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Aurora Christian School

Administration

Paul House
Superintendent
Scott Etchison
Illinois Campus Principal

Administration

Collette House
Sullivan Campus Principal
Scott Oleson
Sullivan Campus Dean of Students
Randall Rosen
Marketing Manager

Support Staff

Deb McKinney
Administrative Assistant
Julie Zielke
Administrative Assistant

School Numbers

Aurora Christian School

Middle School & High School
2255 Sullivan Road
Aurora, IL 60506
630.892.1551
fax 630.892.1692
email acs@aurorachristian.org

Aurora Christian School

Preschool & Elementary
801 West Illinois Avenue
Aurora, IL 60506
630.892.5585
fax 630.892.9717
web www.aurorachristian.org

General School Calendar

First Day of School.....	Aug 24	No School, Martin Luther King, Jr. Day.....	Jan 18
No School, Labor Day	Sept 7	No School, President's Day	Feb 15
No School, Columbus Day.....	Oct 12	No School, Easter Vacation	Mar 29-Apr 9
No School, Parent Conferences.....	Oct 23	Last Day of School.....	May 28
No School, Thanksgiving	Nov 26-27	No School, Memorial Day.....	May 31
No School, Christmas Vacation	Dec 21-Jan 1		

Revision Policy

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

Vision Statement

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

Mission Statement

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

Theme for the Year

The theme for the 2009-2010 school year is taken from Romans 16:19. **WISE AND INNOCENT** will be the focus from the verse: "Everyone has heard about your obedience, so I am full of joy over you; but I want you to be wise about what is good, and innocent about what is evil."

Statement of Faith

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

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

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

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

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

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

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

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

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

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

Christian Philosophy of Education

"Before the mountains were born, or you brought forth the earth and the world, from everlasting to everlasting, you are God." -Psalm 90:2

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

1. There is only one God (Deut. 6:4), who exists eternally in three persons: God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30).
2. The universe and all within was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).

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

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

1. God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and Christian wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3). We affirm the importance of knowledge in the development of godly wisdom, but do not support any systems of thought that are incompatible with biblical truth.
3. The primary purposes of Christian education are:
 - a. to persuade the student of his need for a personal, saving relationship with the Lord Jesus Christ;
 - b. to nurture, admonish, and encourage the student to live in conformity with the revealed will of God;
 - c. to live a life of service, wholly dedicated to and dependent upon God (Ro 12).
4. Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
5. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
6. God has ordained marriage, the family (Ge 2:27,28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities.

The goal of the three - parents, church, and Christian school - is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it." (Pr 22:6)

7. The biblical and philosophical goal of Aurora Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Aurora Christian School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Aurora Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rms 1:27).

Core Values and Purpose

Aurora Christian School seeks:

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
2. To offer a quality coeducational program in grades P2 - 12 that is both God centered and educationally sound.
3. To provide learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.
4. To prepare students for life in this world and the eternal one which they will one day enter.
5. To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
6. To strive for continuity of learning throughout the system which avoids excessive repetition as well as skips in the logical progression of subject content from level to level.
7. To instill in students a respect for God and our fellow man.
8. To foster an attitude of personal responsibility for one's actions.
9. To equip students to be able to make sound decisions based on high moral and ethical standards.
10. To develop within each child a healthy, respectable self image.
11. To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

Parent Statement Of Cooperation

The following statement is printed on each enrollment application. Parents will be asked to affirm the statement with their signature on the application form.

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

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

History of Aurora Christian School

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

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

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

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

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

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

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

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

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

Statement of Nondiscrimination

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

The following statement is printed on each enrollment application. Parents will be asked to affirm the statement with their signature on the application form.

Student Standards of Conduct

Students of Aurora Christian School have a reputation of excellence to those in the community. Therefore as a condition of enrollment, students agree to abide by all the standards set forth in this handbook.

Absence

In the case that your child has been exposed to a contagious illness such as chicken pox, measles, strep, and "pinkeye," etc. or is going to be absent for an extended period of time, please email the classroom teacher notifying her of the absence. This will help the teacher to plan accordingly. For a daily absence, no notification (phone or email) is necessary. Also see the section: Tardiness in this handbook.

