

TABLE OF CONTENTS

I. STATEMENT OF FAITH	3
II. CHRISTIAN TRAINING	4
Bible Instruction	4
Chapel	4
III. SCHOOL HOURS	4-5
Arrival	4
Dismissal	5
Classroom/Campus Visitors	5
IV. ACADEMIC POLICY	5-10
Absenteeism	5
Admissions.....	6
Certificate Awards	6
Cheating	7
Conferences	7
Dropouts and Transfers	7
Extra Credit	7
Extra-Curricular Activities	7
Grading	7
Homework	8
Illness	8
Ren Web Communication	9
Report Cards	9
School/ACSI Meets	9
Standard Course Study	9
Student Supplies	9
Tardy	9
Textbooks	10
Transportation	10
V. SCHOOL DISCIPLINE	10-12
Detention	10
Disciplinary Procedure	11
Expulsion	11
Probation	11
Spanking	12
Suspension	12

VI. CONDUCT AND ON-PREMISE POLICIES	12-16
Clean Facility	12
Closed Campus	12
Day Care	13
Drop-Off and Pick-Up Procedures	13
Equipment/Facility	14
General Conduct	14
Lunch	15
Physical Contact	15
Recess/Restroom	15
Security	16
Telephone	16
Toys/Pets	16
VII. PLAYGROUND RULES	16-18
VIII. DRESS POLICY	18-20
Extra-Curricular Sports	20
Game Days	20
School Meets	20
Sports Banquets	20
IX. MISCELLANEOUS POLICIES	20-24
Cafeteria	20
Classroom Parties	21
Communication	21
Copies	21
Cumulative Records	21
Field Trips	21
Food Services	21
Lost and Found	22
Medication	22
Office Hours	22
Parent-Teacher Fellowship (PTF)	22
Parking	22
Physical Education	23
Pledges	23
School Supplies	23
Standardized Testing Program	24
X. PARENT INVOLVEMENT	24

I. STATEMENT OF FAITH

The basis of Antelope Valley Christian School shall be the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
5. We believe for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. We believe in the resurrection of the saved and the lost, those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

II. CHRISTIAN TRAINING

Bible Instruction

Character development is a priority at AVCS. This begins with instruction from the Word, learning how to read and understand the Bible, and discovering how to pray for oneself, family, community and the world. This is a time for building relationships with God and with one another.

All Bible instruction is given in love without narrow doctrinal emphasis. It provides a unifying frame of reference for every subject; it also gives life and power to the whole curriculum. The Bible, when properly taught, is a liberating influence, freeing the mind and heart for the pursuit of truth in every direction. As such, it is a constant reminder that all truth, being of God, is for a purpose.

The objectives of the school are centered around five basic character builders:

1. To establish CHRISTIAN TRUST as a guide for life.
2. To maintain a HIGH ACADEMIC STANDARD.
3. To instill PURE MORALS in the heart of the student.
4. To generate a SPIRIT OF PATRIOTISM.
5. To live a DISCIPLINED LIFE.

Chapel

Student Chapel will be held in the Event Center each week for 30 to 60 minutes at varying times.

Kindergarten - 2 nd grade	8:45 - 9:15 A.M.
3 rd grade - 6 th grade	10:15-10:45 A.M.

Every week students are to take their Bibles to chapel. They are expected to be quiet and respectful coming and during chapel. All students are to sit together as a class during their chapel times.

III. SCHOOL HOURS

Arrival

At 8:10 A.M. a warning whistle will be blown and all students, kindergarten through sixth grade are to line up by classes at designated areas on the playground. School starts at 8:15 A.M. Students are tardy if not in line by 8:15 A.M. Teachers will then follow their classes to their classroom. Please do not leave or wait with students by the classroom doors, but rather bring them to the lines.

Dismissal

School is dismissed at 3:00 P.M. We ask any parent who arrives before 3:00 P.M. to pick-up their children, to please wait in their car. The teacher will be standing by their open classroom door, when the students are ready to be picked up. You may then enter the gates and go to your child's room. Students will remain seated in their classrooms from 3:00 - 3:15 P.M. waiting for their parents. All students registered for day care and those not picked up by 3:15 P.M. will be taken by a teacher and checked into day care.

Classroom/Campus Visitors

Adults – Appointments may be made through the office to visit any classroom during instructional time. Parents of an enrolled student may visit their child's classroom for a total of two times per month (20 minutes per visit). A maximum of two parents may visit a classroom at the same time.

Students - Student visitors, *i.e.*, *school age kids*, are not permitted on the Antelope Valley Christian School campus during school hours unless accompanied by parents or they are registered for a one-day pass. Student visitors are not allowed on campus during non-school hours unless approved by the office and unless they are attending an approved event. Anyone coming onto AVCS campus, as well as any AVCS student, is subject to a search of their person and/or possessions.

IV. ACADEMIC POLICY

Absenteeism

Each student in grades 1-6 will be allowed 30 absences for the year. Absences in excess of this could result in the student being placed on probation or failure to be promoted to the next grade. Truancy at any time will be subject to discipline and may include suspension. Absences due to truancy and suspension will be considered unexcused absences and the student will receive a zero grade for the missed work.

