject to a \$50 charge for payments that are returned due to insufficient funds. **If I am late in my payment, I understand that there is a \$50 late payment fee.** If tuition is in arrears by 1 scheduled payment, the student may be dismissed from the school until all accounts are brought up to date.

5. Tuition Statements

Your billing and payment information for your tuition can be viewed on the ACS website through "InfoDirect" under Resources/InfoDirect. Parents can also view the current balance of their student's lunch account. A login and password will be provided for you at parent orientation in August.

6. Early Termination of Contract

If a registered student withdraws prior to the first day of school, no tuition will be billed. (The non-refundable registration fee will not be reversed) If an enrolled student withdraws (with written notice to the school) during the school year, tuition and financial assistance will be pro-rated and billed based on the number of school days the student is enrolled.

7. Signatures:

Upon receipt of this COMPLETED AND SIGNED contract, the office will process your payment plan.

Parent/Guardian (printed): _____

Parent/Guardian Signature: _____

Social Security# _____ Date: _____

Parent/Guardian (printed): _____

Parent/Guardian Signature: _____

Social Security# _____ Date: _____

I am assuming payment responsibility of this student(s) account. If paying by ACH payment, my signature confirms my consent to process payment from my bank account information provided with this contract.

Signature: _____

Ames Christian School

925 South 16th Street
Ames, Iowa 50010

www.ameschristianschool.org

Debit Authorization Agreement

Telephone (515) 233-0772
Fax (515) 232-0005

MONTHLY Debit Authorization Agreement

I (We) hereby authorize Fidelity Bank (Huxley, Iowa) to automatically withdraw the amount designated below from my checking account.

Payment Amount to be Withdrawn: \$_____

Checking Account Number:_____

My Banks' Routing Number:_____

Name of Bank:_____

Bank Street Address:_____

City:_____ State:_____ Zip Code:_____

I (We) authorize the said amount to the Ames Christian School account #604983 on the 1st day of each month.

Transfer Schedule: (form must be submitted to ACS 10 days prior to the first transfer date)

Start Date:_____

Final Transfer Date:_____ (10 month billing cycle ends in May)

****Please attach voided check to this form**** (new check required yearly)

The authority is to remain in effect for the months that I (we) have indicated on this form or until Ames Christian School has received notification from me (or from either of us) of its termination in such manner as to afford Ames Christian School a reasonable time to act on it.

Printed Name(s):_____

Signature:_____ Date:_____ Phone Number:_____

Co-Signature:_____ Date:_____ Phone Number:_____

Authorization for ACH:

I have authorized ACS to electronically transfer my tuition and fees from my account. If payment date lands on a holiday or weekend, the amount will be transferred on the next business day. I request and authorize ACS to charge my bank account as indicated above. I agree that ACS's rights in respect to such transfer shall be the same as if it were a regular check drawn on the bank and signed by me personally. This authority is to remain in effect until revoked in writing by me; and until ACS receives such notice, I agree that ACS shall be fully protected in honoring my payment selections.



Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Student Information (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent or Guardian Name:		Telephone (home or mobile):
Street Address:	City:	County:
Name of Elementary or High School:	Grade Level:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Screening Information (health care provider must complete this section)

Date of Dental Screening: _____

Treatment Needs (check ONE only based on screening results, prior to treatment services provided):

- ☐ **No Obvious Problems** – the child's hard and soft tissues appear to be visually healthy and there is no apparent reason for the child to be seen before the next routine dental checkup.
- ☐ **Requires Dental Care** – tooth decay¹ or a white spot lesion² is suspected in one or more teeth, or gum infection³ is suspected.
- ☐ **Requires Urgent Dental Care** – obvious tooth decay¹ is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

¹ Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.

² White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.

³ Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

Screening Provider (check ONE only):

☐ DDS/DMD ☐ RDH ☐ MD/DO ☐ PA ☐ RN/ARNP (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) _____ Provider Business Phone: _____

Provider Business Address: _____

Signature and Credentials
of Provider or Recorder*: _____ Date: _____

*Recorder: An authorized provider (DDS/DMD, RDH, MD/DO, PA, or RN/ARNP) may transfer information onto this form from another health document. The other health document should be attached to this form.

A screening does not replace an exam by a dentist.
Children should have a complete examination by a dentist at least once a year.

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Iowa Department of Public Health • Oral Health Bureau
515-281-3733 • 866-528-4020 • www.idph.state.ia.us/hpcdp/oral_health.asp

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

Parent/Guardian Pick-Up Release Form

If possible, please notify the school if someone other than yourself will be picking up your child. To ensure the safety of your child please complete this form to give permission for someone else to pick up your child in case for some reason you are not able to pick your child. If we do not know the person coming to pick up your child, we will ask for identification. If the person coming is not on the list, we will not release your child to that person. If this form is not returned we will not release your child to anyone other than the parent/guardian.

Please inform the people on your list that to pick up your child at dismissal they must have an ACS issued family name tag visible in their vehicle window to pull up in front of the school or park in the parking lot and come to the front door to gain permission to pick up.

Please list all people who are allowed to pick up your child.

