



ASHEVILLE PISGAH CHRISTIAN SCHOOL

HANDBOOK

2019-2020

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1.0 LETTER FROM PRINCIPAL

Dear Friends,

Our families today are blessed with bright young girls and boys who are eager learners, ready consumers of information, and capable users of technology. Our families desire an excellent academic experience that is blended with abundant opportunities to be of service to others. Our supportive parents and caring churches have assisted our school in creating, maintaining, and deepening such an atmosphere, established on the educational philosophy that insists that a strong spiritual foundation is the primary dynamic for positively impacting both the learning abilities and faith maturity of our students.

Asheville-Pisgah Christian School (APCS) is dedicated to continuing this powerful tradition of Christian education. Our welcoming spirit is observable from the moment your children arrive on campus each morning. Professional, experienced teachers warmly and expertly lead their students in a rich variety of learning activities. We work and play, study and worship, learn and serve together.

We thank all of you, parents and students, friends and alumni, church members and financial supporters, for your generous, interested, helpful support. Together we are the APCS family, working side-by-side to provide the very best education that we possibly can create for our dear students.

We are looking forward to another successful school year. Please keep us in your prayers.

Erin Miller
APCS Principal

1.1 HISTORY

Asheville-Pisgah Christian School has a rich heritage. The current school can trace its roots back along two paths. An elementary school on the Mt. Pisgah Academy Campus in Candler began operating in the early 1920s. Another Seventh-day Adventist school was begun on Haywood Road in Asheville around 1943. In 1952, the Asheville SDA Church saw the need for growth and asked to merge with the Pisgah School. The two schools became one in the old two-room wood structure that sat on the hill where the current building stands. The current facilities began in 1960 as a two-room building and over the years two other buildings were added. Currently, the school has been totally renovated with six classrooms, new hallways, new bathrooms, library, multi-purpose room and learning center. We are so thankful for the many people who have worked together to make our school all it can be. The commitment to Adventist Christian education is still alive and growing.

2.0 DIRECTORY OF THE APCS PERSONNEL

Board Administration

| | | |
|------------------|--------------------------|--------------|
| Erin Miller | Principal | 828-777-6731 |
| Patrick Williams | Chairperson | 571-521-9072 |
| Lynn Hughes | Treasurer | 828-665-2540 |
| Jonathan Michael | Pastor MPA SDA Church | 828-707-5369 |
| Patrick Williams | Pastor Foster SDA Church | 571-521-9072 |

Faculty and Staff

| Name | Position | Phone | email |
|--------------------|---------------------------|--------------|-------------------------------|
| Shari Bellchambers | Grade PreK | 740-507-1148 | sbellcha@yahoo.com |
| Alisha Michael | Grade K | 828-707-5370 | myrtlebeachgirl2007@yahoo.com |
| Susan King | Grade 1 | 828-670-1245 | calledtoteach22@gmail.com |
| Savannah Maize | Grade 2 | | savannah94herrod@gmail.com |
| Beth Belensky | Grades 3&4 | 828-667-1248 | apcs.belensky@gmail.com |
| Allie Faber | Grades 5&6 | 918-814-1383 | afaber@carolinasda.org |
| Danny Collins | Grades 7&8 | 540-525-4740 | dcollins@carolinasda.org |
| Kimberly Sills | Math Teacher 8 | 503-913-8395 | kimberly05.sills@gmail.com |
| Steven Green | Band Director | 828-230-4263 | pianoman08@gmail.com |
| Ed Palto | Bells Director | 828-242-4394 | |
| Tera Pruett | P.E. Teacher | 828-712-4906 | trainwithtera@gmail.com |
| Erin Miller | Principal | 828-777-6731 | apcs.principal@gmail.com |
| | | | |
| | | | |
| | After School Care | | |
| Jane Wade | Office Manager, Librarian | 828-665-9224 | apcs.sec@gmail.com |
| | Home & School Leader | | |
| | Custodian | | |
| Joel Davis | Grounds | 828-231-6309 | |
| | Maintenance | | |

3.0 MISSION STATEMENT

Learning. Growing. Shining. And Jesus increased in wisdom and stature and in favor with God and all people. Luke 2:52

3.1 VISION STATEMENT

3.2 SCHOOL ACCREDITATION

Accredited by:

the National Council for Private School Accreditation

the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities

the North American Division Commission on Accreditation

the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

3.3 PHILOSOPHY OF SEVENTH-DAY ADVENTIST (SDA) CHRISTIAN EDUCATION

Seventh-day Adventist Schools focus on preparing students for eternity. The low student teacher ratio gives opportunity for the teacher to share Christ with the students on a more personal basis and allows for individualized help. The Seventh-day Adventist curriculum is designed so that, through a solid academic program, students are consistently presented with Jesus and the possibilities He has for each life.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Adventist education works in harmony with the home, school, and church in preparing learners for citizenship here on this earth and in the New Earth to come.

