

STUDENT HANDBOOK
Athens Christian Lower School
2025 - 2026



Founders - Dr. Buhl and Dr. Lois Cummings
Head of School - Mr. Steve Cummings
Lower School Principal - Mrs. Bethany Carter
Kindergarten Director - Mrs. Pam Cummings

School Mascot - Golden Eagle
School Colors - Purple and Gold

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The Lord hath done great things for us; whereof, we are glad. -Psalm 126:3

It is our pleasure to welcome you to Athens Christian School. The faculty and staff are happy to have you as a part of the ACS family. We hope that this will be a successful and satisfying year. The pages of the Lower School Student Handbook are filled with important information regarding school policy and procedures. We suggest that parents/guardians and students review the contents together. We feel that the handbook will serve as a helpful reference for families as you seek to provide academic support at home. If you have questions that remain unanswered after reading the handbook, please contact your child's teacher or Mrs. Carter. We feel that open as well as clear communication between school and home is important to the success of our educational program.

Athens Christian School was founded upon and has grown around the dedication to quality education in a Christian environment. It is the intent of the faculty to lead students toward becoming academically, socially, and spiritually prepared for life. We desire to work with you and your child in every way to make this possible. The school is an extension and reinforcement of the home. We desire to support the role of the home and family, and in return, we ask for your support of the school. We look forward to partnering with you this year to ensure student success.

Please review the handbook with your child, complete the information on the signature page, and return the last page to your child's homeroom teacher.

ATHENS CHRISTIAN SCHOOL CREED

We believe that the Bible is the inspired Word of God. It teaches salvation only through personal faith in Jesus Christ and proclaims that through the power of the Holy Spirit, we, as Christian young people, can live clean, consecrated, and completely separated Christian lives as a testimony to our Lord and Master, Jesus Christ.

MISSION STATEMENT

Athens Christian School is a non-denominational, college preparatory institution that works hand-in-hand with families to develop students' spiritual, mental, physical, and social character. The mission of Athens Christian School is to equip each student with a Biblical worldview through excellent, academic, athletic, and aesthetic training, and scriptural truths and character traits that will enable each student to reach his or her maximum potential in life for the glory of God.

SCHOOL VERSE

The Lord hath done great things for us; whereof, we are glad.
(Psalm 126:3)

ACS EXPECTED STUDENT OUTCOMES

Students who are

- **Excelling academically, aesthetically, athletically**
 - Preparing for next stage of development
 - Recognizing their intrinsic potential and pursues it
 - Using technology appropriately and competently
- **Applying life skills in our daily lives**
 - Developing a strong work ethic
 - Learning and effectively applying study skills
 - Cultivating personal organizational skills
- **Grounding in a Biblical Worldview**
 - Seeking to grow in a personal walk with God
 - Articulating essential truth of the Bible
 - Applying how to live out these beliefs
 - Aware of opposing views
- **Loving others**
 - Understanding, appreciating and respecting other cultures
 - Learning how to resolve interpersonal conflict
 - Communicating and collaborating with others
- **Evaluating ideas critically**
 - Pursuing and investigating life-long learning
 - Discerning absolute truth
 - Able to frame choices based on truth
- **Serving in Leadership**
 - Practicing leadership through service
 - Relating well with others
 - Intentionally influencing others towards Christlikeness
 - Becoming good stewards of God's creation

ACADEMICS

Grading Scale is as follows:

98-100	A+	87-89	B+	77-79	C+	60-69	D
93-97	A	83-86	B	73-76	C	Below 60-	F
90-92	A-	80-82	B-	70-72	C-		

Daily Grades: Grades are posted online weekly through the school's Renweb system. Additionally, test folders will be sent home most Tuesdays during the nine weeks. Please review the tests, sign the folder, and return the papers with the folder the following day. Report cards will be sent home at the end of each nine weeks.

Headmasters/Honor Roll: To qualify for Honor Roll, a student must earn grades of all A's, B's and S's, including citizenship and independent learning. To qualify for Headmaster's List, students must earn all A's and S's, including citizenship and independent learning. Handwriting grades are not included in qualifications for honors.

Promotion/Retention: Promotion/retention decisions are made based on several factors including classroom performance, report card grades and standardized test scores.

Report Cards: Report cards will be sent home at the end of each marking period. All grades are available on RenWeb.