Name	Relationship to Child
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Print Student's Name: _____

Date: _____

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____



Parent/Student Handbook

Updated August 2014

925 South 16th Street
Ames, IA 50010-8117
Elementary Office 233-0772

TABLE OF CONTENTS

GENERAL INFORMATION

Accreditation and Affiliation.....	6
Mission, Objective, Vision and Core Values.....	6
Philosophy of Ames Christian School.....	7
Statement of Faith.....	7
Biblical Worldview.....	8
Parental Involvement is Key.....	8
Protocol for the Resolution of Complaints or Problems.....	8
School Board.....	9
School Organizational Structure.....	10
Home and School Cooperation.....	10
Notice of Non-Discriminatory Policy.....	11
Peanut Safe Environment.....	11

POLICIES

Admissions.....	11
Absence/Tardy.....	12
Academic Code.....	14
Homework.....	15
Retention.....	16
Assignment Notebook.....	16
Interrogation of Students by Outside Agencies.....	16
Non-Custodial Parents.....	17
Search of Student Lockers on School Facilities.....	17
Student Records.....	17
Technology.....	18
Textbooks and Supplies.....	19
Visitors.....	19
Withdrawal.....	19

SCHOOL PROCEDURES

Dress Code.....	19
Dismissal.....	20
Lunch.....	21
Personal Property at School.....	21
Playground.....	21
School Facilities and Property.....	22
School Hours/Drop Off and Pick Up.....	23
Security/Lockdown Procedures.....	23
Illness.....	24
Immunizations.....	24
Medications.....	24

COMMUNICATION

Address Changes.....	25
Friday Folders.....	25
Parent-Teacher Communication.....	25
Parent-Teacher Conferences.....	25
Messages and Deliveries.....	26
School Delay or Cancellation.....	26
Weekly Office Newsletter/Website/Info Direct/Facebook.....	26

ACTIVITIES AND PROGRAMS

Before and After School.....	26
Chapel.....	27
Class/School Parties.....	27
Field Trips.....	27
Library.....	28
Lunch.....	28
Lost and Found.....	28
School Pictures.....	28
School Dynamics/Info Direct.....	28
Special Events.....	28

DISCIPLINE

Discipline Policy.....	29
Bullying or Harassment.....	31

PARENTAL CONFIRMATION OF READING THE ACS HANDBOOK.....	32
---	-----------

APPENDIX A.....	33
------------------------	-----------

GENERAL INFORMATION

ACCREDITATION AND AFFILIATION

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

MISSION, OBJECTIVE, VISION AND CORE VALUES

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

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

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

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

ACS exists as a co-educational, day school that encompasses preschool through grade 7. It is operated as a non-profit, non-denominational, educational organization incorporated as an Association under the laws of the State of Iowa and governed by a Board of Directors elected by an Association.

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

Our Core Values...

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

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

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

PHILOSOPHY OF AMES CHRISTIAN SCHOOL

God has ordained the family as the foundation for mankind. Parents have been entrusted to nurture, instruct and discipline their children.

The purpose of Ames Christian School is to assist families in establishing quality education, centered in the Bible, for the development of the complete person spiritually, academically, emotionally, socially and physically.

God's Word, as revealed in the Bible, is the foundation for the truths we teach (II Timothy 3:15-17, 2:15). Wherever truth is discovered or revealed, God is its source and creator. Jesus Christ is the sustainer of truth, and the Spirit is the revealer of truth (John 16:13-14 and 17:17).

A personal commitment to Jesus Christ and the Bible is essential for all those involved in the educational process, including the family, faculty, staff, administration and board.

Our ultimate goal is to teach the child to know God, to love and enjoy him and equip them with a Biblical Worldview to become a strong leader and witness in a life of service to God and man.

STATEMENT OF FAITH

1. We believe in the authority and reliability of the Bible as the only inspired and infallible Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, truth and practice. All truth is God's truth.
2. We believe in the omnipotent, omniscient and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation and continual care.
3. We believe in the Trinity of the one true God, the deity of Jesus Christ, his virgin birth, sinless life, miracles, atonement for our sins by his blood sacrifice, his bodily resurrection, ascension, his personal return in power and glory.
4. We believe in the Holy Spirit as teacher of God's Truth and as giver of new life in Christ and who unites all believers in Christ.
5. We believe that man is the crown of God's creation. God endowed man with his image and gave him the responsibility to rule the earth.
6. We believe that sin has severely broken the relationships between God and man, man and himself, man and other men, and man and nature.
7. We believe that Jesus Christ, the eternal Son of God, came to earth to offer cleansing for man's sin and to heal these broken relationships through his cross.
8. We believe that man, cleansed through Christ, must seek to live out his life in total commitment to Jesus Christ as Lord of life, which involves reestablishing all original relationships God intended for him.

9. We believe in a need for clearly defined goals and objectives centered in the Word of God for the development of the whole person (spiritual, mental, emotional, social and physical) and for the establishing of proper priorities in an individual's life.
10. We believe that God established the family as the basic unit of society. Parents are ultimately responsible for the instruction and discipline of their children. The Christian school is simply an extension of the educational process of the family and the church providing a supportive basis of encouragement to the family and the church.
11. We believe that a personal commitment to Jesus Christ and God's Word is necessary for those who are involved in the educational process (faculty, staff, administration and board).
12. We believe a true Christian is one who has received Jesus Christ as Savior and Lord by faith. We believe good works to be the inevitable result of true faith.

ACS BIBLICAL WORLDVIEW INTEGRATION

ACS provides a truly distinctive Christian education through the effective practice of biblical worldview integration. True intellectual coherency happens when all of life and learning in private and public life becomes integrated with one's worldview. ACS filters instruction through this worldview formation.

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

Our worldview is shaped by our beliefs and assumptions about:

- God
- Creation
- Humanity
- Moral Order
- Purpose

To help keep the "big picture" in mind, teachers at Ames Christian School apply questions to the content, materials, and methods of teaching. These questions are:

With respect to _____, what is being assumed, taught, ignored, or implied regarding God? Creation? Humanity? Moral Order? Purpose?

With respect to _____, what can be discovered, applied, developed, or implemented in connection with the biblical view of God? Creation? Humanity? Moral Order? Purpose?

Origin – Where did everything come from?

Meaning, purpose – Why are we here?

Morality, ethics – How should we live?

Destiny – What happens when we die?

PARENTAL INVOLVEMENT IS KEY

In order to support the education process and be an encouragement to the student, parents are expected to take an active part in the programs of ACS. As in any activity our children undertake, our interest and involvement as parents has a tremendous positive influence on their

performance. Parents are expected to attend Association Meetings. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the variety of school activities and committees. Parent volunteers are needed and encouraged to participate in fundraising, classroom activities, lunch service, office assistants, technology committee, maintenance committee, marketing and graphics committee, accreditation committee and on event committees included in the registration packet. Please contact the office if you have any questions any of the ways you can volunteer.

