

# Applewood Christian School

## Student Handbook

### *MISSION STATEMENT*

The purpose of Applewood Christian School (ACS) is to provide a sound academic education integrated with a Biblical worldview.

### *ADMINISTRATION*

Principal: Mrs. Kathy Greer  
Vice Principal: Mrs. Amy Furrey  
Administrative Assistant: Mrs. Gay Otten

Office hours (when school is in session):

Monday/Wednesday 8:00 am - 3:00 pm

Friday 8:00 am – 3:15 pm

Address: 25396 Hwy O  
Sedalia, MO 65301

Phone: 660-827-4700

E-mail: [acsmustangs@applewoodweb.net](mailto:acsmustangs@applewoodweb.net)

Web page: [www.applewoodweb.net](http://www.applewoodweb.net)

All ACS policies can be found on the web page under the “Policies” tab.

### *STUDENT ATTENDANCE POLICY (Policy #5010)*

Due to the nature of ACS, attendance is of the utmost importance. Our attendance policy stresses maximum attendance while allowing for necessary absences from school.

### ABSENCES (Policy #5010)

1. Parents are required to phone the school by 9:00 am when a child will be absent from school. Parents should make arrangements at that time to get the Absentee Homework Assignment Sheet at the end of the day. Failure to notify the school may result in no credit for classes which met on that particular day.
2. Students will have the opportunity to make up work for absences. It is the student's responsibility to see that work is completed. Each student has one day for each day absent to turn in completed work, and work must be completed prior to the end of the current quarter.
3. If a student is sick on a Tuesday or Thursday, a note from the parent is required stating the child was sick and could not do homework. The homework will be due the next school day after the note is presented. Students are allowed one homework day for each homework day they are absent to make up work.
4. Failure to notify the school of the student's absence may result in no credit for the classes that met on that day.
5. Doctor's notes may be required for students who are absent two or more consecutive days.
6. Six or more absences in one semester are considered excessive. Excessive absences may result in the student losing credit for the semester, being prohibited from finishing the current school year, and not being admitted to ACS the following year.
7. If a student misses school, he or she cannot participate in any extra-curricular activity that day, with the exception of a family emergency.

### TARDINESS (Policy # 5205)

Getting to class on time is important to the educational experience. Tardiness is disruptive to both students and teachers. Arriving

three minutes late to class is considered tardy. A student is **also** considered tardy if not present at opening by 8:10. After the third tardy in a semester, detentions can be given. Repeat violators may lose class credit and will meet with the administration and school board.

#### EARLY DISMISSAL

If a student must be dismissed early from school, the administration must receive a note from the parent at the *beginning* of the day. Students must notify their teachers and get homework/classwork missed before leaving.

#### MEDICAL APPOINTMENTS (Policy #5010)

If at all possible, medical appointments should be made on Tuesdays and Thursdays. Student absences disrupt the continuity of the instructional process; therefore, it is important to not miss school for appointments that can be made at other times.

#### COLLEGE VISITS/JOB SHADOWING/SCHOLARSHIP AUDITIONS (Policy # 5010)

**Juniors and seniors** are allowed a reasonable number of absences to visit college campuses, job shadow and/or audition for scholarships. **Sophomores** are allowed one absence for a college visit/job shadow day. To request approval to miss a school day for these visits, students must complete the request form and have it approved by a principal a minimum of two weeks prior to the day of the absence. Students will also receive an accountability form to verify their participation. All homework needs to be handed in on time. *When possible, these visits should be scheduled on a Tuesday or Thursday.*

### LATE ARRIVAL OR EARLY DISMISSAL

If a student arrives or leaves campus any time other than the regularly scheduled times, he or she needs to sign in or sign out in the office.

