

About this handbook

This handbook is a guide to student life at Ambassador Christian Academy. It provides guidelines, information and policies developed to ensure the most positive and productive education experience possible at ACA. Parents, guardians, and students must know, understand, and abide by the student handbook. When all members of the ACA community are familiar with handbook guidelines and observe them carefully, the school will operate smoothly and in good order. Ignorance of the handbook will not excuse students from their responsibilities or from penalties for violating school regulations and policies.

While intended to be as complete and helpful as possible, the handbook may not address every issue that surfaces during the school year. In those cases, the administration will respond accordingly. In unforeseen circumstances, the principal may amend the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes. Routine correspondence through parent e-mail memos and updates on the school website (www.acaglassboro.org) will keep parents and students current on a daily, weekly and monthly basis.

The principal has the authority to interpret and apply the rules and provisions in this handbook in the manner she believes to be correct. The principal also has the authority to impose different or additional penalties for offenses that are not specifically listed in this handbook.

Questions and comments are welcomed and encouraged, and should be directed to the school administration.

Autumn Heckman, M.Ed.

Principal

Foundations for education at ACA

Mission statement

Ambassador Christian Academy exists to minister to boys and girls through high academic and biblical standards, that they may grow to become Christian men and women who will impact this world for our Lord Jesus Christ.

Mission goal

Ambassador Christian Academy is a Christian education ministry of Calvary Hill Church, Rev. Brent Galbreath, Pastor. It is a private Christian school established to serve a dual purpose by promoting spiritual growth and providing a high quality academic education resulting in students meeting the cultural and economic challenges of our society while making a spiritual impact in our world for our Lord Jesus Christ. Our goal is to meet or exceed the educational standards of the State of New Jersey while maintaining our distinctive: a high-quality education in a Christ-centered environment.

Doctrinal beliefs

ACA serves students and families from many faith backgrounds and the school's Bible curriculum is based on core Christian doctrine common to Protestant theology.

We believe:

- the Bible is the inspired and only infallible and authoritative written Word of God.
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- in the blessed hope—the rapture of the Church at Christ's coming.
- the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

- in regeneration by the Holy Spirit is absolutely essential for personal salvation.
- in water baptism by immersion.
- the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Affiliations

Ambassador Christian Academy is affiliated with organizations that advocate locally and nationally for Christian schools. Our school is affiliated with

ACSI - Association of Christian Schools International

MACSA - Mid-Atlantic Christian Schools Association, Inc.

Admission, Disenrollment, Transfers and Student Records

Applying for admission

Ambassador Christian Academy admits students of any race, color, national or ethnic origin to the rights and privileges, programs and activities generally accorded or made available to students at the school. To apply for admission, parents must:

- provide a completed application and application fee, a copy of recent achievement tests and most recent report card. Other documents may be requested by the principal or teachers.
- attend an interview with the prospective student and principal.

Admission testing for placement may be required.

Disenrollment

In extreme cases, it may be necessary to ask a student to leave the school and revoke the privilege to return. Although this is a last resort, ACA recognizes three causes for disenrolling a student:

1. It may become necessary to disenroll a student when his/her needs exceed what the school and child study team are able to provide, or in the event of severe negative behavior (e.g., extreme violence, disrespect and/or disregard for authority, any behavior detrimental to the well being of himself or others). A student will face disenrollment if parents are not willing to have a child study team evaluation conducted for their child when the teacher or principal deems it necessary.
2. It may become necessary to disenroll a student for failure to uphold the standards of the school.

Student transfers

The school office will be responsible for completion of the transfer card, and to make sure records are available to all students leaving Ambassador Christian Academy. These records will be sent upon receipt of request by the new school to which the student is transferring.

Student records

All student records are to be treated as highly sensitive and confidential. Rules governing the gathering, maintenance of and access to student records are contained in the New Jersey Administrative Code (NJAC) Title 6:3-1 ET. seq., New Jersey Statute Annotated (NJSA) 18 A: 36-19.

Every student has a cumulative file that is developed and maintained in the school. This file contains the mandated records required by code and statute and discretionary items such as local testing data. Upon request to the school, a parent or guardian may inspect the files. No file may be taken from the office.

General school procedures and information

School hours

K3-K4 half day	8:15AM–11:30AM
K3-K4 full day	8:15AM– 2:45PM
K5- 8 th grade	8:15AM–2:45PM
Before school care	7:00AM–8:00AM
After school care	3:00PM–6:00PM

Note: A late fee of \$10 per portion of 15 minutes will be added for each child not picked up by 6 p.m. (i.e., 6:01-6:15=\$10; 6:16-6:30=\$20; 6:31-6:45=\$30 etc.)