ATTENDANCE, LATE ARRIVALS AND EARLY DISMISSALS

Regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives on campus, he/she is expected to remain and attend each class throughout the day. If a student is absent or tardy, he/she must bring a written note or a doctor's excuse upon returning to school.

School hours are from 7:55 a.m. until 2:40 p.m. daily and students may arrive as early as 7:25. Children may not arrive prior to 7:25 a.m. as supervision will not be provided. Ideally, students should arrive between 7:40 and 7:50 each morning, allowing time to become settled before class begins promptly at 7:55 a.m. **Anyone arriving after 7:55 a.m. must be checked in by a parent in the front office to avoid being counted absent.** Late arrivals create extra work and disruption for teachers and classes as well as for the student.

TARDY POLICY: Students are expected to be on time for school each day, as it is necessary for academic success. The follow fees will be assessed for excessive tardies:

15th tardy: \$50 fee

30th tardy: \$100 fee and parent conference

Excessive tardiness may affect a student's continued enrollment.

Students are not permitted to remain on campus past 3:00 p.m. unless participating in a supervised activity, Homework Helper, or enrolled in the Extended Care program. Students in kindergarten through fifth grade who must remain later than 3:00 will be taken to extended care with a charge assessed for the service. **Lower School students may not be released to siblings who remain on campus to participate in extracurricular activities and practices.** Parents must secure **adult supervision** accompanied with a permission slip otherwise the student will be sent to extended care.

We ask that parents attempt to schedule doctor and dental appointments after school or on school holidays. If it is necessary for a student to be dismissed early for an appointment, he/she must be dismissed from the front office.

Family vacations and trips are only considered as excused absences when prior arrangements are made with the teacher and principal. If your family plans to participate in a trip, please communicate with your child's homeroom teacher and the Lower School principal as soon as possible. Homeroom teachers will communicate with families to determine how work should be completed. It is the expectation that students will be prepared for all tests and projects upon return with regular work completed **PRIOR** to leaving.

BOOKS/BINDERS/BOOK BAGS

Some textbooks are furnished to your child by the school on a loan basis and should be treated as borrowed property. These non-consumable books are to be returned at the end of each course. Lost or damaged books will be charged to the student responsible for the books. Each student will be issued a binder that will be used as a communication tool with families. All homework assignments will be listed in the binder and study guides will be kept in the binder as well as any communication sent from school or home.

All ACS students in grades two through four will need a **New King James or a King James Bible for Bible class**. Weekly Bible verses will be typed and placed in the student notebook in the version the teacher chooses (NKJV or KJV) so testing will remain consistent. Fifth grade teachers will provide the Bible for the fifth grade students.

Book bags with any type of questionable or unacceptable writing or logos are not allowed. If book bags, purses, etc., are found unattended, they may be searched by a school administrator to identify the owner.

CODE OF CONDUCT (STUDENT AND PARENT)

In order for students to receive the maximum benefit from our program, **support from parents/guardians** and **cooperation from each student is expected**. Each faculty member at Athens Christian School accepts responsibility for maintaining discipline in his/her classroom. Student behavior should conform to the acceptable standards of conduct as established by the administration and teachers. The faculty and staff request **parental support** in helping maintain appropriate conduct in school, on campus, on school buses, and on trips. All behavior should reflect self-control, respect for teachers and administration, and consideration for the rights, feelings, and property of others, **which includes behavior exhibited on social media**. The lower school principal and teachers plan to acknowledge positive behavior regularly in the classroom and in chapel.

We look forward to working with each student and assisting him/her with any academic or behavioral challenges he/she may face. If sufficient warnings and interventions have proven ineffective and a child continues to display an uncooperative attitude, demonstrates bullying behavior, or if a student/parent is deemed by the administration to be a threat to the well-being of other students or faculty, he/she will be asked to withdraw from ACS. These decisions are very rare, and made only after prayerful deliberation and meeting with the parents/guardians as well as the student to determine the best course of action. Please keep in mind that these decisions must be made based on the well-being and benefit of all students.

By enrolling in ACS, and agreeing to abide by the terms of the **Code of Conduct**, each student and his/her parent/guardian recognize the Biblical mandate that every person should make a conscientious effort to live at peace and to resolve disputes with others in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the student along with his/ her parent/guardian, agree that any claim or dispute arising from or related to enrollment at ACS or participation in ACS activities shall be settled by biblically-based mediation.

DELIVERIES

Due to limited classroom space and to avoid interruption of instructional time, we do not accept deliveries of flowers, balloons, or other gifts for students to the school. This also includes food that is delivered by food service, such as Uber Eats, GrubHub, DoorDash, Bulldawg food, etc.

