

# Applewood Christian School

## Student Handbook

*Discipling Christian Leaders since 1987*

### MISSION STATEMENT

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

### ADMINISTRATION

Principal: Mrs. Malinda Rehmer  
Assistant Principal: Mrs. Debra Church  
Administrative Assistant: Mrs. Bridget Fetterman

### 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.applewoodchristianschool.org](http://www.applewoodchristianschool.org)

Facebook: Applewood Christian School

**All ACS policies can be found on the web page under the Document Manager Tab**

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## COMMUNICATION

### Methods

ACS uses a variety of methods to disseminate information to students and parents. A **bi-monthly newsletter** is emailed to our families. **IT IS VERY IMPORTANT THAT EVERYONE READ THIS NEWSLETTER.** It will communicate important information regarding the upcoming weeks and months. **Monthly calendars** are posted on the website. E-mail is commonly used. **One-Call**, a telephone message system, is often used to communicate important and/or timely information. To receive One Call messages as a text, send the word "Alert" to 22300.

### 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.

## Grading, Grade Cards, & Homework

### 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**

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., Bible, and any other electives.

**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. Parents may request a mid-term report for any student by letting the office know at the beginning of the year. Mid-term reports will be mailed to any student with a grade of 69 or below. 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.)

**Homework**

All homework is expected to be turned in on time and completed to the best of the student's ability. Math and Grammar homework is recommended to be checked to 100% by the parent before returned. Families may rent teacher's manuals for students in grades 5<sup>th</sup>-12<sup>th</sup>. 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 grades third through twelfth are provided homework planners to record Tuesday/Thursday work.

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**PARENT AND FAMILY RESPONSIBILITIES**

**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-5 will be picked up in their classroom in the Community/Elementary building and 6<sup>th</sup>-12<sup>th</sup> grades students will be picked up in the gymnasium. Please pick students up on time.

**Early Dismissal**

If a student must be dismissed early from school, **the office must receive a note from the parent at the beginning of the day.** Students must notify their teachers and get any homework/classwork that will be missed before leaving. All missed homework is due the day the student returns. **Before leaving early from school, students must turn in all class work due that day.**

**Tuition and Benevolence Fund**

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. If possible, families are encouraged to donate to the Benevolence Fund. Donations of any amount can be included with the monthly tuition payment. Applications may be obtained by contacting your board representative or administration.

**Parent/Teacher Conference**

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.

### **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 its Word in my heart that I might not sin against God.

### **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.

## **STUDENT LIFE**

### **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.

### **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.

### **Lunch Program**

On Mondays, students must provide their own lunch from home. There are refrigerators and microwaves available for student use. On Wednesdays (WHEN AVAILABLE), students may purchase a hot lunch. Families will receive a menu and order form monthly. Hot lunches must be paid for when order is placed. On Fridays (WHEN AVAILABLE), students may purchase a pizza lunch. If this is an option, you will be notified well in advance to make adjustments for your children.

### **Extra-curricular Activities**

An important part of student life at ACS is extra-curricular activities. These can include but are not limited to: teacher led field trips, sports, STUCO, and the Junior/Senior prom. These are based upon parental involvement and fulfillment of Parental Volunteer Jobs. Junior High and High school students interested in drama may have an opportunity to participate in a yearly drama production.

### **Additional Class Credit Opportunities**

Teacher's assistant, dual credit, college course enrollment, Career and Technology Center, and independent study programs are additional opportunities available for high school students. Parents and students who would like more information should contact the administration.

### **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) and basketball (winter). The Athletic Handbook may be downloaded from the ACS website. Younger students are allowed to participate when needed as determined by the coach.

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## INCLEMENT WEATHER

School cancellations will be posted on the Facebook Page and a One-Call message will be sent to all ACS families. If school is cancelled, students must check the ACS website for their homework assignments. Teachers will post assignments by 10:00 am, all assignments will be due upon returning to school.

## 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 Procedure

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 one time 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.

### Community/Elementary Building:

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

### Gymnasium 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 one time in the afternoon). The following steps will be taken in the event of a tornado or tornado drill:

### Community/Elementary 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 students in the gymnasium building will be evacuated to the community/elementary building. Junior high and high school students may be joining elementary classes.

### Gymnasium 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.**

# APPLEWOOD CHRISTIAN SCHOOL

*Discipling Christian Leaders since 1987*

## **ACS SCHOOL BOARD**

Nick Smith, President  
Laura Harris, Treasurer  
Caleb Sumner, Secretary  
Brenda Nevels, Member  
Virgil Nunes, Member  
Jacob Wassam, Member

## **ACADEMIC COMMITTEE**

Marilyn Ehlert, Chair  
Debra Church, Registrar

## **A+ Program**

Malinda Rehmer, A+ Coordinator

## **FAMILY CLUB**

Cassandra Wassam, President  
Natalie Smith, Vice President / Scrip Coordinator  
Cassandra Wassam, Concessions Coordinator  
Anna Kitchens, Treasurer  
Chanelle Ream, Secretary

## **STUDENT COUNCIL**

Tiffany Nunes and Casey Sumner, Advisors  
, President  
, Vice-President  
, Secretary  
, Treasurer  
, Sentinel  
Publicity

**1** Great blessings belong to those  
who don't listen to evil advice,  
who don't live like sinners,  
and who don't join those who make fun of God.

**2** Instead, they love the LORD's teachings  
and think about them day and night.

**3** So they grow strong,  
like a tree planted by a stream—  
a tree that produces fruit when it should  
and has leaves that never fall.

Everything they do is successful.

Psalm 1:1-3

08/20/2022