

Abundant Life Christian School

Parent & Student Handbook

Principal's Message

I am so excited that you have chosen to be a part of the ALCS family. We hope to be just as much a blessing to you as you will be to us. I ask that you take the time to read over the handbook and familiarize yourself with our policies to prevent any unnecessary distractions from the school day. Below you will find familiar policies, as well as some that have changed, to make them more clear. If at any time you have a question about a policy that we have, please feel free to reach out and ask for clarification. We believe that communication is the key to success. We are looking forward to a great school year!

Mission Statement

At ALCS we provide our students with excellent academic knowledge, Biblical wisdom, and most importantly, want them to know they are loved by God. We strive to equip them to be excellent future leaders in our communities.

Beliefs

ALCS is a branch ministry of Abundant Life Church. We believe that the Bible is the inspired, infallible, and authoritative source of Christian doctrine and precept. We believe that there is one God, the Creator and Upholder of all things, who is eternal as Father, Son, and Holy Spirit. We believe that God created man in His own image for the purpose of bringing pleasure and glory to Himself; but by sin, man has rejected the glory of God and cannot, in his own power, regain God's pleasure. We believe that the only hope for man is to believe on the Lord Jesus Christ, the virgin-born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving him as Savior and Lord, man is redeemed by His blood. We believe in Jesus Christ's personal return to earth in power and glory. We believe that God's Holy Spirit lives in all Christians and is available to reveal truth, produce spiritual fruit, and impart spiritual gifts. We believe that the church is the body of Christ and is composed of all those who through belief in Christ have been spiritually regenerated by the renewing of the Holy Spirit. The mission of the church is worldwide evangelization on the one hand and to nurture and discipline Christians on the other. We believe Christ-like attributes will be characteristic of a spiritually minded individual. Those who walk in the Spirit and are led by

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the Spirit will bring forth the fruit of the Spirit. In any Christian institution, government is less dependent on external authority and more dependent on the internal government of God as Christ becomes a living presence in the heart and mind. Until such time as we are made perfect in Christ, if we can but fulfill these two great commandments: "...love the Lord thy God with all thy heart, soul, and mind", and "...love thy neighbor as thyself," then we will have fulfilled all the law.

Curriculum

At ALCS, we use a Christ-centered curriculum published by ABeka. It has a phonics based reading program in the lower grades and then builds on those skills as the student progresses in grade levels. This also applies to learning math concepts. We also use supplemental Bob Jones Curriculum in many of the grade levels.

Communication

All school wide announcements will be communicated through email. Parents **MUST** have a valid email on file with the school. Individual teachers will let you know at the beginning of the year their preferred method of communication. During school hours teachers have very limited time to communicate with parents. If you need to communicate something with your child's teacher during the school day, please call the front office and leave a message.

Arrival & Dismissal

School starts at 8:00 am and ends at 2:30 pm, Monday through Friday. Students should not arrive before 7:30 am unless there is a supervised meeting, pre-arranged by a faculty member. General campus supervision is from 7:30 am until 2:45 pm. **Students who are not picked up within the allotted time will be charged a late fee of \$10 for the first 15 minutes and \$1 per minute for each additional minute. If a child is not picked up by 5:30 pm and we have not heard from a parent or guardian, we will be required to call the Sheriff's Office and report the child abandoned.**

Attendance & Tardies

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five and continuing until their 17th birthday. If a parent chooses not to send their children to kindergarten, a waiver must be signed. Waivers may be obtained at the local school. Parents also have the option of home schooling their children provided the requirements for homeschooling are met.

In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

The school year consists of 180 days. To receive credit, students must attend at least 170 days of each 180-day course, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year.

Lawful Absences:

-Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others. *Verified by a statement from a physician within two days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.

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- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Truancy

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that SC Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered **truant** when the child has three consecutive unlawful absences or a total of five unlawful absences.

PROCEDURES FOLLOWING ABSENCE: It is the student's/parent's responsibility to arrange all class make-up work following an absence. Assignments made during the absence must be made up within a time set by the teacher and not to exceed three days unless compelling evidence warrants an extension. Assignments made prior to the absence are due upon the student's return to school.

If a student arrives after 8:00 am to school, they are considered tardy. **Parents must bring them into the office to sign them in.** Every 3 tardies is equivalent to 1 absence.