### FAMILY VACATIONS (Policy # 5010)

Permission to miss school due to a family vacation or non-school sponsored mission trip must be requested at least one month prior to the trip. Vacations which cause students to miss school days are discouraged due to the difficulty placed on the student. Students are responsible for getting homework assignments for days they will be gone. **All work is due the day the student returns to school.**

## *ACADEMIC POLICIES*

### GRADE POINT AVERAGES

A = 4.00	C = 2.00
A- = 3.67	C- = 1.76
B+ = 3.34	D+ = 1.34
B = 3.00	D = 1.00
B- = 2.76	D- = 0.67
C+ = 2.34	F = 0.00

### GRADES

Applewood Christian School's grading system is as follows:

A = 95 & above	C = 74-76
A- = 90-94	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D = 64-66
B- = 80-83	D- = 60-63
C+ = 77-79	F = 59 & below

## GRADING, HOMEWORK AND TESTING POLICIES

1. Grading
  - Kindergarten students do not receive letter grades in any subject. Effort grades will be given.
  - First and second grade students receive letter grades in spelling, math and reading. Effort grades will be given in all other subjects.
  - Third through twelfth grade students receive letter grades in all core classes. Pass/fail grades are given in music, drama, art, P.E., and Bible.
2. Homework
  - All homework is expected to be turned in on time and completed to the best of the student's ability.
  - Math homework is expected to be checked by the parent before returned.
  - Students may have homework on the weekends but should be limited to studying for tests and for projects assigned at least one week in advance.
  - Students in grade third through twelfth are provided homework planners to record Tuesday/Thursday work.
3. Late Homework (Policy #4340)
  - The first time students forget their homework for the quarter, grace will be given. Grace is only to be given once per student per quarter per subject.
  - Once grace has been granted, students will have 10% taken off their grade for homework turned in one day late.
  - Students will have 50% taken off their grade for homework turned in two days late.
  - Students who turn in work more than two days late will receive 0%. Students will still be required to

complete and turn in missing assignments or they will receive an “Incomplete” on their grade card.

- Due to the habitual pattern of a student, the teacher may choose not to follow the above procedure. All homework will still need to be completed and turned in.

4. Testing (Policy #4310)

- Students may have tests on Mondays, Wednesdays, and Fridays.
- A testing calendar is used by teachers to try to minimize having too many tests on any given school day.
- If a test is sent home to be completed on a Tuesday or Thursday, it will be sent in a sealed envelope. Parents need to follow all provided testing instructions. Tests will be returned to the teacher in a sealed envelope with the parent’s signature over the seal.

5. Grade Cards

Students are issued grade cards at the end of each quarter. The grade cards must be signed by the parent and returned to the school. If the grade cards have to be replaced, a \$10 fee will be charged to the family. A student with a 69% (D+) or below will receive a mid-term warning letter from the office. Parents may request a mid-term report for any student. Fourth quarter grade cards for all students will be released after all books have been returned and any outstanding debts have been paid (i.e. book fees, tuition, Family Club fundraising, etc.)

6. **Parent/Teacher Conferences**  
Formal parent/teacher conferences will take place during the first quarter. Parents are free to schedule other conferences with teachers throughout the year by contacting the teachers individually.
  
7. **Standards for Continued Enrollment (Policy #4200)**  
Students must maintain a minimum grade of a C- (70%) in all classes to avoid academic discipline. A student with a midterm of 69% or below will receive a midterm warning letter from the office indicating courses of concern. A student will be placed on academic probation if he/she receives one or more D's on a quarterly report card. Once on probation, the student will work with the teachers, administration, and the Academic Committee to develop a corrective action plan. Failure of the student to implement the plan will result in immediate suspension and possible expulsion. If the student receives an F two quarters in a row in the same class, or more than three F's in all classes within one school year, the student will be suspended and will face possible expulsion.
  
8. **Graduation Requirements (Policy # 4210)**  
Applewood Christian School offers a general diploma and an honors diploma. Students seeking either diploma will be required to fulfill 26 credits for graduation. If a student graduates with a GPA of 3.8 or higher, his or her diploma will read graduating "with distinction." Students must have a minimum GPA of 3.8, have attended ACS their junior and senior year, and not have been suspended in their senior year in order to receive valedictorian or salutatorian.