DISCIPLINE

Grades K-5 will utilize the student binder to communicate behavioral strengths as well as challenge areas for each student in order to track progress. Lower School recognizes positive behavior in special chapel services to which families are invited. Students are also encouraged with various types of recognition in their classrooms. A list is included in the weekly test folder or binder to inform parents if there are behavioral concerns and assigned consequences which will translate to a citizenship grade at the end of the quarter. If a consistent behavioral struggle exists, our faculty will partner with you to make plans for progress. If you have concerns about your child's behavior, please contact your child's teacher to schedule a conference.

DRESS CODE AND GROOMING

At Athens Christian School, we seek to honor God in our actions while we pursue an atmosphere of academic excellence. To that end, we have adopted a dress code that we believe will train our students to choose modest and appropriate attire. The administration reserves the right to determine matters of unacceptable dress that would contradict the philosophy of Athens Christian School.

DRESS CODE FOR GRADES K5-5th grade

Monday - Thursday Boys Should Wear:

- School uniform pants or shorts in khaki, gray, or black must be purchased through the uniform company.
 - Pants and shorts must be worn at the natural waistline
 - Fitting guide - not too loose / not too tight
- Uniform shirts must be worn.
- The length requirement for all shorts is a minimum of midhigh length. Students cannot roll up skirts, skorts, or shorts.
- All alterations must comply with dress code policies.
- **Spirit wear Fridays** - ACS tops may be worn with jeans or uniform bottoms (no distressing, colors, patterns, rips, or holes). No cargo pants or cargo shorts allowed.

Monday - Thursday Girls Should Wear:

- School uniform pants or shorts in khaki, gray, or black must be purchased through the uniform company. Girls can also wear skirts, skorts, and khaki, gray, black, or plaid dresses purchased from the uniform company.
 - Pants and shorts must be worn at the natural waistline
 - Fitting guide - not too loose / not too tight
- Uniform shirts must be worn.
- Solid white, black or gray leggings may be worn under dresses and skirts. However, please refrain from wearing sweatpants, joggers or pajama pants under dresses and skirts.
- The length requirement for all skirts, skorts, and shorts is a minimum of midhigh length. Students cannot roll up skirts, skorts, or shorts.
- All alterations must comply with dress code policies.
- **Spirit wear Fridays** - ACS tops may be worn with jeans or uniform bottoms (no distressing, colors, patterns, rips, or holes). No cargo pants or cargo shorts allowed.

Outerwear for all Students:

- ONLY sweatshirts and hoodies with ACS logos/branding will be allowed. Hoods may not be worn inside buildings during the academic day. Non-ACS sweatshirts or hoodies may not be worn inside or outside the building during the academic day.
- Winter coats, jackets, and raincoats do not require a logo but may not be worn inside buildings.

Shoes

- Lower School students should wear closed-toe tennis shoes. Students should avoid wearing casual-style shoes, including flip-flops, crocs, yeezys, bedroom-style slippers, and slides.

Hair

- Hair should be neatly groomed and styled.
- Boys' hair should be out of the eyes, off the collar, and not lower than mid-ear.
- Hair restraints for boys are not permitted.
- Hair for boys' and girls' hair must be a natural color.

Other

- No hats, caps, or other head coverings during school hours
- No visible necklaces for boys
- No piercings (other than earrings for girls)
- Socks worn with uniforms should be solid colors consisting of white, gray and black.

Extra-curricular activities: Students attending campus events as spectators should be dressed modestly and appropriately for the event they are attending. Examples of inappropriate attire include mid-drifts, cut-offs, shirts with cutouts, exposed underclothing, and students with no shirts. ACS administration reserves the right to ask students to change clothes or to leave the event if dressed inappropriately.

At various times throughout the school year, students may wear full athletic attire for school activities such as Field Day or field trips. On those days, athletic shorts should be as long as the students' fingertips when their arms and shoulders are relaxed at their sides. School spirit days and special activity dress code will be communicated via email, weekly classroom newsletters and/or school social media.

DRESS CODE FOR K3-K4

Clothing should make it easy for children to have independent restroom use. Elastic waistbands are best. No belts or overalls. All K3/K4 students must have a dress code approved, seasonally appropriate change of clothes with them at all times.

