

Algoma Christian School

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



Family Handbook

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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STATEMENT OF FAITH

- A. We believe the Bible to be the only inspired, infallible, authoritative, Word of God (II Tim. 3:16; II Peter 1:20-21).
- B. We believe that there is one God (I Cor. 8:6; Eph. 4:6) eternally existent in three persons: Father, Son, and Holy Spirit (Eph. 2:18; II Cor. 13:14; Matt. 28:19).
- C. We believe in the deity of our Lord Jesus Christ (John 1:1-14), in His virgin birth (Matt. 1:18-25), in His sinless life (Heb. 4:15; II Cor. 5:21), in His miracles (John 2:11; 3:2), in His vicarious and atoning death through the shedding of His blood (I Peter 2:24; 3:18), in His bodily resurrection (Acts 2:24; 10:40), in His ascension to the right hand of the Father (Matt. 16:19), and in His personal, and visible, return to earth in power and glory (Luke 21:27).
- D. 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 (Gen. 1:27; Gen. 2:20-24; Matt. 19:4-6; Rom. 7:2; I Thess. 4:1-8; Heb. 13:4).
- E. We believe that all human beings are born with a sinful nature and are therefore under condemnation (Rom. 1:20; Rom. 3:12-19; Eph. 4:22).
- F. 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; I John 2:27).
- G. 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).
- H. We believe that heaven and hell are definite places (II Cor. 5:1; Mt. 10:28).
- I. We believe in the spiritual unity of believers in our Lord Jesus Christ (1 Cor. 1:10; John 17:21).
- J. 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 (Gen. 1-2; Col. 1:16).

VISION

Algoma Christian School seeks to provide a quality, accessible, Christian education in Northern Kent County

MISSION

Algoma Christian School disciplines students to know and apply God's truth, focusing on academic excellence, Christ-like character, and service to others.

- A. Summarized: "Helping Families Make Disciples."
- B. Stylized as follows: "**A**cademic excellence, **C**hrist-like character, **S**ervice to others."

CORE VALUES

- A. We value the authority of the Scripture. (Scriptural Truth):
 - a. 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 His Word into all subject matter taught at ACS.
- B. We value our partnership with the home and the church. (Partners in Truth):
 - a. God has given the responsibility of training up children in His ways to the parents. The school and the church serve as a support system for parents as they engage in the task of raising Christian children. Truth echoed in both the church and school reinforce a consistent message in the student's mind. As school staff act as role models in the day-to-day activities of the school, their respective churches, and the community as a whole, they broaden the student's opportunities to see authentic faith in real world situations.
- C. We value the application of truth. (Truth in Action):
 - a. Biblical truth must be applied in order for it to be our guide for faith and Christian practices. God's truth influences every facet of our lives. Knowing that 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 the school community and grow in their abilities to love, respect, and worship together.

- D. We value the accessibility of Christian education for all who seek it. (Truth for All):
- a. Algoma Christian School's founding premise is to make Christian education accessible for all Christian 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 students receiving a Christian education. We are all made in the image of God and possess inestimable value in the sight of God despite our life circumstances.

Summarized Core Values:

Scriptural Truth

Partners in Truth

Truth in Action

Truth for All

NON-DISCRIMINATION STATEMENT

Algoma Christian School does not discriminate on the basis of race, gender (biological), and ethnicity in the administration of its educational policies, scholarship and tuition assistance programs, and other school - administered programs.

EXPECTED STUDENT OUTCOMES

- A. Academics
 - a. Pursue excellence in all academic areas.
 - b. Articulate and defend the biblical worldview when compared to alternative worldviews.
 - c. Develop skills to investigate, do research, problem solve, and make knowledgeable and informed decisions.
 - d. Develop strong study habits.
 - e. Demonstrate technological literacy and the ability to adapt to emerging technologies and media.
- B. Character
 - a. Having a growing personal relationship with Jesus Christ as Lord and Savior.
 - b. Exhibit biblical wisdom in decision making.
 - c. Value themselves and others as people created in God's image.
- C. 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 make disciples.

STUDENT'S BEHAVIOR EXPECTATIONS

- A. Understand the School's Mission and strive to live in accordance with it.
- B. Allow Jesus Christ to become Lord of every area of your life.
- C. Accept the Bible as your standard for judging right from wrong.
- D. Treat everyone with kindness and respect.
- E. Abide by school rules and accept the consequences for violations without complaint.
- F. Approach every subject with a positive attitude, attend every class on time, participate fully in activities, and complete all assignments to the best of your ability.
- G. Set a godly example by your lifestyle choices both on and off campus.

MORAL CONDUCT POLICY

In order to maintain the Christian character of our school, the board expects all students, staff, and faculty to uphold by precept and example, biblical standards of moral behavior. ACS opposes all behaviors that are specifically condemned in the Bible.

- H. 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 any person.
 - a. 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.
 - b. The clear intent of the law, based on the seriousness of the suspected abuse, is to report reasonable suspicion of child abuse and/or neglect.
 - c. 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.
- I. Harassment is defined as "Any unChristian conduct by any other person that is severe, persistent, or pervasive enough to limit the victim's ability to participate in or benefit from a Christ-centered educational program or activity." This conduct can be verbal, nonverbal, sexual or physical, and the behavior in question does not need to be aimed at the individual who makes the harassment complaint.
- J. Communication: The following kinds of communication (verbal, written, or electronic) are inappropriate to ACS whether the speech occurs at the school or outside of the school by a board member, employee or student:
 - a. Inappropriate Communication:

- i. Inappropriate Communication (verbal, written, or electronic) are unacceptable within a Christian organization like ACS:
 - 1. Vulgar or suggestive speech (Eph. 5:4)
 - 2. Gossip or slander towards an individual or group (Pr. 26:20)
 - 3. Intimidation (1 Pet. 3:14 NAS)
 - 4. Threats of violence (Ac. 4:29)
 - 5. Lying (Ex. 20:16)
 - 6. Swearing (Ex. 20:7)
 - ii. This is true both on, or off, school property.
 - iii. All stakeholders at ACS shall do their utmost to abide by scriptural guidelines in the area of communication with others.
 - b. Inappropriate Behavior:
 - i. Behavior that is unbiblical, and/or unChristian, is strictly prohibited at ACS, either on, or off, school property:
 - 1. Stealing (Ex 20:15)
 - 2. Mind-altering substances (Gal. 5:21)
 - 3. Violence against another (1 Jn. 3:11)
 - 4. Viewing or disseminating pornography (Phil. 4:8)
 - 5. Lewd or suggestive behavior (Gal. 5:19-21)
 - 6. Fornication, adultery, incest (1 Cor. 6:18; Ex. 20:14; Lv. 20:10-21)
 - 7. Acts of homosexuality or Bestiality (Ro. 1:27; Ex. 22:19)
 - 8. Sorcery or Witchcraft (Ex. 22:18)
 - 9. Vandalism (Ex. 22:5-6)

NOTE: None of the above activities are promoted or approved by the school.

K. Reporting Inappropriate Behavior

- a. Parents and students are responsible to report instances of moral misconduct to those in a supervisory role.
- b. Everyone involved in reporting or investigating an incident of moral misconduct shall follow the Matthew 18 principles and speak about the matter only to those individuals who can be a part of the redemptive resolution process.
- c. The school shall investigate accusations of moral misconduct, taking care to balance the rights of the accused with the rights of the victim.
 - i. Thus, students should not talk to other students and parents should not talk to other parents.
 - ii. All conversation should be directed to those individuals investigating the matter or to a school official who can assume the role of counselor to the injured party.
- L. 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.
 - a. Attention should be directed to obtaining the specific details regarding events, dates, and times.
 - b. A written record of the investigation shall be kept by the investigating authority.