9. Add/Drop deadline (policy #4330)  
High school students may be allowed to add or drop a class within two weeks of the start of the semester. Add/drop deadline dates can be found on the school calendar. If you would like to add or drop a class, you must request an add/drop form from the office. Once it is completely filled out and submitted to the office, the request will be considered.
  
10. Additional Opportunities  
Teacher's assistant, college course enrollment, vo-tech, and independent study programs are additional opportunities available for high school students. Parents and students who would like more information should contact the administration.
  
11. Summer Reading Program (optional)  
Students in kindergarten through twelfth grades may participate in an optional summer reading program. Each student will receive a handout at the end of the school year explaining the program.
  
12. Academic Sports Requirements (Policy #4240)  
To participate in any ACS sport, a student must maintain at or above a 70% (C-) average in each subject, based on the current quarter. In the case of volleyball and soccer, 4<sup>th</sup> quarter grades from the previous year will be used to establish status. If grades fall below a 70% in any subject at quarter, the student is placed on athletic probation. During probation a student is allowed to practice but not allowed to play. The minimum duration of probation is two weeks, when it will be determined if the student has brought the grade(s) to a 70% or above.



13. Academic Drama Requirements (Policy #4250)

To try out and participate in any ACS spring drama production as an extracurricular event, students must have a 70% (C-) average in each subject, based on the current quarter. A determination about continued production involvement will be determined by the administration.

## *RULES AND REGULATIONS*

### Rules of Conduct/Classroom Rules

- Students will arrive at school and classrooms on time. Class will begin 3 minutes after the designated time of the class. (For example, a 10:30 class will begin at 10:33. Bathroom and water breaks should be taken during this time.)
- Students will bring necessary books and supplies to class. Teachers reserve the right to allot homework points for bringing necessary supplies to class.
- Students will respect the teacher and other students by not talking during class. Students should raise their hand if they have something to say.
- Students will respect the property of others by not touching items that do not belong to them without permission
- Students will not carry on their own conversations while the teacher is speaking. This includes writing notes back and forth.
- Students will respect the authority of the teacher and those in leadership over school events.
- Students will speak in a Christian manner of respect and love.
- Students will not use personal electronic devices at any time during the school day.
- Students will only be outside the buildings when supervised by an adult 18 years or older.

- Students will not engage in public displays of affection at any school function on or off campus.
- Students are not allowed to sit on tables at any time.
- Sport balls are not to be played with in the classroom at any time.
- Students should not be in a classroom without teacher supervision. The only exception is first thing in the morning when a student is putting supplies in their homeroom. Students should be in the Awana room, ROC gym, or on the stage before opening.

Any additional rules the teacher has for the class will be sent home to parents within the first week of school.

#### Discipline (Policy #5060)

All discipline issues will be handled in a manner that honors Christ and seeks to promote the spiritual growth of the student. Minor discipline issues will be handled first by the teacher or school official noticing the offense. Minor issues will be addressed immediately. Major issues such as cheating, lying, fighting, etc., will be handled immediately by the administration. Consequences include incident reports and parent contact, detentions, suspensions, and expulsions.

#### Dress Code (Policy #5005)

Students should be neat and clean and dressed in clothing which appropriately reflects Christian standards. Clothing must be appropriate, modest, clean and in good repair. Clothing that is too short, skimpy, tight, bizarre, suggestive, and offensive or advertises alcohol, tobacco or an ungodly or other inappropriate-for-school message is prohibited. Students should have a genuine concern for their brother and sister. Consequently, students should not wear clothing that would be provocative to other students.

Hairstyles and jewelry must allow for clear vision and not be a distraction to others. Those things that appear to be an unnatural addition to your hair should be removed prior to attending school.

Students and parents should not try to see how close they can come to the line, but rather see how far you can be from the line and still be comfortable with you apparel.

Students who are dressed inappropriately must change, wear a cover-up, or have a parent take them home.

