

# Algoma Christian School

*School Verse: Not to us, Oh Lord, not to us, but to your name be the glory.  
Psalm 115:1*



## Family Handbook 2018 - 2019

*Mission: Algoma Christian School discipless students to know and apply God's truth,  
focusing on Academic Excellence, Christ-like Character, and Service to Others.*

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## (Changes for this year are in Boldface)

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# I. FOUNDATIONAL VALUES AND BELIEFS

This section outlines the fundamental beliefs and practices that govern our life together and apply to all members of our community whether adults or children.

## 1. Statement of Faith

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God (2 Timothy 3:16; 2 Peter 1:20-21).
2. We believe that there is one God (2 Corinthians 8:6; Ephesians 4:6) eternally existent in three persons: Father, Son, and Holy Spirit (Ephesians 2:18, 2; Corinthians 13:14; Matthew 28:19).
3. We believe in the deity of our Lord Jesus Christ (John 1:1-14), in His virgin birth (Matthew 1:18-25), in His sinless life (Hebrews 4:15, 2 Corinthians 5:21), in His miracles (John 2:11, 3:2), in His vicarious and atoning death through His shed blood (1 Peter 2:24, 3:18), in His bodily resurrection (Acts 2:24, 10:40), in His ascension to the right hand of the Father (Matthew 16:19), and in His personal visible return in power and glory (Luke 21:27).
4. We believe that man was created by God in His own image as genetically male and female, and that marriage was instituted by God whereby one man and one woman are joined together in lifelong commitment to faithful companionship, and that Biblical marriage is the only legitimate and acceptable context for sexual intimacy (Genesis 1:27; Genesis 2:20-24; Matthew 19:4-6; Romans 7:2; 1 Thessalonians 4:1-8; Hebrews 13:4).
5. We believe that all human beings are born with a sinful nature and are therefore under condemnation (Romans 1:20, 3:12-19; Ephesians 4:22). We believe that those who repent and forsake sin, and by faith alone (Ephesians 2:8-9) trust Jesus Christ as Savior are regenerated by the Holy Spirit (Acts 3:19, Colossians 2:13) and become new creatures who are delivered from condemnation and receive eternal life (2 Corinthians 5:17).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 14:17; 1 John 2:27).
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (Acts 23:8, 24:15; Luke 16:22-26).
8. We believe that heaven and hell are definite places (2 Corinthians 5:1; Matthew 10:28).
9. We believe in the spiritual unity of believers in our Lord Jesus Christ (1 Corinthians 1:10; John 17:21).
10. We believe in the literal interpretation of the Book of Genesis in the description of creation. We believe that God created the universe by His spoken word in six 24-hour days. We further believe that man was created as a complete and perfect being unlike all other created beings. He is not a descendant of any other species that God created. (Genesis 1, 2; Colossians 1:16)

## **2. Core Values**

### **2-1 We value the authority of Scripture (Scriptural Truth)**

We believe that the Bible is the inerrant word of the living God and is our sole guide for faith and practice. We believe that the Bible is knowable, is absolute truth and should be interpreted literally, grammatically, historically, and culturally. As a reflection of the authority of God's Word, we value and practice the integration of God's Word into all subject matter taught at our school.

### **2-2 We value the application of truth (Truth in Action)**

Biblical truth must be applied in order to be our guide for faith and practice. God's truth influences every facet of our lives. Knowing truth shapes our thinking and our attitudes about life. God's truth is the motivation for the development of life skills. Because the school functions as a microcosm of life, students learn from the joys and challenges of community and grow in their abilities to love, respect, and worship together.

### **2-3 We value partnership with the home and the church (Partners in Truth)**

God has given the responsibility of training children to the parents. The school and church serve as a support system for parents engaged in this task. Truth echoed in both the church and Christian school reinforces a consistent message in young minds. As teachers and coaches act as role models in the day-to-day activities of school, church, and community life, they broaden students' opportunities to see authentic faith portrayed in the world.

### **2-4 We value the availability of Christian education for all who seek it (Truth for All)**

Algoma Christian School's founding premise has been to make Christian education available for all families who share our values and desire to have their children attend. We believe that racial, cultural, and socio-economic barriers should not stand in the way of receiving a Christian education. We are all made in the image of God and possess inestimable value in the sight of God despite our circumstances in life.

### **2-5 Shortened Version of our Core Values**

Scriptural Truth  
Truth in Action  
Partners in Truth  
Truth for All

## **3. Non-Discrimination Statement**

Algoma Christian School does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school- administered programs.

## **4. Mission**

Algoma Christian School disciplines students to know and apply God's truth, focusing on Academic Excellence, Christ-like Character, and Service to Others.

**Shortened Form:** Academics, Character, Service

**Summary Form:** Helping Families Make Disciples

## 5. Vision

Algoma Christian School partners with families and churches to teach children to live according to God's Word. Therefore, the school seeks academic excellence that is centered in the truth of God revealed to man through the Bible and in nature. Students are encouraged to be like Christ in loving God with all their hearts, souls, minds, and strength, and loving their neighbors as themselves. ACS graduates will be academically prepared and spiritually motivated to seek and to fulfill God's call on their lives, living as servant leaders who positively impact their homes, churches, and communities.

## 6. Moral Conduct Policy

In order to maintain the Christian character of our school, it is important that board members, employees, and students uphold by precept and example Biblical standards of moral behavior. All sin, whether hidden or visible, is an offense against God, but not all sin has equal consequences in a Christian community. Those that are visible and disruptive can directly impact the life and testimony of that community to the world and cannot be accepted. ACS opposes all behaviors that are specifically condemned in the Bible.

Furthermore, ACS opposes those offenses such as child abuse or any form of bullying or harassment, which, while not mentioned by name in the Bible, involve the clear violations of Biblical standards, which this policy addresses.

1. **Child abuse** is defined as harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.
2. **Harassment** (sexual or otherwise, e.g. bullying) is defined as, "Any unwelcome conduct by any other person that is severe, persistent, or pervasive enough to limit the victim's ability to participate in or benefit from an educational program or activity, or that creates a hostile or abusive educational environment." This conduct can be verbal, nonverbal or physical, and the behavior in question does not need to be aimed at the individual who is complaining of harassment.
3. **Speech.** The following kinds of speech (verbal, written, or online) are unacceptable to ACS whether the speech occurs at the school or outside of the school by a board member, employee or student:
  - a. Vulgar or suggestive speech (Eph. 5:4)

- b. Gossip or slander towards an individual or group (Pr. 26:20)
  - c. Intimidation (1Pet.3:14 NAS)
  - d. Threats of violence (Ac. 4:29)
  - e. Lying (Ex. 20:16)
  - f. Swearing (Ex. 20:7)
4. **Behavior.** The following kinds of behavior are unacceptable to ACS whether the behavior occurs at the schools or outside of the schools by a board member, employee or student:
    - a. Stealing (Ex.20:15)
    - b. Drunkenness (Gal. 5:21)
    - c. Violence against another (1Jn. 3:11)
    - d. Viewing or disseminating pornography (Phil. 4:8)
    - e. Lewd or suggestive behavior (Gal. 5:19,21)
    - f. Fornication, Adultery, Incest (1Cor. 6:18; Ex.20:14; Lv. 20:10-21)
    - g. Acts of Homosexuality or Bestiality (Ro. 1:27; Ex.22:19)
    - h. Sorcery or Witchcraft (Ex.22:18)
    - i. Vandalism (Ex.22:5,6)
    - j. Marrying an unbeliever (II Cor. 6:14) An unbeliever shall be defined as an individual who cannot or will not adhere to the Statement of Faith.
  5. None of these prohibited activities shall in any way be promoted or approved by the school through speech, written material, or example.
  6. All board members, employees, and students shall conduct themselves in such a way as to avoid the appearance of evil and possible false accusations. For example, special care should be taken when meeting with or transporting any student on an individual basis.
  7. Board members, employees and students are responsible to report instances of moral misconduct to those in a supervisory role. Students should report to their homeroom teacher, another teacher, or the Superintendent. Board members or Teachers should report to the Superintendent or President of the Board.
  8. Everyone involved in reporting or investigating an incident of moral misconduct shall speak about the matter only to those individuals who can be a part of the solution. Thus, students should not talk to other students, and employees should not talk to other employees. All conversation should be directed to those individuals investigating the matter or to an adult (e.g. parent, pastor) who can assume the role of counselor to the injured party.
  9. The school shall investigate every accusation of moral misconduct taking care to balance the rights of the accused with the rights of the victim, and taking due care to guard the reputation of the school. Those investigating shall operate under the twin assumptions that the accusation might be true and that it might not be true. The goal is to determine the truth of the matter. Attention should be directed to obtaining specific details regarding events, dates, and times. A written record of the investigation shall be kept by the investigating authority.
  10. Interviews of students and staff will be conducted by one or two individuals, at least one of whom will be the same sex as the person being interviewed. Where there are indications that sexual misconduct involving students has occurred, their parents will be notified immediately except in a case where there is a possibility that the parent himself or herself is involved. In this case, civil authorities will be notified