Credit on tuition will be made only if a child is absent for one full week due to sickness and returns to school with a note from your doctor.

Accidents (Injuries)

All accidents that occur during the school day or on any school-sponsored trip will be reported to the office immediately. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. It is the parent's responsibility to see that the office has on file emergency telephone numbers where a parent, relatives, or neighbors can be reached in case of emergency. A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

Animals at School

We ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day.

Assemblies

Special assemblies and/or programs will be conducted from time to time during the school year. Each student will be expected to attend and behave in the proper manner at these functions.

Bible

The Bible is of primary importance at Aurora Christian Preschool, and all subjects are taught from a biblical perspective. Each day includes a Bible lesson taught from a non-denominational perspective. Children will memorize Bible verses that are coordinated with the theme of the week, and appropriate to their age level.

Book bag

Students should use their book bag to carry school item home daily. Parents should clean out the book bag each night.

Car Pools

If car pools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school cannot be responsible for the safety of the child in any car pool. Please be sure that the driver is adequately covered with insurance.

Chapel

Preschool chapel time will be held as part of the school program. Chapel attendance is required of all students. These chapel times are designed to provide a positive, meaningful experience for all students at ACS.

Chewing Gum and Candy

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher) at home.

Child Care Days

There are days in the calendar that are "no school" days, but child care may be available. Registration for these dates will begin on the evening of parent orientation. There is an extra fee for enrollment on these dates, and in September a decision will be made if ACS will have child care on "no school" days.

Class Assignments

Parental requests for specific teachers or classmates are not considered in determining class assignments.

Class assignments are made for the duration of the year. Preschool assignments are made based upon schedule, age, gender, ratio of new students and returning students, and the individual student personalities.

Communication

We strongly encourage home-school communications. For this purpose, there are two scheduled weeks in the year when you may sign up for a conference with your child's teacher. The fall conference is required

for parents. Spring parent/teacher conferences are optional based upon teacher discretion or parental request. Outside of those times, we urge you to communicate in one of the following ways:

- Email the teacher. Email addresses are posted on the website.
- Call the school office and ask to leave a message for the teacher.
- Catch the teacher OFF-DUTY. (Please do not distract the teacher while she is on duty by engaging her in a lengthy conversation. She is there to watch your child and others.)
- Send a note in your child's book bag. Place these notes in the spot that your child's teacher designates.

Discipline

Enrollment at Aurora Christian Preschool is a privilege, and, as a result, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. We believe that children should be taught to obey and respect their parents and those in authority over them.

Children will be encouraged to learn to share and cooperate. If a child inflicts willful damage to property on the ACS premises, the parents will be responsible for repair or replacements. Children are never to throw snowballs. No water guns, thumbtacks, slingshots, etc., are to be brought to school. Students should not run in the hallways. Students should also leave toys (except for show and tell items) at home. All school rules also apply to field trips.

Our teachers make every effort to communicate with parents so that we can work together in helping your child.

General rules include:

- a. Listen
 - b. Do what the teacher asks
 - c. Be kind
 - d. Do your best work
 - e. Take good care of your school
- I. Discipline Purpose
- A. Character Development
Discipline, when administered properly, will encourage and enhance daily growth in each child's spiritual, mental, emotional, social, and physical life.
 - B. Classroom Environment
Use of discipline helps to ensure an orderly environment, which promotes security and safety for each child.
- II. Discipline Procedure
- A. General Principles
 - 1. Each staff person will be primarily responsible for administering discipline.
 - 2. Each staff person will seek to identify and reinforce positive behavior demonstrated by each child whenever possible.
 - a. Verbal acknowledgment and praise.
 - b. Granting special privileges.
 - c. Physical affirmation (hug, high-five, etc).