- Students may not wear hats or sunglasses in the school buildings. Spirit days **may** be an exception if they do not become a distraction to the teacher or other students.
- Skirts and shorts shall cover at least  $\frac{3}{4}$  of the thigh as measured from the top of the hip to the top of the kneecap.
- Tops with spaghetti straps, tank tops, halter tops, or shirts with long arm holes are not allowed.
- All shirts will cover the midriff when the arms are raised in the same horizontal plane as the shoulders.
- No skintight clothing of any kind allowed. Spandex may only be worn as an undergarment. Long shirts must be worn with leggings.
- No underwear may show at any time.
- Pants must be worn at or above the hips.
- Clothing, jewelry, makeup or nail polishes should never be worn in an unnatural, gaudy, or worldly manner.
- No body piercing is allowed except earrings in pierced ears.
- No tattoos may be visible at any time.
- Cleats may not be worn at any time.

- Guidelines and determination regarding appropriate dress may be further determined by the administration.

## *COMMUNICATION*

### Methods

ACS uses a variety of methods to disseminate information to students and parents. **One-Call**, a telephone message system, is often used to communicate important and/or timely information. A **weekly bulletin** is posted on the ACS website. It is **very important** that everyone read this bulletin. It will communicate important information regarding the upcoming week and month. **Monthly calendars** are posted on the website. E-mail is commonly used.

### Matthew 18 Principle

When a problem, issue, or interpersonal conflict arises, students, parents and school personnel will follow the Matthew 18 principle. This principle teaches how to seek reconciliation with others in a way that honors and glorifies God. This principle involves praying about the situation and asking God for guidance; examining your own attitudes, actions and motives; and, approaching the other person in an attitude of Christ-like love and humility. If the conflict is still unresolved, a teacher or administrator will accompany you as you approach the person again. If a final attempt at reconciliation is needed, the issue can then be brought before the school board. Using the Matthew 18 principle, we model for others and for our students how to handle conflict in a Christ-like manner.

## PARENT AND FAMILY RESPONSIBILITIES

### Arrival

Students need to be at school by 8:00 am. They should report to their homerooms to put away their backpacks and lunchboxes and then report to opening by 8:10 am. Attendance will be taken during opening and **any student not there by 8:10 am will be recorded as tardy**. Students who arrive after opening must check in at the office or they will not get attendance credit.

### Pledges

During opening, students will recite the pledge to the American flag, the Christian flag, and the Bible.

- American Flag – *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 – *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 to all who believe.*
- Bible – *I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide It's Word in my heart that I might not sin against God.*

### Departure

School is dismissed at 3:00 pm on Monday and Wednesday. On Friday school is dismissed at 3:15 pm **after** the required clean-up. Students in grades K-4 will be picked up in their classroom in the CEL and higher grade students will be picked up in the ROC gymnasium.

### Parental Agreement

In order for ACS to function as an extension of the home, parents are required to maintain a high level of involvement in the school.

This involvement includes:

- Applying biblical principles to every aspect of your child's education
- Following the Matthew 18 principle
- Abstaining from gossip and criticism
- Abiding by school regulations and policies
- Supporting school functions by working concessions twice a year, participating in the Family Club fundraiser, and performing a parent job equaling at least three points
- Overseeing your child's Tuesday/Thursday work
- Projecting a positive image for the school in the community during outside activities, in online networks, etc.
- Paying all financial commitments on time
- Committing to pay for an entire semester even if you withdraw your child
- Aiding in the spiritual growth of your child by regularly attending church.

### Family Club

The Family Club is a vital organization of the school which consists of teachers, parents, and friends working together to improve the educational experience by helping meet the needs of ACS. The Family Club meets monthly; meeting dates and times are posted on the event calendar. There is a \$5 membership fee to join. Everyone is encouraged to participate in meetings, and **all** families are required to participate in the Family Club fundraiser.

## *MEDICAL INFORMATION (Policy #5400)*

### Illness

Students need to be fever-free for 24 hours, without the use of fever reducing medication, before returning to school.

### Communicable Diseases

If a child has a communicable disease, they may be excluded from the school setting, including extracurricular activities, until symptoms improve, obtains written proof from a medical provider that the student may return, or is able to participate in routine activities. In the case of head lice, a school employee will check the child's head before he/she is allowed to return to school.