Boys should wear:

- Neat fitting tops - no inappropriate slogans
- Neat fitting pants, jeans and athletic pants that are in good repair (free of rips and/or holes)
- Shorts no shorter than three inches above the knee
- No belts or overalls
- Hair neat, trim, and out of the eyes
- Tennis shoes or athletic bottom closed-toe shoes.
- No dress shoes, flip flops, or open toe sandals will be allowed for safety purposes.

Girls should wear:

- Neat fitting tops - no inappropriate slogans
- Knee-length skirts/dresses
*shorts or leggings must be worn under dresses/skirts
- Loose fitting pants, jeans and athletic pants that are in good repair (free of rips and/or holes)
- Leggings or biker shorts should not be worn alone.
- Shorts no shorter than three inches above the knee
- No tank tops may be worn
- Hair neat, trim, and out of the eyes
- Tennis shoes or athletic bottom closed-toe shoes.
- No dress shoes, flip flops, or open toe sandals will be allowed for safety purposes.

ELECTRONIC DEVICES

Gaming devices, Ipads, phones, smart watches or any similar device are permitted during the school day only when permission has been granted by a teacher for academic purposes or as a reward. Devices will be permissible under specified guidelines during some co-curricular and extracurricular activities and before the school day begins, after which time devices should be placed in the student book bag for the remainder of the day. **All cell phones and smart watches must be turned off and remain in the backpack during school hours, extended care hours, and on school buses, unless permission is given by the supervising adult.** Should parents need to contact a child during regular school hours, please call the front office. Upon arrival on campus, students may not use devices to call without the consent of the supervising adult. ACS is not responsible for lost or stolen electronics.

Although all possible misuses cannot be anticipated, misuse of school computers will result in disciplinary action. Installing or executing games or other software applications is prohibited. Writing/reading any data transfer or storage medium without permission is prohibited. For additional information regarding computer use, please refer to the ACS Technology and Device Agreement.

No user shall misuse computers or attempt to access password-protected systems in the computer network. A \$50.00 fee will be charged for any software repairs due to tampering. See the Code of Student Conduct and Discipline for additional penalties.

While it is not our desire or our ability to police social networking sites or text messages, inappropriate material posted to these sites or in messages that are brought to the attention of the administration could be subject to disciplinary action. **Parents are cautioned to monitor these media outlets.**

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are encouraged if students are able to **manage grade-level course work** while continuing to receive adequate rest. It is important for students choosing to participate in extracurricular activities to maintain passing grades as well as good behavior. Students may not attend practices and/or school events if they have been absent the day of practice. Participants may be asked to withdraw from athletic teams or fine arts groups due to poor grades or behavioral challenges.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of our instructional program. Class and award trips are special times for the children, teachers, and peers to bond. Trips are chaperoned by teachers, school staff, and parents/guardians when possible. **In order to participate in class trips, student citizenship must be in good standing up to the time of the trip and all school accounts must be current.** Refunds are at the discretion of the finance office and on a case-by-case basis as most trips are paid in full at the time of reservation.

FINANCIAL OBLIGATIONS

The business office is willing to work with families to keep accounts current. To ensure your child's participation in school trips, please strive to keep all school accounts current. In addition, transcripts and diplomas cannot be released unless all accounts are paid in full.

Students withdrawing from school must clear all financial charges and return all school-issued items before records can be transferred. Parental notification is required for a student to begin the withdrawal process. Withdrawal fees are stated on the application.

Cafeteria services are prepaid. Our system allows for "prepayment" on a student's ID Card cafeteria account. Students must pay for daily service on the day the service is used.

GENDER STATEMENT

Athens Christian School holds a Biblical view of gender, meaning God creates all individuals in the womb as either male or female. Accordingly, the School desires for our students to embrace their God-given biological sex. We believe the Bible affirms a positive view of the physical body, and the School will endeavor to teach the scriptural perspective on gender, which is that men and women are created in the image of God.

For students who have questions regarding their identity or who are wrestling with gender dysphoria, ACS will seek to lovingly disciple those students to embrace the Biblical view of gender. Students will not be permitted to promote a transgender lifestyle, transition from one gender to another, or undergo reassignment surgery while at Athens Christian School.

GRIEVANCE

Athens Christian School has established a Grievance policy based on Matthew 18 to foster good relationships between students, staff, and families, as well as ensure that grievances are addressed effectively, respectfully, and timely without any delay.

If a student has a grievance with another person, they should first speak with that person to resolve the conflict. If the problem still exists, the student should ask someone else to go with them to resolve the issue. If the problem continues, the student should speak with a teacher/administrator.