Scheduled ½ days of school 8:15AM-12:00PM

Note: A late fee of \$1 per minute will be due upon arrival for each child not picked up by 12:15PM on ½ days of school.

School Office hours

September–June	8:00AM-4:00PM
Summer	Monday-Thursday 9:00AM-3:00PM
	Friday 9:00AM-12:00PM

Chapel schedule

Chapel services each week offer students spiritual encouragement and opportunities to minister with music, drama, and Bible stories. Teachers, visiting pastors, missionaries, and special presentations help provide creative and varied chapel services. Parents are welcome to attend. Please call the office for specific chapel information.

Morning traffic patterns and arrival procedures

1. All vehicles must enter the east driveway (closest to Heritage's Dairy Store) and drop off students at the west gym (middle school) entrance.
2. All cars must proceed to the right.
3. Students arriving between 8:00AM and 8:15AM are to report directly to the gym and their classroom line. At 8:10AM, students in grades 6-8 will be dismissed to go to their lockers and then to homerooms. At 8:15AM, students

- in grades K4-4 will go directly to their classrooms, accompanied by a teacher.
4. A student arriving at school after 8:15AM must enter through the front doors of the school with a parent and report directly to the office to receive a late pass.
Students arriving after the 8:15AM bell must receive a late pass regardless of whether or not their class has left the gym.
 5. Students may enter the building before 8:00AM only if they are using before school care. Students using before care will enter the building through the East Side Gym Entrance (closest to the soccer field). ***No student is permitted on school property unattended before 8:00AM.***
 6. Handicap spaces are only for the convenience of the disabled. Please respect the needs of those who are qualified to use them.
 7. All vehicles should exit the west driveway only and should create right and left-turn lanes to exit more efficiently.

Pick-up procedures and departing traffic patterns:

1. Follow steps 1 and 2 above.
2. Students are to be picked up at the following times/locations:
 - **Students in K3 and K4** are dismissed at 2:45PM at the west church entrance under the canopy (Door A).
 - **Students in grades K5–1** are dismissed at 2:45PM at the west church entrance under the canopy (Door A).
 - **Students in grades 2–4** are dismissed at 2:45PM at the rear of the building at the west gym entrance (Door B).
 - **Students in grades 5–8** are dismissed at 2:45PM at the north gym entrance, closest to the playground (Door C).
3. Any student not picked up by 3:00 p.m. will be sent to after school care and parents will be charged accordingly.
4. Students are not permitted to wait without adult supervision.
5. Once students have been dismissed to parents' (or approved guardians') care, parents are responsible to supervise their children on school grounds, especially after school.

6. All vehicles should exit the west driveway only and should create right and left-turn lanes to exit more efficiently.

Measuring and Encouraging Academic Progress

Report cards, conferences and academic honors

The method for reporting student progress to parents will be the report card and parent-teacher conferences. The parent-teacher conference period is scheduled during the fall of the year. More information regarding these conferences will be sent home with students in the beginning of the year.

The purpose of reporting is to give parents and students an indication of the progress that is being made. Each student's ability and application are taken into account in grading. Parents are encouraged to ask for conferences as necessary and teachers welcome such opportunities.

Report cards will not be issued to any student whose account is not current unless prior arrangements have been made with the office.

Grading scale

ACA uses a standard grading scale as the primary measurement of academic progress for middle school students. A plus (+) or minus (-) may be used to indicate grades which border the one above or below it, e.g., 93 equals A-; 92 equals B+. Teachers may also note a student's attitude, effort and behavior on progress reports and report cards.

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

Homework

Homework is important to the learning process; therefore each teacher assigns

homework for practice or to ensure a deeper understanding of the subject. Homework must always be complete, accurate, on time, and neat for it to be accepted. Homework will be limited to reading and math assignments on Wednesdays in order to allow for students to attend youth group or other church activities. Please note that tests and/or quizzes in any subject area may be given on Thursdays, and students are expected to prepare. Adequate notice will be given by teachers regarding Thursday tests and/or quizzes (see Student Assessment section).

Student Assessment

Assessment of student progress is a vital piece of the learning process. Teachers will administer assessments at appropriate times throughout the school year. Assessments may include tests, quizzes, projects, and reports. Other forms of assessment may also be designated by the teacher. Students are responsible for studying and/or preparing for any assessments given. Please note that although limited homework assigned on Wednesdays, test and quizzes may be given on Thursdays if the teacher has notified students at least two (2) school days prior to the test or quiz. Tests should be announced by the teacher at least one (1) week in advance.