“Character building is the most important work ever entrusted to human beings.”
Ellen G. White, *Education* pg. 225

3.4 PURPOSE OF SEVENTH-DAY ADVENTIST (SDA) CHRISTIAN EDUCATION

The essential purpose of SDA Christian education is to impart to our children our faith, commitment to Jesus, and servant responsibility to the world around us. We accomplish this task most effectively when our children’s spiritual and academic growth is combined to strengthen school, home, and church ties. We are committed to offering the highest quality of education in a safe Christian environment.

The basic elements of our school program are:

- Spiritual: Teaching and demonstrating that the Christian life is the happiest way of life; showing love, concern, and compassion for all people, and persuading students that the best way to lead is by example.
- Academic: Aiming toward academic excellence while considering the individual, making learning meaningful and practical, and pointing to our Creator as the source of all wisdom and knowledge.
- Cultural: Encouraging appreciation and acceptance of all people groups.
- Physical: Remembering that our bodies are the temples of God and learning to live healthy lives.
- Social: Practicing the golden rule in interrelations among our school family and developing thoughtful, kind individuals who are quick to reach out in graciousness.

4.0 ADMISSIONS STANDARDS AND REQUIREMENTS

Kindergarten/1st grade Age Requirements

Pupils are eligible for admission to our five-year-old kindergarten program if their birthday is on or before August 15. Exceptions to this policy must be cleared by the Carolina Conference Department of Education.

Pupils are eligible for admission to first grade if their sixth birthday is on or before August 15. Exceptions to this policy must be cleared by the Carolina Conference Department of Education.

To increase the potential for success in school, the school administers a development test to all kindergarten and new first grade students to assist in determining the readiness of the child. After reviewing test results and an interview with the parents, the teacher and principal will make a recommendation as to the placement of the child. The acceptance of the child will be based on age, developmental readiness, and parental support. ***The school reserves the right to deny acceptance to a student who is deemed not ready for school.***

Transferring Students

The school requires all incoming students to take placement tests to ensure the proper grade placement of each student. These tests must take place before a student is allowed to enter classes. *The school reserves the right to refuse acceptance of any new student if testing results are not satisfactory. APCS will not accept students wishing to transfer in after the beginning of the fourth quarter.* Appeals may be made to the APCS administration and staff. The staff recommendation must be voted by the school board.

Academic Records

Parents/Guardians need to give approval for the pupil's cumulative academic records to be transferred to APCS from the previous school attended. APCS records will not be transferred until the student's account has been cleared.

Trial Status

We wish each student to have a successful experience at APCS. Therefore, we are careful with whom we accept into our student body. Each new student will be placed on trial status for the first nine weeks they are in attendance. At the conclusion of the nine-week period the student will be placed on regular status unless parents are otherwise notified. If a student needs to stay on a trial status the parents will be notified and an action plan will be drawn up to clarify and correct any problem. If the necessary adjustments have not been made, the parent will be asked to withdraw their child.

5.0 MEDICAL

Medical Report for New Students

A medical examination report, signed by a physician, is required for all new students who do not have physical exam forms dated within the previous year. Medical examination forms are available at the office.

Immunization Requirements

All required immunizations must be up-to-date and verified by the Public Health Department or your family doctor. A complete immunization form or a doctor's verified schedule will be required before entering school. The transference of the student's records could be delayed, so we suggest you bring a copy of the student's school records with you when registering your child. If immunization is against your beliefs, you must sign a waiver form.

Communicable Diseases

Exclusion from school is required by the Department of Health for the following communicable diseases:

| | | | | |
|---------------|-----------|---------|--------------|------------|
| Chicken Pox | Hepatitis | Pinkeye | Strep Throat | Meningitis |
| Mononucleosis | Mumps | Measles | | |

Please report these illnesses to the school immediately. Other families in your child's class will be notified to watch for that disease. A doctor's permission will be required for a student to return to class following any of the above illnesses.

Head Lice, even though it is not a disease, does require special attention. If a student is found to have head lice, he/she will be quarantined from the rest of the students until parents can pick up the student. A letter will be sent home, informing parents of precautions. A student with head lice will be required to have proof of proper treatment before returning to classes and will only be readmitted to school by a written statement from a physician or the Health Department.