Parents need to call the school office by 8:30 A.M. each morning to verify their child's absence. If parents do not call, the student will be marked "*Absent - Unexcused*" and a note must be sent when the student returns to school. Parents are asked to pick up the student's books for any absences longer than one day so assignments may be completed. When possible, doctor and dental appointments should be scheduled before or after school hours so the student will not miss class.

Admissions

It is the intention of Antelope Valley Christian School to provide the best education that can be given through classroom instruction. In keeping with this intention, the following admission policy has been established. By December 1, Kindergarten children should be five years old and first grade children should be six years old.

1. Regular attendance in a local church is encouraged of all enrollees. We stress parental example set by attending with their children.
2. Readiness is a criterion for admission to any grade. Poor readers may be required to meet training requirements, which extend beyond the classroom.
3. Students above the fourth grade should desire to attend Antelope Valley Christian School of their own volition.
4. Students who are admitted from other schools should have a deportment record that is average or above. Students who have been suspended, expelled from another school, or have a juvenile record, should be given a period of one year, to prove the sincerity and depth of their information before being admitted.
5. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin.
6. Antelope Valley Christian School has an open enrollment policy allowing students from any district, town, city, county, state, or country to be enrolled subject to standard admission procedures.

Certificate Awards

(At the end of the Year)

High Honors Award -	Any student receiving an "A" in all subjects except penmanship, P.E., music, and art.
Honor Award -	Any student receiving "A's" and "B's" in all subjects except penmanship, P.E., music, and art.
Perfect Attendance Award -	Any student having perfect attendance for the year. (<i>no tardy or absences</i>)
Character Award -	Students who have no more than 36 demerits in a year.
Student of the Month -	Each month a special character trait will be focused. Students who exhibit these qualities will be candidates for the Student of the Month certificate award. These will be issued in student chapel on the first chapel of the month starting with the month of October.
Principal's Award -	Students who receive no demerits for the entire school year.

Cheating

A student caught cheating or plagiarizing (*copying other people's material and not giving them credit*) will receive a "0" and a "D-8" demerit. The student who gives answers or lets another copy his/her work will also receive a "0" on the assignment or test. When a student receives a "0" the parent will be notified. A second offense for cheating could result in suspension from school.

Conferences

At the end of the first quarter, school will not be in session for two ½ days to allow time for parent/teacher conferences. The conferences will be scheduled in 15-minute appointments. Teachers will meet with every parent of the students to receive their first report card. Special day care will be available on these days for children of working parents.

Dropouts and Transfers

A "Withdrawal Form" should be completed and turned into the office 2 weeks before a withdrawal is official. Tuition and/or day care charges will continue for 2 weeks after an AVCS "Withdrawal Form" has been completed in full and submitted to the office. No student is considered withdrawn until the proper form is completed giving a minimum of two weeks notice. Parents must also sign necessary paperwork to stop any automatic charges.

Extra Credit

Extra credit will be limited to one item per subject per quarter. The credit given will not exceed one average homework assignment grade. The maximum extra credit grade on any test or quiz will not exceed 110%.

Extra-Curricular Activities

Students may participate in extra-curricular activities as long as they maintain a "C" average. Students on discipline or academic probation may not participate in extra curricular activities.

Grading

The grading scale is as follows:

Kindergarten – 6th Grade

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 & Below

Homework

We at Antelope Valley Christian School believe homework is an integral part of the school program. Students need to learn the habit of regular home study. Homework should be limited to an average of 20-25 minutes for grades K-1, 30-45 minutes for grades 2-3 and 60-90 minutes for grades 4-6. All incomplete seatwork becomes homework each day. Homework is given for several reasons:

Re-enforcement. We believe most students require solid drilling, to master material.

Practice. Following classroom explanation, homework is given to practice new work so the material will be mastered.

Special Projects. Book reports, compositions, special research assignments, are some of the activities that are frequently the subject of homework attention.

Remedial Activity. Various weak points in a student's grasp of a subject become evident as instruction progresses. Homework with instructions to follow is given to overcome such difficulties.

We must have the parent's full cooperation in seeing assignments are completed. On the last school day of the week, students (*grades K-6*) will be sent home with a copy of the Ren Web homework schedule. The schedule should include quiz and test dates, project information, and reminders of due dates. This gives the student the opportunity to work ahead on assignments that would interfere with other activities being held during the following week.

Students in grades K-6 may only be excused from incomplete work with a note from the parent. The work should then be completed the following night. When students have an excused absence, it is the student's responsibility to make up missed work. The student is given a reasonable amount of time to make up the work not to exceed the number of days missed. Students can expect grades to be lowered by 10% on late assignments on both regular and make-up work.

On the first school day of the week, teachers will send home a packet of tests and quizzes completed that week, to be signed by a parent and returned the next day.

Illness

Students who are ill or are not well enough to participate in regular school activities should not be sent to school. If a student is absent from school because of illness for five or more consecutive school days, he/she cannot be re-admitted without a doctor's written release.

Any medications to be administered at school should be signed in by the parent in the office and should be in the original prescription bottle with specified dosage instructions. No over-the-counter drugs will be administered with the exception of Tylenol with written parental permission on file in the office. Office personnel will monitor the administration of Tylenol. Tylenol will not be given prior to 10:00 A.M. unless permission is received from parents. However, students who suffer from migraines will be given Tylenol whenever requested as long as they make their condition known. Continual requests for Tylenol will be reported to parents. Administration reserves the right to refuse excessive dosages of Tylenol.

