



ASHEVILLE PISGAH CHRISTIAN SCHOOL

HANDBOOK

2023-2024



LETTER FROM PRINCIPAL	3
HISTORY	3
DIRECTORY OF THE ASHEVILLE-PISGAH CHRISTIAN SCHOOL PERSONNEL	4
MISSION STATEMENT	5
SCHOOL ACCREDITATION	5
PHILOSOPHY OF SDA CHRISTIAN EDUCATION	5
PURPOSE OF SDA CHRISTIAN EDUCATION	5
ADMISSIONS STANDARDS AND REQUIREMENTS	6
MEDICAL INFORMATION	6-7
ACADEMIC AFFAIRS	8-9
ATTENDANCE	9-10
STUDENT DROP-OFF AND PICK-UP	11-12
BEFORE AND AFTER SCHOOL CARE	11
DISCIPLINARY CODE	12
DISCIPLINARY PROCEDURE	12-13
APPEALS & RESOLUTION	13
GENERAL SCHOOL INFORMATION	14
STUDENT DRESS AND APPEARANCE	15-16
FINANCES	17
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LETTER FROM PRINCIPAL

Dear Friends,

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

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

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

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

Erin Miller
APCS Principal

HISTORY

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

DIRECTORY OF THE APCS PERSONNEL

Board Administration	Name	Position	Email
	Erin Miller	Principal	apcs.principal@gmail.com
	Patrick Williams	Chairperson	pwilliams@carolinasda.org
	Lynn Hughes	Treasurer	lynn.hughes@charter.net
	Jonathan Michael	Pastor MPA SDA Church	jmichael@carolinasda.org
	Patrick Williams	Pastor Foster SDA Church	pwilliams@carolinasda.org

Staff	Name	Position	Email
	Erin Miller	Principal	apcs.principal@ashevillepisgah.org
	Brooke Robertson	Office Manager	office@ashevillepisgah.org
	Megan Robertson	PreK Teacher	mrobertson@ashevillepisgah.org
	Alisha Michael	Grade K Teacher	amichael@carolinasda.org
	Susan King	Grade 1 Teacher	sking@carolinasda.org
	Kelly McGaha	Grade 2 Teacher	kmcgaha@carolinasda.org
	Shari Bellchambers	Grade 3 Teacher	sbellchambers@carolinasda.org
	Charles Rennard	Grade 4 Teacher	crennard@carolinasda.org
	Aimee Anunciacion	Grade 5 Teacher	aanunciacion@carolinasda.org
	Allie Faber	Grade 6 Teacher	afaber@carolinasda.org
	Kendra Pauls	Grade 7 Teacher	kpauls@carolinasda.org
	Danny Collins	Grade 8 Teacher	dcollins@carolinasda.org
	Dakota Denius	Teacher and Sports Coach	ddenius@carolinasda.org
	Kimberly Sills	Math Teacher	kimberly05.sills@gmail.com
	Steven Green	Music Director	sgreen@carolinasda.org
	Bethany Johnson	Academic Interventionalist	bethany.johnson@pisgah.us
	Elisa Cox	Teacher Assistant	mamacox8@gmail.com
	Esther Khavrunyak	Teacher Assistant	estherkhavrunyak@gmail.com
	Breta White	Teacher Assistant	w7breta@outlook.com
	Shawna Cox	Registrar	scox@ashevillepisgah.org
	Veronica Edwards	Financial Specialist	fiances@ashevillepisgah.org
	Joel Davis	Grounds	dreamin0montana93@yahoo.com

MISSION STATEMENT

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

SCHOOL ACCREDITATION

Accredited by: the National Council for Private School Accreditation; the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities; the North American Division Commission on Accreditation; the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

PHILOSOPHY OF SEVENTH-DAY ADVENTIST (SDA) CHRISTIAN EDUCATION

Seventh-day Adventist Schools focus on preparing students for eternity. Our teachers are well trained, credentialed, caring and creative. The Seventh-day Adventist curriculum is designed so that, through a solid academic program, students are consistently presented with Jesus and the possibilities He has for each life.

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

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

PURPOSE OF SEVENTH-DAY ADVENTIST (SDA) CHRISTIAN EDUCATION

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

The basic elements of our school program are:

Spiritual: Teaching and demonstrating that following Jesus is the happiest way of life; showing love, concern, and compassion for all people, and persuading students that the best way to lead is by example.

Academic: Aiming toward academic excellence while considering the individual, making learning meaningful and practical, and pointing to our Creator as the source of all wisdom and knowledge.

Cultural: Encouraging appreciation and acceptance of all people groups.

Physical: Remembering that our bodies are the temples of God and learning to live healthy lives.