- M. Interviews of students and staff will be conducted by two school officials. In cases of moral misconduct, parents will be notified except in a case where there is a possibility that the parent is involved. In cases of violation of the law, civil authorities will be notified directly in order that they may conduct an investigation that is beyond the jurisdiction of the school.
- N. Students or parents who encourage (actively or passively) others to engage in any of these prohibited activities may be held equally liable to discipline.
- O. The administration shall ensure that a copy of this policy will be posted on the school website and in the school office for all stakeholders to view.

NOTE: If students and parents have questions about a policy they should contact administration.

HOME & SCHOOL

A. Admissions

- a. For students enrolling in ACS at the elementary and middle school level, at least one parent must be a born-again Christian and be in full agreement with the ACS Statement of Faith.
 - i. The veracity of the claim to salvation through Christ Jesus will be assessed using the following methods:
 1. Testimony
 2. Family interview (secondary students are required to attend)
 3. Pastor's referral
 4. Regular Church attendance
 5. References (if necessary)
 - ii. The believing parent must also sign the ACS Parents' Agreement.
 - iii. Any students who wish to enroll in grades 9-12, and who have unbelieving parents, may be admitted on the basis of their own Christian testimony.
- b. International students are encouraged to apply and will be accepted on a case-by-case basis.
- c. High School students must indicate their acceptance of the school's standards and procedures:
 - i. In doing so, they acknowledge that they agree to abide by these standards and procedures to the best of their ability.
 - ii. Students can expect correction and consequences if they do not.

B. Age Requirements

- a. Pre K and Kindergarten:
 - i. Pre K students must be at least 4 years of age by September 1st of the current year.

- ii. Kindergarten students must be at least 5 years old by September 1st of the current year.
- b. New applications cannot be finalized until the school has received the following documents:
 - i. Completed application packet and a signed Statement of Faith (students will be enrolled based on the receipt of their completed application forms). A Pastor's reference if mandated.
 - ii. Admission test results if necessary.
 - iii. Transcripts (HS students only) or report cards (K-8)
 - iv. An official copy of the student's birth certificate.
 - v. Proper immunization records and pertinent medical information.
 - vi. Acceptance of the tuition payment plan worked out with the Bookkeeper.
- c. Administrative approval hinges on the outcome of the family interview.
- d. Enrollment is subject to the limitations on class size.
- e. Families who meet all the criteria required by ACS will be enrolled, unless the school is unable to provide an appropriate program for a student. For example:
 - i. A student with special education needs that ACS is unable to meet.
 - ii. A student with emotional needs that ACS is unable to meet.
 - iii. A student with severe physical needs for which ACS is unable to provide.

NOTE: Applicants seeking exceptions to these restrictions will be handled by the Head Administrator who has the final say regarding all issues to do with admissions, in keeping with board policy.

C. Re-enrollment Process

- a. Re-enrollment criteria for families who have left ACS:
 - i. Prior to re-enrollment, each family will be required to confirm their continued commitment to the ACS Statement of Faith.
 - ii. Re-enrolling families will still be required to adhere to all enrollment requirements enumerated above.
 - iii. Re-enrollment process:
 1. The Head Administrator will assess the progress of the student in the area that caused them to leave ACS (with the exception of finances or a move).
 2. The Head Administrator will also consider the attitude of the family and whether or not they have been supportive of the school.
 3. The Head Administrator will take under consideration whether or not the school still has a suitable program for the student.
 4. The Head Administrator's decision can be appealed in writing to the board - the board's decision is final.
 5. If ACS does not approve re-enrollment, the registration fee will be refunded; the registration fee will be forfeited if, subsequent to acceptance, the family chooses not to attend.

COMMUNICATIONS

- A. Faculty and staff email addresses are available on the web page www.algomachristian.net
 - iv. Email is the most efficient method of contacting faculty or staff.
 - v. All phone calls for teachers are to be made to the main office.
 - vi. The faculty and staff will return calls as soon as possible.
 - vii. Our school number is (616) 678-7480. Our fax number is (616) 678-7484.
 - 1. We encourage communication between the home and the school.
 - 2. We will attempt to handle all communication during normal school business hours of 8:00 a.m.- 3:30 p.m.
- B. The administration, and/or faculty shall ensure that parents are regularly informed of significant school or classroom events that impact their children (JAR notes, Roundtable, administrative updates, social media platforms, etc.)
 - a. ACS will make parents aware of volunteer opportunities (all volunteers will be vetted annually according to local, state, and federal law).
- C. Communication/conflict with other Christians:
 - a. Matthew 18 is the biblical guide given to us for dealing with communication/conflict with other Christians.
 - b. Parents having concerns are encouraged to go first to the individual to discuss the concern and see if things can be worked out.
 - c. If, after the conversation with the individual, the parent still feels that things are not resolved, in accordance with scripture, another Christian is asked to be involved.
 - d. If, after this step, the problem is unresolved, the administration will be asked to arbitrate.
- D. Notification of Change in Marital Status - for legal reasons, the school must be notified if any of the following occurs:
 - a. 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 communication should be directed.
 - b. 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.

NOTE: The school will handle custody issues according to the divorce decree.

- E. A permanent/long term change in a student's residence must be reported to the school for reasons which include but are not limited to:
 - a. Emergency contact information
 - b. Routine School communications
 - c. Insight into student behavioral changes

VISITORS ON CAMPUS

- A. ACS has a closed campus which entails the following:
 - a. Students will be monitored at all times and must ask permission to go to a vehicle in the parking lot.
 - b. Students are not to leave campus during the school day without administrative permission.
 - c. A student will be allowed to leave the school early for appointments that cannot be scheduled outside the regular school day.
 - d. 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.
 - e. Students must sign in if coming late to school and must sign out when leaving school for any reason.
 - f. There are "Sign In/Out" forms in both the main and elementary offices.
 - g. All secondary students must sign out in the office when they leave and sign back in when they return.
 - h. We ask that parents of elementary students come in and sign their child in or out on this form.

- B. 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.
 - a. They must report to the main office, sign in and receive instructions.
 - b. Office personnel will determine the location of any discussion that occurs with students.
 - c. Generally, teachers/administrators will be called to the office to speak with visitors there.

- C. In order to bring a guest to school, a student must request a Visitor's Pass at least two days prior to the visit.
 - a. Visits are subject to approval by the administration.
 - b. Visitors are expected to comply with school dress code and school behavior guidelines.

- D. Volunteers must have filled out a volunteer form (updated annually) and report to the school office to sign in and receive a visitor's pass before beginning their volunteer activities.

EMERGENCY SITUATIONS

- A. The ACS Emergency Procedure Manual will contain a plan for dealing with emergencies. This manual will be readily accessible in all classrooms and educational settings within the school.
- B. ACS will conduct regular drills as required by state law to practice staff and student responses to common emergencies.
 - a. FIRE DRILLS: We will have a minimum of **five** per school year.
 - b. LOCKDOWN DRILLS: At least **two** will be conducted each school year.
 - c. TORNADO/SEVERE WEATHER PROCEDURES: We will have a minimum of **two** tornado drills per school year.
 - d. TORNADO WATCH:
 - i. The administration will monitor the weather situation looking for a warning.
 - e. TORNADO WARNING:
 - i. If a warning is issued, the students will go to a predetermined location.
 - ii. Please **DO NOT** attempt to pick up your student during a warning.
 - iii. If the warning is canceled, school will resume as normal.
 - f. Lightning protocols for outdoor activities will follow MHSAA guidelines which are:
 - i. See lightning, no activity
 - ii. Hear thunder, no activity
 - iii. Activity resumes after 45 minutes of clear weather
- C. Delay/Early Dismissal: If school is delayed or dismissed early, we will notify using television channels via Wood TV 8, WZZM 13, and Fox 17. ACS will also use the parent text alert system to notify families.
- D. Unscheduled School Closings:
 - a. ACS occasionally institutes distance learning opportunities if the school building needs to be closed due to weather, or other reasons, which prevent in-class instruction.
 - b. School closings or delays will be announced using the parent text alert system.