If a student complains of feeling ill or is injured and is unable to return to class, parents will be called and he/she must immediately be picked up. There are no "nap" facilities. Students with diseases, *i.e. impetigo*,

Pediculosis (lice), pink eye, chicken pox, or measles, etc., should be taken from school and may not return without a doctor's written release.

A note from a parent is necessary in order for a student to be excused from P.E. A doctor's note is required if the student is to be excused for more than 3 days. All notes must be brought on the day the student is to be excused. Excuses must be held to a minimum.

Ren Web Communication

Ren Web will supply parents with current information on grades, behavior, and school announcements. This is our primary source of communication. If you have any questions or difficulties with Ren Web, please email Mrs. Dennis ddennis@avcs.edu

Report Cards

The first quarter elementary report card will be given to parents at their parent teacher conference. The 4th quarter report cards will be mailed to the parents within two weeks following the close of the semester.

School/ACSI Meets

Please encourage your children to join in these opportunities. Participation in school or ACSI Meets is a vital part of the complete educational process for your child. The dates of the AVCS Spelling Bees and the other ACSI events can be found on the school calendar. Those students chosen at the school level who accept competing in the ACSI District Meets, but do not attend the event, must reimburse the school for the registration fee.

Standard Course of Study

Antelope Valley Christian School follows the basic school curriculum for all grades, covering as a minimum the same work required for each grade as set down by the State of California. All parents who enroll their child in Antelope Valley Christian School must keep in mind that being a Christian school means all subjects are taught in the light of God's Word, the Bible, and from a Christian perspective.

Student Supplies

Any student in class without supplies, such as pencils, pen, paper, *etc.*, will be sent to the office to purchase supplies and may be given a demerit by their teacher for not being prepared.

Tardy

If a student comes to school late due to illness, *etc.*, the office will determine whether it is an unexcused or excused tardy, excused or unexcused absence. Medical appointments are the only excused tardy.

Students who have been at a doctor's appointment should have a dated note signed by the doctor or parent with the time of arrival noted. When arriving late to school, the student needs to go to the office and sign in to get a pass before going to class after the gates have been locked. An excessive amount of tardy may result in the student being placed on probation.

When a student is absent without a valid excuse for three or more days or is late to school more than thirty minutes on each of three days, he/she is truant. When a student has been truant from school, a conference will be held with the parent/guardian. If the student is absent again without excuse for one or more days, or late one or more days, he/she should again be reported. If the student is reported truant three more times during the school year, even after parent conferences, they should be referred to a Student Attendance Review Board through the local school district.

Textbooks

Most textbooks are purchased and are the private personal property of each student. Names should be written in all A Beka books. Each student is responsible for the books entrusted to him/her and any lost books must be paid for before replacements are issued.

Transportation

All students participating in any Antelope Valley Christian School extra-curricular activity, including field trips, meets, and sporting events, must go to and from the event in school provided transportation such as the school bus, vans, or volunteer parents.

V. SCHOOL DISCIPLINE

The faculty and staff are eager for each student to utilize his/her God-given abilities and to reach a level of mature living. Corrective procedures are necessary from time to time. When this is necessary a demerit will be issued. The demerit is a record of the action not a punishment. In order to curb the problem, the student should receive an appropriate classroom punishment such as writing standards, "*benching*", or detentions for each demerit given. Students in grades K-2 should not be benched for more than 5 minutes and students in grades 3-6 should not be benched for more than 10 minutes per demerit.

Detention

Detention will be held weekdays from 3:00 – 4:00 P.M. Detentions are served the day after they are issued. The teacher will post on Ren Web those students assigned to detention and an e-mail will be sent to the parent. Tardiness, unexcused absence, or misbehavior in detention will result in another assigned detention. Students are to be working for the detention teacher or quietly doing homework. At the end of a school year, school records, including report cards, will be held until all detentions are served.

Disciplinary Procedure

The teacher or the Principal will be handling the misconduct within the following framework according to the seriousness or persistence of the offense.

Recognition and Encouragement – Public recognition and a “*Good Character Award*” will be given to the students who have no more than 36 demerits in a year.

Positive Reinforcement – Teachers are encouraged to have a system of “*positive reinforcement*” at all grade levels to encourage students as they make academic or conduct improvements.

Correction and Discipline – Demerits are given when there is a need for correction in the student’s behavioral pattern. Any teacher, administrator, or staff member on campus may give demerits.

D1 – Attitude affects all we do and say. i.e., *Disrespect, talking back, and expressions of disgust.*

D2 – Communication is talking, writing notes, *etc.*, when the leader has requested differently.

D3 – Discourtesy is conduct in or out of class that does not promote harmony.

D4 - Disturbance is any action that takes away from the leader’s ability to communicate and brings attention to the student.

D5 – Dress Policy is any violation of the dress code as stated in the student handbook or published revisions.

D6 – Disregard for school rules or teacher’s instruction.

D7 – Unpreparedness is any assignment not in on time, or forgotten books, papers, and supplies.

D8 – Intentional Disobedience is any purposeful disobedience or things of a serious nature such as vandalism, cheating, lying, stealing, *etc.* (*equals 5 regular demerits and may result in restitution being made to the school*).

