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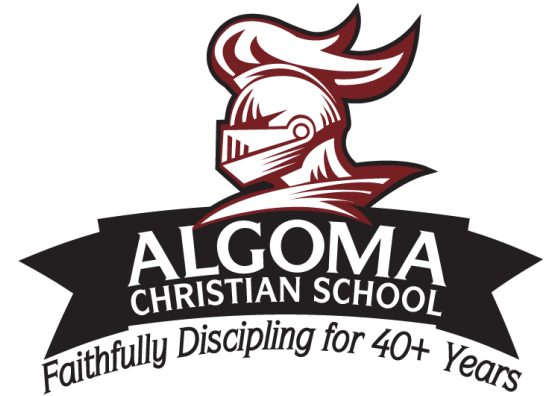
Academics ◆ *Character* ◆ *Service*

Algoma Christian School
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Timothy Quinlan, Superintendent

Algoma Christian School does not discriminate on the basis of race, color, sex, nationality or ethnic origin.



NEW FAMILY HANDBOOK

KNIGHTS ARE:

KIND
NOBLE
INTREPID
GENEROUS
HUMBLE
TRUSTWORTHY
SERVANTS

Our Mission

*“Algoma Christian School disciples students to know and apply Biblical truth, focusing on **Academic Excellence**, **Christ-Like Character**, and **Service to others**.”*



Welcome

Welcome to the ACS Knights Family! We are excited you have joined our community of committed Christian school believers. One of the things we want you to experience right away is the sense of partnership within our school family. For over 40 years ACS has been an extension of home and church, teaching children to live according to God's word. In 2005, with the opening of the Wee Knights' Daycare we expanded our school ministry to include infants and toddlers, growing our Knights family and teaching biblical truth from diapers to diploma!

On any given day, you will see infants being strolled in the parking lot, toddlers singing Jesus Loves Me, pre-school and school age children walking the halls alongside young adults, middle age adults, and senior citizens. Providing Christian education to all ages is unique and one of the many things that makes our family ties so special.

Of course, like any family, there are traditions and "inside information" that may seem foreign to newcomers. This handbook is designed to help answer some of the questions you might have as a first time "KNIGHT". We want you to feel at home here as soon as possible and be part of something special for many years to come.



School Events

- ◆ **Grandparents Day** - Grandparents and Grand-friends are invited during the school day for a program and tour.
- ◆ **ACSI Music Festival** - In the spring our Jr. & Sr. High music department participates in an overnight event. Students come together with many Christian schools to refine their God-given musical abilities.
- ◆ **Auction** - This all school community event is one of our largest fund raisers held in the ACS gym in the fall. ACS families are encouraged to attend and invite others.
- ◆ **Drama** - Secondary students present a two night drama production in the spring.
- ◆ **Project Luke 9: Feeding the Future** - This all school service project/fundraiser supports our mission and is designed to raise needed funds and awareness for ACS. School families solicit pledges and students prepare and package meals to be shipped to needy international kids. Excess funds go directly to ACS.
- ◆ **#Giving Tuesday** - ACS participates in the International Day of giving held the last Tuesday of November.
- ◆ **Harvest Celebration** - All ACS students are involved with this celebration during the school day. Non-perishable food is collected, boxed and given to area church families for a Thanksgiving meal.
- ◆ **Homecoming** - Homecoming is held during the basketball season, this ACS tradition welcomes back alumni and celebrates our students.
- ◆ **Spring Clean-Up** - In the spring, 4th and 5th grade students spend the school day raking, cleaning and preparing local parks for the summer season.
- ◆ **Pastors' Day** - Designed to show appreciation and connect with area church leaders
- ◆ **Pie Sale** - A fundraiser organized by the Junior Class before Thanksgiving.
- ◆ **Shadow Day** - Potential students spend the school day "shadowing" an ACS student in their grade for a hands on ACS experience.
- ◆ **Small Group Service Days/ Serving Our Churches** - Secondary students help with a variety of projects at area non-profit organizations and churches.
- ◆ **Pre-K & Kindergarten Open House** - ACS invites interested families to come learn more about ACS, tour the facilities and meet teachers.
- ◆ **Winter Banquet** - High school event that includes dinner and entertainment.