Medication

The following information is for all students taking any medication during school hours. Carefully following these guidelines will promote the health and safety of each student. Medication is any prescribed or over-the-counter medicine that is to be taken for the curing of illness or relief of pain. *All medication must be provided by the parent or health provider. The school will not furnish any form of medication.*

1. Written instructions for administration must accompany or be on file for all medications taken by a student at school. The following will be required:
 - A. name and phone number of doctor (if a prescription)
 - B. type of medication
 - C. purpose of medication
 - D. when medication is to be taken
 - E. dosage
 - F. side effects
 - G. known allergies

2. All medications, with the exception of asthma inhalers (or other items such as Epi-Pens needed for immediate use), are to be kept in the office and not in the student's possession.
3. The office will dispense all medications per instructions and will log each dispensing.
4. The office has a form which must be signed if you would like us to give your child any medication during school hours. No verbal permission can be accepted.
5. Parents are responsible for picking up or delivering any medication that must be taken home in the evening and brought back to school in the morning.
6. Medications not handled according to the above procedures will be confiscated and the parents notified.

Consent for Treatment

All students will be required to have on file with the school a *Consent for Treatment* form in case emergency medical treatment is needed and a parent cannot be contacted. The form will contain the doctor's name, parent's insurance information, and student's Social Security number.

6.0 ACADEMIC AFFAIRS

Parent-Teacher Conferences

The school year is divided into four nine-week periods. A parent-teacher-student conference is scheduled for all students at the end of the first and third grading periods. Parents are highly encouraged to attend these conferences so as to stay informed with their child(ren)'s progress. Other conferences may be initiated by either the parent or the teacher. Such conferences are best handled by appointment. Please schedule all conferences ahead of time. Please, no before school conferences, and after school conferences must be scheduled after 3:30 P.M. Remember that parent teacher conferences are for the purpose of staying informed and cooperatively working out disciplinary or academic problems with the student's best interest in mind.

Classroom Visitation

If a parent wishes to visit their child(ren)'s classroom, please make arrangements with the home room teacher first. The teacher will then inform the administration. Please no drop-in visits, as this is disruptive to the teacher and classroom environment.

Homework

Work given specifically to be done at home will be the exception rather than the rule for the lower grades. However, many students may frequently require additional work time at home to complete assignments started at school. Some work on specific projects may also need to be completed at home. When your child(ren) does not bring work home, find out if they are completing it at school or forgetting to bring it home. If you find they actually have little or no homework to do, please, make sure that whatever has been assigned is understood and completed properly. If you have questions concerning your child(ren)'s class activities, please contact the teacher.

Incomplete Assignments

If a student is unable to complete his/her assignments by the end of the grading period, the teacher has the option to give him/her an incomplete. This incomplete must be cleared within two weeks after the end of the grading period, or the incomplete assignments will be given a failing grade. Other options and/or alternatives will be according to teacher discretion.

Bibles

All students in grades 5-8 are expected to have a personal copy of the Holy Bible for class use. Students in grades Kindergarten-4 will have Bibles provided according to curriculum requirements.

Grading Scale

To ensure all grades mean the same in grades 3-8 the following school-wide scale is used to calculate letter grades from percentages.

| | | | | | |
|----|-----------|----|-------|----|-------|
| A | 92-100 | A- | 90-91 | | |
| B+ | 88-89 | B | 82-87 | B- | 80-81 |
| C+ | 78-79 | C | 72-77 | C- | 70-71 |
| D+ | 68-69 | D | 62-67 | D- | 60-61 |
| F | 59 & down | | | | |

GPA Scale will be based on the following:

| | | | | | | | | | |
|----|-----|----|-----|----|-----|----|-----|---|---|
| A | 4.0 | B+ | 3.3 | C+ | 2.3 | D+ | 1.3 | F | 0 |
| A- | 3.7 | B | 3.0 | C | 2.0 | D | 1.0 | | |
| | | B- | 2.7 | C- | 1.7 | D- | .7 | | |

In Kindergarten through the 2nd grade the following evaluation marks will be used:

- I (works independently)
- P (progressing developmentally)
- NT (needs more time)

These marks are not necessarily attached to a strict percentage; rather they are to indicate developmental progress.

Scholarships

Scholarships will be awarded by Mount Pisgah Academy to the students who have maintained academic excellence for their 7th & 8th grade years. The following GPA's indicate the value of the scholarship:

- GPA 3.75-4.00: \$1000
- GPA 3.50-3.74: \$750
- GPA 3.25-3.49: \$500

Field School

Asheville - Pisgah Christian School offers a unique off-campus learning experience to all students in grades 5-8. During the course of the years that a student attends APCS he/she will go to many exciting education sites. Each of these experiences is designed to enrich the student's understanding of the environment, technology, history, and country.

The cost of these trips is paid for through the fund-raising efforts that take place during the year and/or direct parent support. Your support of these projects makes it possible for us to provide these enriching opportunities for your children.