Expulsion

It should be noted that AVCS expects full cooperation from both parents and students in the education of the student. If at any time the school feels this cooperation is lacking, the student may be requested to transfer to another school. Also, if the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of AVCS, whether or not there is any definite breach of conduct, he/she may be required to transfer. Administration makes the final decision for expulsion.

Probation

Insufficient academic progress, inability to meet minimum standards, excessive tardiness, absenteeism, or a continuing rebellious spirit can be reasons for probation. A student is placed on probation by the Principal and a written notice is sent to the parent. Any disciplinary or academic probation could lead to removing a student from any or all extra-curricular activities. Probation is for a period of one quarter. A student’s probation will be evaluated each quarter. If satisfactory improvement is not made the probation

will be extended. Students who do not show improvement may be asked to leave or expelled. A student who has been expelled will be reconsidered for admission after one year upon approval of the Principal.

Spanking

The use of the "rod" is Biblical and practical, however, spanking is reserved for parents.

Suspension

If a situation necessitates a student to be suspended, the parents will be informed with an email on Ren Web. A conference between parent/student/Principal may be required before a student returns to school. The Principal will determine the specific nature of the suspension. He may suspend a student for the remainder of a school day and up to 5 following days, and ten days per semester before expulsion.

VI. CONDUCT AND ON-PREMISE POLICIES

It is important students know they are to live a life that reflects Christian character and conduct. The following conduct rules were established as a guideline of responsibilities at Antelope Valley Christian School. Any student who shows repeated irresponsibility or doing wrong may be asked to transfer to another school.

Clean Facility

Students will be asked to help keep our school campus clean outside and inside. Every week a class will be assigned to pick up trash around campus using their Thursday or Friday P.E. time. Teachers will supply students with gloves to wear when performing this task. Students who intentionally and willfully deface or damage buildings or furniture will be disciplined and held financially responsible for repairs.

Closed Campus

When a student arrives at school, they may not leave campus until the end of the school day unless they are signed out by an approved adult in the office. The person picking the student up should sign them out. Upon return from the appointment, before the student reports to his/her class, they should then be signed back in. Those students living within walking or bicycling distance may go home with written parental permission on file in the office. Students are not to return home by any other means than is permitted for that student without a note signed by the student's parent. Students may not go to the parking lot or outside the gates for any reason during the day.

Day Care After School Schedule

Monday – Thursday

3:15 – 4:00	Check-In, Snack time, Outside Play. K – 6th grade - check in - cafeteria. <i>(All students in the cafeteria must remain seated at all times.)</i>
3:30 – 4:00	Outside play – K - 1 st grade lower playground 2 nd - 6 th grade upper playground
4:05 – 5:00	Homework, Studying, Reading Time K – 2nd grade students in room 20. 3rd - 6 th grade students in room 21.
3:45 – 5:00	Junior & Senior high student in room 19 (<i>Teen Center</i>)
4:05 – 5:00	Homework, Studying, Reading Time <i>(All students must remain seated doing homework or reading. No talking, playing, coloring, etc. is allowed during this time.)</i>
5:00 – 6:30	Supervised/Organized Crafts, Play, Coloring, Games, etc. Based on student count, students will be allowed to be outside with a supervised outdoor activities, inside participating in planned activities, or completing homework. Students should be seated while in the classroom at all times. When the count drops and only one day care provider is required, all students will be in room 20.

Friday

3:15 – 4:00	Check In, Snack time, Outside Play. <i>(All students in the cafeteria must remain seated at all times.)</i>
4:00 – 6:30	Supervised/Organized Crafts, Play, Coloring, Games, etc. Based on student count, students will be allowed to be outside with supervised outdoor activities, inside participating in planned activities, or completing homework. Students should be seated while in the classroom at all times. When count drops and only one day care provider is required, all students will be in room 20. Upon approval from the Principal, a video may be shown on Fridays.

Drop-Off and Pick-up Procedures

Before School - Students arriving before 8:00 A.M. must be signed into day care by their parents. A child not registered for day care arriving prior to 8:00 A.M. or remains after 4:00 P.M. will be charged \$5.00 per hour for the first child and \$3.00 per hour for each additional child. This fee is due when the child is left for morning day care or when he/she is picked up in the afternoon. Any child who is registered and not signed into day care and is left prior to 8:00 A.M. will be charged for the entire day care morning hours at the rate of \$3.00 per hour. Charges will be incurred from 5:30 – 8:00 A.M.

NOTE: Elementary children arriving at 7:45 A.M. due to siblings in Junior/Senior High School will be signed into day care with no charge. Students arriving at regular school times do not need to be signed into day care and may be dropped off at the cafeteria or playground.

After School - All teachers will be available in their classrooms until 3:15 P.M. for student pick-up. Any parent/guardian picking up a child should have a student pick-up card. All students who have not been picked-up by 3:15 P.M. will be signed into day care.

Written, signed parental permission must be on file in the office for a student to leave campus to walk or ride bicycles home. Permission will be granted only if a student lives within a reasonable distance to school. Any student having permission to ride a bicycle or walk home must leave campus as soon as school is dismissed.

The west and north entrances of the cafeteria will be open for both drop-off and pick-up. The parent/guardian picking up a child from day care needs a day care ID card signed by the child's parent/guardian. The card is presented to a day care Supervisor in order to be picked-up or signed-out. Pick-up cards may be obtained in the office. Please help us encourage your child to remember their belongings and homework assignments when going to day care.