PROTOCOL FOR THE RESOLUTION OF CONCERNS OR PROBLEMS

In Matthew 18:15-17 Jesus gave clear principles for solving person-to-person problems. Anyone with a specific problem or complaint should follow Matthew 18:15-17 by first contacting the person, who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

Like any other body of believers, we have the potential for misunderstanding, disagreement and wrong-doing. The goals are to resolve concerns as soon as possible, to restore fellowship, and to exhibit love and the proper response to authority. God is sovereign, all authority is from God and we are all under His authority. All involved should prayerfully seek God's wisdom and be a peacemaker throughout this process. Please follow these steps:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** Involve only the people who are involved with the concern. One of the two parties needs to initiate a face-to-face conversation. If the concern can't be resolved, the parties should request a meeting with the Administrator. If the concern still can't be resolved, the parties can request a meeting with the Administrator and Board president. Each person should come to the joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
3. **Be straightforward.** Jesus commands we tell the truth in love even if it is difficult. Restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose we've had a concern with.

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

SCHOOL BOARD

The School Board of Ames Christian School Association, Inc. is elected during the annual meeting in August. Nominees must be members of the Association. Each member is elected to serve a three-year term. Each year members retire and new members are elected. These members attend monthly meetings to make decisions concerning the welfare and direction of Ames Christian School.

There are various committees supervised by the School Board and Administrative team. The School Board meets on the second Tuesday evening of each month at 6:30 p.m. at the school building. The meetings are open to association members and parents. The Board President must be notified seven days prior to the meeting if you plan to attend or wish to bring a matter to the board.

SCHOOL ORGANIZATIONAL STRUCTURE

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

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

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

The complete constitution and by-laws of the association are available on request.

It is our goal to provide a “Personalized Christian Education” for each of our students. We want students to learn to apply a Biblical Worldview perspective to all aspects of their lives.

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

Parents to God

School Board to the Parents

Administration and Faculty to the School Board

Students to the Faculty and Administration

HOME AND SCHOOL COOPERATION

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

Throughout the year, ACS has three large fundraisers (Christmas - *One Starry Night Gala and Auction*, ACS Annual Golf Outing and Upwards ACS Matching Funds Campaign) and three smaller fundraisers (Butter Braid Bread Sale, ISU Home Football Game Parking and the Spring Bike-a-thon). These fundraisers are vital to our ACS budget and we depend heavily on parents to

make them all a great success. **At least one parent from every ACS family is expected, as a minimum commitment, to volunteer, serve and donate to one large and one small fundraiser annually.** Please prayerfully consider how you would like to be involved, both financially and as a volunteer. If you have questions or are ready to commit to time or donation, please call Development Consultant, Barbara Burnham.

NOTICE OF NON-DISCRIMINATORY POLICY

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

PEANUT SAFE ENVIRONMENT

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

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

POLICIES

ADMISSIONS

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

Students may not be accepted if they have been expelled or required to withdraw from another school, public or private. Admission to ACS will be considered only after thorough investigation into the disciplinary action.

Students can't be enrolled if they have learning, behavioral or psychological disorders that require special services beyond the scope of what can be met in the regular mainstreamed

classroom. ACS does not have the capability to meet moderate to severe special needs of a student on an IEP.

ACS expects parents to bring problems or areas of confusion or misunderstanding to the attention of ACS personnel immediately and privately to insure harmony and open communication between the home and school (Matthew 18). If areas of disagreement occur, they should be dealt with quickly and maturely. Children shouldn't be asked to serve two masters. (Matthew 6:24). Should parents lose confidence in Ames Christian's ability to serve the best interest of their child, they will be expected to withdraw the student immediately. In the event that this is not done voluntarily, ACS will request such a withdrawal.

ABSENCE/TARDY

Research shows that dependability and reliability are two of the most important aspects of successful school or job performance. It is imperative to establish good attendance practices while in school because employers know that there is a high correlation between reliability in school and on the job. Our goal is to prepare our students for the job market today as well as beyond.

Absence Policy

School work missed due to absence must be completed to the satisfaction of the teacher.

Arrangements should be made at least five days prior to an expected absence.

- When unanticipated absences occur, students will be given the same number of days to make up work as they were absent. All work from the absence must be completed and returned.
- Students will receive full credit for work made up because of absences.
- Failure to make up work will result in an incomplete or a zero.

Excused /Planned Absences

Excused absences are those that occur for illness, doctor/dentist appointments or emergencies.

These absences will be counted as excused when contact is made with parents verifying the reason for the absence. An absence is considered unexcused until such contact is made.

Parents are encouraged to make their appointments during non-school hours.

A planned absence is an absence such as a family vacation or school activity where it is known in advance the student will not be in school on a particular day or days. These trips are not encouraged and can be detrimental to a student's academic success. If a student is planning to be absent from school for a legitimate reason, a written notice must be brought to the office and the teacher notified at least **three days** in advance of the anticipated absence. Failure to follow these procedures will result in the absence being registered as unexcused and subject to the normal penalty for such absences. It is important for the parents to call the school by 8:00 each day to report the absence of a student. **The student's absence will be considered unexcused until the school is notified by the parent.**

Absence Regulations

- Parents need to call/email the office and email the classroom teacher to report a student's absence and reason for absence by 8:00 a.m.
- Excused absences are for illness, emergency, doctor/dentist appointment or planned absences.
- All other absences will be counted as unexcused.

- Students are allowed 12 absences per semester. Both excused and unexcused absences will count toward the 12. It may also be necessary to report non-compliance with the compulsory attendance laws to the appropriate county officials.