7.0 ATTENDANCE

Attendance Requirements

The Carolina Conference Office of Education requires a school session of 180 days or equivalent per school year. North Carolina state law requires that children between the ages of 7 and 16 be in regular school attendance. Parents are to ensure that their children attend school regularly and on time.

Student Hours

The regular school day will begin at 8:15 A.M. Monday through Friday. It is recommended that students arrive by 8:10 A.M. so they may be in their seats and ready to begin by 8:15 A.M. Dismissal will be at 3:15 P.M. Monday through Thursday and 2:30 P.M. on Fridays. On days with early dismissal, school will dismiss at 12:00 P.M.

Tardy Policy

Punctuality is a positive character quality we want our students to develop. Parents, please, do all you can to be at school on time to instill this trait. A student is tardy if not in the classroom by the 8:15 A.M. Students arriving late to school must report to the office to receive a tardy pass. Tardies are excused for bad weather, medical related appointments, or automobile problems. All other tardies are unexcused. If there is a question please check with your child's teacher or the principal.

A pattern of excessive tardiness will be addressed with the following steps:

1. When a student has 5 tardies in one quarter, a letter stating concern and requesting cooperation will be sent to the parents. For every tardy thereafter, for the remainder of the quarter, the driver must sign in the student in the school office before the student will be able to attend class.
2. When a student accumulates more than ten tardies, the parents will need to meet with the board or its representatives to determine a solution.

Absences

The North Carolina Department of Education and the Carolina Conference Office of Education policies state that the only valid excuses for absence from school are sickness, medical appointment for the student, or death in the immediate family. When a student accumulates ten unexcused absences per semester or a maximum of twenty absences per school year, the student may forfeit his/her enrollment.

When a student is absent, we request that the parents follow the procedures listed below:

1. The parent should call the school office by 9:00 a.m. on the day of the absence, and inform the office of the reason.
2. Students are required to bring a written excuse from the parent or doctor on the first day they return to school. Failure to provide a written excuse may result in an unexcused absence for the days missed.
3. The student will be responsible for making up all missed work whether the absence is excused or unexcused.

Planned Extended Absence

As a school we do encourage family time/vacations together, but absences do make a difference. Please, plan ahead regarding your child's school work to minimize the disruption. Plan your vacations to coincide with the school calendar if at all possible. On the school day, before departure for vacation or an extended planned absence, teachers may give assignments, however, all class work must be made up upon return. *Parents and students need to be aware that grades may be affected by missed classroom activities, even though written assignments have been completed.*

Student Release during School Hours

Dismissal during school hours must be authorized by office personnel. The following procedure will help guarantee accountability of all students during the regular school hours:

1. If for some reason a child must leave school early, the student must bring a note from parents indicating such action.
2. Upon arrival at school, the note should be given to the teacher so he/she are aware of the departure.
3. Parents must report to the office and sign their child out.
4. Students will be brought to the office by office personnel.

8.0 STUDENT DROP-OFF AND PICKUP

In the morning, you are requested to drop your child(ren) off at the main parking lot where the flag pole is located. Students arriving before 8:00 A.M. are to go into the before-school care area. Those dropped off after 8:00 A.M. will not be charged. Students arriving after 8:05 A.M. will go directly to their classroom.

Please no parking in the circle area during drop off and pick up times. When dropping off, please pull your vehicle to the farthest space available to the outside of the circle and leave the inner circle for those ready to depart or who are moving to a parking space. When picking up, please pull to the farthest space ahead in the outer circle and continue to pull forward until your child arrives. Do not leave your car when picking up unless you pull into a parking space. Please make your goodbyes brief or pull to a parking space and be considerate of others. Watch for children and help keep the pick-up zone safe for our children.

After school students will remain in the classroom or in an area designated by the teacher until called to come out to the pick-up area around the flag pole. Students are to walk around the outside of the drive to get to their car.

Students will be automatically checked into After School Care if they have not been picked-up by 3:30 P.M. on Monday thru Thursday, by 2:45 p.m. on Fridays and 12:15 P.M. on early dismissal days.

If a student is to go home with another student or other individual, the office must be notified by the parents ahead of time and not arranged by the students after school.

8.1 Before and After School Care

Due to the increasing demand for both parents to be working, APCS has a before and after school care program outside of the regular school hours. There will be adult supervision as follows:

| | |
|--------------------------------|---------------------------|
| Monday – Friday | 7:30 A.M. until 8:05 A.M. |
| Monday - Thursday | 3:30 P.M. until 6:00 P.M. |
| Friday (Daylight Savings Time) | 2:45 P.M. until 5:30 P.M. |
| Friday (Standard Time) | 2:45 P.M. until 4:45 P.M. |

The fee for the before-school care will be \$2.00 per child.

The fee for the after-school care will be \$2.00 per child per half hour or any fraction thereof.