3. Each staff person will seek to maintain a calm and controlled posture while interacting with an individual or a group of children.
 4. Each staff person will conscientiously limit their physical contact with children in accordance with Illinois child abuse laws.
- B. Specific Practices
1. Each staff person will allow a period of orientation (e.g., usually one month) for each new child to become acquainted with classroom schedule and behavioral guidelines.
 2. Each staff person will attempt to redirect minor inappropriate child behavior and response (i.e., the taking of another child's toy).
 3. If redirection attempts of minor offenses prove unsuccessful, or if the child's inappropriate behavior or response is considered major (i.e., hitting another person), then each staff person will establish a "time-out".
 - a. The child is separated from the class.
 - b. The child is required to sit quietly on a chair for a designated time period contingent on the severity of the offense.
 4. Upon successful completion of the "time-out", the staff person will initiate a reentry conversation with the child.
 - a. The child is asked to explain why he/she was in "time-out".
 - b. The staff person insures that the child clearly understands the reason for being disciplined.
 - c. The staff person is careful to distinguish between the unacceptable behavior and the accepted child as a person.
 - d. The child is encouraged not to repeat the inappropriate behavior to insure avoidance of further discipline.
 - e. The staff person, after demonstrating acceptance of the child, invites the child back to the class.
 5. Upon a child's unsuccessful completion of the "time-out" or in extreme cases of repeated inappropriate behavior, a staff person will escort the child to the Principal's office for further discipline.
- C. If a child is referred to the Principal for discipline
1. The Principal will email the parents regarding the discipline.
 2. The staff member will contact the parent.
 3. If necessary, the staff member will initiate a parent-teacher conference.
- D. Office procedures for continued disobedience
1. Parent/Teacher/Principal conference.
 2. Suspension from school. If this occurs, the Principal will call the parents and ask them to come to school to pick the child up for the day. Suspension may be for the remainder of the day or may be for up to 3 school days.
 3. Disciplinary Observation. A preschool child placed on disciplinary observation is has demonstrated continued disobedience with multiple visits to the Principal. A student on disciplinary observation is in danger of expulsion or may be denied enrollment for the next school year.
 4. Expulsion. If the discipline process is ineffective in producing the behavior desired in the child's life, a child can be expelled from school. A student can also be expelled because of a specific behavior or action if the administration determines that a student's behavior is of a nature that for the student to continue at ACS would be inadvisable.

Dress Code

We want to create a good self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls.

The dress code of Aurora Christian Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc., unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WEARING:

- - Shirts or outfits with any writing/emblems that are offensive or antagonistic to the values and beliefs of Aurora Christian School as determined by the administration. Do not send your child to school in clothing that bears a skull and/or cross bones.
- - Halter or "cut-off" tops
- - Sandals, Crocs, backless shoes, wheeled shoes, or heels (Velcro tennis shoes are best for preschoolers)
- - "Pull-ups" (disposable pants which are a transition from diapers to regular underwear) or training pants
- - Rubber pants
- - Tattoos (temporary)
- - Belts, sunglasses, or watches
- - Bodysuits or clothing with snapped crotches
- - No Baseball caps are to be worn in the building.

Guidelines for Girls:

1. Dresses,* skirts,* slacks, or blue jeans** may be worn to school.
2. Hair should be clean, well groomed, and kept away from the eyes.
3. Sweat suits may be worn to school. They should be clean and tidy.
4. Shorts may be worn to school.

* We strongly recommend that girls wear shorts under skirts and dresses

Guidelines for Boys:

1. Clean and neat slacks or blue jeans** may be worn to school.
2. Hair should be kept clean and well groomed. Boys' hair should not touch the eyebrows but may extend to the bottom of the ear. It should be neatly and evenly trimmed and off the collar at the back of the neck. Spikes, Mohawks, Fauxhawks, or designs cut into the hair are not acceptable. Boys with tails or braids must adhere to the length codes.
3. Sweat suits may be worn to school. They should be clean and tidy.
4. Shorts may be worn to school.
5. You may wish to reinforce knees of trousers with patches, as children for their own safety must play with trucks, cars, etc., on their knees.

