

Auburn Hills Christian School



Student Handbook
2007 – 2008

Auburn Hills Christian School
3655 Squirrel Rd.
Auburn Hills, MI 48326

Office: 248-373-3399
Fax: 248-373-2001

Mailing Address

P.O. Box 4386
Auburn Hills, MI 48321

Website: www.ahchristian.com

Office Hours

Monday – Friday
7:30 am – 4:00 pm

Auburn Hills Christian School (AHCS) saved the taxpayers of Oakland County and the State of Michigan approximately two million dollars in taxes during the 2004 – 2005 school year by educating more than three hundred students (K-12). Over the last nine years, AHCS has saved the taxpayers approximately eleven million in tax dollars.

Auburn Hills Christian School
Celebrating our 30th Year

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School Calendar

July 16, 2007	First Tuition payment due
August 20	Orientation, 7:00 pm
August 22	First day of school
August 27.....	Kathryn Beich Holiday
	Wishes Sale Begins
August 31- September 3.....	No School – Labor Day Weekend
September 10.....	No School – Founder’s Day
September 13.....	Abundant Funds Fundraiser Ends
September 17.....	Kathryn Beich Holiday Wishes Sale ends All orders and money due
September 24.....	College and Career information night 7pm
September 26.....	Staff Development Day-12-3pm School Dismissal times; K/4-K/5 10:45am 1-6gr. 11:15am 7-12gr. 11am
October 3.....	PLAN TEST-Sophomore class
October 9.....	PICTURE DAY
October 15.....	College Financial Aid Information night 7pm
October 19.....	End of 1 st Quarter; Kids Inferno-Apostolic Church
October 22.....	NO SCHOOL-End of 1 st quarter reporting
	PTM’s ALL grades 5-8pm
October 23-25.....	MEAP TESTING 3-9 grades
October 26.....	INFERNO-Apostolic Church
October 31.....	Staff Development Day 12-3pm Dismissal times; K/4-K/5-10:45am 1-6gr. 11:15am 7-12gr. 11am
November 21.....	NO SCHOOL-Thanksgiving Break Begins
November 26.....	Return from Thanksgiving Break
December 19 - 20.....	Secondary (7-12) Semester Exams
December 21.....	Christmas Tea (K-6 grade) School dismissed at 12noon for all grade levels Christmas Break Begins
	End of 1 st SEMESTER
January 7, 2008	Return from Christmas break
January 16.....	Staff Development Day 12-3pm dismissal times K/4-K/5-10am, 1-6gr. 11:15am, 7-12gr. 11am
January 21.....	No School – Martin Luther King, Jr. Day
February 15-18.....	No School – Mid-winter Break
February 19	Return from Mid-winter Break
February 24	NEW STUDENT OPEN HOUSE 12-2pm
March 1-31	Early registration for returning students, \$100.00
March 3	Abundant Funds Sale Begins
March 7	End of Third Quarter
	Morley Spring Sale Ends
March 10	NO SCHOOL End of 3 rd quarter reporting
	PTM’s 5-8pm ALL GRADES
March 11-13	MME TESTING-Juniors and Seniors

March 17 Abundant Funds Sale Ends all orders and money due
 March 20 HALF DAY –Spring Break Begins School dismissal times: K/4-K/5-10am, 1-6gr. -11:15, 7-12gr. 11am
 March 31 Return from Spring Break
 April 1-2..... Open Enrollment begins-Registration \$150
 IOWA STATE TESTING dismissal times to be announced
 Senior pictures due
 April 25..... Bike-A-Thon for NACS NO SCHOOL 7-12grades
 May 8,9 Senior Finals
 May 9 K/4 Flying Up program
 May 9 K/5 Graduation 7pm
 Spring Musical 7pm
 LAST DAY OF SCHOOL FOR K/4-K/5 and SENIORS
 May 15,16..... Final Exams 7-11 grades
 May 16 Last day of school-1-11 grades
 May 18 Bus leaves for NACSC 9am
 May 19-23 National Apostolic Christian School Competition, Knoxville TN
 June 30 Commencement Exercises, 7:00 pm
 June 2 Awards Night, K/5-12gr. 7pm
 June 7 ALL REPORT CARDS Mailed (to accounts paid in full)

All dates tentative and subject to change.