There will be a late pick-up fee of \$1.00 per minute per child after 6:00 P.M. Monday-Thursday or after 5:30 P.M. (DST)/4:45 P.M. (ST) on Friday, which will be charged to the students account.

All before & after school care fees accrued will be charged to your monthly account statement.

Due to liability laws, we cannot allow your child(ren) to leave our building and wait elsewhere in order to avoid these charges. Exceptions will be made, with prior arrangement, in the case of students whose parents are MPA staff, live on campus, or live within walking distance.

If school begins on a delayed schedule, Before School Care will be offered beginning ½ hour prior to the opening time.

If school is dismissed at 12:00 noon, after school care will begin at 12:15 P.M.

8.2 Before and After School Care Guidelines

- **Pick Up:** When a child leaves, the person that is picking them up needs to sign them out. No child is to leave without first being signed out by an adult.
- School dress code applies to the after school care program.
- Snack and drink will be provided.
- In After School Care, the APCS cell phone policy is in effect.

9.0 DISCIPLINARY CODE

Students are expected to be representatives of their school. It is the policy and desire of the School Board and faculty to maintain an atmosphere of cooperation and responsible behavior. Our school follows the “Peacemakers” model of discipline. This model follows biblical principles in resolving conflict, addressing wrongs, forgiveness, truthfulness, responsibility and character building. It is based on the fundamental principle that all choices have consequences good or bad. Each teacher has their own classroom management procedures and is discussed with the parents at orientation. In our discipline procedures we want our young people to know God and His ways better.

The School Board and Administration consider it very important that parents agree to support those charged with the care of their children. Parents may be asked to withdraw the students for a lack of student cooperation, excessive attendance violations, academic incompatibility, or lack of parental cooperation.

General Disciplinary Guidelines

- Do not bring any of the following to school: jewelry, knives, toy guns, sling shots, water pistols, cell phones, tablets, screens or other electronic devices. These items will be confiscated.
- Each student is expected to follow all school regulations and the directions of teachers and staff. Students should be respectful to the teachers, staff, and schoolmates.
- Swearing or other unbecoming language, gambling, betting, dishonesty, including theft, is not acceptable and will be addressed.
- Cheating on examinations, class work, or any other phase of school work will result in a score of zero and further disciplinary action may result.
- Gum chewing is not allowed anywhere on the school.
- Bullying – threatening, hurting, teasing, tearing down or scaring another person repeatedly in person, in a group or online is not acceptable.

10.0 DISCIPLINARY PROCEDURE

To provide a safe environment for our students, the following are grounds for immediate suspension and possible expulsion:

- Using, supplying or possessing tobacco, alcohol, or illegal drugs in any form
- Possessing of firearms, knives, fire igniters, or other types of weapons
- Bullying of any kind – verbal or physical, in person or online
- Leaving campus without permission
- Improper sexual conduct or harassment
- Insubordination

Parents will be immediately contacted in any of the above situations.

Any student will be placed on an automatic probation upon suspension in any single school year. This includes in-school suspensions. Students placed on probation will have this documented and placed in their school file. Any further disciplinary action taken against a

student will result in the student and parent appearing before the APCS Board to decide whether or not the student should be retained.

A student whose progress or conduct is considered unsatisfactory by the school administration, or whose spirit is manifestly out of harmony with the standards and teaching of the school, or whose influence is found to be detrimental, may be dismissed at any time by the school board.

Please note that all information received by the school administration and/or staff regarding a student (or students) who threatens others or inflicts others with personal injury, or causes property damage to the school, will be treated in a serious manner by the school administration, school board, and the Carolina Conference Education Office. When it is confirmed that any such actions have taken place, the student (or students) will be immediately removed from school until further notice.

Damage to School Property

Students will be held responsible for all damages to school property caused by carelessness, neglect, or willful intention. The latter could also incur disciplinary action. Parents and students will be responsible for any financial obligations due to these damages. Any violation of the fire safety equipment will result in a minimum fine of \$50.00.

11.0 Appeals and Resolution

There are times when disagreements arise that cause discord and interrupt the harmony of our lives. Jesus gave us such practical direction about how to conduct our human interactions. Matthew 18 clearly points us to live in humble gratefulness and to intentionally create peace. We are reminded that critical, sarcastic, judgmental, and negative remarks made about the school, teachers, staff, students or other persons associated with the school and church, only cause more discord and may hinder finding a resolution to the problem. Negative remarks about others do not fit with our high calling as Christians. At all times let's communicate with each other so that problems do not escalate to the point of hurt feelings or damaged relationships. Working together, with the Lord as our guide, we will be a positive Christian witness to every one around us.