6. Nail color, tattoos, earrings, or body piercing (including any magnetic jewelry) are not permitted for boys.

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

**Jeans may not be frayed or have any holes. They must be clean and tidy. If there are suspenders, they must be fastened and properly worn.

Dress Code Violations:

Major infractions of the dress code may result in your child being sent home for the day until .

1. *First Offense:* The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation on RenWeb.
2. *Second Offense:* A letter will be sent home from the office with your child explaining the dress code violation.
3. *Third Offense:* The parent will be called and asked to bring proper dress code clothing for their child.

Electronic Equipment

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment (CD players, iPods, etc.), cellular phones, etc, are not permitted at school. This includes the school day, before school, or after school.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated and it is the parent's responsibility to claim the item in the school's office.

Emergency Closing

Information regarding emergency closing (heat, snow, cold, or other problems) can be obtained by calling the school at 630-892-5585 and listening to the message on the answering machine or by checking the following websites: www.emergencyclosings.com or www.aurorachristian.org. You may also listen to any of several area radio stations, such as WBBM, WGN and WMBI. When an emergency closing must occur, administration will send an email blast informing parents of the details of the closing.

Emergency / Crisis

Aurora Christian School has developed a comprehensive crisis plan in cooperation with local and state authorities. Multiple safety drills approved by local fire and police departments are held each year. Portions of the crisis plan regarding parent notification procedures during a crisis may be found on RenWeb. The school is equipped with an Automated External Defibrillator.

Emergency Drills

Several practice fire drills will be held each year. When the signal is given, students should:

- Stop their work or activity, remain quiet, and listen for directions from their teacher.
- Exit quickly and in an orderly, single file fashion to their designated area.

Extended Care

Extended care is available before and after school. The preschool opens at 6:30 AM, and children may arrive at school any time between opening until 8:30 AM, according to arrangements made in the office.

Please walk your child into the building each morning and follow the sign in procedure. No one younger than fifth grade may escort a preschooler into the building. Please do not allow your child to race down the hall ahead of you. You must stay with your child at all times until you drop him/her off in the extended care room.

Half-day children must be picked up by 11:30 AM. (Other preschoolers must be picked up by the time arranged with the office.) If you are late in picking up your half-day child and do not notify the office, your child will be taken to the lunchroom and you will be charged for a lunch plus whatever extended care time is used until you arrive.

You will be billed for extended care for any time exceeding your registered time. All children must be picked up by 6:00 PM in order to avoid the late charges.

Field Trips

Each student may be charged a fee whenever his class takes part in a school-sponsored field trip. Parents will be notified in advance of the cost. If parents choose for their child not to participate in a field trip, they should keep their child home or find other care for their child during the time of the field trip. Chaperones must be 18 years old or over. Parents will also be notified if parents are needed as chaperones on a field trip. If you do choose to assist the teacher as a chaperone, we ask that no other children attend the trip. Following are guidelines for parents serving as chaperones:

1. I will help in adequately supervising the students.
2. The classroom teacher is in charge. As the leader of my group I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go and they will go where I go.
3. I will:
 - Bring a watch, noting meeting places and times to avoid making the group wait.
 - Comply with the dress code unless other arrangements have been set for the day.
 - Not chew gum or hand it out to the students.
 - Not spend money on treats or souvenirs or bring "treats" for the group.
 - Not smoke on the field trip.
4. I am to be impartial if my own child is in my group. I will remain fair and consistent with all.
5. If I have volunteered to chaperone and a change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get a message to the teacher.
6. I will be responsible to pay any fees required of chaperones.

Finances

All finances are to be handled promptly through the school office. Tuition payments are due the first Friday of every month beginning in September. Your statement may be viewed through the online RenWeb program (office staff can help you log-on and access your account). There is a \$5.00 late fee added to any payment that is late. If a payment is not made for the current month, your child will not be allowed to return to school until the payment is made.

There is a \$25.00 charge for any checks returned from your bank due to insufficient funds. In the event that a check is returned, the preschool will accept only cash or money order for tuition payments thereafter.

All money sent to the office should be in an envelope clearly marked with:

- your child's name
- the teacher's name
- the amount of money enclosed
- purpose (tuition, lunch, etc.)