- directly in order that they may conduct an investigation that is beyond the jurisdiction of the school.
11. Students found to have violated the moral standards of the schools shall be disciplined in accordance with the Discipline Policy as it applies to Serious Offenses.
  12. Board members or employees found to have violated the moral standards of the schools shall be disciplined in accordance with the Discipline, Suspension, & Termination Policy.
  13. Board members, employees, students, or parents whose actions appear to constitute a violation of the law (assault, sexual harassment, sexual or physical abuse, etc.) shall be reported to the appropriate civil authorities.
  14. Board members, employees, or students who encourage (actively or passively) others to engage in any of these prohibited activities may be held equally liable to discipline.
  15. The Superintendent shall ensure that Teachers, Students, & Parents are informed of this policy on an annual basis.
  16. The Superintendent shall ensure that the school curriculum addresses at each grade level the issues in this policy that are appropriate to that grade.

## **7. Expected Student Outcomes**

### **6-1 Academics**

- a. Pursue excellence in all academic areas.
- b. Evaluate competing worldviews through the lens of a biblical worldview.
- c. Develop and retain a curious spirit.
- d. Develop skills to investigate, problem solve, and make wise and informed decisions.
- e. Display strong study habits and research skills.
- f. Demonstrate technological literacy and the ability to adapt to emerging technologies and media.
- g. Become lifelong learners.
- h. Articulate and defend the Christian faith.

### **6-2 Character**

- a. Have a growing, personal relationship with Jesus Christ as Lord and Savior.
- b. Exhibit biblical discernment and discretion in decision-making.
- c. Value themselves and others as people created in God's image.
- d. Display essential biblical values through modeling godly behavior in the school, family, church, and community.
- e. Apply a biblical worldview in all areas of life.

### **6-3 Service**

- a. Demonstrate love for God by actively engaging in acts of service at home, at church, in the community and at ACS.
- b. Seek out opportunities to fulfill in the Great Commission.
- c. Work effectively, with respect and integrity, as leaders or participants in group settings.

## **8. General Student Behavior Expectations**

1. Understand the School's Mission and work to see it fulfilled in them personally.
2. Allow Jesus Christ to become Lord of every area of their lives.
3. Accept the Bible as their standard for judging right from wrong.
4. Treat all students, teachers, and other adults with kindness and respect.
5. Abide by school rules and accept the consequences for violation without complaint.
6. Approach every subject with a positive attitude, attend every class on time, participate fully in activities, and complete all assignments to the best of their ability.
7. Set a godly example by their lifestyle choices both on and off campus. (Church & youth group attendance, dress, videos, movies, TV, Internet, music, books, speech, hobbies, dating, alcohol, tobacco, drugs, etc.)

## **II. HOME & SCHOOL**

### **1. Communication**

- 1-1 E-mail is generally the most efficient method of contacting teachers or staff members. Staff email addresses are available in the directory or on the web page ([www.algomachristian.net](http://www.algomachristian.net)). All phone calls for teachers are to be made to the main office. The teachers will return calls during their planning time, lunch time, or after school. Most of our staff members have voicemail. These numbers are published in the school phone directory. Our fax number is (616) 678-7484.
- 1-2 Matthew 18:15-17 is the biblical guide given to us for dealing with offenses. Parents having concerns with a particular teacher or class are encouraged to go first to the teacher(s) to discuss the concern and see if things can be worked out. If, after the conference with the involved teacher(s), the parent still feels that things are not resolved, the superintendent should be contacted to assist. Finally, any unresolved problem can be brought to the Board by appointment arranged through the President of the Board.
- 1-3 Because we feel that communication is essential to the educational process, we encourage parent-teacher and parent-administrator contact. However, we do ask that you respect one another's privacy and family time by limiting calls to "office hours" whenever possible.

### **2. Change in Marital Status**

ACS does not wish to pry into the marital affairs of its parents, but for legal reasons, the school must be notified if any of the following occurs:

- 2-1 If there is a separation in the home which removes either parent from the normal home setting, the school must be notified in writing as to where the children will be located and to whom all communications should be directed.

- 2-2 If a legal order of separation, divorce or custody is issued, the school must be notified in writing and a copy of the custody papers must be sent to the school. If there is joint custody, the school must know this as well. NOTE: Students will be released only to the parent who has custody unless written permission from the custodial parent directs us to do otherwise.
- 2-3 If a student stops living at home, the school must be notified.

### **3. Visitors on Campus**

- 3-1 ACS has a closed campus. Any person other than students, staff, faculty or administration are considered visitors and must come directly to the office for clearance before going to any part of the building. They need to sign-in in the Visitor Book and will be given a "Visitor" pass to wear.
- 3-2 In order to bring a guest to school, a student must request a Visitor's Pass at least two days prior to the visit. Visits are subject to approval by the administration. Visitors are expected to comply with school dress code and school conduct rules.

### **4. Emergencies**

- 4-1 TORNADO WATCH: School will be dismissed at the discretion of the Superintendent. He/she will be kept apprised of the weather conditions and buses will be held if weather conditions are unsafe to have the students on the roads. Parents can pick their children up from school if they desire, however, they must sign their child out in the office.
- 4-2 TORNADO WARNING: If a warning is issued, the children will be placed in as secure a location as we can provide. Please DO NOT attempt to pick up your children during a warning. If the warning is cancelled, school will resume as normal. If the warning is lessened to a watch, the above stated policy will be in effect.
- 4-3 SNOW, ICE & FOG DAYS: ACS makes its own decision regarding closure or delays. School closings or delays will be announced over WOOD-TV, WZZM, and WXMI television stations and other radio and television stations that are part of the GRAIL Notification System, and an email will be sent to all families and employees.
- 4-4 EARLY DISMISSAL: If we dismiss school early, we will make every attempt to contact parents/guardians.
- 4-5 FIRE DRILLS: We will have a minimum of six per school year.
- 4-6 TORNADO DRILLS: We will have a minimum of two per school year.
- 4-7 LOCKDOWN DRILLS: At least two will be conducted each year.

### **5. Health & Medical**

- 5-1 ACS has established prudent health and medical guidelines for the well being of both the students and the staff. School personnel will administer minor first aid. Medically appropriate safety measures will be used to protect school personnel and students from any exposure to the possible transmission of any infectious diseases.

More serious injuries will receive first aid, but will then be referred to parents or emergency personnel as the situation warrants.

- 5-2 Parents are required to provide medical information for each child as part of enrollment. This process identifies the family's physician and hospital preference in the event parents cannot be reached. Parents should keep this information current by notifying the school of any changes. No child with a fever above 100 degrees will be allowed to remain in class. A rash or eye infection may require a child to go home when there is a question of contagion. A child may return to school when the symptoms disappear, there is no fever for 24 hours, and there is no longer a possibility of contagion.
- 5-3 Each year the school will schedule visual and hearing screenings for selected grades. Students are also inspected for the presence of head lice if there are reported cases. If any lice are found, the student will be isolated and the parents notified. Any others that may have had contact with the infected individual will also be notified. No child will be readmitted to classes if nits are still present.
- 5-4 Upon written approval of parent/guardian, a list of special medical needs will be made available on RenWeb to all ACS staff annually or upon enrollment.
- 5-5 In accordance with state laws, immunization records must be on file at the school and kept current. Therefore, parents are to notify the school when students receive any additional shots.
- 5-6 In the event your child is unable to participate in P.E. due to injury or illness, a note from the parent is required to excuse the child. If after two days the condition has not improved, a doctor's note excusing your child is required. Depending on the circumstances, your child may be asked to remain in the gym or sent to another classroom until they have been cleared to return by the doctor. Alternate work will be assigned during this time.