Equipment/Facility

Those responsible for causing damage, will be expected to replace damaged equipment and/or pay for the repair of the equipment or the facility.

General Conduct

1. Respect should be shown for the rights of others and their property. Students should not go through each other's backpack, desk, or other personal items. Taking anything that is not theirs will be considered purposeful disobedience and will be handled with the guidelines under "*DISCIPLINARY PROCEDURES.*"
2. All faculty and staff are to be addressed by Dr., Mr., Mrs., Miss, or Coach. Prompt and cheerful obedience to school personnel is expected of all students.
3. Profanity, obscene language or gestures will not be tolerated. Intentional disobedience demerits will be given.
4. Students are not to make fun of other students because of the way they dress, the way they walk, the way they talk, *etc.* Name calling of any kind will not be accepted. Disregard of this policy will result in an attitude demerit.
5. The student will need a doctor's note on file giving them cause to take over-the-counter or prescription medicines, including aspirin.
6. Gum is not allowed at any time while on campus. Students will receive an intentional disobedience demerit.
7. Students will be given "*intentional disobedience*" demerits for continued willful disobedience or disrespect and could face immediate suspension.
8. Knives, any item which may be misconstrued as a weapon, matches, lighters, any form of tobacco, drug substances, or alcohol are never to be brought to school. Any student being a part of any situation involving the above will be held as equally responsible as the person caught.

Violation will result in *"Intentional disobedience"* demerits and suspension and may result in expulsion. If deemed necessary, the Sheriff's office will be contacted to determine if the offense is a felony and legal action is necessary.

9. Students should always walk quietly on the provided sidewalks and not disturb classrooms in session.
10. Bikes, skateboards, and roller skates are not to be used on school property (*with the exception of designated times of the day care program. Students should wear the proper protective gear.*)
11. No laser pointers and glass bottles are allowed on campus.
12. Setting off stink bombs will result in receiving *"intentional disobedience"* demerits and a one-day suspension. Those responsible will also pay for any damages.
13. No beepers, pagers, or cell phones are allowed on campus. Disregard could result in demerits and suspension.
14. No trading games, pieces, cards, or any items that are traded are allowed on the Antelope Valley Christian School campus.
15. All electronic and mechanical devices *i.e. radios, walkie-talkies, walkmans, tape recorders, cassette players, CD players,* are not to be brought to school or taken on any school sponsored events. Unauthorized materials will be turned into the office and can be retrieved for \$1.00.
16. Writing, reading, carrying, or passing notes on campus is not permissible. If a note is confiscated, it will not be returned, and will be given to the Principal. Demerits will be given to the writer and the person who has the note.
17. While on campus, a student may not solicit funds or sponsorships for non-AVCS fundraisers.
18. Students will be given demerits/suspension for signing their parent's name on any school papers or forms.

Lunch

The teacher will accompany their class to lunch. Each class is seated together at designated tables. Students are to remain seated until their lunch is eaten and their area has been checked and excused. Students cannot walk around with food or drinks. Manners will be stressed. Throwing of food is prohibited. If a student forgets his/her lunch, a lunch ticket will be lent to him/her and the parents are financially responsible for payment.

When going to recess, children are to eat their snacks in the designated area before beginning to play.

Physical Contact

Students are to follow a *"hands-off"* policy, *i.e., no fighting, no pushing, no shoving, no hitting, no slapping, no horsing around, no touching others, etc.* Unorganized intramural direct contact sports such as tackle football are not permitted. Students may not hold hands as *"boyfriend/girlfriend"* hug, or kiss.

Recess/Restrooms

Scheduled recesses are given for getting drinks and restroom use. Please encourage your child to use these times. When needing the restroom facilities during school hours, students must obtain permission from their teacher or the playground supervisor.

Security

For the security of our students, the gates will be locked at 8:30 A.M. each morning. Gates will open prior to 3:00 P.M. the end of the school day. Please enter through the office between 8:30 A.M. and 3:00 P.M.

Telephone

Students may use the office telephone only for emergency purposes. Requesting forgotten supplies or homework is not considered an emergency.

Toys/Pets

Toy guns, pocketknives, and magnifying glasses are never permissible on campus. Permission must be obtained from the teacher before a student may bring toys, pets, games, hobbies, *etc.*, to school. Teacher will confiscate toys brought to school without permission and turn them into the office where the parent can pick them up. Show and tell pets should be brought to school from 2:30-3:00 P.M. with the teacher's approval.

If any of these items get broken, lost, or stolen, the school is not liable or responsible for these. This policy applies to the classroom, field trips, and all day care events.

VII. PLAYGROUND RULES

When the duty supervisor blows one whistle, the students should immediately "*freeze*" and quietly listen to further instructions. Two whistles mean to line up quietly or follow the directions given.

1. Students need to have a pass and the duty supervisor's permission before they leave the playground to use the restroom or to go to the office.
2. It is not acceptable conduct for students to curse, use foul language, use improper gestures, display disorderly and boisterous behavior, fighting, or name calling.
3. There should not be any loitering, playing, or visiting in the restrooms. The cafeteria restrooms are off limits between and during classes.
4. Students are to report lost play equipment to the playground supervisors. Maintenance staff will retrieve the lost items.
5. Kick balls, soccer balls, and footballs are the only items of P.E. equipment to be kicked. Tackle football by any name is prohibited.
6. There is to be no shoving or pushing in line at drinking fountains. Duty supervisors will bench repeat offenders or send them to the back of the line.
7. Students may not play ball in the courtyard or bounce balls against buildings.
8. Seasonal sports and P.E. classes take priority over class recesses.