HEALTH & SAFETY

- A. Infectious Disease Waiver: Parents will sign a waiver annually concerning school and liability issues relating to infectious diseases.
 - a. Parents can find current ACS infectious disease policies on the school website under ACS Safe Start Plan.
- B. Parents are required to provide medical information for each student as part of enrollment.
 - a. This process identifies the family's physician and hospital preference in the event parents cannot be reached during an emergency.

- b. Parents should keep this information current by notifying the school of any changes.
- c. Students with a fever above 100 degrees will not be allowed to remain in class, and parents will not send a student to school with a temperature over 100 degrees.
- d. A student may return to school when the symptoms disappear and there is no fever for 24 hours.

C. Immunizations

- a. Immunization records must be turned in to the office before a student is enrolled.
- b. The State of Michigan requires immunization be updated and checked before Pre-K, Kindergarten and entering 7th grade.
- c. If immunization records are not available, a waiver from the county of residence is required for enrollment.

D. Medications:

- a. No over-the-counter medications, including pain relievers, will be given to a student without prior parental permission.
- b. According to the State of Michigan's Administration of medication in Schools, section 380.1178 of the Michigan School Code, all medications, prescription and over the counter (OTC), must be administered by school personnel.
 - i. It must be in the original bottle, and in the case of OTC unopened, with written medical/parental instructions and dosage (part of the application process in SIS/FACTS and updated annually).
 - ii. Under no circumstances are students to self-administer or give medication to other students.
 - iii. ACS is required to throw away any medication left in the office at the end of each school year, if not claimed by the family.
- c. No student should have medicine of any kind in their possession other than an EPI pen or inhaler.
 - i. State law requires that students with asthma be allowed to carry inhalers on their person.
 - ii. Inhalers and EPI pens may also be stored in the appropriate office.
 - iii. Secondary students can carry cough drops on their person or keep them in their locker.

E. First Aid

- a. Upon written approval of parent/guardian, a list of special medical needs will be made available on the SIS (FACTS) to all ACS staff annually or upon enrollment.
- b. A form authorizing the use of emergency medical personnel, if needed, is required to be signed by parents annually.
 - i. Parents will be allowed to specify treatment by a particular physician, or hospital if desired.
 - ii. Minor first aid will be applied by school personnel as needed.
 - iii. Accident reports will be filled out by the witnessing staff when appropriate.
 - iv. Parents will be notified if/when the administration, or office staff, determines the situation is serious enough to warrant such action.

F. Bloodborne Pathogens:

- a. Universal precautions shall be observed by ACS employees in order to prevent contact with blood, or other infectious materials.
- b. PPE (Personal Protective Equipment) for Employee:
 - i. Gloves
 - ii. Masks
 - iii. Face shields
 - iv. Various disinfectant solutions
 - v. Hand sanitizer/washing area
- c. Additional Safety protocols for student medical situations:
 - i. Student bleeding - cover the wound with antibacterial agents and covering
 - ii. Biohazard material is dispenses in proper containers
 - iii. Blood clean up is done in a designated cleaning area
 - iv. Janitorial staff cleans any blood and other bodily fluids

G. Vision/Hearing Tests:

- a. Each year the school will schedule visual and hearing screenings for selected grades:
 - i. Hearing tests grades Pre-K, K, 2, 4, 6
 - ii. Vision tests grades Pre-K, 1, 3, 5, 7, 9
- b. ACS will cooperate with county officials as they administer these tests.
- c. If a case of head lice is suspected, the student will be checked by office personnel.

H. Non-Participation due to illness/injury:

- a. If a student is unable to participate in any school activity due to injury or illness, a note from the parent is required to excuse the student
- b. If after two days the condition has not improved, a doctor's note excusing your student is required.
- c. Depending on the circumstances, a student may not be able to return to the activity until he or she has been cleared by the doctor. Alternate work may be assigned during this time.

FINANCIAL POLICIES

- A. Tuition is due the 5th of the month beginning in June for 12 consecutive months (June through May).
- B. Any payments received more than five days after the due date will be subject to a \$35 late fee per month on the unpaid balance.
- C. Tuition billing, payment services, and financial aid are handled by FACTS. All enrollment fees associated with FACTS are paid by the school.

D. Tuition Assistance Policy:

- a. No family is subsidized for more than 75% of tuition, and some payment should be made each month. The Administration will have discretion to award assistance up to 35% of the family's tuition. Requests for assistance above 35% must be approved by the Finance Committee. Requests for assistance in a family's first year of enrollment must be approved by the Finance Committee.
- b. Parents applying for reduced tuition must provide evidence (prior year tax return or equivalent) of their inability to pay full fees no later than April 1st. The amount of tuition support given will be determined by the Head Administrator and Bookkeeper on a case-by-case basis using recommendations from FACTS.
- c. Parents who are receiving Financial Aid must seek to provide 15 additional volunteer service hours to the school.
- d. Should a family's financial circumstances improve during the year, they must inform the school so that Tuition Assistance can be adjusted. Failure to do so may result in the loss of aid.
- e. Families needing support must reapply for Tuition Assistance each year. Approval for support in subsequent years will be conditional upon both need and prior participation in school events, such as attendance at Town Hall meetings, parent-teacher conferences, and volunteer activities.

E. Delinquent Accounts Policy

- a. If tuition or other fees are overdue without alternative arrangements having been made with the Head Administrator (or designee), the following action will be taken:
 - i. After the first missed payment, an email will be sent to the parents to discuss the concern and remind them of the need to make a payment or make alternative arrangements with the Head Administrator (or designee).
 - ii. If payment or other arrangements have not been made within 15 days of the first missed payment, the Head Administrator will send an email reminding parents that tuition must be paid within 7 days or alternative arrangements made with the Head Administrator (or designee). After 30 days of non-payment without other acceptable arrangements, students will not be allowed to attend classes.
 - iii. Families who fail to pay tuition or who fail to make satisfactory alternative arrangements for missed payments will have their enrollment terminated after 60 days.
- b. Families who were removed from the school for failure to pay tuition will be eligible for readmission only if they have dealt with their outstanding bill.
- c. Any family with unpaid accounts as of May 20th will not be readmitted for the following school year until all outstanding fees are paid in full or satisfactory alternative arrangements have been made. In such cases scholastic records will not be released and seniors may not be permitted to participate in graduation ceremonies without Board approval.
 - i. Payments received on overdue accounts will be applied to the oldest account balance first.

- d. Any checks written to the school and returned for non-sufficient funds (NSF) will be subject to an additional \$35.00 fee charged by the school. Payments made to FACTS that do not clear will be subject to FACTS own policy for NSF.
- e. Sports fees are to be paid in advance to play.
- f. All tuition fees are to be paid up to date by the end of the current school year
 - i. Payments received will be applied to the oldest account balance first.
 - ii. 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.
 - 1. 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.
 - 2. It is the parent'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.
 - 3. Students may not be permitted to participate in graduation ceremonies until all tuition and fees are paid up to date.
- g. 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.
- h. Registration fees are non-refundable if a student is accepted by the school.
- i. Student damage to school property or loss of items belonging to the school will be billed to the parent.
- j. An automatic tuition fee increase equal to the cost of living or up to 2.5% each year is expected. If the inflation rate as published by the State of Michigan's Treasury Department is greater the board may increase the percentage.
- k. Families who have an outstanding Wee Knights account may not enroll or reenroll their student into Algoma Christian.

NOTE: The Head Administrator has the authority to make exceptions - the terms and conditions of the exception must be in writing and must be signed by the Head Administrator and the family member whose signatures on the annual contract.

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.