## **6. Medications**

- 6-1 No over-the-counter medications, including pain relievers, will be given to a student without prior parental permission.
- 6-2 No student should have medicine of any kind in their possession other than an EPI pen or inhaler. State law requires that students with asthma be allowed to carry inhalers on their person. They may also be stored in the appropriate office. Secondary students can carry cough drops on their person or keep them in their locker; however, all other medicines for secondary students should be turned into the main office with a written explanation of how often they should be dispensed.
- 6-3 In the event that a prescription drug must be dispensed at school, the medication must be sent to school in its original container with the doctor's instructions clearly legible.

## 7. Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## 8. Financial Policies

- 8-1 Tuition is due the 1st, 15th of the month beginning in July for 12 consecutive months. (July through June.)
- 8-2 Any payments received more than **five** days after the due date will be subject to \$30 late fee per month on the unpaid balance.
- 8-3 Tuition billing, payment services and financial aid are handled by FACTS. All enrollment fees associated with FACTS are paid by the school.
- 8-4 Any checks written to the school and returned for non-sufficient funds will (NSF) be subject to an additional \$35.00 fee. FACTS has their own policy for NSF.
- 8-5 All tuition and fees are to be paid up to date by the end of the current school year. Any family who has a remaining balance of more than 25% of the total tuition may not be issued a contract for the coming school year. The Superintendent has the authority to make exceptions. The terms and conditions of the exception must be in writing and must be signed by the school administration and the family member whose signature is on the annual contract. It is the parent's/guardian's responsibility to contact the school to resolve any financial issues that negatively impact the family's ability to meet its financial obligations to the school.
- 8-6 Students may not be permitted to participate in graduation ceremonies until all tuition and fees are paid up to date. The Superintendent has the authority to make exceptions. The terms and conditions of the exception must be in writing and must be signed by the Superintendent and the family member whose signature is on the annual contract.
- 8-7 Students who enroll late will begin paying tuition from the beginning of the month in which they enter. If a student leaves school for any reason, tuition is due through the month of enrollment.
- 8-8 Registration fees are non-refundable if a student is accepted by the school. Exceptions may be granted in special cases due to circumstances beyond a family's control.
- 8-9 Student damage to school property will be billed to the parent.
- 8-10 Sports fees are to be paid in advance to play.
- 8-11 Payments received will be applied to the oldest account balance first.

## 9. Family Service Hours

ACS is dependent on the help of volunteers and the assistance of all families. It is expected that each family will volunteer their time to help the school function. Following are the ACS service guidelines:

- 9-1 A total of 20 hours per school year (July 1 through May 15) is required per family.
- 9-2 All families who receive tuition assistance will be expected to give an additional 15 hours. They will not have the option to buy out of their ACS service contract.
- 9-3 High School students may fulfill ACS service hours for the family in addition to the community service hours required for graduation.
- 9-4 If families are unable to give the service time to ACS, the obligation may be paid for with an additional charge of \$400. If only a portion of the 20-hour commitment is served, the un-served balance may be redeemed at the rate of \$20 per hour.
- 9-5 All staff members who have children at ACS will be expected to meet all the same family ACS service requirements.
- 9-6 The administration may alter these requirements on a case by case basis.
- 9-7 Following are examples of yearly events/fundraisers where volunteering will help fulfill your family service hours:
  - June/July Fireworks Tent
  - September Athletic Burrito Dinner
  - October ACS Auction
  - November Harvest Dinner
  - February PK-1<sup>st</sup> Walk-A-Thon
  - March Drama Production
  - April Daddy/Daughter Night or Guys Knight Out
  - April 2<sup>nd</sup>-5<sup>th</sup> Park-A-Thon

## 10. Party Invitations (K-8)

To be fair and considerate of all students, please abide by the following policy relative to the distribution of personal party invitations. Party invitations are NOT to be distributed in school unless ALL students or ALL Boys or ALL Girls within your child's classroom are being invited. In all other circumstances, you must send your invitations outside of the school setting.

## 11. Holiday Observances

HALLOWEEN – Since much associated with Halloween in some way depicts Satan, death, or spiritism and comes out of these traditions, we will not celebrate Halloween as a holiday in school. The symbols of Halloween (such as witches and ghosts) are not to be displayed and students are not to come to school in costumes.

CHRISTMAS – Christmas is a time when we wish to emphasize the birth of Christ. We want to downplay the secular aspects of Christmas and therefore, Santa is not to be displayed in our classrooms. Also, no Santa hats are to be worn at school. Class parties may be scheduled and gifts may be exchanged at the Superintendent’s discretion, but please omit any gift or decoration with a secular focus.

EASTER – Easter is a time to stress the biblical significance of Christ’s death and resurrection. The emphasis should be placed here and the secular emphasis with the Easter bunny, etc. is not to be used in our classrooms.

## **12. Lost & Found**

Items left at school and found by our custodians are placed in the Lost & Found. Students who want to retrieve their items out of Lost & Found may come in and reclaim their possessions. Students should retrieve only items belonging to them. Approximately once a month, all unclaimed items are donated to a thrift store. Elementary items are stored outside the Elementary Office and Secondary items are stored outside the Assistant Athletic Director’s office off the gym.

# **III. ATTENDANCE**

## **1. Regular Attendance**

Quality education requires regular school attendance. A student’s level of success in school relates directly to class attendance and quality of work. It is the school’s task to assist the home in teaching promptness and responsibility. Good attendance habits will help make students reliable adults. Moreover, their attendance record becomes a part of their permanent record. Many employers consider attendance as important as a student’s GPA.

A parent certainly has the right to keep her/his son or daughter out of school for whatever reason he/she deems necessary. However, it is the school’s responsibility to determine which absences can be excused or not. We feel the student’s responsibility to the classroom parallels a parent’s responsibility to their place of employment. If that responsibility is not upheld, there are obvious consequences. In the context of the school, these consequences are as listed below. Any student (7<sup>th</sup> – 12<sup>th</sup>) missing more than 30 minutes of a class will be considered absent from that class.

## **2. Absences**

Any time a student is not present for school during normal school hours, they will be marked absent. Some absences are excused, and some are not. Note: ACS is a closed campus. Students are not permitted to leave except for the reasons given below. Leaving during lunch, or any other time, is not permitted unless it is for illness or a doctor’s appointment. Students must sign out and/or in at the office.

It is the duty of the school to determine if an absence is excused or unexcused. In the case of an unscheduled absence, a parent is to call the school by 9:00am each day of the absence. Upon returning, it is the responsibility of the student to ask for makeup work from their

teacher(s). The general guideline for makeup work is that one day is given for makeup work for each day the student was absent. Exceptions must be arranged with the individual teacher. Previously announced assignments, including quizzes and tests, are due on the announced due date or the day the student returns.

## 2-1. Excused Absence

Excused absences will be noted in the student record, and students must make up missed work, whenever possible, for every absence. Absences are excused for the following reasons:

1. Personal illness
2. Family emergency
3. Pre-arranged
  - a. Parents are encouraged to schedule appointments after school or when school is not in session.
  - b. When this is not possible, the parent must contact the office by phone or note prior to the appointment.
  - c. Parents are encouraged to plan trips and vacation when school is not in session. When this is not possible, a planned absence must be arranged as follows:
    - i. The student or parent must obtain a "Pre-arranged Absence" form from the office a week in advance.
    - ii. The parent must indicate the reason for the absence and the date(s) the student will be gone.
    - iii. Each of the student's teachers will indicate makeup work, which is due the day the student returns or by teacher discretion agreed to beforehand.
    - iv. The student turns the completed form into the office.
4. Senior Skip Day is an exception to the above. All seniors will be considered excused for ONE Skip Day in April or May if the Senior Class President notifies the Superintendent during the week prior to the event.

## 2-2. Unexcused Absences

An absence is unexcused for the following reasons:

1. The absence does not fit into one of the excused categories above.
2. No phone call was made or follow-up note explaining the reason was sent to school.
3. A student intentionally skips class.
4. A student is removed from class because of dress code and cannot get proper clothing within 30 minutes of a class.

An unexcused absence will have the following consequences:

1. The student will be required to complete missed work and will be allowed to receive partial credit based on late work policy (either -10% or -20% deduction as determined by the teacher).
2. The student will be required to serve a detention.