9. All girls, where modesty becomes a question, (*swinging, hanging upside down*) must wear shorts under their dress. A T-shirt must be worn under the dress or blouse if the dress is not fitted at the waist and the activity causes the dress to expose the child from the neck down.
10. No throwing of rocks.
11. No running on the concrete unless it is a supervised game by a teacher.

Kindergarten – Grade 1

(These rules are designed to keep students safe.)

Slides – Students must slide one at a time, sitting up and facing forward. There should be no climbing up the slides.

Swings – Students using the swings, should be one at a time, sitting, using the swings properly. No twisting the chains or wrapping them around each other. Children are not to push other students or run in and around the swings. Duty supervisors must help smaller children avoid injury.

Tire Swing - No more than three students at a time on the tire swing. The person pushing and stopping the swing must keep his/her feet on the ground. No hanging on the swing and feet swinging free is allowed.

Monkey Bars - Children must keep two hands on the bars if spinning. No cherry drops, death drops, etc. There should be no sitting on or crawling across the top of the bars.

Merry-Go-Round – No more than 10-12 students are to be on the Merry-Go-Round at a time. Students are to wait their turns by sitting in line and wait until the Merry-Go-Round is fully stopped before getting on or off. Students must hang on when riding and cannot lean out of the Merry-Go-Round.

See-Saws - Two children per see-saw, always sitting and not standing.

Animal Spring Toys - One student is allowed on each animal at a time. Some students are too big for these animals and teachers will use their own judgment for appropriate size.

The traditional 100-count rule applies to all equipment that requires taking turns. The student counts to 100 at a normal speed, the child using the equipment must get off and let that child have a turn. The student cannot turn around and begin counting on the person that just took their place. No idle sitting on equipment when others are waiting to use the equipment.

All grade 2-6 students are to stay off of the playground equipment located in the lower playground. This includes student aides that help at recess time.

2nd – 6th Grades

(These rules are designed to keep students safe)

Swings – Using the swings, students should be one at a time, sitting, using the swings properly. No twisting the chains or wrapping them around each other. Children are not to push other students or run in and around the swings. Duty supervisors must help smaller children avoid injury.

Monkey Bars - Children must keep two hands on the bars if spinning. No cherry drops, death drops, etc. There should be no sitting on or crawling across the top of the bars.

Basketball Courts – No hanging on hoops or jumping up and hitting the rims or the backboards. Basketball courts must be shared. High school students may use the court nearest the cafeteria from 12:00-12:36 P.M. The far court is reserved for elementary (*half court*) and junior high (*half court*).

The traditional 100-count rule applies to all equipment that requires taking turns. The student counts to 100 at a normal speed, the child using the equipment must get off and let that child have a turn. The student cannot turn around and begin counting on the person that just took their place. No idle sitting on equipment when others are waiting to use the equipment.

VIII. DRESS POLICY

The dress and appearance of the students at AVCS should be consistent with the educational purposes of the school and the Christian image we desire to project to the community. These standards apply to all elementary students while on campus and at all school functions and activities unless otherwise directed by the Principal. We must at all times make sure our children are neat and modest in their dress. Following the dress code is imperative for all students. The parents of a student in violation of the dress policy will be notified to bring a change of clothes to school and a dress code demerit will be issued. The Principal will make the final decisions in these matters.

BOYS

Shorts/Pants

Docker or Dickie type shorts and pants with no cargo pockets or any other decorations in black, khaki, or navy blue are required. These may be purchased at your local department store. Good quality uniform pants and shorts are also available at A.V. Sports & Graphics, 42402-10th Street West, Suite A, Lancaster, CA 93534 (661) 945-3144. Shorts can be no shorter than 2 inches above the knee. All pants and shorts must fit at the natural waist and cannot be baggie.

Shirts

Uniform shirts are required. These come in black, white, grey, burgundy, and light blue. These must be purchased at the uniform store. (A.V. Sports & Graphics, 42402-10th Street West, Suite A, Lancaster, CA 93534 (661) 945-3144)

Undergarments

Undergarments should be worn at all times. They may not be visible through outer apparel. T-shirts (*solid colors, with no logos, pictures, or writing*) worn as an undergarment should be tucked in at all times. No long sleeved shirts may be worn as an undergarment under a short-sleeved shirt.

Hair/Grooming

Hair must be above the collar, the eyebrows, and the ears. Hair should be styled and neatly groomed at all times. It cannot be combed to a point, duct tail, or any tail. Hair may not stand straight up or be spiked. No artificial lines, marks, designs, letters, numbers, or any other kind of distinctive marks cut in the hair or eyebrows. Hair needs to be one natural color. No two-tone or obvious streaks. Sideburns should be straight cut and above the middle of the ear lobe. No earrings, body piercing, simulated piercing, visible tattoos (*students may not write on themselves*), or make-up of any kind is allowed.