### Medications

All medications (both prescription and non-prescription) will be brought to the school office and kept there. There must be a note from the parent giving permission for the student to consume the medication.

### Immunizations

According to state law, a child must be immunized before attending school. Parents must provide current immunization records for all students or sign a Missouri Department of Health exemption card. All immunization records must be submitted prior to attendance.

## *STUDENT LIFE*

### Chapel

Chapel takes place in the Maplewood sanctuary on the first and third Monday of the month 8:15-9:00 am. Parents are always welcome to attend these services.

### Extra-curricular Activities

An important part of student life at ACS is extra-curricular activities. These include elementary, junior high, and high school socials, and the prom (11<sup>th</sup> & 12<sup>th</sup>) based upon parental involvement. High school students interested in drama can participate in a yearly drama production. Regional fine arts competitions are also available to interested students in grades 7-12.

### Student Government (Policy #5300)

Students in grades 9-12 must participate in the student council (StuCo). Officer positions include president, vice-president, secretary, treasurer, sentinel, and publicity. Another organization which promotes student leadership is the Sedalia Student Leadership Council (SSLC) which consists of student council representatives from ACS, Smith-Cotton and Sacred Heart schools. This organization is involved in activities which aid the community and recognize leaders who encourage student involvement.

### Field Trips

Field trips are usually held on a Tuesday or Thursday. ACS Rules of Conduct must be followed. Field trip attendance is strongly encouraged. If a student cannot attend a field trip, advance notice must be provided to administration. The field trip coordinator may schedule one field trip per semester and permission slips are required to participate. Teachers may schedule additional field trips, with approval of administration, for their individual classes. Administration will determine if homework needs to be modified.

### 8<sup>th</sup> Grade Boston Trip and Senior Trip (Policy #5001) Fundraising

Applewood Christian School does not sponsor or endorse these trips. However, students and parents have organized trips in the past and may want to do so in the future. Since these trips are a reflection of ACS, even without official school sponsorship, it is



important that the students and parents maintain open communication about the process. A committee of students and parents will be formed during the summer immediately preceding those students' 8<sup>th</sup> grade and senior years. The committee will establish a tentative itinerary and budget for the trip as well as possible fundraising activities. Any fundraising using school facilities or done during school time must be approved in advance by the Administration. As wise stewards of the Lord's resources, these committees will designate a treasurer who will track fundraising progress and report that information to the School Board. Regular updates and information concerning these trips shall be periodically presented to the School Board.

### Sports Programs

The ACS athletic department strives to develop character, integrity, discipline, and athletic skills in student athletes. The sports program is divided into junior high (grades 6-8)\* and high school (grades 9-12) teams. Boys may participate in soccer (fall) and basketball (winter). Girls may participate in volleyball (fall), basketball (winter), and soccer (spring). The Athletic Handbook may be downloaded from the ACS website.

**\*Students in 5<sup>th</sup> grade are allowed to participate when needed as determined by the coach.**

### *LUNCH PROGRAM*

On Mondays, students must provide their own lunch from home. There are refrigerators and microwaves available for student use. On Wednesdays, students may purchase a hot lunch with all profit going to the senior trip fund. Families will receive a menu and order form monthly. Hot lunches must be paid for when order is placed. On Fridays, each senior class will determine if they will offer pizza Fridays. If so, this will be reflected on the monthly order form.

## ***INCLEMENT WEATHER***

School cancellations will be posted on the ACS website and a One-Call message will be sent to all ACS families. Cancellations will also be announced on KSIS AM 1050. If school is cancelled, students must check the ACS website for their homework assignments. Teachers will post assignments by 10:00 am and they will be due the following school day.

## ***EMERGENCY PLANS***

Each ACS classroom has the Fire Drill Procedure, Tornado Drill Procedure, and a building map posted near the door. Review these procedures and maps at the beginning of each semester and refer to these procedures and maps during an emergency.