### 3. Loss of Credit

- 3-1 A student (9<sup>th</sup> – 12<sup>th</sup>) who reaches ten (10) absences (excused, or unexcused) per semester in any class will receive no credit for that class upon the next absence unless “Make-up” sessions or work are completed.
- 3-2 **Saturday “Make up” sessions will be scheduled as necessary from 8 am to noon. Each session will redeem one day or part of a day of absence. However, two absences past the 10 will require two make up sessions. These sessions will be paid for by the student at the rate of \$60 per Saturday morning.**
- 3-3 The only exception to these rules would be for a serious prolonged illness, and this will require a doctor’s written excuse. We will attempt to make parents aware when a student reaches 7 absences. Attendance can also be monitored via RenWeb. If a student is given an exemption for a serious, prolonged illness, any future absences will again accumulate up to ten.

### 4. Tardy

Arriving on time to school in the morning as well as arriving on time to each class during the day with all the appropriate work materials (paper, pencils, textbook, etc.) is an important part of becoming educated and trained for assuming a place in society. We understand that there are legitimate reasons for lateness in the morning and between classes. As per our absence policy, those reasons are limited to illness or family emergency. All other tardiness will be considered unexcused. The following explains the consequences of unexcused tardiness for secondary students:

- 4-1 Student’s unexcused tardiness between classes and in the morning will accumulate. The third one will result in a detention.
- 4-2 All tardies stop accumulating at the end of each 9-week quarter.
- 4-3 When instances of tardiness (either excused or unexcused) accumulate to 3, they are recorded as an absence for that class. A tardiness of more than 30 minutes to a class is considered to be an absence for that class.

### 5. Leaving Early

A student will be allowed to leave the school early for appointments that cannot be scheduled outside the regular school day. High school students may also be released early for work or educational reasons. In such cases, the early dismissal must have prior parent and administrative approval unless it is an emergency situation.

There are “Sign In/Out” forms in both the main and elementary offices. All secondary students must sign out in the office when they leave and sign back in when they return. We ask that parents of elementary students come in and sign their child in or out on this form.

## IV. ACADEMICS

### 1. Student Supplies

Students are expected to come to school prepared with required supplies. A supply list will be made available and posted on the web site as well as RenWeb. Supplies should be brought the first day of school unless directed otherwise.

### 2. Grading Scale

The following grade scale is used for all students in grades 1-12.

Grade	Range	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	0.67
F	Below 60	0

All classes will be graded, and all grades other than tutoring, student-aides, and modified programs will be included as part of the GPA.

### 3. Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to advance students in their studies. Therefore, each student is required to do neat and acceptable work and to complete homework assignments on time.

Homework is given for several reasons:

- 3-1 Practice. Following classroom explanation, illustration and drill on a new assignment, homework is given so that the material can be mastered, this is especially true for mathematics.
- 3-2 For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- 3-3 For special projects. Book reports, compositions, special research assignments, and projects that require extended periods of time to complete will require homework time.
- 3-4 Homework is an important part of a child's education. We ask that parents encourage their children in this area. It is also important for a child to be a child.

We have, therefore, set guidelines for reasonable daily homework expectations. They are as follows:

Grades 1-2	Total of 30 minutes
Grades 3-5	Total of 45 minutes
Grades 6-8	Total of 60 minutes
Grades 9-12	Total of 90 minutes

### 3-5 Secondary Late Work Policy

Completing assignments on time is an important part of the learning process. Our expectation is that all students will complete all homework. If it is on time, it will receive full credit. Late assignments receive a moderate reduction in grade to offset the additional time the student took.

Late 1 day: -10%

Late 2 days: -20%

Late 3 days or more: -20% plus noon or after school detention or in school suspension until work is completed. Work that remains undone over two weeks will result in a parent conference with the teacher and/or superintendent to help resolve the problem.

Missing assignments will be averaged as a "0" and an "Incomplete" grade assigned until the work has been turned in or the end of the reporting period, whichever comes first.

## 4. Academic Honors

Students will be eligible for an academic letter after three semesters as a high school student at ACS. To earn a letter, the student must maintain a cumulative grade point average of 3.0 or higher with no D's. After receiving the letter, the student can earn a pin for each consecutive semester he/she maintains a cumulative GPA that is 3.0 or higher. If a student's cumulative GPA drops below 3.0 in a given semester, he/she must regain a cumulative GPA of 3.0 or higher for three additional consecutive semesters before earning another pin.

Students who achieve a 3.67 cumulative academic GPA or higher after three semesters will receive an honor cord to wear at graduation. Only the following subjects count towards Academic Honors: Bible, English, Math, Science, and Social Studies. Modified classes are not counted towards Honors.

In order to qualify for Valedictorian or Salutatorian, a student must attend ACS at least four consecutive semesters of his/her high school years. The Valedictorian will be the student with the highest cumulative academic GPA after seven semesters of high school. The Salutatorian will be the student with the second highest cumulative academic GPA after seven semesters of high school. In the event that there is a tie, the student with the highest ACT or SAT Composite score will be named Valedictorian.

## 5. Promotion

Any student 2<sup>nd</sup> through 8<sup>th</sup> grade not passing one or more of their core subjects (Bible, English, History, Math, and Science) may be required to repeat the current grade or

complete appropriate work in an approved summer school program at the family's expense. The promotion of students in grades 9-12 will be determined by credits earned. To be considered a sophomore, 6 credits must have been earned, for junior status, 12 credits must have been earned, for senior status, 18 credits must have been earned. All promotion decisions must be approved by Administration.

## **6. Eligibility for Extra-curricular Activities**

In order to participate in athletics, each student athlete must maintain a 70% average, have no missing assignments, and have no failing grade in any class. Eligibility will be checked on Wednesdays. If a student's grades are acceptable he/she is eligible to participate until the next check. If a student is academically ineligible, they will be given one Grace Week as a warning, and then their grades will be checked every Wednesday following the initial disqualification. Once a student's grades have improved well enough to pass the eligibility requirement, he/she will again be allowed to participate. (When participating in a sport's season, each athlete's grades from the previous four and one half week marking period will be checked for eligibility with the exception of the Fall Sports season.) Eligibility requirements are in effect for both pre-season activities and regular season contests. Eligibility for post-season play will be determined by MHSAA regulation.

Until the student becomes eligible:

- 6-1 The student will not be excused from any class, including study halls to attend games.
- 6-2 The ineligibility period begins on the Saturday following the most recent check and continues through the following Friday. Students are eligible for a weekly review on Wednesday. If requirements are met, their eligibility will begin on the following Saturday.
- 6-3 The student **may** also be removed from other extracurricular activities such as the following: Musicals, Drama, Chapel Praise Team, Speech Meet, etc.
- 6-4 Ineligible students are not expected to attend away games or group functions; however, they must attend home games but are not to participate in the game/event. A student in detention cannot be excused from detention for a game/practice/event.
- 6-5 Any student who is habitually ineligible may be removed from the team or group at the discretion of the coach/teacher after consulting with the secondary faculty, Athletic Director, and Superintendent.
- 6-6 In order to participate in extracurricular events for that day, a minimum requirement for the student is attendance and participation in all classes after their lunch period. The only exception to this would be for appointments in the afternoon. However, the student must still be in attendance for at least half a day (i.e. at least 3 of 7 class periods).

## **7. Work Release/Internship**

Seniors who maintain passing grades and have adequate credits toward graduation may participate in a work release or internship program. These students must meet with their required classes in Bible, Government and English. They are not to remain on campus while their peers are attending other classes, unless their employment is at this location. However, they may return to campus for extra-curricular practices and events. Students must provide a statement of employment to be kept in the Student File signed by their employer and parents. They must continue to receive passing grades in their required classes. ACS reserves the right to revoke this privilege if employment is terminated by either party.