Administrative Staff

Administrators David Bowen, Robin Emery
Principal Scott Wickson
Vice-Principal Amy Wickson

Statement of Purpose

The primary purpose and objective of AHCS is to train students in the knowledge of God and to give an excellent education in a God-fearing environment. The teachers of AHCS realize the solemn responsibility before God in molding the life and character of each of their students, and to give a good foundation for each child's future. The administration and faculty demonstrate a caring concern for each child under their care.

New School Year Orientation

Class schedules and room locations will be available in the school office Monday, August 20, 2007 at 6:30 PM. Orientation will begin in the main sanctuary of The Apostolic Church at 7:00 PM.

On Monday, August 20, 2007, students will be given schedules and will meet their teachers. Supply lists may also be provided for particular classes. Elementary supplies will be available at the orientation in the school bookstore. Important student information will be given. It is vital that each student be represented at Orientation.

New Students

New students should submit a copy of completed courses. Past report cards are acceptable. New student may be required to take a diagnostic test.

Daily Bell Schedule

First Class Bell..... 7:55 AM
Tardy Bell 8:00 AM
Secondary Dismissal 2:30 PM
Elementary Dismissal 2:45 PM

Attendance Policies

Absences

A student's attendance is mandatory to the educational process. Because of this, students are not allowed to miss more than **15 days in a semester**. Both excused and unexcused absences count toward this total. There are no excused absences except for student illness, death in the immediate family or medical appointments. An excused absence is one in which the student will be allowed to make up class work, tests and quizzes. In the case of an unexcused absence, the student will receive a zero for any work missed, including quizzes, tests and exams. Both excused and unexcused absences count towards the students total semester attendance.

In the case of an absence, a parent should call the school office on the day of the absence to inform the school of the student's absence. The parent should also send a **dated note** to the school office on the day the student returns explaining the reason for the absence. No absences will be excused without a note of explanation. The school office will then inform the student's teachers of the excused absence.

If an absence unavoidable, the student's principal should be contacted so that make-up work and class time can be arranged for. This would apply, for example, in the case of vacations scheduled during the academic year.

Unexcused absences for which no permission slip is granted will result in zeroes for any class work missed, including quizzes, tests, and exams. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. **Any high school student who is absent sixteen (16) days or more in any one semester will lose credit for that semester's work.** Exception can be made only in the event of extended personal illness or if other extenuating circumstances exist that are approved by the administration.

Days missed due to administrative suspension for any reason will be counted as unexcused absences with the applicable consequences.

Any student who must leave before 10:00 AM will be counted absent for that school day. Students who leave after 10:00 AM will be counted absent for one-half day.

Any elementary student or middle school student (grades 6-8) who misses more than 30 days in a school year may not be allowed to pass to the next level.

Tardies

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Any student arriving after 8:00 AM must check in through the office before going to class. Three tardies in a marking period will be marked as an unexcused absence. Tardies due to traffic will be counted as "traffic tardies." An unexcused tardy will be given when a student accumulates three or more traffic tardies in any marking period.

Parents of elementary students arriving after 8:00 are not permitted in the classroom. Students are required to check in at the office and will be escorted to class by staff personnel.

Academy Book Store

For the convenience of the students, the Book Store will be open from 7:40 – 8:00 AM. Students may purchase school supplies, T-shirts, sweatshirts and assorted other items.

Address or Phone Number Change

Any time an address or phone number is changed please notify the school office. It is important that we be able to reach you at all times of the day.

After School Hours

We require parents to pick up students promptly after school activities are over. The school will not be responsible for students who remain after 2:30 PM.

It is against school policy for students to stay after school in the parking lot, on the school grounds or in the area to attend any evening activities. Parents must pick up their children in the afternoon and return them for the evening event. This includes after-school practices.

For elementary after-school hours, please see **Extended School Day**.