Health Guidelines

A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student.

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
2. Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.
3. Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.
4. Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.
5. Lice: When a case of headlice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. If your child is found with headlice, we must have a doctor's note verifying that the child has been treated. The office will need to check the child before he returns to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.
6. Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.
7. If a child is vomiting or has diarrhea (even though he/she may not have a temperature), the parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.

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

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

Inspections

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the

administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

Lost and Found

A lost and found will be maintained near the office. The school assumes no responsibility for lost items. Please make sure all personal items are properly labeled with your child's name. If your child is missing something, please also be sure to check with the office. Lost and Found items will be kept for one month only.

Lunch Program

A daily hot lunch program is offered for all preschoolers who stay longer than half-day. It is included in the tuition if your child is here for 7 hours or longer. You will be billed for lunches if your child is a half-day student staying longer on any given day. All children need to be able to feed themselves. Lunch menus will be available online. Preschool children may bring a sack lunch, but no discount will be provided for those who choose to bring their own lunch. Students bringing lunch are to use disposable paper lunch bags and disposable goods such as zip lock baggies. If your child does bring lunch from home, please train your child to be self-sufficient in managing lunch, eating their food, and opening the zip lock baggies.

Medication and Allergies

Absolutely no medications are administered by teachers or aides in the preschool. We are sorry that we cannot assume the responsibility of giving medicine to preschool children.

If your child has been ill and requires a prescription medicine during the day, please keep him/her at home or arrange to come to school at lunchtime to give the medicine yourself.

It is very important that you notify your child's teacher and the office of any allergies that your child has (i.e., milk, bee sting, etc.) All allergies that are of a life threatening nature must be recorded in the office and with the teacher before a child may attend the preschool (see the office staff for more detailed information). Life threatening issues are to be taken very seriously. Intolerance to foods such as vegetables should also be communicated to the teacher, but cannot be treated as allergies.

Music Programs

All preschool children have music as part of their weekly curricula. The music department produces a program for all parents, grandparents, and friends to attend at Christmas time and again at Easter. Our programs are held in the auditorium at our Illinois campus. Information regarding programs is sent home in your child's book bag. We invite you to attend and support these functions.

If your child is sick on the day of a program or has been sent home due to sickness during that day, he/she may not participate in the program that evening.

Newsletter / Regular Communication

RenWeb is the internet based program used by the school to help with communication to parents. Newsletters and forms used will be posted on RenWeb. The school's hot lunch menu is also posted monthly for you to review.

Organizational Structure

Aurora Christian School functions best when all involved follow a simple principle of communication and problem solving: Solve problems by involving the least number of people and at the lowest level possible. This approach is based on the teaching of Scripture as found in Matthew 18.

When trying to solve a problem, parents should first go to the teacher. If the problem cannot be solved there, the parent and teacher should go to the principal. If the problem cannot be solved at this level, the parent, teacher, and principal will go to the Superintendent.

If any issue cannot be resolved with the Superintendent, all parties will meet with the ACS School Board for a final decision.

Orientation

Parent orientation is required for parents of both new and returning students. Important policy and procedural changes will be discussed. Parents who do not attend should make arrangements with the office to sign all necessary forms prior to the start of school. Arrangements must also be made to meet with the child's teacher during the first week of attendance.

Student Orientation Open House will take place before school starts. This Open House is intended for parents to bring their child into the classroom, see the table and classroom, meet the teacher, and get a glimpse of the classroom before school starts.

Parent/Teacher Conferences

Parent/teacher conferences will be held twice each year. Conference dates are printed on the school calendar (the spring conferences are optional based upon request by the parent or the teacher). Parents may request conferences with any of their student's teachers. All conferences are by prearranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment.

When the fall Parent - Teacher Conferences are held, appointments may be scheduled in timed increments. These fall conferences will take place after school on the Thursday or Friday of that week. Parents are asked to make these conferences a priority and schedule their time with the classroom teacher.

A conference at other times other than Parent - Teacher conference week can be scheduled with the teacher.