## **8. Dual Enrollment**

8-1 High School Students who wish to dual enroll in college classes must first get approval from the school Guidance Counselor and Superintendent to ensure that such an enrollment will not interfere with the completion of ACS required classes, do not replace courses offered by ACS, and that the desired courses will not be offered during the standard schedule. ACS will not give high school credit for any courses taken without prior approval from the Guidance Counselor and Superintendent. Additionally, students must have a 3.0 GPA and meet one of the following standardized test requirements:

- PSAT (2015 version): 460 in Reading and 510 in Math
- SAT (Revised 2016): 480 in Reading and 530 in Math
- Compass: 88 in Reading, 77 in English, 52 in Math

8-2 In certain cases ACS may award 1 high school credit for every 3 college credits earned through dual enrollment. To be awarded high school credit in addition to the college credit, students must be approved by the Administration both for dual enrollment and for each individual course. According to the Michigan Department of Education Pupil Accounting Manual, only certain college courses are eligible for high school credit:

- a. "Eligible Courses are nonessential electives in the subject areas of physical education, art, foreign language, music, driver's education, and computer science unless a district has developed graduation requirements that deem a course in one of the named subject areas otherwise. In addition to courses in these subject areas, courses that are part of a career and technical education program, and those that are advanced placement are considered nonessential electives.
- b. Ineligible courses are those in subject areas that are considered essential curriculum pursuant to the Snyder v. Charlotte court case. These subject areas include mathematics, reading, English, social studies, science, writing" ... and remedial courses."

8-3 Students may dual enroll in on-ground or online college courses.

- a. Students will be responsible for their own transportation to and from the college campus.
  - b. Study areas and Internet access will be provided by ACS for students who dual enroll in online classes.
  - c. Summer dual enrollment classes will be eligible for ACS credits.
- 8-4 Students who do not pass a Dual-Enrollment course will not be given high school credit for that course or any future Dual-Enrollment course and must pay for any costs associated with that class.

## **9. Online Courses**

- 9-1 ACS offers a wide variety of online electives at no extra charge in partnership with Ignitia, an online Christian curriculum provided by Alpha-Omega Publications.
- 9-2 Students wishing to take an online course through Ignitia must get approval from the Guidance Counselor and Superintendent.
- 9-3 Courses taken through Ignitia are graded by ACS teachers, and student grades will be recorded in RenWeb and count towards the students GPA.
- 9-4 Students are allowed to progress somewhat independently through these courses, but quarterly and/or more frequent deadlines will be set by the teacher supervising the course.
- a. Students who fail to complete course work on time will be assigned detentions until the course work has been caught up.
  - b. Grades for late work will receive a 20% deduction if completed prior to the end of the quarter. Work submitted after the end of the quarter will receive a zero.
- 9-5 Students who fail to complete an online course will have to pay for the associated costs.

## **10. Kent Career Technical Center (KCTC)**

- 10-1 KCTC offers 1 and 2-year programs for Michigan resident students to prepare for college or post-secondary training in a specific program of study.**
- 10-2 11<sup>th</sup> and 12<sup>th</sup> grade students may enroll and attend KCTC programs during 1st Session: 6:55-9:10.**
- 10-3 Interested students must talk to the ACS Guidance Counselor and complete all application documents through ACS and secondly KCTC when necessary. ACS enrolls students and KCTC will notify both ACS and families about acceptance into programs. Students enroll in February of the year prior to attending KCTC.**
- 10-4 Students may receive credit for KCTC programs based on the High School Credit Equivalency by Tech Center Program document provided by KCTC.**
- 10-5 Transportation is arranged through Kent City Community Schools and depends on their calendar and our school year agreement.**
- 10-6 Students returning from KCTC must come in the main entrance doors and sign into the office daily.**

- 10-7 Students driving to KCTC must have a valid ACS transportation form completed and not take other students unless approved on the form. They must also notify the office if they are not riding the bus as normal.**
- 10-8 Students can be school related from KCTC for ACS school events by talking to our Office Manager.**
- 10-9 Parents must follow KCTC's attendance policy and notify KCTC and ACS of absences due to illness and all other non-school events.**
- 10-10 10<sup>th</sup> grade students interested in KCTC programs may shadow for a morning at KCTC by arranging a visit through the ACS Office Manager. KCTC closes visits in March.**

## **11. Plagiarism**

Definition: Using another person's words or ideas without giving credit to that person. Plagiarism can be intentional or unintentional. It includes words, pictures, and even the organization of work that is taken from someone else without giving proper credit. Word for word quotes must be in quotation marks and cited. Ideas that have been paraphrased but are not original must be cited.

1st offense: Zero credit on the assignment with the opportunity to rewrite the assignment with the potential to earn up to 50% credit.

2nd and following offenses: Zero credit award and notification sent to school administration and parents.

## **12. High School Graduation**

### **12-1. Credits**

25 credits are required for high school graduation as follows:

4 Bible – (1 per year of high school enrollment at ACS. Total credits required for graduation may be adjusted based on the number of Bible credits issued.)

4 English

3 Social Science (World History, Government/Economics, U.S. History)

3 Science (Physical Science, Biology and Chemistry or Physics.)

4 Math (Algebra I, Geometry, Algebra II, and either Consumer Math or Pre-Calculus are required – some KCTC courses may be eligible to serve as an elective math credit).

2 Foreign Language (Note: Some KCTC courses may be eligible to serve as an elective foreign language credit.)

1 Physical Education

1 Computer Technology

1 Fine Arts

½ Speech

½ Health

1 Elective (KCTC counts as 3 credits per year)

15 hours of community service for each year of high school enrollment (total of 60 hours for 4 years of high school enrollment)

The Superintendent has the authority to individualize graduation plans based on student needs.

Parents are required to approve their child's class selections each year.

## 12-2. College Prep Classes

It is recommended that these classes be taken by students who wish to enroll in the most rigorous college programs such as medicine or engineering. Because of their high national standards, AP classes usually provide a better education than the equivalent college class.

Advanced Math

Chemistry and Physics

AP U.S. History

AP English Composition

Spanish (2 years) many colleges recommend 2 years of foreign language for admission.

## 12-3. Community Service:

Each graduating student will be required to complete at least 15 hours of documented community service for each year he or she is enrolled in high school at Algoma Christian School. At least 25% of the community service hours must be served in the local church. These hours are in addition to the Serving Our Churches Day time. The community service hours will be recorded as a cumulative total based on the total number of years a student is enrolled as a high school student at ACS. Community service for the purpose of meeting graduation requirements is defined as volunteer (non-paid) service to school, church or community groups or members, including domestic or foreign mission trips. It does not include sound crew, worship team or other extra-curricular activities provided by the school.

- a. Students must fill out the Community Service Form (available in the handbook, on the website or on RenWeb) in order to receive credit.
- b. Students may use family volunteer hours, sports volunteer hours, or other school group requirements for community service hours after minimum family [volunteer] school service requirements are met.
- c. All community service activities must be approved in advance by the administration

- d. Students may use Spiritual Formation small group service hours (up to 8 per year) to count toward the cumulative total, provided the Community Service Form is completed and turned in.
- e. Community Service Honors
  - i. Students who accumulate the equivalent of 25 or more service hours per year of high school enrollment at ACS may be eligible to receive Community Service Honors.
  - ii. Students must give a minimum 15 minute presentation about one or more of the service projects they completed to a group approved by the administration in order to be eligible to receive Community Service Honors.

#### 12-4. Summer School Courses

- a. ACS believes the years spent in High School are important to the student's academic, social, and spiritual maturation. To that end, the school does not support programs undertaken for the purpose of allowing a student to graduate with fewer than 4 years of High School.
- b. ACS endeavors to arrange the class schedule in such a way that seniors who wish to do so can take some advanced courses at a local college or online college classes at Algoma Christian School.
- c. No credit will be given toward High School graduation for courses taken in Adult Education, summer school, or other similar programs except under the following conditions:
  - i. The student has failed the course at ACS and is re-taking it.
  - ii. The student is taking a course not offered by ACS and has the prior written consent of the Superintendent.
  - iii. There is a conflict in the normal class schedule that prohibits a student from taking the normally offered class.

#### 12-5. Exams

All students are required to take semester and final exams when scheduled. Seniors who are carrying a 90% or higher grade in any given class for the last semester will be exempt.

#### 12-6. Commencement

A senior may not be allowed to participate in graduation ceremonies if the senior has not completed all graduation requirements prior to the senior class trip and/or the end of the seniors' calendar year. Teachers of seniors must get seniors' grades to the Student Records Office before any senior can leave on the class trip, if it takes place at the end of the year, or before the students are released from their last day of school. All property, fines, fees, tuition, and disciplines must be accounted for before graduation.

#### 13. Senior Trip Participation

In order to participate on the senior trip a senior must have completed all ACS graduation requirements two (2) days prior to the departure of the trip.