Student Supplies and Materials

The school provides an assignment notebook. Each student is responsible for taking this notebook home each night and completing his assignments. Parents are to check that assignments are complete and initial the assignment book.

- Pencils should be used exclusively for grades K-3, pen (blue or black) in grades 4–8, and pencil for math homework in all grades.
- Typing is acceptable for written work, excluding math.

All students are expected to supply their own paper, pencils, pens, notebooks, and other supplies needed for the educational program. A student supply list can be obtained from your child's teacher. If supplies need to be replenished during the year, the homeroom teacher will advise you.

Parents can help

- Homework assignments will be written on the board each day. Check to see that these have been copied into the child's assignment book.
- Bible verse memory is a major factor for the Bible grade. Verses will be practiced as a class, but will be tested individually. Parents can help by listening and correcting as the student recites. This applies to memorization work in any subject area.
- Assure that your child is using the proper homework materials.
- Check homework daily for completion and neatness.

Financial Policies

Invoices and correspondence

Invoices will be mailed to all parents. It is the responsibility of each parent to keep the family account current.

Paying tuition and fees

A monthly payment plan is offered through FACTS Management. Applications and other information are available in the school office. Monthly payments must be paid directly to FACTS management unless arrangements have been made ahead of time with the financial administrator.

Annual tuition payments are due on August 1st. Semiannual tuition payments are due August 1st and January 1st. Please pay tuition promptly. Checks for annual and semi-annual payments may be made payable to ACA. Late tuition payments may delay your child starting school and/or continuing.

Book and computer fees for the following school year are due in full at the time of registration.

Monthly payment plan

Student accounts may be paid in 10 equal payments, August 1–May 1, through FACTS Management. This option is a privilege and, if abused, may be revoked. If an account becomes delinquent at any time, the monthly payment plan may be revoked and the full balance will be due or the student(s) may face disenrollment. Monthly payments not paid and received on or before the fifth (5th) of the month will be charged a \$25 late fee.

Refund of tuition and fees

Requests for refunds applies only to tuition. Registration, book, and computer fees are nonrefundable. All refund requests are to be made in writing. Financial adjustments will not be made for absences. In the event of withdrawal from school, tuition must be paid through the calendar month.

Returned checks

There will be a \$25 charge for any check returned for insufficient funds. On the second offense, there will be a \$30 charge and the check must be redeemed from the office by cash or money order within five days. Any further problems will result in demand of cash payments only.

Tuition credit for referrals

Parents may take advantage of our tuition credit program. If a parent recommends ACA to a family not presently part of our student body and they enroll their child for a minimum of one marking period, the referring family receives a \$100 tuition credit.

Withdrawing a student from school

Parents choosing to withdraw their child from school must notify the school office verbally and in writing. Payment must be made through the calendar month. Records will be released when all non-consumable textbooks are turned in and financial obligations are fulfilled.

Year-end balances

All accounts must be paid in full by the end of the school year. If the account is not paid in full at the time of registration for the following school year, your child will not be able to return, and the account will be turned over for collection.

School Closings and Emergencies

Occasionally, school may be closed due to weather conditions or some other unusual factor or circumstance. School closing information is posted on the following:

www.ambassadorchristianacademy.com

www.kyw1060.com (School closing number 831)

www.nbc10.com

www.6abc.com

www.myfoxphilly.com

[NBC 10 also offers parents the option to have information sent via NBC 10's News Direct to their wireless device, such as an alpha-numeric pager or an e-mail-capable cellular phone]

Other emergency school closings

In the event of any other emergency occurring once school is in session, parents, or their designated alternate, will be notified by phone. Please be sure to have a plan in place with your child in case of such emergency.

Emergency medical treatment

If a student becomes ill or has an accident that requires more than normal attention, the school will contact the parent or person listed next in responsibility. Taking the student to the hospital will be decided upon by the parent unless previous permission has been or is given in the event of a serious emergency.

Fire and ICE Drills

Fire Drills will be held once a month during the school year. A fire drill exit plan is posted in each classroom. Once the signal is given, activities must cease and all students must exit the building according to the following procedure:

- Walk in a single file line without running or pushing.
- No talking in or out of the building.
- Close windows and doors and turn off lights.
- Attendance will be taken outside.

- When the clear signal is given, students may return to their classroom.