Late Work Policy

A 10-point penalty will be assessed for each school day the assignment is late, up to 3 days. After 3 days, the assignment will receive up to 50% of credit earned when the assignment is turned in.

Grading

ALCS uses the 10 point grade scale. Students receive report cards at the end of the four nine weeks grading periods. Students will receive progress reports at the mid-nine weeks point of each grading period. Final grades for courses are determined by averaging all grading periods. Numerical grades will be entered on the report cards for the nine weeks' grades and final grades. All grades are available online at any time through Gradelink.

Immunizations

Each student is required to provide proof of immunizations (DHEC Form 1148) upon enrollment. You may also provide proper documentation of a medical or religious exemption. This is for their permanent record. Failure to provide this form is grounds for immediate dismissal from school.

Sick Policy

Children are to be kept at home any time they show any of the following symptoms or contagious infections:

- Fever (temperature 100.5^{oF} or above)
- Sore throat
- Excessive coughing
- Unidentifiable rash

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- Upset Stomach-Vomiting must subside at least 24 hours before returning to school or daycare.
- Diarrhea
- Conjunctivitis (Pink Eye)-Cannot return to school or day care until the child has been treated at least 24 hours with antibiotics.
- Strep Throat- Must be on an antibiotic at least 24 hour before returning to school or daycare.
- Head Lice (-Monthly head checks will be performed by teachers the 1st Monday of each month.) Head lice MUST be treated with specialized shampoo (ex. Nixx) and all nits (eggs) must be removed before returning to school.
- Hand/Foot/Mouth Disease

Please keep a child who has a fever at home until the temperature has been normal for 24 hours.

Inclement Weather/School Closings

If school is closed for inclement weather or any emergency, watch WYFF 4 or check your email for an announcement from the school. The Principal must authorize school closings. ALCS will generally follow Greenville County School District closings for inclement weather.

Social Media/Publications/Year-Book

ALCS uses Facebook, Instagram, Year-Book and Newsletters to both communicate with our student body as well as to advertise for our school. If you do not wish for your child to appear in some or any of these options, you must request an "Opt-Out" form and file it with the front office. All uses of social media and publication will be presented in a positive and tasteful manner.

SPECIAL NOTE: ALCS is not responsible for what students, parents, and teachers post on their personal social media. However, please remember that you represent ALCS and the body of Christ and that negative social media posts/activities reflect on all of our reputations. To be a good representative for all, please use all manners of media responsibly and in a Godly manner.

Conduct

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. The general responsibility of discipline rests with the faculty. All faculty members have the authority and are expected to correct misconduct during any part of the school day or at any school function. Interpretation of discipline policy is at the discretion of the administrative team.

- Pupils must be respectful of others' rights and their property.
- Pupils must not damage school property.
- Pupils must respect the teacher and his/her authority.
- Pupils must not leave class or school property without permission.
- No gaming devices are allowed on school grounds, in buildings, or on the Abundant Life buses.
- Boys and girls are not to hang on each other or show physical affection at school, in the Abundant Life buses, or at school functions.
- No personal toys will be allowed on school grounds. Items will be taken by administration.
- Student cell phones are to be turned off and kept in their book bags unless otherwise instructed by the teacher/administrator on a case by case basis.
- Possession or use of alcohol, drugs, tobacco, and nicotine substitute or vaping products is strictly prohibited.

****BULLYING:** A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. This definition includes three important components: 1. Bullying is aggressive behavior that involves unwanted, negative actions. 2. Bullying involves a pattern of behavior repeated over time. 3. Bullying involves an imbalance of power or strength. This includes cyber bullying, which is the use of cell phones, instant messaging, email, chat rooms, or social networking sites including, but not limited to, Facebook, Instagram, SnapChat, and Twitter that is reasonably perceived to have been used to exhibit bullying behavior. Any student who believes he/she has been subjected to harassment, intimidation, or bullying may file an oral or written complaint with the administration. Reports by students or employees may be made anonymously, although disciplinary action may not be taken against any person solely on the basis of an anonymous report. The administration will determine whether an alleged act constitutes a violation of this policy. Reports of violations and complaints will be promptly investigated. The administration will address the results of any violations and complaints including corrective or disciplinary action to be taken.