## V. STUDENT LIFE & DISCIPLINE

### 1. Conduct

- 1-1 Students should always behave in a manner that brings honor to the name of Christ. In simplest terms, this means following the two greatest commandments of loving God and loving people. ACS encourages every student to allow the Holy Spirit to develop the following in their lives: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control (Gal. 5:22) and to follow the example of Christ who displayed the following when on earth:
- a. Love of the Father (God) and development of a personal relationship with Him.
  - b. Love and respect for all people, but especially the weak and the lowly.
  - c. Respect for parents and others in authority.
  - d. A passion for truth and justice.
  - e. Compassion for those victimized by sin.
  - f. A forgiving spirit.
  - g. Devotion to His mission, even when no one stood with Him.
- 1-2 By contrast, ACS will discourage and correct students when they yield to their sinful natures (Galatians 5:19-21) by displaying any of the following: discord, jealousy, rage, hatred, selfish ambition, sexual immorality, idolatry or witchcraft. (See the Moral Conduct Policy in this Handbook.)
- 1-3 Another way to summarize our expectations for student conduct is this basic principle: **At all times show respect for God, people, position, and property.**
- a. We show respect for God by seeking to understand His Word and committing to living by its teaching. This would include listening attentively in Chapel, asking appropriate questions in Bible class, being respectful when others pray, and the like.
  - b. We show respect for people by treating everyone with equal kindness and consideration. We accept different points of view and do not put others down because they differ in some way. We do not bully others physically, verbally, or socially. Rather, we encourage and support one another whenever possible.
  - c. We show respect for position by giving particular attention to the requests and directions of parents, teachers, administrators, pastors, police, and others in authority. We do not undermine those in authority, but present our positions with reason and humility.
  - d. We show respect for property by using things for the purposes that they were intended and not taking or destroying things that belong to someone else or the school. To the extent possible, we try to leave the things we use better off than we found them.
- 1-4 Two practical behavior matters that often come up in school have to do with chewing gum and romantic relationships:

- a. Chewing gum is permitted but must not distract from an orderly environment. Gum must be disposed of properly, and not used to vandalize school property.
- b. Boy-girl friendships are encouraged, but the public display of affection (PDA) that often accompanies romantic relationships is not acceptable in school or at school events. Students should conduct themselves in such a way that an outside observer wouldn't know that there was a romantic relationship.

## 2. Discipline

2-1 Principles. The Bible is specific in its injunction for parents to train and discipline their children. During the school day, ACS stands in place of the parent to continue that training and discipline as needed. Our goal is to work with parents in helping students become responsible and self-disciplined individuals.

- a. We will make the student fully aware of the nature of the problem and the disciplinary actions that may be necessary if correction is not made.
- b. We will give students opportunity to correct the problem and to re-establish proper relationships (restitution and reconciliation) with the Lord and any others involved.
- c. We will attempt in all cases to have the consequences related to the offenses. This can range from a simple verbal reprimand to suspension or expulsion.
- d. We will give due consideration to students who come forward and report themselves, because of their repentant spirit.
- e. We will keep parents fully informed of serious discipline issues so that we can work together to build up the child.

### 2-2. Detention

- a. Staff may assign detentions for late assignments, misbehavior, or repeated misbehavior. Lunch detentions are served during the scheduled lunch hour. Students must be in the assigned room with his/her lunch no later than 5 minutes after the start of the regularly scheduled lunch period. Students will be dismissed by the supervising teacher at the end of the regularly scheduled lunch period.
- b. After school detentions are served from 3:10 – 4:00 pm on Wednesdays. For each minute that a student is late to detention, two minutes will be added to the detention. Students who are more than 10 minutes late will be assigned an additional after school detention.
- c. Failure to comply with detention requirements will bring about an additional detention.

### 2-3 Out of School Suspension

- a. The Superintendent may suspend a student for up to three days for serious misbehavior.
- b. The Board President may extend the suspension to five days, and the Board may extend the suspension indefinitely if they feel it is appropriate.
- c. Suspended students will not be allowed on campus during suspension period, unless it is an in-school suspension.

- d. The following type of misbehavior may result in suspension, but the Superintendent has the freedom to suspend students from school for serious offenses not addressed on this list and for repeat occurrences of minor offenses.
  - i. Violation of state laws (alcohol, drugs, tobacco, threats, harassment, weapons).
  - ii. Disrespect (direct defiance of authority).
  - iii. Harassment (see Moral Conduct Policy)
  - iv. Threats
  - v. Bullying
- e. Offenses resulting in immediate In-School or Out of School suspension:
  - i. Direct disobedience – 1-3 days
  - ii. Gambling – 1-3 days
  - iii. Obscene remarks/gestures – 1-3 days
  - iv. Use or possession of tobacco or vaping materials, illegal drugs, alcohol, or pornographic material, weapons – suspension until expulsion review
  - v. Violence, or threats of violence, or continual harassment – suspension until expulsion review
  - vi. Sexual activity – suspension until expulsion review
  - vii. Endangerment to self or others – suspension until expulsion review

#### 2-4 In-School Suspension:

In-School Suspensions are given for consistent failure to complete assignments or repeated misbehavior that does not warrant an out of school suspension. An In-school suspension is to be served during the entire school day. Parents will be notified prior to the day students are serving this suspension. During In-school suspensions, the following rules will be observed:

- a. The student is to report to the office upon arrival to school (no later than 8:00am).
- b. The student is not be allowed to participate in the normal lunchtime.
- c. The student will be allowed 2 restroom breaks during non-class changing times.
- d. The student is to have no contact with other students for the duration of the day.
- e. All assignments must be completed by the end of the day or they must be taken home for completion.
- f. For every one-day in-school suspension, the student will be ineligible to participate in any school-related extracurricular activities for that day and the four school days thereafter.
- g. Failure to comply with suspension requirements can bring about additional disciplinary action.

### 3. Expulsion

- 3-1 The Board, in consultation with the superintendent, may expel students who are a detriment to the student body because of serious or repeated disciplinary problems or a determined, uncooperative attitude.
- 3-2 Students who are expelled from ACS will not be allowed on campus. The exception would be for a scheduled meeting with the Administration and/or the Board.

- 3-3 An expelled student must wait 180 days before reapplying for enrollment. A shorter period of expulsion may be considered in unique situations.

#### **4. Probation**

- 4-1 The Probation Policy at ACS has two distinct purposes. The first purpose is to protect the integrity of the school's programs and policies. In this role it is designed to screen incoming students for possible academic or behavior problems that were not known at the time of enrollment. This is done in an unobtrusive manner with the emphasis on expecting the best of each enrollee. At the same time it protects the interests of the entire student body.
- 4-2 The second purpose of the probation system is to have a formal system of documenting consistent academic or behavior problems. The goal here is that direct communication brings understanding, and understanding will bring about positive results. If positive results are not forthcoming, it provides the documentation needed to expel students, if necessary, from ACS.
- 4-3 Students may be placed on probation for one or more of the following reasons:
- a. All new students at ACS and all students re-entering after being away for a year or more will automatically be placed on probation without any written notice. (Students placed on probation in this manner will automatically be removed from probation after one semester unless parents are notified otherwise as defined below.)
  - b. Any student with an F or two D's in core subjects on a quarterly report card.
  - c. Severe and/or repeated infractions of school conduct rules such as lying, cheating, swearing, and stealing (see the list of suspension offenses).
- 4-4 Rules governing students on probation:
- a. The Superintendent will contact parents to arrange a personal conference to discuss the problems that led to the probationary status, and the possible solutions
  - b. The specific reasons for the probation will be detailed in writing.
  - c. Probation will be for one quarter but can be extended if conditions warrant. However, the Superintendent will contact parents to arrange a further conference to evaluate progress and discuss additional solutions.
  - d. If progress is not being made toward solving the academic or disciplinary problems, a student can be expelled from school at any time.
  - e. After a semester with no more discipline problems and with sufficient academic progress, the parents will be notified of the student's release from probation.
  - f. Students on probation may not serve as class officers.

#### **5. Sports Spectators**

Algoma Christian School is committed to the highest level of athletic competition within the limits of our school's resources. Algoma Christian is dedicated to honoring God through the behavior of players, coaches, and spectators. Algoma Christian believes that a spirit of respect for all involved in athletics (players as cooperative competitors, coaches as

professional educators, referees as professional arbiter, and fans as encouragers) is essential for Algoma Christian to be distinctly Christian.