ICE Drills will be held two times during the school year. ICE drills are implemented when the school needs to be “locked down” as in the case of an intruder. The ICE Drill procedure will be reviewed with students prior to the drill. Once the signal is given, activities must cease and all students must act according to the following procedure:

- Remain calm and lock door immediately.
- Turn off lights and pull shades down or close curtains.
- Keep classroom computer on for instruction via email.
- Move to safety, away from windows and doors
- Permit no one to leave the room.
- Ignore all bells until further notice.
- Wait for an announcement via phone, person, or the intercom system that will consist of these words:
“THE CODE C HAS ENDED. PLEASE RETURN TO YOUR NORMAL SCHEDULE.”

Before Care and After School Care

Before and after school care

ACA offers supervised extended school hours before and after the regular day. Parents may use the service every day or as needed. Parents must notify the school on days that extended care is needed. Students dropped off before 8:00AM must report to before school care. Please make sure your children know when they are to report to after school care. Any student that is not picked up by 3:00PM will be placed in after school care and parents will be charged the “drop-in” rate of \$5 per hour (or fraction of).

Note: Aftercare is not offered on ½ days of school. Students MUST be picked up no later than 12:15PM. A \$1 per minute fee will be due upon parent arrival for any student not picked up by 12:15PM.

Procedures

1. Before school care begins at 7:00AM. Although the teacher may arrive earlier, this time is needed to prepare; the teacher will not be available to receive students until 7:00AM.
2. Before school care students are to report to room 112 and must be signed in by a parent.
3. All students must be signed out of after care by a parent. If you fail to sign out your child(ren), you will automatically be billed until 6:00PM.
4. All students **must** be picked up by 6:00PM.
5. The parent(s) of any student picked up after 6:00PM. will be charged \$10 per portion of 15 minutes for each child not picked up by 6PM. (i.e., 6:01-6:15=\$10; 6:16-6:30=\$20; 6:31-6:45=\$30 etc.)

Discount rate

Parents who plan to use before and after school care regularly may take advantage of a discounted rate of \$4 per hour if they register at the beginning of the school year. The discounted rate will be charged per hour (or fraction of) from 7:00AM–8:00AM and 3:00PM–6:00PM (e.g., for care from 3:00PM– 3:20PM, the charge is 1 full hour; at

4:01PM it is 2 hours, etc.).

Drop-in rate

Parents may also use this service on an as-needed basis at the rate of \$5 per hour (or fraction of) from 7:00AM–8:00AM or 3:00PM–6:00PM. *Please note that should extenuating circumstances arise and parents notify the office, a rate of \$4 per hour (or fraction of) will be charged.

Late pick-up and late fees

Extended care charges are billed monthly and are subject to a \$10 late fee if the bill is not paid within 10 days of the invoice date. A late fee of \$10 per portion of 15 minutes will be added for each child not picked up by 6:00PM. (i.e., 6:01-6:15=\$10; 6:16-6:30=\$20; 6:31-6:45=\$30 etc.)

Visiting the School

School visitors

To maintain the safety of our students and staff and to avoid unnecessary classroom interruptions, the school office must know of all visitors, including parents. Doors to the building are kept locked so unauthorized visitors may not enter the building. Parents and other visitors should use the front entrance and bell/intercom system to be admitted to the building. No parent or visitor will be allowed to go to any classroom during school hours unless they have an appointment with the teacher. Lunches, homework, books, etc. may be left in the school office to be delivered by school staff or retrieved by students.

Former students or prospective students may call at least one school day prior to a visit to arrange a convenient time.

Parent volunteers are welcome and encouraged to serve in the designated area of the activity for which they are volunteering. Visitors and volunteers must comply with school dress and conduct standards. It is mandatory that all visitors and volunteers must sign in to the office, obtain a visitor's pass, and sign out when leaving the building.

Speaking with the Principal

Parents who wish to speak with the principal should schedule an appointment by contacting the school office at 881-3669 or e-mail: acasecretary@acaglassboro.net. Appointments may be scheduled for meetings during the school day or after.

Speaking with the classroom teacher

Parents who wish to confer with a teacher may schedule an appointment by contacting the school office at 881-3669 or via e-mail. Please respect our teachers' personal time at home and attempt to call them during school hours or await reply to e-mail.

Parents and visitors at lunch

Lunch visitors must follow the same procedures as school visitors. If you wish to have

lunch with your child, please make arrangements ahead of time, sign in at the office and obtain a visitor's pass before proceeding to the lunch room.