It is the responsibility of all parties (parents, teachers, students, school board, church board, church members, etc) involved to keep the lines of communication open. If a concern is not being resolved as you feel it should, then the following steps must take place:

1. Pray at all times and lift each other in prayer asking God's guidance.
2. Talk with the teacher(s) involved – examine ALL options available for resolution.
3. Speak with the principal and teacher together and if necessary involve the student in this process.
4. Present your concern to the School board Chairperson and the principal together.

Classes are not to be disrupted by parents wishing to talk with the teacher regarding their student's academic progress, discipline problems, etc. Parents are to make an appointment to speak with the student's teacher(s) or principal in private. At no time should a confrontation between a parent and teacher (or other school representatives), or another parent, be witnessed by a student. Any issues that arise should be discussed with respect toward one another. We are encouraged, by God's word, to work together in resolving any challenges

that arise. We practice the Peacemaker principles here at Asheville-Pisgah Christian School. These principles are based on Biblical methods of conflict resolution and are consistent with the Carolina Conference procedures of conflict resolution. (This manual is available for inspection upon request.)

It is the intent of the school board and school staff to provide a safe and enriching learning environment that teaches our young people how to interact with others and to resolve differences, challenges, and conflicts in a positive way. Therefore, if all opportunities have been exhausted in resolving a situation and continual discord and negative comments are still being made by those involved, then a meeting of the school board will be held to determine if the parents involved should be requested to find an alternate educational program for their student(s).

12.0 General School Information

School Functions

Programs and performances are a vital part of the APCS curriculum. It is very important that students give their loyal support to their school and classmates by participating in what they have rehearsed. Should the need arise to be absent at such an event, it is expected that the parents employ the courtesy to notify the office and teacher in charge at least one week before the scheduled event. Parents and students are encouraged to support the various school programs with their attendance. It means a great deal to the students to have their friends and family see them perform their special part. We invite friends and family to come and celebrate with the students at these functions. Please assist in creating this performance atmosphere by:

1. Arriving on time
2. Supervising your children when they are not performing
3. Accompanying your children to school functions. Sending your children without you should be the exception. However, if it is necessary, please have a responsible adult, other than staff, supervising them.
4. Adhering to common courtesy.

Telephone Calls

Please, leave phone messages for students and teachers during regular school hours. Student phone use should be school-related and approved by teachers.

Cell Phones

APCS requests that students DO NOT bring cell phones to school. The office phone is always available for students to use. If a parent feels that their student needs to have their cell phone, the student is expected to abide by the following procedures:

1. Parent and student must sign the Statement of Cooperation form.
2. Students with a cell phone must turn it in to the office daily on arrival to school. If the phone is needed, student may use in school office.
3. The cell phone can be picked up when the student leaves school.
4. In after school care cell phones must be turned in to the after school care director. The cell phone will be returned to the student when they are checked out. The cell phone

may be used in after school care to call a parent, guardian, or driver provided written permission is given by the parent. All calls must be made in the presence of the After School Care director.

5. Cell phone violation consequences are as follows:
 - A. First violation - Phone will be held by front desk for the remainder of day and parent will have to sign phone out right after school or the next morning.
 - B. Second violation - Parent will need to sign agreement again stating that cell phone rules are understood and that they will help students support them.
 - C. Third violation - Phone will be banned from school. If it is confiscated again, it will be held at school until appeal to Board and Board decision.

Lost and Found

All personal items not claimed will be given to the Community Services or Goodwill on the last Friday of each grading period. Parents are encouraged to check the lost and found periodically. Students will be reminded before items are sent away.

Visitors

Student visitors from other schools are generally permitted, though approval must be first given by the teacher and principal. Visitors are required to report to the office before entering a classroom or contacting students or teachers. Visitors will be issued a visitor pass after checking in to the office.

Emergency Drills

Fire drills are part of our safety program and will be conducted on a monthly basis. All persons in the buildings at the time of the drill are required to participate.

Volunteers

Volunteers are a vital part of our program. If you are interested in volunteering, please contact a classroom teacher or the principal. When volunteering, please dress appropriately for the children to emulate.

Court-Ordered Guardianships

The school requests that any student under a court guardianship provide a copy of the order to the school so the order can be upheld. This information will be shared only with school staff.

Statement of Asbestos

We are required to inform you that asbestos-containing materials are present in our school. These materials (tile floor in kitchen, tile floor in old gym, and pipe wraps) are monitored twice a year as per AHERA regulations. In this present state they do not pose a health hazard. For more information contact the school office.

Recess

Recess is a vital part of every student's day, and parents need to send clothing that will be appropriate for the weather. A more comprehensive listing of playground rules is in the *Before and After School Care Handbook*.

Toys

Toys are not to be brought to school without permission of the teacher. Toys which are brought without permission or played with during unauthorized times will be held by the teacher or principal and returned upon parent request.