Family Education Trips/Vacations

These should be kept to a minimum. It is the responsibility of the students and/or parent to check with the teacher about all make-up quizzes, tests and assignments. Teachers will be available, upon request, for a reasonable period of time after school to assist students, but cannot be expected to re-teach material missed during the trip. It is strongly recommended that you plan your family trips around the school calendar. If at all possible, do not plan trips when school is in session.

Prior notification to the administration/teacher is required to arrange for assignments to be given in advance. The teacher may be requested to give up to five (5) school days of assignments in advance. These assignments may or may not be available before the last day of attendance dependent on the individual teacher's advanced planning schedule.

If the trip is longer than five (5) school days, only general assignments can be made. The teacher cannot be responsible for planning more than one week in advance. It is important to keep in mind that the assignments given cannot include the benefit of the teacher's lectures and special activities used to enhance the understanding of the lessons.

Unless other arrangements are made with teachers ahead of time, the work assigned prior to a trip is due the day the student returns. The student should be ready to make up any tests or quizzes on reassigned work on the day of return unless other prior arrangements have been made.

Excessive Absences

- A student with more than twelve absences from school each semester may not be promoted to the next grade level.
- Parents will be called for a conference to discuss excessive absences. If the pattern continues and is disruptive to the learning of the child and other students, recommendation for dismissal may occur.

Students may not miss more than 24 days of school per year (12 per semester). Should any student approach this total, the parents will be contacted by the administrator to determine the best course of action.

Early Dismissal/Late Arrival Sign In and Out

The following procedure regulates requests for early dismissal.

1. An email or phone call from a parent or guardian is required explaining the reason for early departure from school and the time the child will be picked up from school.
2. Parents must sign the student "out" through the school office when picking their child up prior to regular dismissal time. The Administrative Assistant will alert the child's teacher to send the child to the office. The student will be required to complete homework for the time missed in class.

If a child arrives after 8:20 a.m., parents must park in the west parking lot and bring their student to the office through the front door. The student must be signed-in, and office staff will issue a pass to the student admitting them to class.

Tardy Policy

Students are expected to be in class and at their assigned seats by 8:20. Teachers will take attendance and record absences and tardiness. Students who arrive late disrupt the classroom and their own learning. A student who arrives after 8:20 must report to the school office to get a tardy slip in order to be admitted to class. Students will be allowed to be tardy three times each quarter. Every tardy thereafter will result in a consequence determined by the classroom teacher.

ACADEMIC CODE

Student Placement

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

Marking System – Report Cards

Some important goals of education are: self-regulation, self-responsibility and development toward the objectives of the curriculum with an emphasis on individual initiative. Kindergarten through second grade uses a letter system to represent skill and concept development. Grades three through six use percentages to arrive at letter grades and may add comments to reflect the extent to which students are meeting the academic goals.

Report cards are issued to the student at the end of each nine week period (four times during the year). Report cards indicate the grade achieved and the student's attendance record. Teachers will also include a Christian Character Development Assessment (spiritual, emotional, social, attitudes and work habits) with each child's report card every nine weeks.

Grades K-2 Ability Code

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

Grades 3-7 Academic Code

- A+ 98-100
- A 95-97
- A- 92-94
- B+ 89-91
- B 86-88
- B- 83-85
- C+ 80-82
- C 77-79
- C- 74-76
- D+ 72-73
- D 70-71
- D- 68-69
- F 67 & below
- I Incomplete*
- EX Excused*

*Incomplete work must be completed within two weeks of grading date or grade will become an "F" (except in the case of extreme illness).

**Given only in the case of individual, administration approved reasons for missing regular classroom work.

HOMEWORK POLICY

Homework assigned by teachers at ACS must be completed by due dates. Teachers will hold students accountable for homework and require that it be completed. Only homework turned in on time will receive full credit.

Homework that is missed due to excused absences will be allowed to be made up. Students are responsible to check with their teachers to find out what work needs to be made up. One day will be allowed to make up work for each day absent.

Homework is an important part of your child's education. Each child in grades 2nd-7th has an Assignment Notebook to record daily assignments and bring back and forth each day. In bringing work home, children learn responsibility and independence in their learning. ACS encourages parents to assist with homework if necessary, but the child must do the work independently and take responsibility for it. If the child forgets their Assignment Notebook the parent can access InfoDirect to check for homework assignments.

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

RETENTION POLICY

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

INTERREGATION OF STUDENTS BY OUTSIDE AGENCIES

A student may not be interviewed during the school day unless the teacher or another delegated staff member is present.

If police officers or other officials request an interview for any issue other than child abuse or neglect, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in

abuse cases to determine who will be present during the interview. No student may be taken from school without the consent of the administrator and without a proper warrant. In all cases, the welfare and safety of the child and the protection of his or her constitutional rights shall be the administrator's first consideration.

NON-CUSTODIAL PARENTS

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

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

SEARCH OF STUDENT LOCKERS ON SCHOOL FACILITIES

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

STUDENT RECORDS

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

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

TECHNOLOGY

Internet Access for Students:

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

Internet Rules:

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Access entails responsibility.

Individual users of the ACS computer network are responsible for their behavior and communications over the networks. Users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is responsible for attempting to restrict, monitor and control the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using our system responsibly. Users should not expect that files stored on the school servers will be private, nor will ACS be responsible for the loss of data stored on the school's PC or servers. Parents have the responsibility to communicate acceptable standards to their students.

Student Personal Computer Use:

Students have the responsibility to use the Internet appropriately.

The following are not permitted and are considered violations of the network:

- ☐ Sending or displaying offensive messages or pictures
- ☐ Using obscene language
- ☐ Harassing, insulting or attacking others
- ☐ Damaging computers, computer systems or computer networks
- ☐ Violating copyright laws
- ☐ Using another person's password

TEXTBOOKS AND SUPPLIES

Tuition fees help provide for curriculum and other items needed to meet academic needs in the classroom.