School phones, Cell Phones and Electronics

School phones

School phones are business phones with charges accrued for each call. To limit office interruptions and per-call charges, students **are not permitted** to use office phones unless they have forgotten to carry lunch or in the case of an emergency. If the student is unable to reach a parent, an order will be placed for peanut butter and jelly. ***Students are not permitted to use the office phone for forgotten items, or personal arrangements, or issues with sports (parents will be contacted by the office).***

Cell phones

The students' privilege of carrying a cell phone to school is not to be abused. The school will not be responsible for lost or misplaced phones.

1. Cell phones may not be visible or audible at any time during school hours or they will be confiscated and returned only to a parent.
2. Cell phones may be used only in a medical emergency situation or with permission of a teacher.
3. Cell phones may be used at extracurricular activities to call parents for transportation with permission of the coach or teacher,

*Please note that repeat offenses will result in terminating the privilege of carrying a cell phone.

Electronic devices

No electronic devices are permitted on school property (MP3 players, Gameboys, etc.). The school will not be responsible for lost or misplaced devices.

Lunch and Recess Procedures

Lunch procedures

ACA schedules lunch periods for each class. Students may bring their lunch or purchase a hot lunch from the cafeteria. Food is not to be carried out of the lunchroom and students are not to leave school for lunch. Lunches may not be refrigerated or heated by ACA staff members or volunteers. Soda and gum are not to be on the property at anytime. Soda will be permitted on special occasions such as class parties and/or for fundraising purposes. If a student forgets to bring a lunch, a lunch may be dropped off at the school office. The student's teacher will be notified that a lunch is waiting in the office. Please be sure that lunches are labeled clearly. Students without lunch will be offered peanut butter and jelly and charged accordingly.

Paying for school lunches

To purchase lunch, each student must set up a prepaid lunch voucher that works like a debit card. Parents put money into an account for each child and as they eat lunch, the office deducts \$2.50 for hot lunch, \$.75 for milk or juice, \$1.35 for pizza and \$3.00 for salads and sandwiches from the teacher menu. When the voucher gets low, parents will be notified to replenish it. If there is a remaining balance at the end of the year, that balance will be refunded or forwarded to the following year's lunch voucher. Please be mindful of the balance on your child's lunch account. Students with a negative account balance will not be able to order.

2009-2010 lunch prices

\$2.50 for hot lunch

\$.75 for milk or juice

\$1.00 for Gatorade (or comparable item) on Fridays

\$3 for salads and sandwiches on teacher menu

\$1.35 for pizza

\$1.00 for Gatorade (or comparable drink item) sold on Fridays. Students

must pay cash at the lunch counter for Gatorade.

Recess

Recess is a time for students to have supervised play outside in order to enjoy fresh air and sunshine. If a child is well enough to come to school, he will participate in outdoor play when it is scheduled. Please make sure your child has appropriate attire (coats, hats) during cold weather. Exceptions may be made for health reasons if the child has a written doctor's note excusing him from playing outside. Students shall follow school Code of Conduct at all times.

PTA

The parent-teacher association is designed to improve the relationship between parents and the school, to enhance the fellowship between parents and teachers at Ambassador Christian Academy, and to help the school in its many programs. Parents are strongly encouraged to attend meetings on the second Tuesday or Thursday of every month (except June, July, and August).

Dress Code

Standard dress

Students are required to use standard dress each day. On physical education days, students may wear the appropriate gym uniform. A physical education schedule will be provided.

Boys standard dress

Navy or khaki pants
Navy or khaki shorts
Navy or white 3 or 4 button polo
Shoes or sneakers

Girls standard dress

Navy or khaki jumper
Navy or khaki skort or skirt
Navy or khaki pants
Navy or white 3 or 4 button polo
Shoes or sneakers

No special dress will be required for chapel days.

Gym clothes

For comfort and safety during physical education, students must wear gym clothes as follows:

Gray t-shirt or burgundy crew (shirts must have ACA logo)

Gray or burgundy shorts or sweatpants (no logo required)

[ACA mascot or event sweatshirts and t-shirts are acceptable alternatives]

Winter dress code

During cold-weather months boys and girls may wear a navy or white turtleneck instead of polo. Leggings or tights (gray, navy, burgundy, or white) are permitted under skirts for warmth. No pants, sweatpants, bright colored leggings, or pajama bottoms are permitted under skirts.