- 5-1 As such, the Board, the Superintendent, the Athletic Director, the Coaches, and players expect spectators to abide by the following standards:
- a. Focus on encouraging our team;
  - b. Refrain from any degree of critical, sarcastic or negative spirit;
  - c. Demonstrate an appreciation of the skillful play of opponents;
  - d. Refrain from booing any player, coach or referee;
  - e. Refrain from personal comments about any coach, player, or official;
  - f. Set positive examples to students and adults as role models of mature Christian behavior by displaying the Fruits of the Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Gal.5:22-23);
  - g. Submit to the authority of the game officials, coaches and school administration whether at home or away (Romans 13:1);
  - h. Use the principle of “right place, right time and right spirit” when speaking with a coach or official. Our goal is to give glory to God in victory and defeat. Immediately following a game is not the right time or right place to meet with someone over a concern. (See Parent-Athlete Contract – 24 Hour Wait Period.)
- 5-2 Parents and fans should model biblical behavior while watching our student athletes in fierce athletic competition, because that modeled behavior is just as important as the behavior of the athletes on the field. Dr. Paul Kienel, founder and President Emeritus of ACSI, outlined five important principles concerning good sportsmanship and positive Christian testimony that all ACS parents and fans should observe during athletic competition. These principles should guide us as Christian parents and fans of our student athletes:
- a. Show proper RESPECT to the players of both teams, remembering that each one made in the image of God. Likewise, respect the visiting crowd, treating them just as you would like to be treated in their gym or at their field.
  - b. Show proper respect for the official and for their legitimate POSITION OF AUTHORITY over the game.
  - c. Remember that the other team’s players, coaches, and fans are not our enemies, JUST OUR OPPONENTS in a game.
  - d. Please DO NOT “BOO” or otherwise show negative reaction or behavior toward an official’s decision or a player’s performance.
  - e. Remember that the Lord sees our actions and He knows our THOUGHTS and the INTENT OF OUR HEARTS.

## **6. Dress Code**

- 6-1 While our main goal is the focus on the inside (heart) of our students, the outside (dress) remains a valid concern. It is our desire that a student’s appearance would not distract from a productive school environment. Our three main standards are cleanliness, neatness, and modesty. Cleanliness deals with avoiding distracting odors. Neatness emphasizes avoiding a very casual or sloppy appearance and clothing in need of repair. Modesty emphasizes properly covering the body and avoiding clothing or hairstyles that call undue attention to oneself.

In some cases the school simply must choose a standard to enforce. That standard will be too conservative for some and too liberal for others. The chosen standard does not imply moral superiority; it is simply a standard.

6-2 A few specifics are mentioned below:

- a. Shirts: All Shirts must be free of inappropriate graphics/words, fall below the waistline, and be modest. (NO spaghetti straps, sheer blouses, **full open back shirts, tube tops**, low-cut tops, or tight fitting clothing). Tank top straps must be at least 2.5" wide. Although perfect for the park, open back shirts (halter or tie-back shirts) are not perfect for school. Tube tops or one-shoulder strap tops are suitable for the beach but not for school.
- b. Undergarments may not be visible.
- c. Necklines: No visible cleavage
- d. Pants must be in good repair, and fitted at the waist. Sagging is not acceptable.
- e. Shorts and skirts: All shorts, skorts, or skirts must fall below the student's fingertips when arms/hands are fully extended at the sides when standing or walking upright naturally. Leggings or shorts **are recommended to** be worn under dresses or skirts that are shorter than knee length.
- f. Extreme hairstyles or unnatural hair colors are not permitted.
- g. Visible body piercing (with exception of ears for girls) is prohibited.
- h. Hats & Hoods of Hoodies are not to be worn in the building.
- i. Tattoos may not be visible
- j. Swimming: Boys – swimming trunks must be modest and loose fitting. Girls – modest one piece or tankini style swimsuits must be worn (no midriff showing).

The Administration is responsible in determining what is appropriate, moderate, neat and /or extreme on an individual basis and reserves the right to make a final determination on whether dress code is being adhered to or violated.

6-3. **Formal Dress.** For formal events such as the Junior/Senior Banquet and graduation, the following additional dress code guidelines must be adhered to:

For ladies:

- a. The dress may be no lower in the front than the armpits.
- b. The back of the dress must be no lower than the bottom of the shoulder blade.
- c. Spaghetti straps are allowed when the front and back rules are adhered to.
- d. There can be no exposed skin between the shoulder blades and the bottom of the skirt.
- e. Dresses (including top of slit) must fall at least 1" below the student's fingertips when arms/hands are fully extended while standing or walking in a naturally upright position.
- f. There can be no cleavage showing.
- g. There can be no bare midriff.
- h. Undergarments may not be visible
- i. There can be no sheer (see through) material unless the clothing underneath conforms to the above dress code.

For gentlemen:

- a. A dress shirt, dress slacks, and dress shoes (tie recommended).

- b. There can be no earrings or other body piercing jewelry.

The handbook calls for disciplinary action for any violations of the above guidelines. These standards apply to both ACS students as well as dates accompanying ACS students.

## 7. Library

- 7-1 The following “disclaimer” is placed in all library books to alert parents to the fact that they should be sensitive to what their child is reading and that they are the ultimate authority of what is acceptable and what is not for their child.

“ACS does not necessarily endorse all the contents of this book or any book in the library of ACS. It is understood that, to meet certain academic standards and to provide books of various fields of research and contents, ACS must, of necessity, have many books of different types. The position of ACS is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.”

If however, a parent finds any library material they feel is objectionable, they should bring it with their written objections, to the attention of the Superintendent. A careful evaluation of the parent’s complaint will be made. Once the evaluation is complete, the parents making the objection will be contacted as to the resolution of the matter.

- 7-2 All books must be properly checked out of the library according to current procedures. The return date for materials will be clearly indicated on the materials and are to be returned by that date. The current late charge will be assessed on materials that are not returned on time.
- 7-3 It is often extremely difficult to replace library materials and therefore, everyone is encouraged to keep close watch on materials removed from library shelves. Because of the research and expense involved in replacing library materials, the following charges will be in effect for lost materials:

Standard elementary reading material	\$10.00
Standard secondary reading material (paperback)	\$15.00
Hardback books	Cost of book plus 25%

## 8. Use of Technology at School

- 8-1 The Internet is used for educational purposes at every grade level.
- 8-2 The guidelines for acceptable Internet and computer use are stated on the “Electronic Device and Internet Usage Policy” completed during the online enrollment process.
- 8-3 Laptops/Tablets/Smartphones are useful educational tools that may be brought to school with parent consent. These may be used in the classroom for academic purposes with teacher permission. Students must follow the guidelines of the Technology Use Agreement to be signed at the beginning of each year (see Appendix A). Abuse of this privilege will result in the item(s) being confiscated and turned

over to the school administration. Electronic devices may be subject to history and/or file search by ACS administration when confiscated for any reason. Cell phones may be used outside of class as needed for short, important calls.

- 8-4 Other Electronic Devices may be used on campus before or after school only. Electronic devices may be used on the bus or at school activities. These items must not be used in a way that dishonors God or in any way distracts from an orderly environment. Abuse of this privilege may result in the item(s) being confiscated and turned over to the parents or proper authority.

### **9. Hall Traffic**

Secondary students are expected to have a hall pass if they are not in a classroom.

## **VI. TRANSPORTATION**

Students are transported to school by bus and/or car. It is extremely important that families notify the school as to how their child will be transported to school by completing the Transportation Form.

Additional information will be given out at the beginning of each year as to specific times and locations where students can be picked up and dropped off.

It is our primary goal to provide safety for each and every student. Therefore, the following rules have been established. Parents and students are requested to follow these procedures.

### **1. Driving to School**

- 1-1 Permission must be obtained from the office for a student to transport him/herself to and from school by completing and returning a Student Driving Permit to the office. This is a privilege that can be forfeited.
- 1-2 Automobiles, motorbikes, and bicycles are to be parked in the designated area (the parking lot facing the road) for student drivers when they arrive at school and are not to be moved until school dismisses except with permission. Automobiles must be locked and are off limits during school hours.
- 1-3 Students are not to leave the school campus for any reason without permission from home and the office. They must sign out in the office when they leave.
- 1-4 Students must have written permission on file or a call from the parents of both students to ride in another student's car.
- 1-5 With written permission, a student can be released at regularly scheduled times for Tech Center, jobs, etc. In these cases, the students must still sign out when they leave.
- 1-6 Anyone picking up a student is required to follow the published traffic flow pattern, posted speed limits, and no parking areas.
- 1-7 Students will not drive to school-sponsored field trips except with prior permission from their parents and the Superintendent.