Automobile Policies

It is a privilege for a student to be able to drive a car to school. Students who drive to school must comply with the following:

1. All student-driven cars are to be registered in the school office immediately when the student begins driving to school.
2. Each driver should be an example of courteous, careful driving habits. Those who drive recklessly while on school grounds will lose their driving privileges immediately and indefinitely.
3. Cars are to remain parked until students leave for the day. Parking areas will be assigned when the vehicle is registered.
4. Cars cannot be occupied during school hours.
5. Only students in 12th Grade may leave the school grounds during the school day and then only during their lunch period.

6. Students entering or leaving campus during the school day must check in and out through the office on every such occasion.

Failure to observe these policies will necessitate cancellation of the student's driving privileges.

Bad Weather Conditions

Because our families travel from all over the county and not just from one school district, we must be more diligent in our assessment of school closing due to bad weather. If a majority of public schools in our area are closed, AHCS will most likely be closed also. Tune to television channels 2, 4, or 7 and also WWJ AM950 on your radio for school closings. We will also post closings on the school voice mail.

Bible Class

Bible study is recognized as fundamentally important and is a required subject. It augments the study of English, History, Geography and Science. Without knowledge of Biblical truths, a student cannot be considered educated. The Bible gives direction for life and is the only hope for the life to come. No other book can so enrich and enlighten the hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets anyone can have, in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunity for laying the foundation for Christian character.

Our student body attends chapel service on Friday afternoons. The elementary and secondary classes meet at different times. The speakers include school faculty, students, plus many from outside the organization. The purpose of the chapel service is to inspire students to dedicate their lives to God as well as practice the truths of God's Word. Chapel attendance is mandatory.

Bus Service

Students that live in the Pontiac School District are provided transportation through **First Student**, the company that serves all Pontiac residents. If this is a need for your family, please contact the office so that we can send them verification that your student is registered here.

First Student will contact you either by phone or mail to give you bus stop locations and times. Please keep in mind that when Pontiac Schools are not in session, the buses will not be available to pick your student up. Transportation to school will be your responsibility on these days. Please see the school secretary to obtain a Pontiac school schedule.

After we make the initial contact, you should call **First Student** directly (248.335.4921) if you experience any problems with their service. Please remember that this is not a service that we provide, but one that we are pleased to assist you in acquiring. AHCS will provide **First Student** with your information and with our school schedule.

Casual Day Attire

On Tuesdays, students may wear casual attire by making a donation of \$1.00. This will be collected as soon as classes begin in the morning. Girls are required to wear dresses or skirts with the hemline covering the knee and no slits rising above the knee. Students may not wear shorts or sleeveless shirts. Secondary students (grades 7 – 12) must wear a uniform shirt. All clothing must be modest and give a neat appearance. All dress code policies regarding socks, belts, jewelry and make-up apply.

Discipline

The goal of AHCS is to provide the best possible learning environment in a Christian atmosphere. Being that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner in which he feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

When misconduct occurs, corrective measures will be taken to help the student change his behavior and attitude. Corrective measures may include but are not limited to student/teacher conferences, detentions after school, student/principal conferences and parent/teacher conferences.

Actions that threaten or harm another individual's ability to function correctly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, showing disrespect, cursing, or cheating. While this list of infractions is not exhaustive, it represents behavior that is not acceptable. AHCS has adopted a "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or

statement associated with violent behavior including a joke which could be interpreted as a threat. Student's lockers, book bags, or other storage areas are subject to search for prohibited or illegally-possessed substances or objects. The Discipline Committee will make decisions on an individual basis regarding suspensions and expulsions.

A sense of the need for spiritual growth, in the light of Biblical principles, has led AHCS to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school or elsewhere. Students will not be admitted to class without a signed Standards of Conduct Agreement on file in the school office. Keeping the Standards of Conduct is necessary to remain a student at AHCS. Students who do not report violations of the Standards of Conduct may be subject to disciplinary action.

Please feel free to consult with the office about any problem or question that concerns the welfare of the students. It is the desire of the administration and the faculty to be of service to both parent and student.

Full cooperation is expected from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be asked to transfer to another school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of AHCS, whether or not there is any clear breach of conduct, he may be requested to transfer to another school.