Shoes

Shoes with a secure back strap should be worn at all times. Tennis shoes and socks are recommended for regular school wear, but are required for P.E. They should be laced or fastened tight enough at all times so they do not flop up and down. Heels may be no higher than 2 inches on any shoe or boot.

Hats/Jewelry/Sunglasses

Only AVCS hats may be worn. Hats may not be worn inside any building. No other head coverings, such as scarves, bandanas, *etc* are permitted. No chain jewelry or chain belts of any kind are allowed. Any other necklace should not be worn on the outside of their shirts. Sunglasses may be worn outside only.

GIRLS

Shorts/Pants

Docker or Dickie type shorts and pants with no cargo pockets or any other decorations in black, khaki, or navy blue are required. These may be purchased at your local department store. Good quality uniform pants and shorts are also available at A.V. Sports & Graphics, 42402-10th Street West, Suite A, Lancaster, CA 93534 (661) 945-3144. Shorts can be no shorter than 2 inches above the knee. Please no Capri style pants. All pants and shorts must fit at the natural waist and should not be tight fitting.

Skirts/Skort/Jumpers

These need to be uniform looking in black, khaki, or navy blue with no writing or decorations, frills, and/or writing on them. Uniform skirts, skorts, and jumpers are available in black, Khaki, and navy. Skirts, skorts, and jumpers should be no shorter than 2 inches above the knee.

Shirts

Uniform shirts are required. These come in black, white, grey, burgundy, and light blue. These must be purchased at the uniform store. (A.V. Sports & Graphics, 42402-10th Street West, Suite A, Lancaster, CA 93534 (661) 945-3144)

Undergarments

Undergarments should be worn at all times. They may not be visible through outer apparel. T-shirts (*solid colors, with no logos, pictures, or writing*) worn as an undergarment should be tucked in at all times. No long sleeved shirts or turtleneck shirts may be worn as an undergarment under a uniform shirt.

K-3rd Grade Girls' Grooming

Makeup is not permitted. No excessive jewelry may be worn. No more than one earring is allowed per ear worn in the lower lobe of the ear. For the safety of the children, earrings must be studs. No dangling earrings are permitted. No other body jewelry, visible tattoos (*students may not write on themselves*), or piercing is allowed.

4th-6th Grade Girls' Grooming

If makeup and jewelry are worn, they must be simple and modest. Earrings should be delicate in nature. Necklaces, bracelets, and rings are allowed. Two earrings per may be worn as long as one is a stud and both are in the lower lobe of the ear. No other body jewelry, visible tattoos (*students may not write on themselves*), or piercing is allowed.

K-6th Grade Girls

Hair should be styled and neatly groomed at all times. It should be one natural color without streaks or tips of another color. Spikes, steps, or shaved heads are not allowed.

Shoes

Shoes with a secure back strap should be worn at all times. Tennis shoes and socks are recommended for regular school wear, but are required for P.E. They should be laced or fastened tight enough at all times so they do not flop up and down. Heels may be no higher than 2 inches on any shoe or boot.

Hats/Jewelry/Sunglasses

Only AVCS hats may be worn. Hats may not be worn inside any building. No other head coverings, such as scarves, bandanas, etc are permitted. No chain jewelry or chain belts of any kind are allowed. Sunglasses may be worn outside only.

Extra-Curricular Sports

Uniforms consist of AVCS shirts, shorts, and sweat suits. They should also include a pair of tennis shoes to wear in the gymnasium and a pair to be worn for outside activities. P.E. shoes should be worn with athletic socks. The P.E. uniforms should be labeled and worn by all students during all competitive sports and practices unless Administrative approval to wear a special uniform for training has been given in writing. Uniforms may not be altered in any way, (*no cutting off sleeves, making midriiffs, writing on or changing colors*). All students need to shower and change out of P.E. or competitive sport dress and back into street clothes after the competitive sport or practice ends. Uniforms will be inspected for cleanliness and neatness every Monday. Regular school clothes may not be worn under or over AVCS gym clothes.

Game Days

On all home and away game days, boy athletes should wear dress pants, dress shirt and tie, and dress shoes, and girl athletes should wear dress slacks or skirts, blouses or sweaters, and dress shoes.

School Meets

All elementary grade level boys will wear dress pants, dress shirts, dress shoes, and ties and the girls will wear dress slacks or skirts, blouses or sweaters, and dress shoes to school meets.

Sports Banquets

The dress policy for sports banquets is the same as for game days. Attendance at Sports Banquets is highly recommended for elementary athletes participating in Jr. High sports. Any student not attending the banquet, will not participate in future athletic events.

IX. MISCELLANEOUS POLICIES

Cafeteria

The cafeteria and cafeteria restrooms are off limits during or between classes.

Classroom Parties

Students enjoy parties at Thanksgiving, Christmas, Valentine's, Easter, and the last day of school. Birthdays may also be celebrated. All classroom parties will be celebrated at the end of the school day, 2:30 P.M. or later except for Thanksgiving. Our parents are invited to have Thanksgiving dinner with their children at noon.

Due to the agreement made with Pepsi-Cola Bottling Company, all drinks served at our parties provided by parents or students, must be Pepsi products.

Communication

Good communication is a vital part of the success of Antelope Valley Christian School. It is imperative parents have good communication with faculty, staff, and administration. All questions or problems concerning your child are to be directed first to the teacher, then if unresolved, a meeting of the parent, teacher and Principal.