- A. ACS service guidelines:
 - a. A total of 20 hours per school year (July 1 through May 15) is required per family.
 - b. 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.

- B. High school students may fulfill ACS service hours for the family in addition to the community service hour required for graduation
- C. 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 serviced, the un-served balance may be redeemed/billed at the rate of \$20 per hour.
- D. Any family can donate volunteer hours to another family up to 50% of the required hours with Head Administrator approval.
- E. The Head Administrator may alter these requirements on a case by case basis.

PARTY INVITATIONS (PK-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.

HOLIDAY OBSERVANCES

- A. Halloween - 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.
- B. Christmas - Christmas is a time when we wish to emphasize the birth of Christ. We want to downplay the secular aspects of christmas
- C. 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.

LOST & FOUND

Items left at school are placed in the Lost & Found. Approximately twice a month, all unclaimed items are donated to a thrift store.

ATTENDANCE

Quality education requires regular school attendance. In abiding with school board policy of fair and consistent attendance rules, the following protocols will be implemented:

- A. **Secondary Policy:** Absences are tallied by class. Any student (7th-12th grades) missing more than 30 minutes of a class will be considered absent from that class.
- a. A student's level of success in school relates directly to class attendance and quality of work.
 - b. There will be no "excused" or "unexcused" absences.
 - i. Students are allowed 6 absences per marking period.
 1. Any absences over 6 will negatively impact a student's grade.
 2. Grades will be calculated as follows:
 - a. Each quarter grade is worth 20% of the semester grade.
 - b. Attendance for each quarter is 20% of the semester grade .
 - c. The exam is worth 20% of the semester grade.
 3. Families are encouraged to take absence totals into consideration before planning family activities.
 - a. Family vacation days will count as absences.
 - b. Families who choose to take vacations during the school year are encouraged to ask for work prior to the vacation.
 4. Students with extenuating circumstances who exceed the 6 absences per marking period may seek administrative exemption.
 - a. Each case will be decided on its own merit.
 - b. Requests must be submitted in writing and include all pertinent documentation (doctor's orders, obituaries, etc.).
 - c. The Head Administrator may also assign Saturday school or another academic recovery program to address the learning loss.
 - d. Saturday make-up sessions can be scheduled with administration and will be conducted online using Google Meet.
 - e. The time for Saturday make-up sessions will be from 8:00 A.M. to 12:00 P.M. and the student must be present the entire time except for scheduled restroom breaks.
- B. **Elementary Policy:** Absences are tallied by subject for 1st - 6th grade.
- a. A student's level of success in school relates directly to class attendance and quality of work.
 - b. Absences that exceed 6 in a marking period will negatively impact a student's grade.
 - i. There will be no "excused" or "unexcused" absences.
 - ii. Families are encouraged to take absence totals into consideration before planning family activities.
 1. Family vacation days will count as absences.
 2. Families who take a vacation during the school year are encouraged to ask for work prior to the vacation.
 - iii. Grades will be calculated as follows:
 1. 20% of the quarter grade will be determined by attendance based on individual subjects.
 2. Students are allowed 6 absences per subject per marking period.

3. Once a student reaches 7+ absences in a subject area during a marking period, the subject grade will be deducted 20%.
 - iv. Students with extenuating circumstances who exceed the 6 absences in a subject area in a marking period may seek administrative exemption.
 1. Each case will be decided on its own merit.
 2. Requests must be submitted in writing and include all pertinent documentation (doctor's order, obituaries, etc.).
 - v. If an exemption is granted, the number of days granted will be deducted from the total number of absences in the subject areas.
 1. If the total number minus the exemption number is less than 7 absences, the student's grade will be adjusted.
 2. A 20% deduction will be reapplied if additional absences result in the student reaching 7+ absences again.
 - vi. Students who exceed 6 absences in a subject area during a marking period may choose to attend a Saturday school to avoid their grades being deducted 20%.
 1. One Saturday school will credit 1 full-day absence.
 2. Saturday make-up sessions can be scheduled with the administration and will be conducted online using Google Meet at a cost to the parents of \$80 per Saturday session.
 3. The time for Saturday make-up sessions will be 8:00 A.M. to 12:00 P.M., and the student must be present the entire time except for scheduled restroom breaks.
 4. Once a student completes a Saturday school make-up session, the student's grades will be adjusted for subject areas affected if the credited amount drops the student's total absences below 7.
- c. Absence Reporting
- i. The office needs to be notified for any absence. A parent is to call the school by 9:00 a.m. each day of the absence.
 - ii. Previously announced assignments, including quizzes, tests, and projects are due on the announced due date or the day the student returns.
 - iii. Make-up work deadlines are determined by the individual teachers.
- d. Tardies
- i. Any time a student is late for a class for any reason, it is considered tardy.
 - ii. Exceptions could include a teacher note and/or appointment admit slip.
 - iii. Every 3rd tardy results in a lunch detention.

ACADEMICS

- a. Grading Scales
- i. The following grading scale is used for students in grades Pre-Kindergarten and elementary specials:

S+
S (satisfactory)
S-

b. The following standard grading scale is used for all students in grades 1-12:

<u>Grade</u>	<u>Range</u>	<u>Grade Points</u>
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59-50	0.00

NOTE: If students fail to turn in any assignment, they will receive a “0” until that assignment is turned in completed at which point the lowest grade will be 50% of what the assignment was worth.

c. The following Advanced Placement courses will be graded on a weighted scale and will be included in the calculation of ACS GPA:

- i. AP English and Composition
- ii. AP History

<u>Grade</u>	<u>Range</u>	<u>Grade Points</u>
A	94-100	5.00
A-	90-93	4.67
B+	87-89	4.33
B	83-86	4.00
B-	80-82	3.67
C+	77-79	3.33
C	73-76	3.00
C-	70-72	2.67
D+	67-69	2.33
D	63-66	2.00
D-	60-62	1.67
F	50-59	0.00

d. Modified Courses (2nd read 2/24)

Modified Courses will be graded on a weighted scale and will be included as such in the ACS GPA

<u>Mark</u>	<u>Range</u>	<u>Grade Point</u>
A	94-100	3.20
A-	90-93	2.90
B+	87-89	2.67
B	83-86	2.40
B-	80-82	2.33
C+	77-79	1.87
C	73-76	1.60
C-	70-72	1.33
D+	67-69	1.07
D	63-66	0.80
D-	60-62	0.54
F	50-59	0.00

- e. Academic Honors (Revised 3/91, added weighted GPA, clarified progression of honors 6/22).
- f. Academic Letter Eligibility
 - i. Completion of 3 semesters as a high school student at ACS.
 - ii. The student must maintain a cumulative GPA of 3.0 or higher.
 - iii. The student must have a grade of C- or higher in all classes.
- g. Honor Cord Eligibility
 - i. Must have earned an Academic Letter
 - ii. Must attend ACS all four years of high school.
 - iii. Must achieve a weighted GPA of at least 3.67 throughout the first 7 semesters of their high school career.
- h. Salutatorian Award
 - i. Must be eligible for Honor Cords.
 - ii. The student who has the second highest weighted GPA in a graduating class, through the first 7 semesters of their high school career, will be designated as “The Salutatorian” of that class.
 - iii. In the event of a tie for second place, the student with the highest SAT (or ACT) composite score will be named as the award recipient.
 - iv. In the unlikely event of exact scores on the standardized college entrance exams, Co-Salutatorians will be honored.
- i. Valedictorian Award
 - i. Must be eligible for Honor Cords.

- ii. The student who has the highest weighted GPA in a graduating class, through the first 7 semesters of their high school career, will be designated as “The Valedictorian” of that class.
- iii. In the event of a tie for second place, the student with the highest SAT (or ACT) composite score will be named as the award recipient.
- iv. In the unlikely event of exact scores on the standardized college entrance exam, Co–Valedictorians will be honored.
 - 1. The third ranking student would become the Salutatorian.