Students need to furnish their own school supplies. All memory verses used in our Bible curriculum are from either the New International Version Bible or International Children's Bible. Supply lists will be available on the school website.

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

VISITORS

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

WITHDRAWAL

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

1. Obtain a withdrawal form from the office before the date of withdrawal.
2. Return completed form to the administrator before date of withdrawal.
3. Return all textbooks to the school before the date of withdrawal.
4. Have their tuition contract assessed for current/delinquent charges.
5. The school your child will be attending will need to request school records.

SCHOOL PROCEDURES

DRESS CODE

Improper attire can be disruptive to the education process and detrimental to the Christian testimony of the student and ACS. The purpose of the dress code is to establish guidelines or boundaries which students may be free to express individual tastes. Our goal is to encourage the wearing of modest clothes. Students should keep in sight the central truth that they should conduct themselves in a way that pleases God and glorifies the name of the Lord Jesus Christ (II Thessalonians 1:11-12).

The cooperation of students, parents, and teachers is necessary in maintaining the standards of the dress code. It is important that the code is fully accepted and is consistently enforced. Enforcing the dress code is not the sole responsibility of the school. Parents are expected to cooperate with the school in seeing that their students meet the dress code. Final authority with regard to attire during the school day will rest with the school under the guidance of the

administrator. A student who comes to school inappropriately dressed will be asked to change. If they have no change of clothes the parent or guardian will be expected to bring a change of clothes.

Cleanliness, neatness, and appropriateness are expected (I Corinthians 9:19-27). Shorts will be allowed during the months of August, September, October, April, May, and June and at school approved activities provided they are in good taste.

This dress code applies to any and all ACS activities:

1. Shoes or sandals must be worn at all times. Flip flops designed for beach wear may NOT be worn during school hours (for the purpose of playground safety).
2. **Tennis shoes are required on Tuesdays for P.E. Please leave a pair at school.**
3. No T-shirts bearing offensive, inappropriate graphics or words are allowed.
4. Clothing needs to be in good repair with no holes or stains whether accidental or purposeful.
5. Undergarments must not be visible.
6. Caps/hats/headwear/or outdoor wear is not allowed during the normal school day. The Administrator may waive this for a special activity.
7. Skirts, dresses and shorts must be fingertip length plus two inches when standing to be appropriate.
8. Girls may not wear tank tops or halter tops as an outer garment. A tank top can be worn under a sleeveless shirt as part of a layered look or over a full t-shirt.
9. Dress slacks, skirts, cords or jeans should not be tight fitting or too baggy.
10. Only nylon and velour sweatpants are allowed.

We ask that parents send their children to school with appropriate dress for the predicted weather conditions. Teachers will not send children out to play in the rain, if the temperature is below 0 degrees or at the administrator's discretion. Parents are encouraged to ensure that their child comes to school ready to play outside especially at times during the school year when the temperature and weather conditions fluctuate greatly. **Boots and snow pants are required to play in the snow.** Students do not have the option of staying inside if they are inappropriately dressed. Only a note signed by the parent requesting their child to remain inside for medical reasons will be accepted.

DISMISSAL PROCEDURES

- Teachers prepare their students for dismissal by 3:00 p.m.
- Students remain in the classroom until their car is called
- Parents who park and come in to pick up their child must use the front door and check their child out with the dismissal person before taking your child home.
- Student's will be dismissed to their custodial parent or designated driver when the car tag is displayed in the passenger side window.

- Please continue to move up in the car line as students are dismissed to avoid traffic backing up onto 16th Street. Safety is always are main concern.

LUNCH PROCEDURES

- Remain seated during lunch.
- No trading or giving away food or drink.
- No throwing of food.
- Students must have permission from adult to leave lunchroom.
- Students will have 10 minutes of no talking at the beginning of lunch to focus on eating.
- Students must respect and obey parent lunch helpers.

PERSONAL PROPERTY AT SCHOOL

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

1. Students are responsible for their valuables. They should not bring money except for school purposes.
2. Lost or stolen articles should be reported to the classroom teacher immediately.
3. Each student should have his/her personal possessions clearly marked for easy identification.
4. Students will be assigned a locker to keep their belongings in. No open containers of food or beverage are allowed in lockers. Student's need to keep their lockers clean and organized.
5. **No electronic devices are allowed on school premises without special authorization from the administrator.** This applies to cell phones, iPods, MP3 players, head phones, personal video games or other electronic devices. Electronic devices found on school property will be confiscated and turned into the school office. They will be returned to the student's parents.
6. Cameras and video cameras are prohibited for use during the school day without the permission from a school official.
7. Students may not bring pocket knives, laser pointers, lighters or play guns or weapons to school. These items will be confiscated immediately and must be reclaimed by a parent/guardian. Weapons are not allowed in the school or on the school grounds. Should a weapon be taken from a student, the parents and law enforcement will be contacted. Students caught with a dangerous weapon (as defined by law) provide grounds for expulsion.

PLAYGROUND PROCEDURES

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

- Students will play in designated areas only and obey the instructions given by the teachers.
- Students must ask permission of the teachers to re-enter the building during recess.

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

SCHOOL FACILITIES AND PROPERTY PROCEDURES

- All students must stay within the boundaries of the school property.
- All students must respect/obey those in authority.
- No harassment or inappropriate physical contact.
- Students must stay out of all classrooms or restrooms during recess unless they have permission from the teacher to be in that classroom or restroom.
- Students may not use profane or obscene language.
- No loitering or inappropriate behavior in the restrooms.
- Walk in the halls and keep your hands/feet to yourself.
- Put litter and garbage in the proper garbage cans.
- No gum chewing on the school property unless approved by administrator.

- Students must respect all school property. Property belonging to the school, teachers or students that is damaged will be replaced or repaired at cost to the student. Additional disciplinary action may be taken concerning such incidents.
- These procedures apply when students and families attend after school events at school. Parents are responsible to oversee their children at events. Students may not be on the playground unattended by an adult.