Discipline Policy

Most minor discipline problems (e.g. late to class, chewing gum, classroom disruption, dress code infraction) that occur in the classroom are handled by the teacher as the authority closest to the situation. Minor infractions that occur outside the classroom should be handled directly by the faculty or staff member who observed the infraction. Major or serious infractions or repeated minor infractions are referred to the administration, who may impose discipline, provide counseling, and involve parents.

Penalties may consist of reports, detention, options chosen by the parent or even manual labor supervised by facilities staff on school grounds. All these actions are taken to instruct and correct students. If probation, suspension, withdrawal, or expulsion is mandated, it is with the long-term goal of restoration and repentance.

• **Minor Infractions** (misbehavior in a classroom, on campus, or at school events). Behaviors include but are not limited to the following:

- Being in an unsupervised area without permission (including outdoors)
- Class disruption
- Misbehavior in cafeteria
- Plagiarism or collusion
- Inappropriate display of affection
- Rudeness
- Failure to report to a teacher, to detention, or to late stay
- Failure to return assignments or requested signed papers/forms
- Violation of electronic device policy
- Chewing gum
- Dress Code/grooming violations
- Running in halls/walkways
- Unapproved food or drink in class
- Littering

• **Major Infractions** (misbehavior of a more serious nature in a classroom, on or off campus, or at school events) Behaviors include but are not limited to the following:

- Aggressive behavior or horseplay
- Cutting class

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- Defiance of authority and/or school directives
- Disrespect to authority
- Academic dishonesty/cheating
- Lying
- Leaving campus without obtaining permission
- Profanity and/or obscene words or gestures directed toward another individual
- Smoking/vaping/possession of tobacco or vaping products
- Repeated minor infractions

• **Serious Infractions** (offenses often involving activity that is illegal or pre-meditated to cause harm) Behaviors include but are not limited to the following:

- Committing a major infraction while on disciplinary probation
- Extreme or obscene public behavior unbecoming of an ALCS student on or off campus
- Fighting
- Computer hacking or tampering with school's computer system
- Destruction of school property (vandalism and graffiti)
- Direct or indirect physical harm
- Possession or use of a weapon or explosive
- Terror threat
- Harassment
- Bullying (verbal, sexual, physical, cyber, via computer, phone, etc.)
- Possessing pornography
- Any involvement or association with drugs or alcohol
- Possession of drug paraphernalia
- Possession of missing or stolen property
- Stealing
- Tampering with fire alarm system, extinguishers, defibrillators, or safety cameras

Detention: When a student receives correction for the same behavior three or more times, a detention may be served. Detention sessions will be at the discretion of the school. Students will be notified of the detention five days in advance, so that arrangements may be made. When a student serves detention it may include light custodial or clerical work on campus.

Suspension: A suspension is defined as an involuntary, short-term separation from ALCS classes and activities for disciplinary purposes. A student who receives a one-day suspension from school will not be readmitted until a parent has contacted the office. A student will receive zeroes for all homework, quizzes, and tests given in their absence.

Probation: A student who accumulates multiple disciplinary actions in one semester may be placed on probation. He/she may not participate in extracurricular activities for the remainder of the semester or hold a leadership position for the remainder of the school year. A student who remains on probation for two successive semesters may not re-enroll without approval of the administration.

Withdrawal: The administration reserves the right to ask a student to withdraw any time they believe the student is having a detrimental effect upon the spiritual and social atmosphere of the school.

Expulsion: The accumulation of what the administration considers an excessive number of infractions in one semester and/or being out of harmony with the rules of the school, will be considered grounds for expulsion. The transcript for a student who is expelled will show the grades received through the last quarterly report card received. A form showing test, quiz, and homework scores since the last quarterly report card will be attached to the transcript. A student who is expelled may not be considered for re-enrollment for two full semesters and will not be allowed to attend school functions. Parents must meet with the administration before a student who has been dismissed may be re-enrolled.

Academic Probation

Academic Probation serves as a serious warning to those students who are failing or nearly failing in more than one class. Administration reserves the right to place students on Academic Probation when they think it is appropriate. A student may be placed on Academic Probation at the end of any quarter. Academic Probation will last as long as the administration sees fit. A student on Academic Probation who in the opinion of administration does not make significant progress can be asked to leave Abundant Life Christian School. If a student is put on Academic Probation, a meeting will be held with the guardian(s) and the student to come up with a plan to help the student to get off of Academic Probation.