Social: Practicing the golden rule in interrelations among our school family and developing thoughtful, kind individuals who are quick to reach out in graciousness and inclusiveness.

Relational: Protecting as much of the innocence of childhood as possible, our desire is that our students thrive in a healthy, age-appropriate environment. Since we are an elementary school, our relational focus is on friendships with positive boundaries. Our identity focus is on growing up as balanced, caring individuals. We encourage parents to respond to the high calling of teaching their children about sexuality, safety, respect and dating standards so they are prepared for these when they face them.

ADMISSIONS STANDARDS AND REQUIREMENTS

Pre-Kindergarten Age Requirements

Pupils are eligible for admission to our Pre-Kindergarten class if their 4th birthday is on or before August 31. Exceptions to this policy must be cleared by the Carolina Conference Department of Education. Students must be potty trained.

Kindergarten Age Requirements

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

1st grade Age Requirements

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

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

Transferring Students

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

Academic Records

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

Trial Status

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

MEDICAL

Medical Report for New Students

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

Immunization Requirements

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

Communicable Diseases

Exclusion from school is required by the Department of Health for any communicable diseases, such as:

Chicken Pox	Hepatitis	Pinkeye	Strep Throat	Meningitis
Mononucleosis	Mumps	Measles	Covid-19	

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

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

Medication

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

1. Written instructions for administration must accompany or be on file for all medications taken by a student at school. The following will be required:
 - A. name and phone number of doctor (if a prescription)
 - B. type of medication
 - C. purpose of medication
 - D. when medication is to be taken
 - E. dosage
 - F. side effects
 - G. known allergies
2. All medications are to be kept in the office and not in the student's possession. Exceptions are immediate use items such as asthma inhalers or Epi-Pens. Please note the presence of these on your medical sheet.
3. The office will dispense all medications per instructions and will log each dispensing.
4. The office has a form which must be signed if you would like us to give your child any medication during school hours. No verbal permission can be accepted.
5. Parents are responsible for picking up or delivering any medication that must be taken home in the evening and brought back to school in the morning.
6. Medications not handled according to the above procedures will be confiscated and the parents notified.

Consent for Treatment

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

ACADEMIC AFFAIRS

Parent-Teacher Conferences

The school year is divided into four nine-week periods. A parent-teacher-student conference is scheduled for all students at the end of the first grading period. Parents are highly encouraged to attend these conferences so as to stay informed with their child(ren)'s progress. Other conferences may be initiated by either the parent or the teacher. Such conferences are best handled by appointment. Please schedule all conferences ahead of time.

Classroom Visitation

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

Homework

Work given specifically to be done at home will be the exception rather than the rule for the lower grades. However, many students may frequently require additional work time at home to complete assignments started at school. Some work on specific projects may also need to be completed at home.

Incomplete Assignments

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

Grading Scale

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

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

GPA Scale will be based on the following:

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

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

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

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

Scholarships

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

GPA 3.75-4.00: \$1100

GPA 3.50-3.74: \$800

GPA 3.25-3.49: \$525

GPA 3.00-3.24: \$250

Field School

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

The cost of these trips is paid for through the fund-raising efforts that take place during the year and from a charge to student to be submitted with the permission slip.

These activities are an exciting part of the APCS experience and are required for the students they are provided for. Please make plans to be available for them.

ATTENDANCE

Attendance Requirements

The Carolina Conference Office of Education requires a school session of 180 days or equivalent per school year. North Carolina state law requires that children between the ages of 7 and 16 be in regular school attendance. The North Carolina State policy of attendance states that a student must be in attendance at least 166 days of the 180 days required. This includes excused and unexcused absences.

- Unexcused absences must not exceed 10.
- An accumulation of five (5) unexcused tardies or five (5) unexcused early departures shall be equal to 1 unexcused absence for the purpose of enforcing the compulsory attendance law and the provision of this regulation for addressing a student's excessive absences.

Attendance is being present in the classroom, on time, in uniform.

Students need to be in class to receive the best instruction and learning time our teachers can offer. We ask our families to prioritize attendance and value our teachers' time and efforts.

A student missing excessive days jeopardizes their chance for optimal learning and places a strain on the school staff. If a student is not able to catch right up from multiple absences, a teacher can request tutoring be provided at a cost to the parent.

Excused absences from school are sickness, medical appointment for the student, pre-approved educational opportunity, court proceedings or death in the family.

To get an absence excused, parents need to provide an explanation prior to or on the day of the absence. (Doctor's note, phone call or email to office.)

For excused absences, teachers will provide classroom work that needs to be made up within 5 days of return. Parents or tutors will be asked to help teach the work missed.

An absence where no notification is given, or one that does not qualify as excused will result loss of academic credit for that day. Absences over the allowed 14 days will not be eligible to be made up and will receive no credit.