Committees and Chair - continued

- ◆ **Personnel** – The Personnel Committee is an in-house group that meets as needed for the purpose of interviewing and hiring new staff members. The chair asks individuals to serve on the committee based on their familiarity with the skills required for any open positions.
- ◆ **Spiritual Formation** – The Spiritual Formation Committee is responsible to support the spiritual growth of our students. They oversee the fall retreats, secondary small groups, chapel speakers and two service days and year-end mission trips.. They also oversee the ministry/discipleship opportunities that our high school students take each year. The committee reviews and recommends destinations, programs, chaperones, and fees.

Committees and Chairmen

Athletic	Morgan Kehoe	Morgan.Kehoe@algomachristian.net
Auction	Kalli Wall	Kalli.wall@algomachristian.net
Development	Kalli Wall	kalli.wall@algomachristian.net
Education	Kim Fox	Kim.fox@algomachristian.net
Facilities & Transportation	Tim Quinlan	tim.quinlan@algomachristian.net
Finance	Nicki Mollien	nicki.mollien@algomachristian.net
Personnel	Amy Russell	amy.russell@algomachristian.net
Parent Teacher Fellowship	Traci Anderson	2909anderson@gmail.com
Spiritual Formation	Lauren Hoskins	hoskinsclan22@gmail.com

Contact information can be found in RenWeb under the School Directory tab.



School to Home Communication

The **Website (algomachristian.net)** provides information about our history, our values, our staff, and much more. Click on the *Parents* tab to find information about admissions, board, committees, connections, and finances. For the most up-to-date information, we use **email, Facebook, Instagram, and the weekly Round Table** (weekly school newsletter). Athletic information is shared through the **Round Table**, but up to date game schedules are found by clicking the red button on our Website's *Home* or *Athletics* pages.

FACTS MANAGEMENT is our online parent/student academic and behavior resource. At the bottom of our website *Home Page*, you will find a link for **FACTS Parent Login**. This easy-to-navigate tool not only gives you instant information about our school but also gives you access to student and family information. Use the *Student* tab to see your children's homework, behavior, and grades. Use the *Family* tab to keep your family information up to date including logging your volunteer Service Hours. You can also log on to **RenWeb** from your smartphone using a browser or downloading the app. If you have any questions, contact the office.

PLEASE NOTIFY THE OFFICE OF ANY CHANGE IN FAMILY CONTACT INFORMATION.

Dropping Off and Picking Up

The school doors open at 7:30AM, and students are expected to be in their seats ready to learn by 8:00AM. There is a warning bell at 7:55AM which gives them time to take off coats, get books, and get into their seats. Students should be dropped off no later than 7:55AM. Follow the loop to drop children off at either the secondary or elementary doors. Please do not exit your vehicle when in the drop-off loop.

For elementary pickup, wait in line on the loop. Students in grades PreK-4 will be escorted to your car from the main elementary entrance. Students in grades 5-6 will come to your car from the doors near the library. Students in grades 7-8 who meet you in the elementary loop will come to your car from the south high-school entrance.

For secondary pickup, you can wait in the loop or park. Your students will come to you on their own from the main school entrance. For the safety of the students and a smooth dismissal time, please follow these instructions.



Attendance

School Day is 8:00 AM to 3:00 PM

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

There will be no “excused” or “unexcused” absences. Students are allowed 6 absences per marking period. Any absences over 6 will negatively impact a student’s grade.

Absence

- ◆ The office needs to be notified of any absence. A parent is to call the school by 9:00 am of each day of the absence.
- ◆ If your student is seen for any type of appointment (doctor, dentist, counselor, etc.), documentation of the visit is needed.
 - ◆ Previously announced assignments, including quizzes, tests and projects are due on the announced due date or the date the student returns.
 - ◆ Make-up work deadlines are determined by the individual teachers.
- ◆ Families are encouraged to take absence totals into consideration before planning family vacations.
 - ◆ Family vacation days will count as absences.
 - ◆ Families who take a vacation during the school year are encouraged to ask for work prior to the vacation.

Tardy

Arriving on time to school in the morning as well as arriving on time to each class during the day is an important part of becoming educated and trained for assuming a place in society.