We request that you do not bring the child or any brothers or sisters to the conference.

Parties

The preschool has six scheduled parties during the school year:

- October - Teddy Bear Parties
- November - Pilgrim Parties
- December - Christmas Parties
- January - Doggie Day
- February - Valentine's Day
- March or April - Yellow Day (celebration of Spring)

Parents who would like to help with these events may do so with the classroom teacher as the events come during the calendar or sign-up on the sheet posted outside your child's room.

Birthdays: If you wish, you may send treats on your child's birthday for the children in his/her classroom. Please make arrangements for this with your child's teacher.

In addition, if you would like, you may donate as a birthday treat a book, tape, or a puzzle to your child's class. Gifts given in this way are marked with the child's name and birthday.

Please note: If your child is having a birthday party at home, please do not send the invitations to school. This causes problems when some children are not invited. Please mail the invitations instead.

Patriotism

Patriotism is an inner feeling. For each of us it has a different meaning. Each of us reacts to it differently. We feel that the school should play a part in developing a proper attitude of patriotism for our country. We expect students to respect our country and our government, and to feel proud to be an American. We will teach them to respect their country.

Photographs and Yearbooks

School photographs are taken each year in the fall and spring (see school calendar) and are available for purchase. Each child will receive a composite of his/her classmates. Details will be sent home from the office prior to the day pictures are taken.

Yearbooks may be ordered in the spring. These albums highlight the events of the school year and are a very special way to preserve preschool memories. If for some reason a child leaves ACS during the school year, but still wishes to receive a yearbook, please leave money in the office for the yearbook and postage.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a consent/denial form on file for aid in choosing photos to use. This form is a part of the enrollment application.

Pick-Up/Drop-Off Procedure

Please be sure to fill out a pick-up slip form listing those people who have permission to pick up your child from school. Please list as many as possible, and keep a copy of your list for yourself. When you wish to change your list, you must come to the office and do it in person. (Otherwise, anyone could call the school, say they are you, add their name to the list, and pick up your child.) Anyone not recognized by the teacher in charge of your child must be prepared to show a photo ID (driver's license, student card, etc.), so all pick-up persons should carry one on themselves whenever they come to pick up your child.

No one younger than a fifth grader may escort a child into the building or pick-up a child from school. Anyone picking-up a child must be listed on the pick-up slip.

Preschool children are taught to ask the teacher, "May I please go?" before being released to accompany you out of the room. Please wait for this procedure before taking your child.

When classes are outside on the playground, we ask that parents remain outside of the fenced area. This security barrier is for the protection of the students and also for the security of knowing that no one is entering where the children are playing and no one is able to exit without permission.

The time of drop off and pick up must be recorded daily. This procedure will be explained at the beginning of the school year.

Playground

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. Recess is considered a privilege, not a requirement. Children will also use our playground during extended-care hours, weather permitting.

When picking up a child from the playground, please wait at the gate while the teacher gets your child.

If you have other children who come with you to pick up your preschooler, please do not allow them to play on the playground during school hours.

Retention Policy

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

Safety

School safety and security is of paramount importance. A schedule for door safety will be produced by the school each school year. The schedule will show times that doors are supervised and students and parents are permitted to use exterior entrances.

If you exit a door other than those listed, please do not "hold" the door open for others to enter. These door procedures are for the safety of all inside the building.

Students are expected to keep all the safety rules set by the school. They are made for a reason and must be followed. Tell your student never to accept a ride from anyone he does not know, even if that person knows your child's name. If the child is riding in a car pool, he is never to change car pools unless he has permission from his parent and the parent has notified the teacher.

School Day

The school day for preschoolers is 8:30 A.M. to 11:30 A.M. Pick up time is 11:30 a.m.

Children should arrive at school between 8:00 and 8:30, during which time there is no additional extended-care charge. Before 8:00 and after 11:30, extended care is available. (See section on extended care.)

School Directory

An ACS preschool directory will be available to school families through RenWeb. This directory will include names, grade, teacher, addresses, and phone numbers of students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent. Parents who choose to exempt their address and phone number from the directory may do so by noting on their application.