SCHOOL HOURS/DROP OFF AND PICK UP

School begins at 8:15 a.m. and is dismissed at 3:00 p.m. Please check the school calendar for early dismissal days (12:30 p.m.) and no school days designated for Teacher In-Service and Professional Development.

Drop Off Procedure

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

Pick Up Procedure

Students should be picked up promptly from school at the 3:00 p.m. dismissal time. Students will only be dismissed to their custodial parent or designated driver (*see Non-Custodial Parents policy). Parents must display their name tag in the passenger window of their vehicle. **Students will not be dismissed if the name tag is not visible in the vehicle window.** Parents must follow the traffic one-way flow procedure. **Parents must enter from east driveway and exit out of the west driveway.** Please wait in line to pick up your children in the designated car line by the curb. Have your students enter and exit curbside. If you need to get out of your vehicle to assist loading passengers or need to enter the building you must park in the west parking lot out of the flow of traffic and walk inside to pick up your child. **No unattended car is allowed in the driveway circle at any time.** Leaving a car parked will cause a traffic jam. In order to keep parents from backing up onto the main road (South 16th Street), you may pull beside other parents who are waiting in their cars in the driveway. We do not want parents waiting on the main street. Teachers will supervise the pick-up of students until 15 minutes after classes dismiss. If parents fail to pick up their child by this time their student will be sent to the after school care program. **Parents will need to come into the building to pick up their student and be charged \$10/hr. fee for after school care.**

SECURITY/LOCKDOWN PROCEDURES

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

Alert ... Announce that there is an intruder or active shooter in the building.

Lockdown ... Lock the classroom door, barricade the door with desks or other heavy items and prevent an intruder from entering.

Inform ... Notify the Policy Department, use the PA system to announce where in the building the intruder is located to make classroom decisions based on real time information.

Counter ... If unable to exit the building, students and the teacher scream and grab objects to throw at the active shooter should they make entrance and use force if that is the best option for safety.

Evacuate ... Leave the building and/or premises and meet in a designated safe zone.

ACS will conduct lockdown procedures during the school year. In the event of an actual lockdown procedure, ACS will communicate with parents in the most efficient means possible. ACS Crisis Intervention Policy is available by request in the school office. ACS practices safety drills throughout the school year.

If the emergency is such that it doesn't permit the staff and students to re-enter the school, families will be notified by telephone or radio/television broadcast. We notify:

KCCI Channel 8

WHOTV Channel 13

WOI TV Channel 5

KASI Radio 1430 AM, 105.1 FM

WHO Radio 1040 AM

ILLNESS

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

1. A temporary place for an ill student will be provided, the parent or guardian notified and the parent asked to pick up the child as soon as possible. Every effort will be made to make the student comfortable while waiting for their parent or guardian.
2. The school personnel can give minor first aid but cannot treat or diagnose injuries or illness.
3. Parents must sign their child out in the office. See also: **Medications**

IMMUNIZATIONS

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

Each child must have on file the following immunizations:

- a. at least three DTP, one after age 4
- b. at least 3 Polio, one after age 4
- c. two MMR

MEDICATIONS

Iowa Pharmacy Law legislates how medications are to be administered in schools. Medication must come to school in the original container. Medication, including over-the-counter medication, without a note from the parent will not be given at school. The following guidelines have been established for administering prescription medications to students:

- A statement of the physician's directions specifying frequency, amount and method of administration signed by the prescribing physician must be filed at the school. It will be placed in the child's records.
- A physician's description of anticipated reactions to and possible side effects from the medication must be filed at the school. It will be placed in the child's records.
- The medicine shall be maintained in the original prescription container which shall be labeled with:
 - a. name of child
 - b. name of medicine
 - c. directions for use
 - d. name of physician
 - e. **name, telephone number and address of pharmacy and date of prescription.**
- A parental signature on a statement requesting and authorizing school personnel to remind children to take their medicine in accordance with the prescription shall be filed at the school.
- See Appendix A for forms.

COMMUNICATION

ADDRESS CHANGES

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

FRIDAY FOLDERS

Friday Folders are designed to maintain a regular flow of communication and information between home and school. Teachers send weekly papers, progress reports, report cards and important school information with the students in their Friday Folders for parents to read and discuss with their children. It is the student's responsibility to bring the Friday Folder home on Friday and back to school on Monday. Teachers post a weekly newsletter on the school website

and email parents the newsletter. The weekly newsletter tells parents what will be taking place in each subject area the next week and any other important information the teacher wants the parents to be aware of for that week.

PARENT-TEACHER COMMUNICATION

ACS has many communication methods to provide a good exchange of information and welcomes parents to discuss concerns and questions at appropriately scheduled times with teachers. If you have a concern or question that deals with your child's studies, homework, behavior, etc. please contact your child's teacher first. Parents are asked to not come to the school expecting a conference with a teacher unless they have made a prior appointment. Discuss your concerns in detail with your child's teacher so that the teacher will be given an opportunity to provide assistance or answers to your questions. Generally, the majority of concerns are addressed and alleviated in a positive manner between the parent and teacher.

PARENT-TEACHER CONFERENCES

The purpose of our reporting system is to give parents and children an indication of progress being made. Each child's effort, ability, attitudes, application and achievement are taken into account in the grading.

In order for parents to know their child's progress, there will be at least two scheduled parent-teacher conferences each year in addition to quarterly progress reports. Teachers encourage parents to request additional conferences as they deem necessary.

Students should be encouraged to work for the sake of achievement and not for grades. They should learn to work in order to achieve and please the Lord (Colossians 3:23). Please do not compare your child's grades with those of other children. Each student is different and the reports are written on the basis of individual progress and should be interpreted in accordance with student's ability.