NOTE: Students transferring from a high school that is accredited by a recognized national/international accreditation organization (i.e. ACSI, MACS, NCA, etc.) will have their GPA honored for these awards.

All questions regarding awards will be addressed by the Head Administrator.

NOTE: The Head Administrator has the authority to address all questions in regards to figuring GPA calculation.

j. Assessing of Grades

- i. All academic classes will be graded.
- ii. All academic classes will be used in the calculation of ACS GPA.
- iii. Exemptions: Classes at ACS (or another institution) not figured into GPA.
 - 1. Teacher Assistant
 - 2. Office Assistant
 - 3. Dual enrollment classes
 - 4. Classes modified for academic purposes or special courses
 - 5. Academically challenged students
 - 6. S.P.A.R.K.S classes (or any other expanded learning opportunities of similar nature).
- iv. Exams: Secondary 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.

k. Graduation requirements

- i. 24 credits are required for high school graduation (starting with the class of 2025 classes graduating prior to this will use a 25 credit system. Once the class of 2024 graduates, the section in parentheses will be removed).
- ii. Credit requirement by discipline:
 - 1. Bible - 4 (1 per year of High School enrollment at ACS. Total credits required for graduation will be adjusted based on the number of Bible credits issued).
 - 2. English - 4
 - 3. Social Science - 3 (World History, U.S. History, Government/Economics, etc.)
 - 4. Science - 3 (Physical Science, Biology and Chemistry or Physics, etc.)
 - 5. Math - 4 (Algebra I, Geometry, Algebra II, and Senior Math choice)
 - 6. Foreign Language - 2

7. Physical education - 1
8. Technology/Health - 1 (.5 each)
9. Electives - 2 (must include at least one credit in Fine Arts)
10. Community Service - 15 - for each year of High School enrollment (total of 60 hours for 4 years of High School enrollment).
 - a. At least 25% of the community service hours must be served in the local church.
 - b. 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.
 - c. 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.
 - d. Students must fill out the Community Service Form (available on the website or on SIS/FACTS) in order to receive credit.
 - e. 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.
 - f. 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.
 - g. Community Service Honors - 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.

NOTE: ACS does not support programs undertaken for the purpose of allowing a student to graduate with fewer than 4 years of High School.

ENROLLMENT

- A. Dual Enrollment: The administration will issue guidelines for dual enrollment based on State law, best practices and consistent with graduation requirements.
 - a. Dual enrollment is defined as enrollment in a private school and college/university at the same time.
 - b. Dual enrollment is designed for students grades 10-12 with a cumulative GPA of 3.0 or higher and meeting college entrance tests requirements (see guidance counselor for up-to-date information).
 - c. Courses cannot replace ACS core classes.
 - d. Dual enrollment for specific college classes may be impacted by High School scheduling.

NOTE: The Head Administrator has the authority to review dual enrollment questions/requests/requirements.

- B. Online classes (in partnership with Ignitia): Are independent classes and are graded according to the ACS grading policy.
 - a. Ignitia classes are taken only for the following reasons:
 - i. Credit Recovery
 - ii. Scheduling conflict
 - iii. Electives
 - b. Ignitia classes are graded by the quarter, and any missing assignments not completed by the end of quarter deadline will result in a “0” per Ignitia grading standards.

- C. KCTC (Kent Career Technical Center) offers programs for Michigan residents to prepare for post-secondary training in a specific program of study.
 - a. The program is available to junior and senior students.
 - b. ACS students attend the first session from 6:55 A.M. - 9:10 A.M.
 - c. To enroll in this program, a student must contact the ACS guidance counselor and complete all application documents.
 - d. Any eligible student must visit KCTC in the first semester in the year prior to attending.
 - e. Students will enroll in the spring of the year prior to the next school year for attendance at KCTC.
 - f. Only ACS coordinates the KCTC enrollment process.
 - g. Students may receive ACS credit for KCTC programs. These credits will be awarded by ACS personnel at the school’s discretion.
 - h. Students signing up for KCTC classes must commit to completing the entire school year rather than dropping at the semester break.
 - i. Ethical - many KCTC programs have a waiting list for students who want to enroll in the program, so our students must be considerate of the spot they took.
 - ii. Dropping at semester may cause a class scheduling problem at ACS.
 - iii. Dropping at semester may cause a shortage of credits needed for graduation requirements.
 - i. ACS does not provide transportation for students.
 - i. Transportation is arranged through Kent City Schools.
 - ii. Buses run according to Kent City’s school calendar including unscheduled events (weather related, illness related, etc.).
 - iii. Parents must follow KCTC’s attendance policy and notify KCTC and ACS of absences due to illness and all other non-school events.
 - iv. Students can have a school-related absence from KCTC for school related events approved by the guidance counselor.
 - v. Students returning to ACS must follow sign-in protocols.
 - vi. Students driving to KCTC must have a valid ACS Transportation Permission Form completed and not take other students unless approved on the form.

D. Work Related Internship

- a. Senior students who maintain passing grades and adequate credit towards graduation may participate in a work related internship.
- b. Students must be in attendance for Bible, Government/Economics, English and Math classes, and they must be passing those classes.
- c. Students are to leave campus for all other classes unless their work related internship is at ACS.
- d. Students may participate in extracurricular activities and practices.
- e. Students must provide an ACS Work Related Internship Approval form to be kept in their permanent student file.
- f. The Head Administrator of ACS reserves the right to revoke this privilege if employment is terminated by either party.

PROMOTION (A. Grades 1-8) (B. Grades 9-12)

- A. The board policy states that, if by the end of the year, the student is failing more than $\frac{1}{2}$ of their core classes (Bible, ELA, Social Studies, Math, and Science) a summer school program will be required if the parent does not request retention.
 - a. This program will be paid for by the student's parents at a reasonable hourly rate consistent with educational compensation as established by the Head Administrator, currently at \$25 per hour if ACS personnel are utilized.
 - b. This program must be submitted to, and be approved by the Head Administrator.
 - c. A passing grade in summer school will be required for the student to be promoted to the next grade level.
 - d. In the event that ACS employees are not available to oversee the summer school, the students/parents are required to find an outside agency to monitor the students progress as they work through the school approved program required for promotion.
 - e. Any student who does not satisfactorily complete the summer school program will be retained.

B. The promotion of students in grades 9-12 will be determined by credits earned.

- a. Freshman (9th grade) promoted from grade 8
- b. Sophomore (10th grade) 6 credits earned as a Freshman.
- c. Junior (11th grade) 12 credits earned by the end of the Sophomore year.
- d. Senior (12th grade) 18 credits earned by the end of the Junior year.

NOTE: Credit Recovery is available for students who failed high school courses in the same manner and with the same requirements as summer school.

NOTE: Any changes to this flow of advancement throughout the high school career of a student must be approved by the head administrator.