- ◆ Any time a student is late for a class for any reason, it is considered a tardy.
- ◆ Exceptions could include a teacher note and/or appointment admit slip.
- ◆ When instances of tardiness accumulate to three (3), this will result in a lunch detention.

School Cancellation

We will notify using Parent Alert Text, Facebook, & TV announcements



Committees and Chairs

- ◆ ***Athletic*** - The Athletic Committee works with the Athletic Director (AD) to revise policies and procedures and ensure the best sports program for our students. The committee may occasionally hold fundraisers to enhance the program.
- ◆ ***Development*** - The Development Committee is responsible for these three main areas: Communication, Connection, and Contribution. The committee focuses on ways to get the message out to prospective parents, alumni, grandparents, and other constituents about what is happening at ACS. They assist the Development Director in organizing a variety of events to connect people with the school and oversee all major fundraising events.
- ◆ ***Education*** - The Education Committee reviews all areas of our curriculum to ensure the best possible academic program. The committee reviews textbooks and instructional practices. They recommend changes and/or additions to our program to ensure that we maintain accreditation with the Association of Christian Schools International (ACSI) and continue to improve.
- ◆ ***Facilities/Transportation*** - The Facilities Committee is responsible for the maintenance and upkeep of our facility and buses. They review safety and repair needs and make recommendations for changes to improve the appearance and functionality of our building.
- ◆ ***Finance*** - The Finance Committee oversees all the income and expenditures of the school. They create a balanced draft budget for the Board to review. They recommend changes to tuition, salaries and benefits and major building improvements. They review and recommend policy changes to ensure the financial stability and growth of the school.
- ◆ ***Parent Teacher Fellowship (PTF)*** - The PTF Committee focuses on serving the school and teachers. The goal is to glorify God and honor Him as we facilitate fellowship, encourage our devoted teachers, enhance the program, and organize volunteer help for many different areas in the school. They help to organize a variety of events and fundraising.



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 service hour guidelines:

1. A total of 20 hours each school year **(June 1-May 15)** is required for each family.
2. All families who receive tuition assistance are expected to serve an additional 15 hours.
3. If families are unable to fulfill the required service, the unserved balance may be redeemed at the rate of \$20 per hour.

The administration may alter these requirements on a case-by-case basis.

To record your hours:

Log into **FACTS** and click on *Parent Web* tab.

1. Under *My Profiles*, click on the person's name who completed the hours.
2. To the right of name, click on *Service Hours*.
3. Below Date/Description, click on *Add Service Hours* to get to the screen to add service information.

Only hours you record in FACTS will count toward Family Service Hours.

School Board

Scott Anderson	President	scott.anderson@algomachristian.net
Joe Lockwood	Vice President	joe.lockwood@algomachristian.net
Laureen Hoskins	Secretary	laureen.hoskins@algomachristian.net
Alyssa Vander Werff	Treasurer	alyssa.vanderwerff@algomachristian.net
Scott Toth	Director	scott.toth@algomachristian.net
Jeff Baker	Director	jeff.baker@algomachristian.net

Our board is made up of parents or grandparents who subscribe to our Statement of Faith and have a heart for our school. The board serves to give direction to the policies that govern ACS.



Student Life

- ◆ **Academic Support** - The following support personnel work with our teachers to assist students who are struggling:

Guidance Counselor: Sherri Vander Meulen

Support Specialists from Kent City Community School

(Subject Consultants, Social Worker, Speech Therapist, Psychologist, etc.)

Speak to your child's teacher first to discuss your concerns, and she/he will connect with Mrs. Vander Meulen to help you navigate the next steps.

- ◆ **Busing** - Busing is available at an additional cost for ACS students who live near the route. For details, contact the school's main office.
- ◆ **Computers** -The school is equipped with a main computer lab with 26 high-end PC's, as well as a small lab and a mobile lab each with 24 Chromebooks. Elementary classrooms have additional Chromebooks, and primary grades have Kindles.
- ◆ **Hot Lunch** -Hot lunch is served every day at ACS. Each month a new lunch menu form will be posted in **FACTS Parents Web**. Families must complete the orders by the due date.
- ◆ **Leaving Campus** - Students are 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. ALL students must be signed in/out through the Main Office.
- ◆ **Library** - The school library has thousands of free reading books at a variety of grade levels. Elementary students have a weekly Library period. Secondary students can check out books during the lunch hour or free period. Late charges or damages will be assessed on materials not properly returned.
- ◆ **Student Drivers** - Students must be registered in the school office to drive to school. Each time a student transports other students, parents of both the driver and riders must contact the school office.
- ◆ **Tutors** - Several teachers are available for after school tutoring in math, English, or music.
- ◆ **Visitors on Campus** - For the safety of our students, any person other than a student or staff member is required to go directly to the Main Office to sign in and obtain a Visitors' Pass before going to any part of the building during school hours.