Appropriate presentation of students

Students should always look neat and presentable. There should be no writing on their person. Shirts should be buttoned and modest. *No undergarments should be visible at any time.* A girl's shirt neckline should be no more than one hand's width from the

bottom of her neck. One button may be undone for boys and girls. Skirts, skorts, and shorts must be no more than 2 inches above the knee. Ultimately, ACA staff may determine if clothing is considered to be inappropriate for school.

Footwear

Students may wear shoes or sneakers. Shoes and sneakers must have a heel no higher than 1 inch and a non-scuff sole. The best way to determine this is to rub the sole on a hard surface floor to see if they leave scuff marks. Footwear must fit securely on the students' feet. No clogs, sandals, or flip-flops of any kind are permitted. Shoes and sneakers with wheels are not permitted.

Hair

Hair is to be kept combed and neatly trimmed. Boys' hair may not come over the eyes or collar. Students may use natural hair color as long as there is not undue attention called to the hair.

Outer garments

In the building students are permitted to wear plain navy zip up or pullover jackets. They may also wear ACA logo sweaters, sweatshirts or jackets.

Dress down privileges for birthdays

Each child may enjoy a "dress down day" in honor of his birthday. Students with birthdays in the summer may celebrate their half birthday. Children whose birthdays fall on a weekend may celebrate it the following Monday.

Scheduled dress down privileges

The last Friday of each month will be a Dress Down Day for students. On dress down days, students may wear modest clothing using the following guidelines:

1. No tank tops, spaghetti straps, camisoles or shirts with less than a two-inch wide sleeve.
2. Skirts should be knee length and shorts should be no shorter

than 2 inches from the top of the knee.

3. Students may not wear clothing that has graphics or words on the seat of their pants.
4. Any clothing with graphics or words must be appropriate for a Christian school setting.
5. Footwear must fit securely on the students' feet. No clogs, sandals, or flip-flops are permitted. Shoes may not have a heel higher than 1 inch.

**Please note that Dress Down Days are only scheduled once per month, but random dress down days may be announced for special events. Parents will be notified ahead of time.

**Parents who attend a monthly PTA meeting will be given "free dress down day" cards for each of their children that may be used the following day only.

Lost and found items

Please write your child's name on all personal items and please check them regularly. If your child's name is not on the item, please return the item to its rightful owner or to the school office. Articles found around the school will be placed in the "lost and found" . Possessions may be claimed upon proper identification anytime the office is open. At the end of each school year, we will donate all unclaimed articles.

Student Daily Procedures

Daily exercises

The American and Christian flags are saluted daily and at all assemblies. Teachers will ensure that students show full respect to the importance of the ceremony. The Bible salute shall also be a part of opening exercises along with prayer requests and prayer.

Pledge to the American flag

"I pledge allegiance to the flag of the United States of America and to the

Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.”

Pledge to the Christian flag

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.”

Pledge to the Bible

“I pledge allegiance to the Bible, God’s Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.”

Hall conduct

Students should move quietly and quickly without running. Raised voices will result in immediate discipline. Hall traffic should keep to the right to avoid congestion.

All students must have a hall pass from a teacher to be in the hallway, visit the office, visit the nurse, etc.

Chapel conduct

Students are expected to proceed to chapel in an orderly fashion and show proper respect to all persons appearing before them. Misconduct will result in an after school detention. Repeat offenders will be referred to the principal.

Physical education excuses

The nurse may excuse a student from physical education for one day. Students who need a longer period of time must present written notification from the family physician. This will be accepted only if it includes a diagnosis and specific length of time for the student to be excused from PE.

Medicine

No student is to carry any medication to school. Prescription and over-the-counter medication must be delivered directly to the office by the parent at the beginning of the school day. The school cannot dispense medicine unless it is accompanied by a doctor's note and the parent gives explicit directions on the dosage.

Church attendance

The school encourages all families to become part of a local fellowship and for students to participate in a Christ-centered youth program where they can grow and help those inside and outside the church come to know God.

School attendance – Absence and Lateness

Absences

Attendance and punctuality are considered vital aspects of student growth and education at ACA and regular school attendance is a state law. Students may be absent only for specific reasons and on approval from school administration. A student who is absent or tardy cannot receive the full educational benefit even though "make-up" work is done.

Attendance records will be closely monitored by the homeroom teacher and by the school office and will be considered on a case-by-case basis. Students may not exceed more than ten (10) unexcused absences during the course of the school year. Upon the eleventh (11) absence, the student's performance will be reviewed by the school administration and the student may be required to repeat the grade. Parents may appeal a decision in writing at the end of the school year.