- C. Assignments/Homework Expectations: Homework is an important part of education. It is also important for a child to be a child. We have; therefore, set guidelines for reasonable daily homework expectations as follows:
- a. Bible - three times a week (memory verses, Bible reading, etc.)
 - b. Mathematics - expect daily homework (drill, concept building, continuous review, tables, etc.).
 - c. English Language Arts (ELA) - daily homework (reading, spelling, drill, IEW, etc.)
 - d. Science - two or three times a week (memorization, drill, worksheets, reading, papers, etc.)
 - e. Social Studies - two or three times a week (memorization, projects, papers, worksheets, etc.)
 - f. At the elementary level, the classroom teacher will have guidelines for reasonable homework expectations. At the Secondary level, teachers will do their best to coordinate project deadlines, test dates, etc. to avoid overloading students.
 - g. Check your student's class syllabus (found on Ren Web) for class expectations.
 - h. A general guideline for the average secondary student should be no more than 15 minutes per subject per night for homework assignments. If class time is given to complete assignments, and students do not use the time for working, this time frame may increase (note that unfinished class work is not included in the homework time guidelines).
 - i. Elementary guidelines for a night should not be greater than 30-45 minutes. If class time was not utilized wisely, the timeframe may be longer.
- D. Late Work/Missing Assignments: We expect students to complete all homework on time to receive full credit.
- a. Late work: Teachers will handle late assignments as a classroom level issue. Considering the following:
 - i. Late work will reflect some reduction in grade consistent with assignment difficulty, importance, weight, etc.
 - ii. Teachers will clearly spell out their late work policy in course syllabus and/or regular communications to parents.
 - b. Teachers will grade late work in a timely manner (note that late work is not a teacher grading priority; it may be graded when teacher completes grading current assignments).
 - c. Parents are expected to check SIS (FACTS) to monitor student progress and check on late work. If late work has been missing for 2 or more weeks, parents need to contact the teacher.
 - i. Any missing assignments turned in can receive a 50% or higher grade, but any missing assignments not turned in at the end of the quarter will remain a zero. No missing assignments will be accepted AFTER the end of the marking period.

NOTE: Plagiarism is unacceptable at ACS and is handled by the teacher at appropriate grade level.

E. Commencement

- a. A senior may not be allowed to participate in graduation ceremonies if the senior has not completed all graduation requirements.
- b. All property, fines, fees, tuition, and disciplines must be accounted for before graduation.
- c. Senior Trip Participation:
 - i. Senior must have completed all ACS graduation requirements prior to departure.

F. Home School Families

- a. Families are expected to undergo the interview process and be approved.
- b. Families must complete the application process located on the school website and turn in the appropriate paperwork to attend ACS.

G. A-la-carte classes are offered:

- a. There is a \$150 application fee per student.
- b. Elementary students, grades K-6, may join ACS students of the same age/grade in the following enrichment classes at \$127 per class for one semester (18 weeks), or \$254 per class for the year (36 weeks) for classes that meet once per week. Fees will double for classes that meet twice per week:
 - i. Art (grades K-6) one per week
 - ii. Music (grades K-4 once per week, grade 5 twice per week)
 - iii. Beginning Band (grade 6, three time per week)
 - iv. Computers (grades 1-6 once per week)
 - v. Physical Education (K once per week, grades 1-6 twice per week)
- c. Secondary students, grades 7-12 may join ACS students for any classes offered through the regular secondary class schedule, including AP classes at \$632 per class per semester, or \$1,264 per year.
- d. Standardized Testing is available to home school students through ACS (contact office for updated fees):
 - i. PSAT/NMSQT - tested in the fall
 - ii. PSAT 10- 10th grade, tested in the spring
 - iii. SAT- tested in the spring

H. Homeschools students are encouraged to participate in extracurricular activities:

- i. Athletics
 1. Homeschool students (beginning at sixth grade) are welcome to participate in our athletic programs.
 2. See our Homeschool Athletics Programs Policy posted on our website for more details.
- ii. Other activities such as band, drama, National Honors Society, etc. (fees to be determined by the Head Administrator).

STUDENT LIFE & DISCIPLINE

A. Conduct:

- a. See “moral conduct” at the beginning of this handbook.
- b. ACS encourages every student to allow the Holy Spirit to develop the following in their lives according to Galatians 5 and paraphrase by our acronym “KNIGHTS”:
 - i. Kind
 - ii. Noble
 - iii. Intrepid
 - iv. Generous
 - v. Humble
 - vi. Trustworthy
 - vii. Servant

B. Discipline:

- a. Our goal is to work with parents in helping students become responsible and self-disciplined individuals.
- b. In keeping with this goal, ACS has implemented the Redemptive Thinking Process (RTP)
- c. The principles of RTP are as follows:
 - i. There are overarching expectations:
 1. Have a Christ-like attitude.
 2. Respect others.
 3. Respect the rights of others to learn.
 4. Respect others’ property.
 5. Come to school prepared to learn.
 6. Be safe and keep others safe.
 - ii. Students are expected to follow the rules.
 - iii. If the rules are not followed, the students will be referred to the Redemptive Thinking Center (RTC) to formulate a plan based on Christian principles to change their errant behavior.
- d. Process of RTP:
 - i. Once the student has been referred to the RTC, they will formulate a plan of action using a standardized form that is age appropriate.
 - ii. This plan will then be discussed with the teacher/staff member who referred the student.
 - iii. Parents will be contacted any time a referral is made.
 - iv. The referrals will be recorded in SIS (FACTS)
 - v. In the event that a student refuses to create a plan or causes a disruption in the RTC, the student will be given an Out-of-School suspension (OSS) until such a time as they are willing to come back to the RTC and complete their plan.

NOTE: Certain behaviors will result in an immediate referral to RTC. In-school suspension (ISS) or out-of-school suspension (OSS) will be decided by the Head Administrator.

- e. RTP is used for disciplinary purposes for day-to-day situations. However, occasionally disciplinary situations arise that are more serious or chronic in nature and must be dealt with outside of RTP.

- i. Immediate disciplinary action such as spills, minor vandalism will be dealt with at the site by the person in charge.
 - ii. Given at teacher discretion, lunch detentions and/or forfeiture of elementary recess may be used for:
 - 1. Excessive tardies, late assignments, incomplete classwork, recess behavior issues.
 - iii. ISS will be served in the RTC:
 - 1. Could be served as part of the student's RTP (student can self-suspend).
 - 2. Can be assigned by administration for chronic and repeated offenses.
 - a. 1st suspension - 1 day
 - b. 2nd suspension - 2 days
 - c. 3rd suspension - 3 days
 - d. After the 3rd suspension, students will be assigned an OSS.
 - iv. OSS:
 - 1. Students may not self-suspend.
 - 2. Reserved for serious disciplinary issues.
 - 3. May be 1-3 days in length when assigned by the Head Administrator.
 - 4. Suspended students will not be allowed on campus during suspension period.
 - 5. Work will be sent home with the student or will be available for pick up in the Main Office.
 - 6. The board may extend an OSS if an expulsion hearing is necessary.
- f. Expulsion: Recommended by Head Administrator/assigned by the school board.
- i. Repeated OSS violations.
 - ii. Violation of school rules that are listed in the serious offenses.
 - iii. Breaking of local, state, or federal laws.
 - iv. The decision process for expulsion is based on the following criteria:
 - 1. Requests for expulsion will be considered by the board's Executive Committee.
 - 2. The student is considered to be suspended out of school during the duration of the expulsion process.
 - 3. The Executive Committee will vote on whether to expel or not.
 - 4. A simple majority is required.
 - 5. The President will notify the Head Administrator as soon as they are able to inform them of the committee's decision.
 - 6. The Head Administrator will then contact the student/parents with the decision.
 - 7. The standard expulsion is 180 days, at which time the student may apply to re-enroll.
 - 8. If the decision not to expel is made, the situation devolves back onto the Head Administrator who can then assign an appropriate consequence short of expulsion.