School Supplies

Please be sure that all items are clearly marked with your child's name.

Supplies are to be purchased prior to the beginning of school. Lists of supplies are available in the office or on the school's website at www.aurorachristian.org or in RenWeb.

Tardiness

Punctuality is a part of the student's training. Parents are expected to help in this area by making sure that their child arrives at school on time. Children should arrive no later than 8:30 a.m. Children may arrive between 8:00-8:30 without being charged for extended care.

Our preschool day begins promptly at 8:30 each weekday morning. The teacher takes attendance and the lunch count, and other opening exercises follow. It is important that your child be on time so that the class is not interrupted, and the teacher does not have to stop what she is doing to make changes in her attendance and lunch count reports. If your child arrives after 8:30, he/she is considered tardy, and the parent must go to the office to get a tardy slip that will be given to the teacher. Please help your child start out his/her school years right by practicing promptness.

Teachers

Qualified Christian teachers and aides comprise the staff of Aurora Christian Preschool. We love and care about your children. It is our desire to see your child well prepared spiritually, physically, mentally, and socially to enter his formal school years. It also is our desire to see you go to work each day with your mind free of worry concerning your child. Please be assured we will do all we can to see that your child is properly cared for, loved, and taught in his "home away from home," Aurora Christian Preschool.

Traffic and Parking Procedure

Parking at Aurora Christian School is to be in the designated parking spaces only. No car is to be parked in a fire lane or traffic lane. Cars must be backed into a parking place. Do not pull through a lane to park your car. The only exception to this regulation is for full sized vans in the far North end of the parking lot.

Misuse of the traffic parking procedures may result in children being expelled from Aurora Christian School.

Arrival & Pick-Up

1. Enter using Drive #2(west side of building). Stay in appropriate lane.
2. Speed limit is 5 mph.
3. Park in West or North lot.
4. Back into the parking space.
5. Walk children to their classroom/coat hook
6. Pick-up - Parents enter the building (see Safety for times and doors to enter), get the child from classroom or extended care location.
7. Exit using Drive#1 or Drive #3.
8. Turn right only, 7:30-8:30 AM, and 2:30-3:30 PM.

All preschoolers must be walked into the building. (See the following chart to find the proper location to take your child once you have signed in at the classroom and where to pick up when you have signed out.)

Arrival Time:	2 & 3 Year Olds	4 Year Olds
6:30 - 8:15	Playroom	Playroom
8:15 - 8:30	Classroom	Classroom
After 8:30	Report to the Classroom (Tardy)	Report to the Classroom (TARDY)

Departure Time:	2 & 3 Year Olds	4 Year Olds
11:30 - 3:00	Classroom	Classroom
3:00 - 4:00	Playroom (or outside weather permitting)	Playroom (or outside weather permitting)
4:00 - 6:00	Playroom	Playroom

(This schedule is subject to change.)

For departure of students, please follow the same parking procedure. All children must be picked up by 6:00, or late charges will apply. Please stay with your child at all times while on the premises.

Visitors

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. Parents are welcome to visit the preschool, but we request that you discuss this with the teacher or director beforehand. You must stop at the office to receive a visitor's pass.

Volunteers

Parents are encouraged to volunteer a part of their time on a regular basis to assist teachers, office, cafeteria staff, etc. Our school could not function without our volunteers. Please call the school office if you are available and would like to know how you can help, or if someone you know wishes to help. All volunteers must fill out an application and submit to a criminal background check.

Website and Email

Please bookmark the ACS Website at www.aurorachristian.org. If you wish to email a specific teacher, click on his/her name/link in RenWeb or on the staff page of the school website.

Withdrawals

Withdrawals from the school must be done through the school office. Notice should be given one month in advance for all withdrawals if possible. Tuition adjustments will be made only in case of moving from the area or loss of job by head of household.

If you wish to order a yearbook, please leave money for the yearbook and postage in the office. The yearbook will be mailed to you near the end of the school year.