Dress Code

Students, parents and teachers are expected to exercise Christ-like judgment in selecting the proper attire for school. Our dress code policy applies to our youngest students all the way up to the adults. We believe that by instilling good choices in our students when they are young, they will maintain good choices as adults. We are representatives of ALCS, as well as the body of believers, and with that want to set a good example. Students should be dressed in a way that does not distract other students and cause their brother to stumble.

Pants/Shorts/Skirts/Skorts:

- Must be worn at the waistline. No sagging (wearing below the waist) will be allowed. If worn properly, pants, shorts, skirts/skorts should not need to be held in place by the student's hands.
- The length of properly worn shorts, skirts, and skorts must meet the length of the students' longest finger.
- Leggings, jeggings, exercise pants, tights, or tight fitting spandex type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt or sweater must be long enough to meet the fingertip length rule stated above.
- No holes above the knees. All holes above the knee must be patched before arriving at school.

Shirts/Blouses/Dresses:

- No tube tops, halter tops, or spaghetti strap tops.
- Tank top straps must meet the "width" of four fingers.
- The sides of the tank tops should not droop excessively, exposing too much skin or undergarments.
- Sheer or see-through shirts are not allowed without an undershirt that meets dress code.
- Blouses or dresses should not expose the midriff and/or cleavage while standing or seated.
- Dresses must meet the length of below the longest fingertip and do not pose any risk of exposure when one bends over.
- Bra straps and bra sides may not be visible.
- No clothing or jewelry with inappropriate language or symbols.

Body/Facial Piercings:

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- Students may only display ear piercings. Other piercings must be removed or covered at school.

Shoes

- All students from K4-3rd grade must wear a shoe with a back or strap for insurance reasons. It is encouraged by ALCS for all age groups to always wear appropriate shoes for the school day. Tennis shoes are the best choice due to the activities we participate in on a daily basis.

Hats

- Hats are not permitted to be worn on campus unless there is a special activity that has been pre approved by teachers or administrators.

****Parents, siblings, or any other visitor to ALCS should also adhere to this dress code.****

Administration will make the final call on all dress code violations and a parent will be called to bring the child clothing that meets dress code. If there are repeated offenses further discipline will be taken.

Cell Phone Policy

Abundant Life is a phone free zone for all students. Cell phones(including airpods) must be powered off and out of sight while they are on school campus, unless given explicit permission from the teacher. Students may use communication devices in offices only with the permission of the staff member present. Lost or stolen phones will not be the responsibility of ALCS. If the policy is violated, the student will be disciplined accordingly. Teachers can confiscate a cell phone and give it to an administrator if any of the above policies are violated. A parent must come into the school and meet with an administrator to get the phone back.

Search and Seizure

The school administration has the right to search a student's person and property (including the use of metal detectors, recorded video/audio, and drug dogs if deemed necessary) if there is a reasonable suspicion that drugs, weapons, dangerous or illegal or prohibited items, or stolen goods are likely to be found. (SC 59-63-1120) Under SC law anyone who comes onto school grounds has been deemed to have consented to a search of their person and property, including vehicles.

Computer Use

A computer acceptable use policy, procedures, and permission form must be signed by students and parents/guardians and be on file before computer access is given to ALCS students. Computer resources include hardware, software, and the Internet. Such resources are to be used as learning tools for academic research and growth. Inappropriate or unethical use of computer resources and the Internet is strictly prohibited. Inappropriate use of any ALCS computer can result in the loss of computer privileges. If a student damages a computer, the parents will be responsible for providing the monetary value of the device so it can be replaced.

Field Trips

Any student wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parent/guardian permission requirements as outlined by the teacher. Participating students must have their assignments for all classes completed, be in good standing with attendance, and have submitted signed permission slips prior to the activity

Medications

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Parents must fill out the ALCS Medication form for any prescription or over the counter medication when the medication is brought to school.