GYMNASIUM

Regular gym shoes must be worn by those participating in all activities. Only activities which are organized by and under the supervision of a faculty member or coaching staff may take place in the gymnasium. This policy is always in effect, including before and after school hours.

HEALTH REQUIREMENTS

Immunizations: "No Shots, No School." All students entering Athens Christian School for the first time are required to provide proof of immunizations as required by the laws of the State of Georgia. Sick students should follow the "Sick Policy" guidelines located in the parent folder.

HOMEWORK

Homework is very important, and it should be completed daily to avoid impeding academic progress. However, if your child is sick or a family emergency occurs and he/she cannot complete homework, please send a note explaining the surrounding circumstances. Failure to remember materials or have student notebooks signed is not considered a valid excuse. Grades K - 5 will have a weekly homework assignment sheet sent each Monday in the student binder. To help maintain open communication with your child's teacher, please check for assignments and initial his/her student binder each day, indicating completion of assignments.

The homework time will vary according to the grade, but it should not take the student more than one hour of steady work to complete the homework. If it is taking your child a longer period of time, please set up a conference with the teacher through the office. Homework Helper and tutoring services are available upon request.

In the event your child is absent from school in excess of **two days** and needs his/her assignments, please call the school office in the morning. The homeroom teacher will be notified and will prepare the materials to be picked up later in the day from the front office or by another student.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be canceled to ensure student safety. Please check the school website and Facebook page for information about emergency closings. Information will also be sent from FACTS via text messaging.

LIBRARY

All books taken out of the school library must be checked out at the librarian's desk. Students who check out books should return their books on time and be responsible for damage or loss of books. **A corresponding fee for lost books or late returns will be added to the student FACTS account.**

LOST AND FOUND

The school "Lost and Found" is in the library; smaller items such as jewelry or reading glasses will be in the front office. Due to limited space, lost and found items will be kept until the end of each grading period. Unclaimed items are turned over to charitable organizations in the community.

MATERIALS

Students are provided with necessary school supplies once the \$50 school supply fee is paid. Teachers will determine supplies adequate for and specific to the class curriculum. If a student is continually losing or not taking proper care of

supplies, **parents/guardians may be asked to replace particular items.** In addition, borrowing and lending should not take place. Please encourage your child to refrain from borrowing or lending clothing and money for any purpose. In addition, students should not bring personal valuables or excess money to school.

MEDICATION

When possible, prescribed medication should be dispensed at home. In the event medication must be given at school, it must be accompanied with written authorization from a parent/guardian to include specific instructions regarding time and dosage. In this case, all medications will be kept in the front office or the nurse's office for distribution when needed. For more information, please see the Medication Policy listed on the school website.

PARENT-TEACHER CONFERENCES

We welcome your request for a conference any time you feel one is needed. Please email, send a Remind message, or call the school office at (706) 549-7586 to arrange a conference with your child's teacher. Additionally, feel free to contact your child's teacher through a note in the student binder. Teacher email addresses are located on the school web site, **www.athenschristianschool.org.** **We ask for all conferences to be pre-arranged, eliminating the need for parents to go directly to the child's classroom,** as the school day is extremely busy and attention must be focused on the students. Teachers are always happy to accommodate a parent meeting to discuss both challenges and successes of the student.

PARTIES

Throughout the year, you may be requested to send treats for holiday class parties and school events. This is not required, and if it presents a problem, please make the teacher aware. We love to celebrate student birthdays with a special snack during lunch or snack time. To do so, email the teacher a few days in advance to ensure there are no conflicts. You may choose to come to the class at the designated time with treats, send them with a student, or deliver them to the front office prior to the celebration. Please limit treats to one item for students to eat, remembering to provide enough for each child in the homeroom, taking into consideration allergies represented among students in the class. **Teachers will not be allowed to disperse personal party invitations unless the entire class is invited nor are they permitted to share class parental contact information.**

PHYSICAL EDUCATION

Physical education is an integral part of the instructional program and therefore all children will be required to participate. In the event a student is sick or sustains an injury outside of school, a parent note excusing the student from PE for up to two days will be satisfactory. Students needing to be excused from PE for more than two days will require a doctor's note. **All students are to wear tennis shoes for P.E. and recess as stipulated in the dress code.**

SALES

With the exception of school-sponsored projects, students are not to advertise or sell items on the school campus.