Excused absences will be granted for (1) student illness, (2) serious illness or death in the immediate family, (3) medical examinations that cannot be made after school, (4) complete failure of transportation (this does not include failure to make satisfactory arrangements). If an absence is excused, the student will be marked "absent" in

attendance records but there is not any academic penalty, provided the student makes up the work satisfactorily within the time designated by the student's teacher(s).

****Please note the following regarding attendance:**

- If a child has been absent three or more consecutive school days due to illness, a doctor's note must be presented before the student will be readmitted to school.
- All absences and lateness will be recorded on report cards whether excused or unexcused.
- Students participating in or attending a co-curricular program must attend school on the days of the specific activities in which they will be practicing or participating.
- Necessary family trips may be permitted; however, prior approval must be secured two weeks in advance from the principal and may not exceed 10 school days. Absences as result of a family trip will be counted as a student's total days absent.

Lateness

- A student is late to school if he is not present in the gym by the 8:15AM bell.
- A middle school student is late to class if he enters homeroom after the 8:15AM bell.
- Whenever a student is late, the student and parent must report directly to the school office to obtain a late pass. The student must present the pass to his teacher upon entering class.
- Students should not exceed five latenesses per marking period (a total of twenty (20) for the year). Cases of six or more tardies per marking period will be reviewed by the school council.

Early dismissal from school

If it is necessary for a child to be dismissed before the end of the school day, parents

are asked to call the school office at least one hour before the pick-up time and report to the office to sign out the student.

Missed work, tests and make-up work

In the case of an excused absence or tardiness, it is the student's responsibility to determine what work he missed. A teacher may give as much as an extra week (five school days) to make up some tests, but that is left to the discretion of the teacher.

If a student is only absent one day and it is the day of a test, the student will be expected to take the test on the day he returns. If a test is announced on the day a student is absent, he will be given the same amount of time to prepare as other students who were present for the announcement.

- In K4 – 4th grade, the teacher will provide students with work missed.
- In 5th – 8th grade, the student is responsible to collect all missed assignments from all teachers.

After the first day of absence, a student has two calendar days in which to make up the missed work for every one day absent. Two days will be interpreted as two 24-hour periods following the dismissal time of the first day back. If the due date falls on a weekend, the student may hand the work in on Monday.

Code of Conduct and Discipline

The purpose of these regulations is to ensure that students have the opportunity to learn, to foster growth of the school community and the individuals who are a part of that community. The spirit of these regulations is one that encourages student

responsibility for student actions. The faithful observance of these norms for good order will create an atmosphere conducive to personal growth and academic excellence.

It is the responsibility of the classroom teacher to maintain discipline and to enforce the school rules according to the school-wide discipline code. Each student is expected to:

- Uphold Biblical principles and school standards
- Attend school regularly
- Treat others in the same manner that he/she expects to be treated.
- Come to school prepared with appropriate books and materials
- Respect the rights of others
- Respect school property
- Refrain from conduct that disrupts or threatens to disrupt learning.

If a particular procedure or rule needs explanation or clarification, the Principal should be consulted. Ambassador Christian Academy reserves the right to discipline or dismiss any student who fails to uphold the standards of the school.

When discipline problems arise, usually the concern can be addressed by the teacher. Students who violate school rules will receive consequences ranging from warnings to detentions, in school suspensions, or in the case of serious offenses, out of school suspensions. Parents will be notified of any serious or repeated infractions and will be required to meet with the Principal. The three categories of infractions recognized by ACA and three levels of commensurate discipline are:

- **Infractions relating to school attendance, class attendance and punctuality** initially earn a warning. These rules are instituted because school attendance is mandatory (by law) and class attendance is required for learning. (Please refer to attendance policies for detail on repeated infractions.)
- **Infractions against good order, property and the necessary conditions for the health and safety of students and staff** require an in-school suspension (ISS). In a school where people are carrying out

various assignments in different settings, the rights of one person or a few cannot be allowed to violate the rights of others. Also, the protection of property and the enforcement of rules for safety are in the best interests of all.

- **Infractions against person(s)** require an out-of-school suspension (OSS). Learning and growth cannot take place when individuals are not secure from physical threats, verbal assaults or physical harm. This is true for the student, the teacher, the aide, the administrator and everyone that contributes to the educational effectiveness of the school. To this end, this third category of offenses is by far the most serious.