- g. Appeal by Hearing
 - i. Made to the board president in written form.
 - 1. By the students
 - 2. By the parents
 - ii. The board president will respond in writing granting/denying the hearing.
 - 1. Hearing request denied - the student is expelled and un-enrolled from ACS.
 - 2. The student will return all ACS property (i.e. textbooks, workbooks, uniforms, etc.) within one week.
 - 3. Failure to comply would result in the student being billed for the replacement cost of the property.
 - iii. Hearing request granted - un-enrollment is postponed.
 - 1. The whole board will listen to the case.
 - 2. The student/parents are invited to attend, but their presence is not mandatory.
 - 3. When the outcome is determined, the students/parents will be told of the board's decision.
 - iv. The following type of misbehavior will be considered for the above disciplinary procedures:
 - 1. RTP behaviors include, but are not limited to:
 - a. Class disruptions
 - b. Disrespect
 - c. Minor vandalism
 - d. Refusing to do school work in class
 - e. Inappropriate use of language/technology
 - f. Behaving inappropriately in the halls, bathrooms, or other common areas.
 - g. ISS behavior includes, but are not limited to:
 - i. Failure to meet academic obligations on a regular basis (homework, projects, etc.)
 - ii. Vulgar language
 - iii. ISS will be served after the 3rd plan for the same offense.
 - iv. Insubordination (defiance of authority, refusal to obey orders)
 - v. Minor threats (physically or electronically)
 - h. OSS behaviors include, but are not limited to:
 - i. Severe insubordination
 - ii. Walking out of class without permission
 - iii. Obscene language/remarks/gestures
 - iv. Gambling
 - v. Violation of local, state, or federal laws
 - vi. Violence
 - vii. Sexual activity (suspension until expulsion review)
 - viii. Ongoing threat or harassment (bullying)
 - ix. Pornographic material

- x. Use or possession of any mind/body altering substance or materials illegal for minors is not to be in student possession on school property.
- xi. Any behavior that the administration believes to be a danger to the student's self or others.

REBELLIOUS FAMILY POLICY - Adopted 05/2023

When a family is interviewed in preparation for their children attending ACS a considerable amount of time is spent discussing/explaining the Family Handbook and the expectations that it conveys. Ample opportunity is given for questions concerning all aspects of this document. Parents are also asked to read the Family Handbook as presented on the school website. In addition, families sign paperwork that deals with the school Articles of Faith and the Matthew 18 principle. This paperwork also has verbiage that includes a pledge by parents to display a cooperative attitude and abide by school rules. In so much as we have parents that apparently have forgotten they signed this document, or have had a change of heart where it is concerned, it has been determined that we need to outline a procedure for enforcing commitments that have been spelled out and agreed to by families.

A. Characteristics

- a. Students refusing to follow the handbook.
 - i. Parents also refuse to hold the student accountable.
- b. Hostile attitudes toward staff for enforcing handbook rules which are board approved.
- c. Recurring emotional outburst from both students and parents that interfere with the staff's ability to solve problems.
- d. Targeting of teachers in an attempt to manipulate administration into punitive action against said teacher.
- e. Refusal to follow the Matthew 18 principle.
- f. Inciting other parents by lies and/or manipulation of information in an attempt to influence ACS staff to take a certain action that they want to be taken.

B. Progressive Discipline Policy

- a. Warn the student according to handbook policy.
- b. Warn the student according to handbook policy the second time and reach out to parents via email/phone call.
- c. Warn the student according to handbook policy the third time, and contact parents for a required family meeting with administration.

- i. Discuss the discipline issue with the family and form an opinion of the stand that parents are taking in regards to the problem, i.e. are they supportive of the student's rebellious behavior, or are they supportive of the school's efforts to curb said behavior.
- ii. If parents support the school, all the "legs of the stool" are intact and the student is on a solid scriptural path for dealing with the targeted behavior.
- iii. If the parents do not support the school's scripturally backed/school board approved stand on disciplinary action to modify the behavior of the student, the following steps will be taken:
 1. The student will be suspended for 3 days.
 2. The student will be suspended for 5 days.
 3. The administration will recommend expulsion for all the students in said family.

Note: This is cumulative throughout the student's ACS career. In other words, this policy does NOT reset every year.

DRESS CODE/GENERAL BEHAVIORAL EXPECTATIONS

A. Dress Code Philosophy:

- a. 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. Students should be modest (I Timothy 2:9, 10), humble (I Peter 5:6), and avoid undue attention to outward appearance (I Peter 3:3,4).
- b. 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. The dress code will include but is not limited to, the following:
 - i. Shirts: No inappropriate graphics or words, should fall below the waistline, no spaghetti straps, nothing see-through, no open backs, no tube tops, cannot be low-cut (no cleavage showing), should not be tight fitting, must be at least 3 adult finger width thick for tank tops, and not strapless (one or both shoulders).
 - ii. No visible undergarments
 - iii. Clothing must be in good repair - purchased clothing with "stylish" holes/rips must not deviate from dress code requirements (i.e. holes/rips below fingertip level).
 - iv. Pants are to be fitted at the waist - sagging is unacceptable

- v. Any tight fitting/form fitting pants/shorts must be covered with a shirt/dress that falls below the fingertips.
- vi. Shorts, skirts, and dresses 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 must be worn under skirts and dresses that are shorter than knee length.
- vii. P.E. clothing must follow ACS dress code (i.e fingertip length shorts, t-shirt covering tight shorts).
- viii. Hats/hoods are not to be worn in the building common areas.
- ix. Hairstyles that appear to be primarily attention seeking will be discussed and reviewed by the leadership team as the need arises.
- x. No unnatural hair color.
- xi. Swimming suits:
 - 1. Boys - modest and loose fitting
 - 2. Girls - modest one piece or tankini style (no midriff showing)
- xii. Visible body piercing (with exception of ears for girls) is prohibited.
- xiii. Tattoos may not be visible (Leviticus 19:28).

NOTE: The Leadership team, in conjunction with the Head Administrator, is responsible in determining what is modest/immodest and/or appropriate/inappropriate on an individual basis and reserves the right to make a final determination on whether dress code is being adhered to or violated. In addition, the Leadership team/Head Administrator can make exemptions to the dress code for special events.

FORMAL OCCASSION DRESS CODE

A. 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.

B. Gentleman:

- a. A dress shirt, dress slacks, and dress shoes (tie recommended)
- b. There can be no earrings or other body piercing jewelry.

NOTE: These standards apply to both ACS students as well as dates accompanying ACS students. People in violation of the standards will be asked to leave with no refunds credited. Students may return with appropriate clothing.

EXTRACURRICULAR ACTIVITIES

A. Eligibility

- a. In order to participate in any extracurricular activity, students must maintain at least a 73% average over all ACS classes in which they are enrolled.
- b. Students cannot have a failing grade in any ACS class.
- c. Eligibility will be checked by the athletic director weekly (usually on Wednesdays). If the check is not made that week, for any reason, the student is considered to be eligible to participate in the activity until such time as a check is conducted.
- d. If ineligibility is determined, activity suspension will begin the Monday after the check, until the Saturday of that same week.
 - i. If a student returns their grade to an acceptable level during the ineligible week that does NOT impact the consequence for that week.
 - ii. If at the time of the next check the student's grades are acceptable, the student will be considered eligible for next week, starting with Monday.
- e. Attendance impacts eligibility
 - i. At least $\frac{1}{2}$ day of school must be attended for a student to be considered to be eligible to participate in an extracurricular event.
 1. For the purpose of this policy, $\frac{1}{2}$ a day is considered to be at least 3 academic classes in their entirety.
 2. Any deviation from this policy must be approved only by the Head Administrator.

B. Consequences of Ineligibility

- a. The student will not participate in extracurricular activities, unless required for a class (i.e. PE, Music/Band, Chapel, Praise Team, or Sound Crew).
- b. The student will not attend activities off school grounds, but is expected to attend functions at school in a non-participatory status.
- c. Students may participate in practice, unless the person in charge, or parent, believes their time would be better spent studying.
- d. A student who has habitual ineligibility for an activity may be removed from the activity after consultation of the leader with the appropriate administrator.

C. Spectators at ACS Extracurricular Activities

- a. Our Christian behavior is on display at all extracurricular activities. Therefore, participants/spectators should display the following behaviors:
 - i. Focus on encouraging comments.
 - ii. Refrain from unwarranted criticism.