MESSAGES AND DELIVERIES

Emergency phone calls can be made with office staff permission before or after school. We will only allow one call for forgetting lunch or backpacks. Students need to be held accountable for remembering these items. Requests for homework of an absent student must be made in the morning if it is to be picked up the same afternoon. All missed work will be placed on the student's desk for the parents/siblings to pick up at any time after school has released for the day. Pertinent messages or deliveries from parents will be relayed to students. No cell phone use is allowed during the school day. Any cell phone used during the day will be confiscated.

SCHOOL DELAY OR CANCELLATION

The delay or closing of ACS due to inclement winter weather will be announced on the following radio and television stations before 7:00 a.m. or immediately if the change in weather dictates an early dismissal:

WOI TV Channel 5, KCCI TV Channel 8, WHO TV Channel 13, KASI 1430 AM, WHO 1040 AM

We encourage parents to place a weather alert on their cell phones available on the TV stations website for school delays, early dismissals or closings. Please tune into these stations often

during inclement weather. Sometimes a delay will turn into a closure once the weather system arrives.

If 5 or fewer days of school are cancelled, students will not be required to make up those days. Any additional cancellations will result in make-up days at the end of the school year.

WEEKLY OFFICE NEWSLETTER / WEBSITE/ INFODIRECT/FACEBOOK

In addition to your child's weekly classroom newsletter, the office weekly newsletter and the school website are primary tools to enhance communications between school personnel and parents. The purpose of the office newsletter is to inform parents of current and future activities of their children, parents, staff and board members. On Friday the office newsletter is posted on the school website and emailed to the parents. Details of coming events are posted on the school website, InfoDirect and on Ames Christian School's FACEBOOK page. InfoDirect is the on line school program where parents can access tuition and lunch account balances, progress reports, report cards and other school communications. You will be given a user ID and password to access the information on our website (www.ameschristianschool.org) under Resources/InfoDirect.

ACTIVITIES AND PROGRAMS

BEFORE AND AFTER SCHOOL PROGRAM

Ames Christian School Before and After School Program is available for K-7 students. The program exists for families who due to employment or other schedule challenges, require their children to be in school longer than the formal school day. Parents must fill out the necessary paperwork for their children to attend this program and provide the teacher with an attendance schedule. **Students can't attend the program without proper paperwork and advance notice to the Director due to DHS ratios requirements.**

Before School –7:00 a.m. until 8:15 a.m.

Any student arriving after 7:00 a.m. and prior to 8:05 a.m. must attend the before school program. Students may not wait on school grounds unsupervised before for the start of the formal school day.

After School – 3:15 p.m. until 5:30 p.m.

The after school program begins at 3:20 p.m., and ends for all students at 5:30 p.m. Students not picked up from school by 3:15 p.m. will be checked in to the After-School Program (if there is availability) or taken to the office and parents will be responsible to pay \$10/hr. fee for their child's time. If a student isn't picked up promptly at 5:30 parents will be charged \$5 for every 5 minutes late.

CHAPEL

Weekly chapel is held each Wednesday beginning at 10:30. Each year we have a chapel theme. This year's theme is "Character in Christ." Chapel begins with praise and worship lead by Mrs. Gardner, ACS Music Teacher, and students followed by a 20 minute lesson centered on the chapel theme. Chapel attire is required every Wednesday and is to be worn for the whole day, not just for chapel. Chapel dress for girls is nice outfits such as skirts, dresses, dress slacks or

dress shorts. Boys are to wear dress shorts or slacks and a nice collared shirt. **Blue jeans are not allowed.** Parents please follow the visitor's policy if you wish to attend chapel.

CLASS/SCHOOL PARTIES

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

FIELD TRIPS

Field trips are an important aspect of our curriculum and an integral part of our unit studies. At registration, parents complete a form giving their child permission to participate in all field trips offered throughout the school year. Parents will be notified of field trips taken. Each year the students participate in a number of field trip offered by the Story County Conservationists at McFarland Park. Faculty and staff at ACS frequently solicit parents to be drivers for field trips. The legal responsibility for the safety of each student being transported in a vehicle rests with the registered owner of the vehicle. The number of students in a vehicle shall not exceed the number of seat belts available. These seat belts must be buckled. The school is not responsible for student safety in any instances when students ride in private vehicles. We request that chaperones don't bring along younger siblings of students attending the field trip.

LIBRARY

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

LUNCH

Ames Community Schools provides hot meals at reasonable prices every school day. Parents will be informed at the start of school of the cost of these meals. Each month a menu is given to the parents to select the meals for their children. The parent then gives the menu for their child/ren to the school secretary to order those meals. Parents need to put money in their child's lunch voucher to allow the secretary to purchase the lunches and milk during the week. The secretary sends a notice to the parents when the voucher is getting low. The parents can view their voucher balance on School Dynamics at any time. Students **will not** be able to purchase a meal without money in their account. Students may bring sack lunches any time. **Students bringing sack lunches will not be able to use the microwave or refrigerator.**

LOST AND FOUND

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

SCHOOL PICTURES

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

SCHOOL DYNAMICS/INFODIRECT

ACS uses a program called School Dynamics for many facets of the school. School Dynamics offers an on line program called InfoDirect on our website(www.ameschristianschool.org) which allows parents to access tuition statements, lunch voucher balances, homework assignments, progress reports, report cards and other communications on line. Each family will be given a user ID and password at the August Parent Orientation to access the information on our website under Resources/InfoDirect.

SPECIAL EVENTS

Besides our fundraising events ACS holds several special events throughout the school year. We rely on parent volunteers to help with some of these events. They are as follows: Grandparent Day, Scholastic Book Fair, Tailgate Party, Christmas and Spring Music Programs with Receptions, Spirit and Book Week, Classroom Showcase, ACSI Math Olympics and Speech Meet, Field Day, and our Awards Program.