AHCS is above all else a Christian institution in both philosophy and practice. We firmly believe that there is no place at AHCS for worldly practices or divisions so common among other institutions. AHCS has the reputation of having a student body with an excellent spirit. Every student is treated equally and fairly regardless of nationality, race or background. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writings, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of AHCS and may be withdrawn or refused reenrollment at the discretion of the administration.

Attendance at AHCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of AHCS.

Dress Code

All students are required to wear a uniform. Specific outlets where the uniforms are to be purchased can be obtained from the office. Final interpretation of the Dress Code Policy of AHCS lies solely with the administration.

Boys should adhere to the following guidelines:

1. **Hair** should be cut neatly above the eyebrows, off the ears and collar. No designs are to be cut into the hair. The hair cut should not call attention to itself or be a "fad" cut.
2. **Facial hair** is not to be worn. This includes beards, mustaches, goatees, and lengthy sideburns. Sideburns are to be kept trimmed above the ear lobes.
3. **Black pants** are to be worn. These do not have to be purchased from the uniform supply company, but they should be a dress pant and made of a material that keeps a neat, unwrinkled look. Dockers™ or an equal brand are acceptable. Corduroy pants are acceptable so long as they are neat and not faded in appearance. Elementary boys may wear black jean material as long as it is not faded and/or damaged.
4. **Uniform shirts** are to be worn. They may be burgundy, gray or white. These come in both short and long-sleeve Polo-style shirts. Boys may also wear uniform cardigan and pullover sweaters and uniform sweatshirts. The shirt is to be tucked in at all times throughout the school day.
5. A **black belt** is to be worn at all times.
6. **Black shoes** are to be worn. Elementary boys may wear a black tennis shoe void of ornamentation. Secondary boys (grades 7 – 12) must wear a casual or dress shoe. No tennis shoes are allowed in the secondary.
7. **Socks** are to be worn at all times.
8. Boys are not to wear necklaces, bracelets, earrings, or an overabundance of rings on their hands.

Any questions regarding the Dress Code Policy of AHCS should be referred to the administration. Again, final interpretation of the Dress Code Policy of AHCS lies solely with the administration.

Girls should adhere to the following guidelines:

1. **Uniform skirts or jumpers** are to be worn. Both skirts and jumpers must have hemlines that cover the knees when sitting. If a jumper is worn, a plain white Peter Pan blouse or turtleneck may be worn underneath. If a skirt is worn, a uniform burgundy, gray or white Polo should be worn with it. These come in both short and long sleeve models. Solid white turtlenecks can be worn under jumpers.
2. **Uniform vests, cardigans, pullover sweaters and uniform sweatshirts** may be worn. V-neck sweaters must be worn with an approved shirt underneath. Any shirt that does not have a banded waist must remain tucked in. Solid white turtlenecks may be worn under sweaters.

3. **Black shoes** are to be worn. Elementary girls may wear a black tennis shoe void of ornamentation. Secondary girls (grades 7 – 12) must wear a casual or dress shoe. No tennis shoes are allowed in the secondary.
4. **Socks or nylons** are to be worn at all times. They are to be solid black, white, burgundy or gray. Ankles must be covered.
5. **Colored nail polish and designs on nails** are not permitted.
6. **Make-up** of any kind is strictly prohibited.
7. Girls are not to wear necklaces, bracelets, earrings, or an overabundance of rings on their hands.

School dress code concerning modesty is to be followed at all extra-curricular activities such as after-school meetings and games or field trips. For boys this would mean no shorts or sleeveless shirts and no shirts with offensive language or slogans are to be worn. Girls should be in a dress or skirt, with the hemline coming to the knee. No capped sleeves or sleeveless dresses or tops should be worn. Necklines should be modest and not revealing. There should not be any slits that rise above the knee. All dress code regulations regarding make-up and jewelry apply to all school events.

Extended School Day

AHCS offers an extended day program for grades K4-6. Hours of operation are Monday – Friday from 6:45 AM to 6:00 PM. The cost is \$3.00 per hour for one-student families. The cost is \$5.00 per hour for two-student families. Students can be enrolled in the school office.

Fees

Book fees are due August 1, 2005 and are assessed as follows:

K4 – K5.....	\$125.00
Grades 1 – 12.....	\$220.00

Books will not be ordered until full payment is received.