Student Hours

The regular school day will begin at 8:15 A.M. Monday through Friday. It is recommended that students arrive by 8:10 A.M. so they may be in their seats and ready to begin by 8:15 A.M.

Dismissal will be at 3:15 P.M. Monday through Thursday and 2:30 P.M. on Fridays. K-2 dismissal is only for grades K-2. Siblings in grades 3rd-8th cannot leave early. If your students are in multi-grades, please wait for later pick up time.

On days with early dismissal, school will dismiss at 12:00 P.M.

Tardy Policy

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

Absence Policy

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

1. The parent should call the school office by 9:00 a.m. on the day of the absence, and inform the office of the reason.
2. Students are required to bring a written excuse from the parent or doctor on the first day they return to school. Failure to provide a written excuse may result in an unexcused absence for the days missed.
3. The student will be responsible for making up all missed work whether the absence is excused or unexcused. Teacher directed activities such a presentations, debates, experiments, etc. cannot be made up.

Planned Extended Absence

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

Student Release during School Hours

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

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

School Closings or Delays

Severe weather may require the closing of the school. All notices relative to closing will be made on Channel 13, WLOS-TV, by 6:30 a.m. One can also check the WLOS website at www.wlos.com. We will also put any closing or delayed status on the front page of our website.

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

STUDENT DROP-OFF AND PICKUP

You may drop off and pick up at the front or back entrance. The back entrance is only open from 8:05-8:15 and from 3:15-3:30 (2:30-2:45 on Fridays) Students arriving before 8:00 A.M. are to go into the before school care area through the front entrance.

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

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

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

Before and After School Care

APCS has a before and after school care program outside of the regular school hours.

Monday – Friday	7:30 A.M. until 8:05 A.M.
Monday - Thursday	3:30 P.M. until 5:00 P.M.
Friday	2:45 P.M. until 4:00 P.M.
Half Days	12:00 P.M. until 3:00 P.M.

The fee for the before-school and after-school care will be \$100.00 per child per month. Please sign up in the office for these services.

There will be a late pick-up fee of \$1.00 per minute per child after 5:00 P.M. Monday-Thursday or after 4:00 P.M. on Friday, which will be charged to the student's account.

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

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

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

If school is dismissed at 12:00 noon, after school care will begin at 12:15 P.M. and end at 3:00 P.M.

Before and After School Care Guidelines

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

DISCIPLINARY CODE

Students are expected to be representatives of their school. It is the policy and desire of the School Board and faculty to maintain an atmosphere of cooperation and responsible behavior.

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

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

General Disciplinary Guidelines

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

DISCIPLINARY PROCEDURE

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

- Using, supplying or possessing tobacco, alcohol, or illegal drugs in any form
- Possessing of firearms, knives, fire igniters, or other types of weapons
- Leaving campus without permission
- Improper sexual conduct or harassment
- Vandalism of school property

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

Any student will be placed on an automatic probation upon suspension in any single school year. This includes in-school suspensions. Students placed on probation will have this documented and placed in their school file. Any further disciplinary action taken against a student will result in the student and parent appearing before the APCS Board to decide whether or not the student should be retained.

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

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

Damage to School Property

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

GENERAL SCHOOL INFORMATION

Telephone Calls

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

Cell Phones

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

1. Parent and student must sign the Statement of Cooperation section of the online enrollment.
2. The cell phone must stay in a student's back pack turned off. If they need to use it, they must get specific permission to get it out, use it in a certain location, turn it off and return it to their backpack.
3. Cell phone violation consequences are as follows:
 - A. First violation - Phone will be held by front desk for the remainder of day and parent will have to sign phone out right after school or the next morning.
 - B. Second violation - Parent will need to sign agreement again stating that cell phone rules are understood and that they will help students support them.
 - C. Third violation - Phone will be banned from school. If it is confiscated again, it will be held at school until appeal to Board and Board decision.

Computer and Internet Usage Guidelines

When using the APCS computers during class, students must stay on task using only the assigned programs and files. There is to be no internet access without immediate adult supervision.

Students must not share their passwords with anyone other than their parents.

Students will immediately report any knowledge of others' passwords.

Students must not get into another's folders, work or files.

Students will not be wasteful with printing resources.

Teachers and staff have the right to access and review student files at any time. APCS reserves the right to review and/or remove any material stored on its equipment. Students may not visit websites that contain any content not in harmony with SDA Christian standards. Students must always honor software licensing agreements and all copyright rules. Students may at no time, access, keep or send anything inappropriate. Students may not install, file share or download anything. Online role-playing games are not permitted. No form of internet chatting is permitted. If you should encounter inappropriate materials while using a school computer, report it to the teacher immediately.