Off-Campus Activities

Parent signatures are required for field trip activities and must be on the form provided by the school before the activity. Telephone calls are not sufficient authorization and will not be accepted, however, faxes are acceptable. Unless money is given to a teacher to hold for a student trip, the school is not responsible if money is lost on such a trip.

Child Protection Policy

If there is a concern about possible harm to a student either from observation or if a student shares with an APCS teacher or principal an incident or experience of abuse or neglect, the principal is required by law to report it immediately to Child Protective Services (CPS). The principal is not allowed to investigate, contextualize, follow up or pass judgment but simply to make a report directly to CPS.

13.0 STUDENT DRESS AND APPEARANCE

General Guidelines

Research has shown that a school dress code helps to instill a sense of pride and discipline in students and helps to promote identification with the school community. On a practical level, parents have less pressure to shop for expensive, varied wardrobes for their children.

Furthermore, a school dress code simplifies the daily decision for parent or child on what to wear to school. This will be a time-saving and conflict-avoiding benefit. The administration of Asheville-Pisgah Christian School trusts that for these reasons, the school dress code will prove to be a blessing to your child(ren) and family.

- Clothing should be neat, orderly and modest. It should fit properly – no tight, saggy or oversized pants/skirts or shirts will be allowed. Clothing should cover all undergarments, for both boys and girls. Additional guidelines may be given for field trips.
- There should be no embroidery, logos, name brands, slogans or symbols exposed on any clothes, with the exception of shoes.
- Skirts, skorts, and shorts are allowed throughout the year. They **MUST** be to the top of the knee. It is recommended that gym shorts be worn underneath all dresses and skirts. Pre-K thru 2nd grade are **required** to wear shorts underneath skirts or dresses.
- Any school-sponsored T-shirt may be worn only on Friday, i.e. Kid's Club, Pathfinder's, Adventurer's, Conquer a Cove, MPA academy days, Youth Rally, etc...
- Solid color coats and sweaters, fleeces and sweatshirts/hoodies may be worn in the classroom if needed. Hats and caps are to be worn outside of the building only.
- On designated spirit days students will be allowed to wear school approved shirts, hats, socks, etc.... Notifications will be made in the weekly newsletter.
- Footwear is required at all times. Shoes must fully enclose the foot including closed toe and closed heel. Laces should be laced and tied. Socks, stockings, or tights must be worn at all times. PreK and K students must wear Velcro tennis type shoes that stay on feet and can be removed and put on by the student.
- Hair must be neat and well-groomed, kept out of face, of a natural color, and not extreme in style. Boys' hair is not to hang below the eyebrows and it may not extend below the ears or the bottom of the collar in the back.
- All types of necklaces, rings, earrings, bracelets (bracelets are **anything** worn around the wrist) – including charm style watch bands and ornamental key chains, etc... are not to be worn during school or at any school sponsored function. Exceptions are medical alert tags and watches.
- Only natural-looking make-up and clear nail polish is to be worn.
- On Spirit Days students may wear appropriate jeans with their outfits.

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| Tops or Dresses | Any solid color or plaid (hunter green/navy) | + Standard plain front knit polo with buttons, turtleneck or oxford (peter pan collar acceptable) - long or short sleeves + Only top button may be undone + Shirts must be of length to cover top button of pants |
| Long sleeve knit shirt worn underneath short sleeve polo | White or navy | Visible undershirts must be tucked in and long sleeve |
| Bottoms or Leggings (worn underneath dresses or skirts) | Black, navy blue, true khaki, plaid (hunter green/navy) | + Skirts, skorts, or shorts MUST be to top of the knee + No denim, cargo style, carpenter style loops, bells, baggies, flares, hip-huggers, skinny jeans, jeggings, stretch pants and sweat pants. |
| Belts | Black, navy blue or brown - solid color or plaid (hunter green/navy) with plain buckle | + No logos, pictures, studs, or oversized buckles, etc. |
| Jumpers | Black, navy blue, true khaki or plaid (hunter green/navy) | + Uniform shirt must be worn underneath |

Some examples of students following dress code are shown below.



Friday Attire – any APCS sponsored T-shirt (ie: APCS spirit wear t-shirts). On Spirit Days students may wear appropriate jeans with their outfits.

Compliance with Dress Code

Parents and students are responsible for ensuring that they are in compliance with the school dress code as of the first day of school. Non-compliance will result in the following actions:

1. First Dress code violation:
The student will be sent to the office. Clothes provided by school may be worn or the parent can be asked to bring dress code clothing. Student will not return to the classroom until the problem is remedied.
2. Second Dress Code violation
A form explaining the infraction will be sent home, to be signed by the parent and returned to school the following day. The student will not be allowed in the classroom until the form is returned.
3. Third Dress Code violation
Parents will be called and asked to participate in a solution.