Students will not be permitted to attend classes until the book fee has been paid in full.

Yearbooks fees are assessed according to the following schedule:

Grade Level	Amount	Billing Date
K4 – 6	\$20.00	February 1, 2006
7 – 12	\$45.00	October 1, 2005

Graduation fees are assessed according to the following schedule:

Grade Level	Amount	Billing Date
K5	\$ 35.00	May 1, 2006
12	\$100.00	March 1, 2005

Snack fees K/4-K/5 \$1.00 per day Monthly

Financial Information

The application and registration fee is \$150 and must be paid at the time of registration. This is a nonrefundable and nontransferable fee. For all students, the first tuition payment secures a position in a class and must be paid in advance by July 15, and is nonrefundable and nontransferable if the student cancels for any reason. If the July 15 deadline is not met, the student's reservation will be cancelled to make room for those on the waiting list.

Auburn Hills Christian School is a ministry of The Apostolic Church. The members of The Apostolic Church tithe and give offerings to support church ministries. Therefore, our church members are given a discount on their tuition. According to the church by-laws, a member is one who is listed on the tithe roll. Tuition rates are available in the school office.

The tuition for the school year has been divided into ten equal payments. Each payment covers one-tenth of the total number of school days.

Tuition is due by the first day of each month and is considered late if received after 3:00 PM on the fifth day of each month. In this event, a late fee of \$20.00 will be assessed on any accounts showing a balance of \$10.00 or more after 3:00 PM on the fifth day of any month. When the fifth day falls on a weekend or a holiday payments may be made on the next business day without penalty. Students will not be permitted to attend classes if payments are not received by the tenth day of any month. Students will not be allowed to return to school until the tuition bill has been brought current. You may pay your tuition in full at any time during the school year. Please note: we are unable to accept post-dated checks under any circumstances.

To be considered for the family plan, all students applying must be siblings.

Tuition payments may be made by check, cash or credit card. We are equipped to accept Visa, MasterCard, and Discover cards. It is our policy to charge \$30.00 for all checks returned to us by your bank or any reason. If two checks are returned during any school year, the account will be placed in “cash-only” status for all transactions. Payments can be made in the school office or by mail. Tuition can be mailed to the following address:

Auburn Hills Christian School
PO Box 4386
Auburn Hills, MI 48321-4386

No school records, including health records, will be released for any student when there is a balance on the student's account. No kindergarten student will be permitted to participate in the graduation program if his account has not been paid in full. No secondary student will be permitted to participate in NACSC and seniors will be denied participation in commencement exercises with an outstanding balance on their account.

Fund-raising

AHCS endeavors to keep low tuition rates for the benefit of each family. For this reason, we conduct an annual fund-raising program and require each family to participate in either the sale of fund-raising items or pay the required fund-raising amount. The current fund-raising minimum is \$300.00 per family. This amount is subject to change without notice.

Gymnasium Attire

Our boys and girls share the same gymnasium and privacy cannot be guaranteed. Therefore, modesty must be maintained at all times.

Boys are to wear long pants and T-shirts. Girls are to wear culottes that cover the knees and T-shirts. Both are to wear non-skid gym shoes.

Health Records

A copy of each student's complete immunization record must be submitted before a student is allowed to attend class.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete homework assignments. Homework is given for several reasons.

1. **For preparation** – Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice** – Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For remedial activity** – As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects** – Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework completion is vital to your child's success at AHCS and is never designed merely to fill time. The full cooperation of parents is expected in seeing that homework assignments are completed.

Incomplete Work

Any incomplete work not made up within twenty (20) school days of an absence will automatically receive a failing grade.

Interscholastic Sports

At the Junior High, Junior Varsity and Varsity levels, boys' Interscholastic Sports include basketball. At the Varsity level only, boys may participate in baseball. Also at the Junior High, Junior Varsity and Varsity levels, girls may participate in volleyball. At the Junior Varsity and Varsity levels, girls may also be involved in cheerleading. We are developing a Varsity-level girls' soccer team. We also offer a basketball league at the elementary level, grades 2 – 6.