SNACKS

Lower School students may bring fruit, vegetable sticks, or other **healthy snacks** for break time. **Students will not be allowed to eat/drink sugary treats, snack cakes, soft drinks or candy during snack time unless it is supplied for a birthday celebration.** Due to time limitations, no snacks are to be purchased from the machines during break time.

TRANSPORTATION AND TRAFFIC SAFETY

Please indicate your child's regular transportation on the info sheet located in the parent folder you received at "Back to School Night". If a student is planning to leave school in any way that is not his/her normal way, we must have a note

from his/her parents/guardians. **In the event a student plans to go home with another student, a dated note must be provided from both parents. In the event of a last minute change, we can only guarantee accommodation if received by 2:00 p.m. Please do not call the office after this time for last minute changes.**

PLEASE HELP US PREVENT THE RISK OF SERIOUS INJURY BY CAREFULLY ADHERING TO THE FOLLOWING RULES OF TRAFFIC SAFETY:

Car Riders

Please display car tags in a visible location. All car-riding students should be dropped off and picked up in the car line in front of the kindergarten building or the main academic building. Refrain from putting your child in a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. **When picking up or discharging a child, please allow your child to enter or exit the right-hand door of your vehicle. Other cars pass on the left of the car line, presenting a very dangerous situation when children are asked to come around to the left side of the car line. DO NOT stop to pick up or discharge a child until you have driven as far up the car line as possible and directly behind the car ahead of you as directed by Safety Patrols.** This allows others access to the pick-up area and helps the car line move along more efficiently.

Patrols will be on duty every morning and afternoon to assist students as they arrive, depart, and to direct traffic. Please acknowledge and cooperate with all school safety patrols. Advise grandparents or other authorized persons with whom your child will be riding of these rules. **For those arriving early to afternoon carline, vehicles must remain at the corner steps of the main gymnasium until all buses have pulled up to the front of the main office. At that time, cars may proceed forward in the order arrived. There is no walk-up option for student pick-up.** Parents must arrive prior to 2:40 for necessary appointments otherwise students must wait in the car-rider line.

Bus Riders

If your child rides the bus, the teacher will help him/her find the correct bus in the afternoon. **Arrive to bus stops in a timely manner as bus drivers are on a tight schedule and therefore unable to wait for your child or stop the bus in an unauthorized location.** In the event you miss the bus stop, please drive to the next stop. **A fee of \$1 per minute will be assessed for any student not picked up at the scheduled time at the last afternoon stop.**

If you are unable to meet the bus on time, please communicate with the bus driver the name of anyone having permission to retrieve your child. Encourage your child to cooperate with the bus driver and all bus patrols regardless of age. Any distractions on the part of the students could endanger everyone on the bus. Students are expected to sit properly in their seats and talk quietly with others around them. They are not permitted to move around on the bus when it is moving. **Eating or drinking is not permitted on the bus so please refrain from sending food to be eaten during the ride to and from school.** Talk with your child about bus behavior and stress the importance of cooperating with the driver and patrols. Continued behavior problems on the bus will result in loss of bus-riding privileges.

VISITS TO CAMPUS

For security reasons, we ask **ALL** visitors to report to the main office. **THIS INCLUDES EARLY MORNING AS WELL AS AFTERNOON VISITS** and applies to visitors regardless of grade level. Plan to leave your child at the front entrance each day beginning with the first day of school or by the second week for students in kindergarten and first grade. Student patrols will be on duty to assist as needed. Parents/guardians are welcome to attend parties, events, chapels and presentations. However, due to space limitations and time constraints, please limit lunch visitations to special occasions and birthdays when given **prior teacher approval.**

VOLUNTEERS

ACS loves volunteers! Each school year, parents and grandparents are needed in various areas of service such as fundraising, Book Fairs, Daughter's First Date Night, Mother-Son event, Teacher Appreciation, and an array of other school as well as community projects. Parents/guardians who work full time might choose to volunteer by sending food donations or taking on a home project, while those with a more flexible schedule are able to serve in some capacity on campus. Either way, **WE NEED YOU!**

Although classroom teachers will communicate volunteer opportunities for parties, reading, crafts, or career-related speaking, many volunteers will also be needed for larger events. To volunteer for events, clearly print your name, phone

number, and email address followed by areas you wish to serve on the clipboard provided in your child's homeroom. You will then receive a follow up email with instructions for completing a back-ground check (on-campus volunteers only) as well as sign-up information.