## **2. Riding the Bus**

Bus transportation is a privilege. In order to make it as safe as possible, we have established the following rules and guidelines.

- 2-1 Students must stay at least 20 feet back until the bus door opens at all bus stops. When crossing in front of a bus, students are to stay at least 20 feet in front of the bus so they are always visible to the driver.
- 2-2 When boarding the bus, students need to take a seat as soon as possible.
- 2-3 All students must be at the pick-up point at least 5 minutes before the scheduled pick-up time.
- 2-4 The bus will leave the bus stop promptly at the designated time.
- 2-5 Students will remain seated while the bus is in motion. When getting off the bus, they will remain in their seats until the door opens.
- 2-6 Students will:
  - a. Keep aisles clear
  - b. Keep head, arms, and hands inside of the bus
  - c. Not yell or throw things out the bus windows
- 2-7 Students will be quiet when the bus is stopped at all railroad crossings.
- 2-8 Students shall notify the driver before attempting to retrieve articles dropped under or near the bus.
- 2-9 Parents need to notify the Transportation Director in writing of any changes in bus stops.
- 2-10 Students not scheduled to ride the bus can only ride if a Bus Pass is issued in the office as a result of a note or call from a parent and only if there is room on the bus. When parents call to make a change in transportation after school, they can leave their message in the main office. The office staff will see that the appropriate teachers and bus drivers are notified. Please notify the office by 2:00 p.m.
- 2-11 Parents are to notify the bus driver or another parent at their stop by phone if their child will not be riding the bus to school. This allows the bus to go on with the route without wondering about the student who was not at the stop.
- 2-12 Bus drivers have authority over all students riding their busses.

Failure to comply with these guidelines will bring disciplinary action and could lead to dismissal from the bus and/or school. We expect full cooperation from parents and students in keeping within these guidelines

## **VII. SUBSTANCE ABUSE POLICY**

### **1. Purpose of the Policy**

The ACS Substance Abuse Policy has been established to ensure a safe work environment for all faculty, staff and students, protect personal property, and encourage all faculty, staff and students to submit to those in authority as commanded in scripture (Romans 13:1-5).

This policy reflects a zero tolerance to any “controlled substance” as described below under Prohibited Substances.

### **2. Scope of the Policy**

The policy applies to all ACS Board members, Superintendent, staff, and students. This policy shall apply at all times and places where covered individuals are on ACS premises including but not limited to all buildings, lands, and vehicles whether owned, leased, or used by ACS. The policy also covers the use of “prohibited substances” while away from ACS when the use of such substances is contrary to the laws of the land or the State of Michigan as defined by their respective statutes, or at such times as the use may affect an individual’s ability to safely or competently perform his or her duties.

### **3. Prohibited Substances**

The policy prohibits the use, possession, concealment, transportation, transfer, promotion or sale of “prohibited substances” defined as:

- 3-1 Illegal drugs, tobacco, controlled substances including trace amounts
- 3-2 Alcoholic beverages
- 3-3 Prescription drugs, except under the following conditions:
  - a. -Containers must be marked with the student’s name and turned into the main office.
  - b. -Medication must be taken in accordance with the doctor’s instructions.
  - c. -Medication does not inhibit the individual’s ability to competently and safely perform their duties.
- 3-4 Any other substance which inhibits the individual’s ability to competently and safely perform his/her duties

### **4. Implementation and Enforcement**

- 4-1 Testing
  - Volunteers or students may be required to submit to substance testing including, but not limited to urinalysis, blood tests, or breath tests.
  - a. If the Superintendent has cause to believe that a student has ingested a prohibited substance
  - b. If a student has been found to be in possession of any of the above prohibited substances

- c. Following a serious accident or incident in which safety precautions were violated or careless acts were performed
- d. Following any motor vehicle accident in which a volunteer or student was operating a vehicle owned by the school and /or transporting students

#### 4-2 Random Testing

ACS reserves the right to randomly test students who have previously tested positive as a condition for continued enrollment.

#### 4-3 Confidentiality

Testing and searches will be conducted with concern for the personal privacy of each individual. Testing results shall be strictly confidential and will not be disclosed for any reason to anyone other than the individual or a legal guardian for any reason, except court order, without the individual's written authorization.

#### 4-4 Searches

While on ACS property as defined above, any individual covered by this policy shall be required to submit to searches of their persons, vehicles, lunch boxes, personal effects, lockers, desks, or similar repositories. A search may be conducted any time the administration has cause to believe that the individual has a prohibited substance in their possession, the individual has ingested any of the above prohibited substances or the individual manifests symptoms of impairment consistent with the ingestion of any of the above prohibited substances. Any individual who refuses to submit to a search or testing will be subject to disciplinary action up to and including expulsion.

## 5. Consequences

#### 5-1 Students

Any student or who voluntarily requests assistance in dealing with a substance abuse problem may participate in an approved counseling program at their own expense without jeopardizing their continued enrollment at ACS. However, this applies only to those students who voluntarily disclose their use of a prohibited substance prior to being discovered by ACS personnel and prior to being involved in an accident, altercation, or other incident as a result of their substance abuse. Any other student found to be in violation of this policy will be expelled. A student and/or parent who disagrees with this disciplinary action may petition the Board for reconsideration.

#### 5-2 References

Any student or employee dismissed under this policy will have that fact noted in their student record or personnel file. Any transcript or employment reference requested and authorized by the individual will include information regarding their substance abuse. The individual may submit a letter of rebuttal or explanation that will be included in the file and sent out with the other information whenever the file is requested.

# Appendix A

## Technology Use Agreement (Students in Grades 4-12)

Modern technology is a tremendous tool that God has enabled mankind to develop and use. We welcome the use of these tools throughout our school, and encourage their use by teachers and students on a regular basis. In addition to the PC's, Chromebooks, and Kindles that the school provides, students are welcome to bring in their own devices to be used in accordance with this agreement.

However, like any tool, computers and the Internet can be used for good or evil. Because of their speed, and because we live in an interconnected world, the damage that can be done to people and equipment can be severe and long lasting. Students should be fully aware of the risks involved in using computers, smartphones, and the Internet. Statements or pictures posted online can be spread throughout the world in a matter of seconds, and they will remain available forever. In light of this, we require students to sign this agreement before they can use electronic devices at school.

- 1) **During school hours, all computers, laptops, and smartphones are to be used for educational purposes only.** The following are not to be used without teacher permission:
  - a) Computers, laptops, phones, tablets, or other electronic devices
  - b) Email, chat rooms, instant messengers, programs
  - c) Facebook, Instagram, YouTube, Games, and other forms of social media
  - d) School printers
  - e) Flash drives with school computers
- 2) **Students will respect the rights and property of others, and will not**
  - a) Use computers for unlawful purposes, such as illegal copying or installation of software, or violation of copyright laws.
  - b) Create or use any malware designed hinder to the performance of computers or the network.
  - c) Access another person's files or information or attempt to discover another person's password.
  - d) Erase, rename, or make unusable anyone else's computer files or programs.
  - e) Post material created by another without his/her consent.
- 3) Users will report unauthorized use of computers or the network to a teacher or administrator.
- 4) Students will adhere to copyright guidelines. (Ideas that are not your own must be properly cited.)
- 5) ACS has the right to inspect all electronic devices, including smartphones, and network drives including those belonging to students.
- 6) ***Posting inappropriate pictures or comments about another person, or viewing, downloading, or sharing pornography at any time through email, messaging, or social media is never acceptable whether at school or elsewhere. Students who are found to use electronic devices to demean, bully, or in any way harm others, in school or out of school, may be subject to discipline for inappropriate behavior. Penalties may include probation, suspension, or expulsion.***
- 7) Students who violate the Technology Use Agreement will lose their technology privileges at ACS, including the use of both school and personal devices. Teachers and administrators will use a sliding scale of consequences depending on the age of the student and seriousness of the offense:
  - a) First offense: Loss of privileges and/or confiscation of device for one to five days.
  - b) Second offense: Loss of privileges and/or confiscation of devices for one week to one month.
  - c) Third offense: Meeting with an administrator and parents to develop a long-term solution.

I have read and understand the ACS Technology Use Agreement. I understand that Algoma Christian School does not accept liability for any damage or loss to my own electronic devices.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_