Technology

The Administration and Teachers at APCS will make every effort to educate, monitor, protect and keep innocent the students at APCS. We have purchased and installed expensive and powerful software that blocks inappropriate websites and allows the administrator to monitor exactly which sites individual students are visiting. Computer use will be supervised and computers will be checked out. Students are asked to follow these technology standards:

- *Do not visit websites that contain any content not in harmony with Christian standards, such as nudity or pornography, violence, occult, or impure language.
- *No form of internet “chat” is permitted.
- *Do not install software on or modify the configuration of any campus computer.
- *Online roll-playing games or file sharing services are not permitted.
- *Do not share your account with anyone else.

Lost and Found

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

Visitors

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

Emergency Drills

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

Volunteers

Volunteers are a vital part of our program. If you are interested in volunteering, please contact a classroom teacher or the principal.

Court-Ordered Guardianships

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

Statement of Asbestos

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

For more information contact the school office.

Toys

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

Off-Campus Activities

Parent signatures are required for field trip activities and must be on the form provided by the school before the activity. Unless money is given to a teacher to hold for a student trip, the school is not responsible if money is lost on such a trip.

Child Protection Policy

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

STUDENT DRESS AND APPEARANCE

General Guidelines

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

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

- There should be no embroidery, logos, name brands, slogans or symbols exposed on any clothes, with the exception of shoes.
- Skirts, skorts, and shorts are allowed throughout the year. They must be to the top of the knee. It is recommended that gym shorts be worn underneath all dresses and skirts. Pre-K thru 2nd grade students are required to wear shorts underneath skirts or dresses.
- APCS Class t-shirts may be worn in place of dress code shirt on Friday.
- School sweatshirts can be worn over polo shirts for warmth. These can be ordered from the APCS website twice a year. Solid color sweaters may be worn as well. No hoodies, printed sweatshirts or multicolor sweaters.
- On designated spirit days students will be allowed to wear modest themed clothing. See calendar for dates.
- Footwear is required at all times. Shoes must fully enclose the foot including closed toe and closed heel. Laces should be laced and tied. Socks, stockings, or tights must be worn at all times. PreK and K students must wear Velcro tennis type shoes that stay on feet and can be removed and put on by the student.
- Hair must be neat and well-groomed, kept out of face, of a natural color, and not extreme in style.
- All types of necklaces, rings, earrings, bracelets (bracelets are anything worn around the wrist) – including charm style watch bands and ornamental key chains, etc... are not to be worn during school or at any school sponsored function. Exceptions are medical alert tags and watches.
- Only natural-looking make-up and clear nail polish is to be worn.
- On Spirit Days students may wear appropriate jeans with their outfits.

Some examples of students following the dress code code:



ITEM	COLOR	SPECIFICS
Tops	Any solid color	-Standard plain front knit polo with buttons, turtleneck or oxford (peter pan collar acceptable) – long or short sleeved -Only top button may be undone shirts must be of length to cover top button of pants
Dresses	Any solid color Plaid (hunter green/navy)	uniform style dress
Long sleeve knit shirt worn underneath short sleeve polo	White or navy	Visible undershirts must be tucked in and long sleeved
Bottoms	Navy Blue True Khaki Plaid (hunter green/navy)	-Skirts, skorts, or shorts MUST be to top of knee - NO denim, cargo style, carpenter style loops, bells, baggies, flares, hip-huggers, skinny jeans, jeggings, stretch pants and sweat pants
Jumpers	Black Navy Blue True Khaki Plaid (hunter green/navy)	Uniform shirt must be worn underneath

Compliance with Dress Code

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

1. **First Dress code violation:** The student will be sent to the office. Clothes provided by school may be worn or the parent can be asked to bring dress code clothing. Student will not return to the classroom until the problem is remedied.

2. Second Dress Code violation: A form explaining the infraction will be sent home, to be signed by the parent and returned to school the following day. The student will not be allowed in the classroom until the form is returned.
3. Third Dress Code violation: Parents will be called and asked to participate in a solution.

FINANCES

Tuition and Fees

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

In addition, there will be \$25.00 snack fee for PreK/K students; class dues of \$45.00 for 7th grade students and \$65.00 for 8th grade students. All 7th & 8th grade students' accounts must be up-to-date or have payment arrangements made before the year end class trip and before a graduation gown is issued.

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

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

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

Payment Due

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

Late Fee

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

Non-sufficient Funds Check

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

Tuition Assistance

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

Past Due Accounts

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

Prior Account Balances

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

School Records and Diplomas of Unpaid Accounts

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

Lunch Fees

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

Before and After School Care Fees

Before School Care: a charge of \$4.00 per child will be added to the student's account.

After School Care: a charge of \$4.00 per child per half hour or fraction thereof will be added to the student's account.

School Withdrawal Procedures

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

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