Elementary

- ◆ **Academic Events** - Students in grades 2-6 participate in a Spelling Bee, and an Academic Fair.
- ◆ **Accelerated Reader** - Students in grades K-6 participate in the Accelerated Reader Program, which is a computerized program that tests reading comprehension. Students read independently and take tests on the computer. Points are based on length and reading level.
- ◆ **"Back to School Day"** - See the school calendar for date and times to meet teachers, have your school picture taken, and set up your desk.
- ◆ **Chapel** - These are times set aside for worship and teaching. Chapels are held on Wednesday mornings.
- ◆ **Class Newsletters** - This is an acronym for "Just A Reminder." Elementary teachers email weekly Classroom JAR's specifically related to students in their room.
- ◆ **Specials** - Elementary students participate in enrichment classes throughout the week including, computers, art, music, PE, and library. Students get their class schedule at the beginning of the year.

Secondary

- ◆ **Back to School Day** - See the school calendar on the website for date and times to meet your teachers, have your school picture taken, get your locker number, and pick up your class schedule. For scheduling questions, email our Guidance Counselor (sherri.vandermeulen@algomachristian.net).
- ◆ **Chapel** - Chapels are held Thursday mornings. Chapels are sometimes combined for grades 7-12, sometimes split MS/HS, and sometimes held in small groups. All-school chapels are held about four times a year.
- ◆ **Class Sponsors** - Beginning in grade 7, a staff member is assigned to each class. This sponsor continues with these students thru graduation. Class sponsors are responsible for class meetings, class fundraisers, Spirit Week, and graduation ceremony planning.
- ◆ **Guidance** - Our Guidance Counselor is available to assist students with their high school course selections, college and career planning, financial aid applications, SAT testing, and tutoring.
- ◆ **Retreats** - Secondary students begin the year with a day retreat and school orientation. Students in grades 7-8 go to Pine Ridge Bible Camp, and high school students go to Lincoln Lake Camp.
- ◆ **Service Days** - There are two service days, one in the fall for community or organizations and one in the spring for churches. Secondary student small groups spend the day helping these organizations where needed.



Secondary

- ◆ **Small Groups** - Each school year secondary students are assigned to a boys' or girls' small group. These groups meet during chapel time about every third week. These groups are intended to help students grow spiritually and serve together.

Finances

- ◆ **FACTS Tuition Management**
FACTS is our tuition management partner and is accessible through your Facts Parent Web login under family information or by calling the FACTS parents helpline at 866-441-4637 (*available 24 hours a day*). You may also contact FACTS directly if you have questions related to your tuition payment plan account. Tuition can be paid annually, bi-annually, monthly. Late fees are assessed if tuition is not paid on time, and at 30 days overdue, attendance will be suspended.
- ◆ **Fundraisers**
We have four major fundraisers each year: Fireworks Tent, Fall Auction, Giving Tuesday/Year-End, and in the spring, Project Luke 9: Feeding the Future. By limiting our fundraising to three big events, we have tried to avoid "nickel and diming" our parents. Individual high school classrooms also sponsor smaller fundraising activities (e.g. Pie Sale) to raise money for their missions trips. Families are encouraged to participate as they wish.
- ◆ **Tuition Reduction Incentive Program (TRIP)**
The Great Lakes SCRIP Program, also known as TRIP, is a great way to save money on your Algoma tuition. By purchasing gift cards through TRIP you receive a percentage of your payment back toward your tuition. We encourage you to participate in this awesome program! Recently the TRIP program generated over \$34,000. Families benefited with \$26,500 of this amount in savings on their tuition payments. The rest benefited the ACS tuition assistance program and the general fund. TRIP cards are available in the office and online. Be sure to ask about how you can start saving today!