All teachers have voice mail and e-mail. The voice mail extensions and e-mail addresses will be sent home so you might contact your child's teacher in a way most convenient to you.

Copies

Any copy written material, including A Beka Curriculum, cannot be copied. If a student loses a page of their book or messes it up, we cannot make copies for them.

Cumulative Records

There is a \$1.00/per copy fee for copies needed of a student's CUM record.

Field Trips

All students are to attend school planned field trips. A school parental "*Permission Slip*" form is required for each field trip notes in lieu of the field trip form cannot be accepted. Transportation and admission fees for field trips should be paid in cash by the parent (*no checks please*) except for the 4th, 5th, and 6th grade overnight trips. All parent sponsors should ride in school-arranged transportation with the children. However, parents who are not sponsors may drive on their own and take only their child.

Food Services

Booklets of 5 tickets (\$10.00) are available for breakfast. If a student wishes to purchase only one ticket, the cost will be \$2.50. If a student wishes to charge breakfast, the cost of repayment will be \$3.00. Booklets of 5 tickets (\$12.50) are available for lunch in the office. The cost of purchasing a single lunch ticket is \$3.00. If a lunch has been forgotten, a lunch ticket will be lent to him/her. The cost of a charged

lunch ticket is \$3.50. A student is to pay in a timely manner for a borrowed breakfast, lunch, juice/milk or parents will be billed with a \$10.00 billing fee added to their account.

Milk and orange juice are available for \$0.40 a carton. Students are to give their money to their teacher when lunch tickets are collected. The cost of repayment will be \$0.50. The snack bar will open to all students for afternoon snack.

Lost and Found

Please label (*full name*) lunch pails, sweaters, jackets, *etc.*, and check the Lost and Found (*day care*) regularly.

Medication

Any medication, over-the-counter or prescribed for a student, should be checked into the office by the parent. A student cannot carry it with him/her on their person. If you arrive before office hours, a Day Care worker can accept it with the proper completed paper work. Prior to the administration of any medication, the "*Physician Statement of Need*" and "*Parental Request for Medication Administration*" forms should be completed and filed in the school office. Medications should be brought to school in their original containers and stored according to physician request. Containers may not be refilled in the office. We must have current dated containers each time the prescription is refilled. Emergency medications (*such as asthma inhalers*) may be carried by the student only when both forms have been completed and they indicate the need for the student to have the medication with them at all times. The only non-prescription drug we will administer is Tylenol.

Office Hours

The school office will be open from 7:45 A.M. to 5:00 P.M. daily, except on Wednesday 4:30 P.M. and special holidays.

Parent-Teacher Fellowship (PTF)

Antelope Valley Christian School encourages you as the parent to attend the PTF meetings.

Parking

We ask parents to please park in the designated parking places and not along the curb. Handicapped parking spaces are to be left for easy access to the handicapped.

Physical Education

A student will need a doctor's note verifying physical impairment for him/her to be excused from participation. To be temporarily (*no longer than 3 days*) excused from participation, a student will need a note from parents and approved by the Principal.

Pledges

The American flag, Christian flag, Bible salutes, prayer, and a patriotic or spiritual song will be held each morning. The salutes of the flags are always a meaningful experience to help develop good citizenship and patriotism.

American Flag Salute

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

Christian Flag Salute

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

Bible Salute

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

School Supplies

(The following list of supplies students are asked to have for school)

Kindergarten - Large box of tissues, homework folder, crib sheet that fits our cots, sharpened #2 pencils, paint shirt, eraser, dab glue, storage bin, standard backpack (*not on rollers*), small safety scissors, crayons (not wax), and a 6" x 12" Pencil Box with Lid.

Grade 1 - Book carrying bag, small bottle of glue, sharpened #2 pencils**, blunt tip scissors**, or glue stick**, colored crayons**, Bible – NIV, small desk top supply box.

Grades 2-3 - Book carrying bag, colored crayons**, Bible – NIV, sharpened #2 pencils **, binder with paper, small bottle of glue or glue stick**, 3 pocket folders (*grade 2*), and child's dictionary (*grade 3*).

Grades 4-6 - Book carrying bag, sharpened #2 pencils/pens, Bible – NIV*, binder with paper, dividers, colored pencils, scissors, and small bottle glue/stick **.

*NIV = New International Version. (*AVCS has NIV Bibles available for an optional \$8.00 donation*).

**Must be left at school in supply box or in desk.

Please label all supplies. Liquid paper, markers, or laser pointers are not permissible. Glue for grades K-6 will be labeled with the student's name and kept in a teacher's cabinet for special projects.

A Beka writing tablets for K or 1st grade may be purchased in the office should the beginning writing tablet run out before the end of the school year.

Standardized Testing Program

Each school year, the Scholastic Achievement Test is given to help determine the effectiveness of our educational program and enable administration and faculty to determine any need of change. All students need to be present during the Stanford 10 testing (*please see the school calendar for dates*). Please schedule doctor/dental appointments at another time.

IX. PARENT INVOLVEMENT

There are many ways parents can help Antelope Valley Christian School. Since AVCS is a non-profit organization, fundraisers play an important part in our survival. Show your support by attending many of the special events. Our children grow up very quickly, don't miss out on the opportunities you have now to show him/her your support.