Discipline procedures

Students will be awarded ten (10) merit points at the beginning of each marking period. If a middle school student (grades 5-8) loses all merit points in one marking period, an after-school detention will be assigned. If an elementary student (grades K4-4) loses all merit points in one marking period, teachers will address the situation on a case-by-case basis. An after-school detention with a teacher will serve as a deterrent for most students. However, in the case of repeat offenders, the student will be referred to the Principal. The Principal will evaluate the infraction, implement a plan of action, and call to inform parents of the plan. If the Principal deems necessary, the student will be assigned immediate suspension. A student-parent conference with the Principal will be scheduled before the student will be allowed to return to school.

Additional problems will be handled on an individual basis. It should also be understood that some behavior, such as flagrant disrespect or insubordination, will result in immediate administrative intervention and may lead to disenrollment.

Biblical principle learning packets may be issued by the Principal in conjunction with any of the following:

Warning

A teacher may write a behavior referral slip as a warning to the student. This would be sent home to the parent and may or may not require a parent signature.

Detention

A detention period will be held from 3 to 3:30 p.m. Monday, Tuesday, and Thursday with the assigned teacher. Parents and students will be notified of the rule infraction and the scheduled detention(s) 24 hours prior to the detention period. Failure to return the notice to school with a parent signature will result in additional detentions. It is a parent's responsibility to provide student transportation after detention.

In-school suspension (ISS)

A student given an ISS will remain in one school room all day. All classroom assignments will be sent to the assigned ISS room.

Out-of school suspension (OSS)

A student given an OSS will not be permitted to come to school for the assigned suspension day(s). The student and parents must also attend a conference with the principal before the student can return to school.

School service

A student given school service is required to do various maintenance activities relevant to their infraction. Parental consent is required for a student to complete school service.

Discipline code

As a way of motivating students to strive toward responsible and Godly behavior we are instituting a merit award system. All students will begin each marking period with ten

(10) merit points. As long as the student demonstrates Christian character and age appropriate responsibility, they will maintain the ten (10) points throughout the marking period. Students will lose points if they fail to demonstrate Christian character and responsibility. If at any point in the marking period a student loses all his merit points, an after-school detention will be assigned. After the student serves the detention, he will be given five (5) new merit points. Students who have ten (10) or more merit points at the end of the marking period will be awarded a merit certificate and dress down day card. The following list is only a guideline for examples; ACA staff may adjust or add behaviors and point values as necessary with the approval of the Principal.

Examples of behavior that will cause a student to lose one (1) merit point

- Unprepared for class – books, pencils/pens, paper, etc.
- Items requiring a parent signature not returned by assigned date
- Uniform violations
- Distracting other students during class
- Talking at inappropriate times
- Leaving personal possessions in places they don't belong
- Failure to turn in assigned homework on time

Examples of behavior that will cause a student to lose two (2) merit points

- Chewing gum
- Being out of class without permission
- Unkind words to another student
- Using electronic equipment when not permitted (cell phone, games, mp3's, etc.)

Examples of behavior that will cause a student to lose three (3) or more merit points

- Use of inappropriate language
- Disrespect to another student: pushing, hitting, kicking, etc.
- Disrespect to faculty or staff
- Inappropriate social conduct between boys and girls
- Defacing school property

- Throwing food in the lunch room
- Violation of internet rules and regulations

Certain behaviors will not be tolerated and will be dealt with immediately and severely in a manner deemed appropriate at the time. Examples of such behaviors include:

- Cheating
- Lying
- Direct disobedience or insubordination
- Possession of a weapon
- Possession of pornographic materials
- Use of alcohol or drugs
- Sexual misconduct
- Indecent exposure
- Fighting

Sexual harassment policy

Any pattern of suggestive language, inappropriate touching of a sexual nature, or deliberate act intended to intimidate or preclude one from participating in an activity due to gender may be considered sexual harassment. When an individual feels he or she is being subjected to behavior of this type, it is to be reported immediately to appropriate school personnel or parents. Upon receipt of the complaint, the administrator will investigate and take immediate corrective action. Such action shall include immediate contact with all parents.

All complaints of this nature shall be interpreted in a manner commensurate to the age, grade and maturity of the pupils involved. After notification of parents, if the facts warrant, the police are to be notified so that any potential criminal behavior can be evaluated properly. Disciplinary measures will be administered and determined by the principal and the school board.

Children in grades K-3 will not be considered guilty of behavior termed “sexual

harassment.” Instead, offensive behavior of this kind shall be treated as general misbehavior requiring parent contact, counseling, and disciplinary action. If there is repetitive behavior of this kind, referral shall be made to the Child Study Team for evaluation. Suspension shall be applied only if all resources and disciplinary action have been exhausted.