14.0 Finances

Tuition and Fees

APCS operates on a tuition plan in conjunction with the subsidies of the constituent churches and the Carolina Conference. The School Board endeavors to keep the cost low and yet to operate a quality program. Because we operate on a close budget, it is important that the tuition and fees be paid on time. The total cost for the families is the tuition, registration fees, before and after-school-care, yearbook, class fees (PreK, K, 7th & 8th grades), Music Festival (5th – 8th grades).

In addition, there will be \$20.00 snack fee for PreK/K students; class dues of \$40.00 for 7th grade students and \$60.00 for 8th grade students. All 7th & 8th grade students' accounts must be up-to-date or have payment arrangements made before the year end class trip and before a graduation gown is issued.

Additional fees such as fieldtrips, sports programs, etc. may be charged after the school informs the parents/guardians.

Tuition is payable in ten monthly payments, (August-May). If parents withdraw their child at certain times of the year, they could still owe tuition.

The registration fee helps to cover the cost of textbooks, workbooks, fall pictures, student ID card, library fees, and student accident insurance. This is a per-student cost. For information on the tuition rates please contact the school office.

Payment Due

Statements will be sent out on the first of the month, and payment is due by the 10th. Mailed payments, postmarked by the 10th of the month, will be accepted without a late fee imposed.

Early Payment Discount

If parents choose to pay full tuition by the first day of school, they will receive a 4% discount.

Late Fee

School reserves the right to charge a \$15.00 late fee on all balances after the 10th of the month.

Non-sufficient Funds Check

There will be a \$15.00 processing charge for NSF checks.

Tuition Assistance

Educational Assistance is handled through the constituent churches. All requests should be made directly to your pastor. If you do not belong to a constituent church, please contact the school and we will be more than happy to give you more information.

Past Due Accounts

Any student(s) with an account more than 30 days past due will be placed on financial suspension. They will not be allowed to attend school until the account is brought within 30 days. This policy applies to any and all charges incurred, including, but not limited to tuition, before/after school care fees, misc. fees, etc. The student(s) will be responsible for any and all work missed during suspension. Days missed during financial suspension will count toward the student(s) maximum number of unexcused absences. The student will still be considered enrolled at APCS during the financial suspension and will continue to incur tuition and expenses.

Prior Account Balances

Any family with a prior year's balance will be required to pay in full or submit a payment plan to the finance committee of the board before they will be allowed to register their students for the current school year. Failure to meet the obligations of the plan could jeopardize the enrollment of the student until accounts have been cleared.

School Records and Diplomas of Unpaid Accounts

School report cards, test results, and diplomas are the property of the contractual agreement that a person makes with the school. They remain in the possession of the school until accounts have been cleared.

Lunch Fees

Any lunches served at the school must be paid for in cash the day of the meal, or prepaid (in cash) prior to the day of the lunch.

Before and After School Care Fees

Before School Care: a charge of \$2.00 per child will be added to the student's account.

After School Care: a charge of \$2.00 per child per half hour or fraction thereof will be added to the student's account.

School Withdrawal Procedures

If a parent decides to withdraw a child from school, these procedures must be followed:

1. Notify the principal in person and make an appointment to discuss the reason for leaving.
2. Fill out the withdrawal form and exit survey.
3. Settle financial arrangements, so records can be transferred as soon as possible.

STUDENT AND PARENT PLEDGE

It is understood that each parent or legal guardian will have read this bulletin and will have explained the applicable portions to their child prior to signing the application form. Such a signature serves as a pledge to observe willingly all the regulations, to uphold Christian principles, and to maintain the nondiscriminatory ideals upon which the school is founded. It is understood that parents will cooperate with the teachers in maintaining good discipline and making sure that sound educational policies and relationships are practiced. If this pledge has been broken, enrollment in the school may be forfeited.

ADMINISTRATOR'S WISH

It is the desire of the administration of this school that we maintain a family-like atmosphere. Therefore, when problems arise, please contact the responsible parties first. Our desire is to settle disputes quickly and fairly so we can get on with the task of educating our children. Remember to always treat others as you wish to be treated. Together we can have a happy and safe environment for all to grow in Christian fellowship.

School Closings or Delays

Severe weather may require the closing of the school. *All notices relative to closing will be made on Channel 13, WLOS-TV, by 6:30 a.m. One can also check the WLOS website at www.wlos.com where you can also sign up to receive text message weather alerts/school closings from WLOS*

Be sure to listen for delayed openings.

Please use your discretion about bringing your child to school when road conditions in your area are questionable. Absences and tardies will be excused due to extreme weather related conditions.