- Medication or special medical procedures shall be administered to a child only when there is a written request from the parent(s). These medications must be brought to school by a parent or designated adult. Students are not to bring prescription medications to school. Medicine must be in original marked containers.
- Prescription drugs and other medications required by the child must be in the original container and properly labeled with the child's name and dosage schedule.
- Medications or special medical procedures shall be administered only by the school administrators, teachers, or another responsible person.
- Non-prescription medication may be administered to a child if the dosage is specified in writing by the parent (includes aspirin, Tylenol, etc.)
- Any medication left at school at the end of the year will be destroyed if not picked up by a designated adult. No medication will be returned to a student.
- First-aid supplies shall be available for the treatment of minor cuts and abrasions.
- Medicines requiring refrigeration will be kept in a locked box in the administrators office and must be picked up by the parents in the front office.
- Non-perishable medications will be stored in a locked cabinet in the office.

Lunch

ALCS Students have the opportunity to order hot lunch by the month or bring one from home. Hot lunch will be pre ordered and paid for before each month begins. Please make note of the following guidelines when sending a lunch from home:

- Send balanced lunches.
- Students third grade and below are not allowed to have soda or candy with lunch or snack.
- Older students should use good judgment if they choose to consume soda or candy with their meal/break or ALCS will rescind the privilege.
- *Do not send foods which require heating.* Refrigerators and microwaves will not be available to students. Lunch boxes with "blue ice" for cold items or thermos containers for hot items are recommended.
- Each lunch container should include a napkin, spoon or fork and/or anything else your child should need daily. Please send items which your child can open easily themselves.
- For safety reasons, **NO GLASS CONTAINERS** are allowed.
- Please label your child's lunch container clearly with the child's name and grade.
- Occasional visitors are allowed to eat lunch with students (parents, grandparents, etc.). This should be limited so students can have their own social time. Especially in K4 and K5 if there are visitors too regularly this can disrupt their routine and potentially have a negative impact on the rest of their day. **All lunch visitors must have preapproval** from a teacher and administrator before coming to the school.

Financial Policies

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“Tuition” is the yearly cost for admittance to an institution (ex: college tuition is “x” amount per year.) It does not vary based on daily attendance or absences (ex: holidays). ALCS allows tuition to be paid by the *week* or by the *month*. Each family should select the payment plan that is best suited for their budget. Also, please note that *failure to make timely tuition payments would jeopardize a child’s enrollment status*.

Registration fees are due yearly at the time of registration and are non-refundable.

All tuition payments and fees are due in advance on Monday of each week if paying on a weekly basis or the first of each month if paying monthly. Any payments not turned in by Tuesday of each week (weekly) or the third of the month (monthly) will be charged a late fee of \$20.00. If paying by check, please write the child’s name, amount, and date clearly on the check. Cash should be placed in a sealed envelope with the child’s name, amount, and date clearly written on the envelope. Any returned checks will be charged a \$35.00 returned check fee.

Parents or guardians agree to give at least two (2) full weeks’ notice prior to withdrawal of the child from the school. Upon your withdrawal, your contract year is expected to be paid in full. Registration and book fees are nonrefundable as well.

ALCS reserves the right to terminate enrollment of a child/children at any time for repeated policy violations, vandalism, violence, habitually late tuition payments and other erroneous actions.

CONCERNS OR PROBLEMS:

We are all sinful people who are pursuing Christ-like holiness together. During the course of the year, questions, disagreements, misunderstandings, and problems will certainly arise between students, between teachers and students, between teachers and parents, and between parents and the school. In Matthew 18:15–17, God outlines how Christians are to handle conflicts. First, we are to communicate with the individual that is closest to the problem or concern and go to others with greater authority only if the situation cannot be resolved at that level. Administration, teachers, parents, and students should work together to resolve conflicts, continually displaying mutual love and respect for one another. Accordingly, the leadership, teachers, parents, and students should commit themselves through the power of the Holy Spirit to extend forgiveness and pursue reconciliation and restoration.

SUGGESTIONS & RECOMMENDATIONS: ALCS sincerely desires to continually grow and improve—our mission demands it and our love for students compels it. To be successful in our mission, we must partner with parents in educating their children. A successful partnership requires close communication, so parents should always feel free to share ideas, concerns, and suggestions with school staff.

Parent Acknowledgement

We have read and understand the policies of Abundant Life Christian School and agree to abide within the set parameters laid out in the Student Handbook. We also understand that these policies may be revised as needed and republished to students and parents accordingly.

Student Signature (4th grade and up)

Date

Parent/Guardian Signature

Date

Returning this form will entitle your student to an ice cream treat at lunch
when available!