### **FIRE PROCEDURES**

A fire is designated by one long blast of the horn. Fire drills will be practiced at least twice per year (one time in the morning and once in the afternoon). The following steps will be taken in the event of a fire or fire drill:

1. Teachers will take their personal cell phone and grade book with them as they leave during a fire.
2. Teachers will escort students out of the building to the designated safe area location.
3. Students will proceed to the safe area without talking or running. Students will remain quiet during drill or event.
4. Administrators will release faculty and students from the safe area once the building is safe or drill is terminated.
5. Teachers will escort students back to the classroom.
6. Administration will initiate a One-call to parents if situation warrants.

### **CEL Building:**

- a) Designated safe area: south parking lot.
- b) All classrooms will exit using the door near Room A.

### **ROC Building:**

- a) Designated safe area: gravel parking lot

- b) Classrooms will exit the building through the emergency exits.
- c) Gym class will exit the building through the main entrance.

### TORNADO PROCEDURES

A tornado is designated by a series of three short blasts of the horn. Tornado drills will be practiced twice per year (one time in the morning and once in the afternoon). The following steps will be taken in the event of a tornado or tornado drill:

#### **CEL Building:**

1. Teachers will keep cell phones and emergency bags with them at all times.
2. Teacher in Room A will move students to the designated safe area. All other teachers will shut doors and stay in classrooms.
3. Students will be instructed to get in a crouched position with hands protecting their heads and to remain quiet.
4. Administrators will release faculty and students from the safe area once the tornado has passed or drill is terminated.
5. Administration will initiate a One-call to parents if situation warrants.
6. If time permits, the ROC will be evacuated to the CEL. Junior high and high school students may be joining elementary classes.

#### **ROC Building:**

1. Teachers will keep cell phones and emergency bags with them at all times.
2. Teachers will escort students to a designated safe location. (See maps located in classrooms.)
3. Students must remain quiet and will be instructed to sit in a crouched position with hands protecting their heads.

4. Administrators will release faculty and students from the safe area once the tornado has passed or drill is terminated.
5. Administration will initiate a One-call to parents if situation warrants.

**Parents choosing to take their student(s) before the all clear is given by administration must sign the release of responsibility waiver before being released.**

### *LOST AND FOUND*

Lost and found items are located outside the school office on the black shelf or in the school office. Periodically check the lost and found for any of your student's items.

### *TUITION AND SCHOLARSHIPS*

Tuition is due by the 10<sup>th</sup> of each month or it is considered late and a \$10 fee will be charged. Tuition is paid for eight months (Sept-Apr) with a book fee paid in May. The September payment is due the previous June which reserves a place for returning students. Whenever possible, families are encouraged to donate to the ACS scholarship fund. Donations of any amount can be included with the monthly tuition payment. There are a limited number of scholarships available. Applications may be obtained from a school administrator.

### *NON-DISCRIMINATION POLICY*

Applewood Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in admissions, programs, or activities.

ACS SCHOOL BOARD

Jon Church, President  
Kim Mabry, Treasurer  
Josh Greer, Secretary  
Adam Cormican  
Chris Patton

ACADEMIC COMMITTEE

Casey Sumner, Chair  
Kasey Baker, Registrar

Athletic Director

John Magras

Family Club

Jennifer Bessert, President  
Mindy Rehmer, Vice-President/Scrip Coordinator  
Debbie Cormican, Concessions Coordinator

Student Council

Natalie Church, President  
Sarah Greer, Vice-President  
Emma Greer, Secretary  
Megan Breid, Treasurer  
Taylor Mabry, Sentinel  
Sarah Nevils, Sentinel  
Zach Shull, Publicity

*APPLEWOOD CHRISTIAN  
SCHOOL*

*Discipling Christian Leaders since 1987*



*How blessed is the man who does not walk  
in the counsel of the wicked  
Nor stand in the path of sinners  
Nor sit in the seat of scoffers!  
But his delight is in the law of the Lord  
And in His law he meditates day and  
night.*

*He will be like a tree firmly planted by  
streams of water,  
Which yields its fruit in its season  
And its leaf does not wither;  
And in whatever he does, he prospers.*

*Psalms 1:1-3*