To participate in the Interscholastic Sports program at AHCS, a one-time \$100.00 fee applies

There is a separate fee for the elementary students involved in the Elementary Basketball league.

Athletes in grades 9 – 12 must maintain an overall GPA of 2.0 and must have no failing grades at the end of any marking period. Each year a physical must be performed by a physician and the report of that physical must be on file in the school office. All sports fees must be paid in advance before the student is allowed to participate or practice with the team.

All athletes must ride with their team to each event unless unavoidable circumstances exist. Athletes are permitted to ride home from an event with a parent or guardian. Athletes may be permitted to ride home with the parent of another student if written permission is given by his parent or guardian. No athlete will be permitted to ride with another student.

Lost and Found

Articles taken to the Lost and Found, may be redeemed for \$1.00 This policy has been established to teach students responsibility. The Lost and Found is open daily before and after school. Articles not redeemed within 30 days will be sold with the proceeds being donated to local charities.

Lunches

AHCS offers a hot lunch program Monday – Friday. All students are encouraged to participate in this wholesome food program which receives no federal aid. Pricing for the hot lunch program is as follows:

Complete lunch, 1 – 5 th grade	\$3.00 per day
Complete lunch, 6 – 12 th grade	\$3.50 per day
Milk only	\$0.45 per day

A Lunch Card should be purchased from the office in advance. The lunch card will cover ten lunches.

Elementary lunch cards will remain with the teacher. If the student's lunch card expires and a new lunch card has not been purchased, then the student will be supplied with a lunch that day and a phone call will be made to the parent or a note will be sent home. The money for a new card should be sent to school with the child the next day.

Secondary students will be responsible for their lunch cards. The cards should be treated as cash. Lunch cards will not be replaced.

Medication

If a student is to take any medication while at school, written authorization must be made with the school office. Without written authorization the student's parent will be required to administer the medication. The faculty of AHCS cannot be held responsible for carrying out these duties.

Monday Mailer

Elementary students receive a Monday Mailer folder each Monday. If there is no school on a Monday the mailers will be sent home on the Tuesday to be returned on the following day. Please follow the instructions enclosed with the first Monday mailer. Always sign and date the parent signature sheet in the middle section of the folder. This tool is vital to consistent communication between home and school.

Reenrollment

During the month of March, currently-enrolled students may enroll for the upcoming Fall term on a first-come, first-served basis. AHCS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. AHCS does not discriminate on the basis of race, color, and national or ethnic origin in administration of its education policies, admissions policies and athletic or other school-administered programs.

Report Cards

Report cards will be sent home at the end of each marking period as scheduled (see School Calendar). Provided that student accounts are paid in full, final report cards will be mailed home.

Telephone

Students are not permitted to use the school office phone except in cases of emergency. Students are allowed to bring cell phones to school so long as they are not a disruption to the classroom. Students who disrupt a classroom with their cell phone will have their phone taken from them by the teacher and the student's parent will be required to pick up the phone in the school office. Elementary students are not permitted to bring cell phones to school.

Textbooks

The A Beka Book™ and Bob Jones University curricula and textbooks are used.

Transfer Students

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown on the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown on the test) be on a lower level, then he will be placed in the grade best suited for his achievement. It is the policy of AHCS not to accept transfer students whose accomplishments have not been up to acceptable standards. Students whose work is not satisfactory may be asked to transfer out.

Visitors

Our students' safety is of primary importance. As such, any and all visitors are required to acquire a visitor's badge upon entering the school building. This includes, but is not limited to, parents, alumni, and students from other schools. Visitors who do not obtain a badge from the office will be requested to either go to the office or leave the building immediately. Again, this is done to provide maximum security for your children.

Withdrawals

All withdrawals from the school must go through the school office. Students having attended one day or more of any period will owe the full period's tuition. No refunds on tuition are given. No school records will be released for any student when there is a balance owed on the student's account. Parents are required to fill out a withdrawal form.

Auburn Hills Christian School

3655 Squirrel Rd.

Auburn Hills, MI 48326

Office: 248.373.3399

Fax: 248.373.2001

ahchristian@hotmail.com

Visit Us on the Web at

www.ahchristian.com

Celebrating Our 28th Year!