- iii. Demonstrate an appreciation for the skills of all participants.
- iv. Refrain from disparaging comments.
- v. Set positive examples to all by displaying the Fruits of the Spirit as exemplified in our school acronym, KNIGHTS (Gal. 5:22-23).
- vi. Submit to the authority of those officials running the event (Romans 13:1).
- vii. Please refrain from speaking with the leader of an event immediately following the event if you have a concern. Please allow a 24 hour time period to give time for prayer and reflection before setting up an appointment with the person in charge.

LIBRARY

- A. The following is in all ACS library books in keeping with the board policy that library materials will not promote something other than a biblical worldview: (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.”
 - a. If a parent finds any library material objectionable, they should bring it with their written objections, to the attention of the librarian.
 - b. If the librarian sees no problem with the material, the next step is for the parent to bring it to the attention of the Head Administrator.
 - c. 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.
 - d. All books must be properly checked out of the library according to current procedures.
 - e. The current late charge will be assessed on materials that are not returned on time.
 - f. The following charges will be in effect for lost materials: parents may replace the lost material, or be charged for the current cost of reordering

TECHNOLOGY GUIDELINES Updated 01/2022

- A. All parents must sign the Technology Use Agreement form before their student can use the internet.
- B. Students will be required to sign an age-appropriate technology agreement form to use school technology.

C. ACS has phone/tablet-free classrooms. Students are required to turn their phones, gaming systems, and smart watches over to the teacher when they enter any ACS classroom with their device.

- In this age of increasing reliance on technology and the evolution of the media towards easier and easier access to any material, the Administration, in conjunction with the ACS school board has adopted the following technological device policy:
 1. From 8 am to 3 pm, no student phones, tablets, or any other student owned, handheld, devices that can access the internet will be in use on the ACS campus. They are not to be on the student's person.
 2. Devices that are seen, or heard, will be confiscated. Refusal to give the device in question to a school official will result in the implementation of the consequences for the 5th offense.
 3. Consequences:
 - a. First Offense: The device will be confiscated and must be reclaimed at the Main Office by the parent of the offender.
 - b. Second Offense: The First Offense penalty will be imposed, in addition, a "Device Usage Contract" will be signed by the student and the parent - essentially, a check in and check out system in the Main Office for the device.
 - c. Third Offense: First Offense and 2nd Offense penalties will be revisited and enforced, in addition the offending student will be given 30 days of social probation. They will not be allowed to participate in any school activities outside the normal school hours. This may include, but is not limited to, athletic events (both as a participant or spectator), the school play, school galas, etc. The head administrator will decide on any activity for which there could be a question.
 - d. Fourth Offense: First, second, and third offense penalties will be revisited and imposed. In addition, there will be a 3 day suspension out of school levied (with all the guidelines that apply to that consequence as listed in this handbook).
 - e. Fifth offense: The head administrator WILL recommend expulsion to the school board. Until such time as the school board meets to decide a consequence, up to and including expulsion, the student will be suspended out of school.

D. In the event that the teacher determines that students may have access to their technology, the students must use the ACS network. For the password to our ACS network, see the office.

E. Students are not to be using their own data plans on school property. Parents are encouraged to put appropriate parental locks on their student's phones/electronic devices. Check with your phone service provider to get help setting up parental controls.

F. The guidelines for acceptable Internet and computer use are stated in the enrollment process.

G. Due Process: classroom level technology misuses will be handled by the RTP. Major technology issues will be handled according to the offense.

NOTE: The head administrator has the authority to deal with technology abuses not specifically covered in handbook policies. The head administrator will be the final authority on the devices that this policy covers. The rapid pace of technology means that the devices listed might be obsolete and replaced by something else in the near future. As technology progresses the devices in this policy will be updated on a regular basis by school leadership.

TRANSPORTATION

A. Bussing

- a. Bus transportation is a privilege and the following guidelines must be followed:
 - i. 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.
 - ii. When boarding the bus, students need to take a seat as soon as possible.
 - iii. All students must be at the pick-up point at least 5 minutes before the scheduled pick-up time.
 - iv. The bus will leave the bus stop promptly at the designated time.
 - v. Students will:
 1. Remain seated while the bus is in motion.
 2. When getting off the bus, they will remain in their seats until the door opens.
 3. Keep aisles clear.
 4. Keep head, arms, and hands inside of the bus.
 5. Not yell or throw things out the bus windows.
 6. Be quiet when the bus is stopped at all railroad crossings.
 - vi. Students shall notify the driver before attempting to retrieve articles dropped under or near the bus.
 - vii. Parents need to notify the main office in writing of any changes in bus stops.
 - viii. 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 and will be charged \$5 each time. 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.

NOTE: 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.

B. Driving to School

- a. 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 revoked.
- b. Vehicles are to be parked in the designated area (the parking spaces nearest 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.
- c. 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.
- d. Students must have written permission on file or a call from the parents of both students to ride in another student's car.
- e. Anyone picking up a student is required to follow the published traffic flow pattern, posted speed limits, and no parking areas.
- f. Students will not drive to school-sponsored field trips except with prior permission from their parents and the Head Administrator.

SUBSTANCE ABUSE POLICY

A. Philosophy:

- a. Scripture is clear that we are to treat our bodies as temples (1Cor. 6:19, 10 and Rom. 12:1,2)
- b. Such actions violate local, state, and federal laws (Rom. 13:1-5).

B. This policy reflects a zero tolerance to the use of any "controlled substance" as described below under Prohibited Substances (not to be misconstrued as an intolerance toward the individual).

C. Prohibited substances: The policy prohibits the use, possession, concealment, transportation, transfer, promotion or sale of "prohibited substances" defined as :

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

D. Implementation and Enforcement:

- a. Testing: Volunteers or students may be required to submit to substance testing including, but not limited to, urinalysis, blood tests, or breath tests.

- b. Testing may be required:
 - i. If the Head Administrator has cause to believe that a student has ingested a prohibited substance.
 - ii. If a student has been found to be in possession of any of the above prohibited substances.
 - iii. Following a serious accident or incident in which safety precautions were violated or careless acts were performed.
 - iv. Following any motor vehicle accident in which a volunteer or student was operating a vehicle owned by the school and/or transporting students.
 - v. Random Testing - ACS reserves the right to randomly test students who have previously tested positive as a condition for continued enrollment.

E. Searches:

- a. While on ACS property, 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.
- b. In general, searches are conducted on the grounds of "probable cause." Probable cause may include but is not limited to:
 - i. An individual is suspected of possessing a prohibited substance or item.
 - ii. The individual is suspected of having ingested a prohibited substance.
 - iii. The individual is manifesting symptoms of impairment consistent with the ingestion of a prohibited substance.
 - iv. Any information received that leads the administration, or law enforcement, to believe that an infraction of school rules, local, state, or federal law, has occurred.
- c. Searched may include, but are not limited to:
 - i. The individual person
 - ii. Personal effects
 - iii. Desk
 - iv. Locker
 - v. Vehicle
 - vi. Similar places that may contain secreted/hidden items.
- d. Searches will be conducted with reasonable concern for the personal privacy of the individual.
- e. Searches will be conducted by the Head Administrator with either the suspected individual, another school official, and/or law enforcement present.
- f. Any individual who refuses to submit to a search or testing will be subject to disciplinary action according to the family handbook up to and including expulsion.

F. Confidentiality:

- a. Testing and searches will be conducted with concern for the personal privacy of each individual.

- b. Testing results shall be strictly confidential and will not be disclosed for any reason to anyone other than leadership team and school board members for disciplinary action and/or by court order without the individual's written authorization.

G. References

- a. Any student dismissed under this policy will have that fact noted in their student record.
- b. Any transcript reference requested and authorized by the individual will include information regarding their substance abuse.
- c. 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.

NOTE: Any additional issues that might arise due to substance abuse situations will be handled at the discretion of the Head Administrator in conjunction with the board of education.