DISCIPLINE

DISCIPLINE POLICY

Philosophy of Discipline

The word “discipline” comes from the word “disciple” and “disciple” means “to teach”. Discipline is the Biblical guidance for the conduct of students at ACS. Discipline needs to be fair, consistent and understood by those who are being disciplined. In all discipline situations we seek to teach Biblical principles, not just give consequences. We partner with parents to shepherd the child’s heart seeking to produce true repentance since conflict starts in the heart. We guide students to become a peacemaker. The most important skills of a peacemaker are repentance, confession and forgiveness.

The focus of Biblical discipline is on the future; it reflects love, grace and “produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11b)
“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11)

The Plan

1. Procedures, expectations and guiding Biblical principles will be clearly communicated and modeled by the staff.
2. Consequences will be applied clearly, fairly, consistently and without malice.
3. Guiding principles for student behavior choices:
 - You will be treated with respect and you will treat others with respect.
 - Feel free to do anything that doesn’t dishonor God or cause a problem for anyone else.
 - If you cause a problem, you will be asked to solve it.
 - If you cannot solve the problem, or choose not to, an authority figure will do something.

- What the authority figure will do will depend on the individual person and the unique situation.
 - If at any time you feel something is unfair, respectfully tell the authority figure.
Adapted from “Teaching with Love and Logic” (Jim Fay/David Funk)
4. In cases of misbehavior students may be asked to devise an “ACTION Plan” using the 5 A’s.
Adapted from “The Young Peacemaker” (Corlette Sande)
 - **Admit** what I did wrong.
 - **Apologize** for how my choice affected you.
 - **Accept** the consequences.
 - **Ask** for forgiveness.
 - **Alter** my choice in the future using the **STAY** plan – Stop, Think, Act, Yea!
 5. In some situations reasonable and necessary force, not designed or intended to cause pain, must be used in order to prevent harm or injury to school personnel, to the student, to other students or to prevent vandalism or destruction of school property.
 6. The school will follow this plan, but reserves the right to take immediate action in circumstances that required immediate discipline action. In cases in which a student has engaged in egregious, immoral, violent, or other flagrant behavior, the school reserves the right to suspend or expel the student immediately.

Verbal and Physical Abuse/Misbehavior

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

Procedure for Repeated Misbehavior

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

Procedure for Behavior Detention

1. A student is informed by the teacher and the Administrator that she/he received a before or after school behavioral detention. The teacher giving the detention gives written notification to the dean of students as soon as possible.
2. Parents are notified of the detention in writing. Parents will sign and return the note to school.
3. The student is responsible for reporting to the teacher on the day the detention is served. If the student is late, a second detention may be issued. The detention period is over when the teacher dismisses the student.

4. Parents/guardians are responsible for making the necessary arrangements for transportation.

Procedure for In-School Suspension

The day of in-school suspension will include:

1. The student will report to the office as soon as he/she arrives at school.
2. The student will take all necessary books/materials for the day and a staff member will accompany the student to the suspension area.
3. The student will be isolated from and will not communicate with any peers throughout the entire school day including class time, lunch, noon, recess, breaks, sporting events and other activities.
4. The student will be given and will complete the regular daily assignments along with any extra assignments the Administrator and staff deem appropriate.
5. The student will sit in an appropriate alert manner, will remain awake and will not sleep or put his/her head down on the desk.
6. The student will be given one morning, one noon and one afternoon short break for restroom use as directed by a staff member.
7. The student will demonstrate a cooperative attitude and quickly comply with requests to move from one location to another to meet staff monitoring needs.
8. The student will complete an "ACTION plan."
9. If the student does not comply with the above regulations to the satisfaction of Administrator, the student will repeat the suspension until satisfaction is met.

Procedure for Out-of-School Suspension

In the case of repeated misbehavior or a serious single event, out-of-school suspension can be enforced. The length out-of-school suspension will be assigned by the Administrator. It will be used when other efforts have failed or the offense is of such nature that the student should not be with other students. All work needs to be completed during this suspension. However, no credit will be given for completed work.

Expulsion from School

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

Procedure for Re-Admittance

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

- The School Board must receive a written request for re-admittance from the parents or guardians of the child.

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

BULLYING OR HARASSMENT POLICY

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

PARENTAL CONFIRMATION OF READING THE ACS HANDBOOK

We, the undersigned, have received a copy, read, understand, and agree with the statements found in the 2014-2015 Ames Christian School Handbook.

Parent's Signature

Print Name

Date

Please return this sheet to the school office by **September 5, 2014**.

Appendix A

PARENTAL AUTHORIZATION AND RELEASE FORM

ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

Code No. 604.2-E1

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____ (full name), a student in the _____ grade at the Ames Christian School.

It is necessary that _____ (full name)
receive _____ (name of drug), a physician-prescribed drug, during
school intervals, beginning on _____ (date) and continuing
through _____ (date).

I hereby request the Ames Christian School, or its authorized representative, to administer the above-named drug to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the administrator or his designated representative.
2. Make certain the "Physician's Request for the Administration of Prescription Medication by School Personnel" is submitted to the administrator or his designated representative.
3. Make sure personally that the drug is received by the administrator or qualified school personnel administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the administrator or his designated representative **IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.**
6. Release ACS and their designated representatives from any liability concerning the giving or non-giving of the drug to the student.

Dated this _____ day of _____, 20____

Name of Student

Home Telephone Number

Parent/Guardian

Alternate Number for Parent

Parent/Guardian

Appendix A continued

PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION BY
SCHOOL PERSONNEL

Code No. 604.2-E3

Date: _____ (Child's full name)
residing at _____, and a student in the
_____ grade at the Ames Christian School, is under my care and must take medication which I have
prescribed during the school day.

Name of Medication (as it appears on container in which drug is stored): _____

Dosage and time: _____

Date administration of drug is to begin

Possible adverse reactions to be reported to physician

Special instructions for the administration and storage of the drug

Name of Physician: _____

(Print or Type)

(Primary Phone Number)

(Secondary Phone Number)

SIGNATURE OF PHYSICIAN