

# **2023-24 PARENT/STUDENT HANDBOOK**



**Aletheia Christian Academy**

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## *Welcome to Aletheia Christian Academy*

Dear Parents and Students,

Welcome to Aletheia Christian Academy (ACA). We are grateful to the Lord for all that He has done for us. As we look to the future, we are expecting even greater things and trusting the Lord for His continued guidance and leadership in the days ahead.

Please remember that the academy is but an extension of the Christian home and that the primary responsibility for spiritual and other training is yours. “You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.” (Deuteronomy 6:7)

The purpose of the Parent/Student Handbook is to help you better understand the working of the academy, its philosophy, and its requirements. Please read the handbook carefully. If there is any question about any statement in the handbook, please contact the administration for clarification.

We hope this will be a wonderful school year for you.

Sincerely yours,

*Aletheia Christian Academy School Board and Administration*

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# ABOUT ACA

## I. HISTORY OF ACA

Aletheia Christian Academy was formed to provide parents and children a local, educational alternative. The academy is operated by Community Country Church, located in Holdingford, Minnesota. Our first school year begins in fall 2023 serving elementary-age students.

## II. MISSION STATEMENT

The mission of Aletheia Christian Academy is to provide an excellent Christian education.

## III. PURPOSE OF ACA

The ultimate goal and purpose of Aletheia Christian Academy is to disciple children while providing an excellent academic experience, augmented by arts and athletics.<sup>1</sup>

## IV. BASIC PRINCIPLES OF ACA

- The Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
- There is one living and true God, eternally existing in three persons, Father, Son, and Holy Spirit.
- Jesus was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will be personally and visibly returning to this earth at the end of this age.
- All men are sinful by nature and practice. Therefore, they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.
- Every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
- Everything was created by God, through direct creation in six solar days, without the process of evolution, and the early chapters of Genesis are to be taken as literal and accurate history.
- The Holy Spirit convicts, regenerates, baptizes, indwells, seals, and fills the believer at the point of his/her salvation. The filling of the Spirit is manifested by the fruit of the Spirit rather than by any specific spiritual gift.

## V. OUR POSITION ON HUMAN SEXUALITY

We believe that God has commanded that sexual activity be reserved for individuals in a biblical marriage relationship consisting of one man and one woman. We believe that God disapproves of and forbids any attempt to alter one's gender.<sup>2</sup> We believe that the only legitimate marriage is the joining of one man and one woman.<sup>3</sup>

**Lifestyle choices of our students and students' parents must be consistent with the above position communicated in our statement of faith.**

<sup>1</sup> Mark 12:29-31

<sup>2</sup> Genesis 2:24; 19:5, 13; 26:8-9; Lev 18:1-30; Rom 1:26-29; 1 Cor 5:1; 6:9; 1 Thessalonians 4:1-8; Heb 13:4

<sup>3</sup> Genesis 1:26-28, 2:24; Deuteronomy 22:5; Matthew 19:4-6; Romans 7:2; 1 Cor 7:10; Eph 5:22-23

# GENERAL INFORMATION

The Aletheia Christian Academy website is your go-to resource for ACA news, calendar of events, and admissions information. Visit us at: <https://aletheiachristianacademy.com/>

Notice of Nondiscriminatory Policy as to Students – “Aletheia Christian Academy admits students of any color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school-administered programs.” Our ability to provide services for students with special needs will be determined on an individual basis.

Aletheia Christian Academy reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. ACA reserves the right to refuse admittance to anyone it so chooses without defining reason, and to suspend or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The Administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the ACA.

Aletheia Christian Academy does not accept any government money of any kind, allowing us to operate in a manner consistent with our Christian beliefs.

## **School Office Hours:**

School Year: Monday - Friday 7:30 a.m. – 3:30 p.m.

Summer: See website for hours. Call or to schedule an appointment.

## **School Class Hours:**

8:05 a.m. – 2:45 p.m.

**Early Drop-Off Hours:** Students may be dropped off for supervised care before school beginning at 7:45 a.m. There is no charge for this.

**After School Care Hours:** After care Hours are 3:00 p.m. to 5:45 p.m. Students must be picked up from school by 5:45 p.m. See page 28 for fee information.

# ACADEMICS

## I. CURRICULUM

ACA utilizes curricula which meets or exceeds state standards. We will be using My Father's World and Dimensions Math curriculum. Our goal is to integrate biblical truth in all subject matter. We review curriculum annually to make sure standards and objectives meet and/or exceed grade level objectives.

## II. ACA GRADING SCALE:

Elementary: As appropriate for grade level and skills to taught.

For 7<sup>th</sup>-12<sup>th</sup> grade:

|    |        |    |        |   |      |
|----|--------|----|--------|---|------|
| A+ | 100%   | C+ | 85%    | F | <70% |
| A  | 99-95% | C  | 84-78% |   |      |
| A- | 94%    | C- | 77%    |   |      |
| B+ | 93%    | D+ | 76%    |   |      |
| B  | 92-87% | D  | 75-71% |   |      |
| B- | 86%    | D- | 70%    |   |      |

## III. ACADEMIC AWARDS

- "A" Average Honor Roll - No C's or D's are allowed. All courses must average 93.5% or higher.
- "B" Honor Roll - No D's or F's are allowed. All courses must average between 85.5% and 93.4%.

## IV. SPECIAL AWARDS

Awards for academic achievement may be given periodically to qualifying students.

## V. ACADEMIC REPORTS

- Emails* may be sent for any child who failed a test or quiz, who has an excessive number of incompletes, or who is in danger of failing the quarter. Please reply for verification of receipt.
- Progress reports* will be available on Gradelink. Questions about grades and grading procedures should be addressed to the appropriate teacher directly. Parents are encouraged to review their child(ren)'s grades through Gradelink. Parents may sign up for alerts about their child's grades. Parents may also download the Gradelink app. Questions about logging in to Gradelink should be directed to the ACA Administrator.
- Report cards are issued for each nine-week quarter. ***They should be examined, signed by the parent, and returned within one week (except for the 4th quarter).***



**Contacting the teacher with questions about grades:** Email is the most efficient way to communicate between the home and school.

## VI. RETENTION POLICY

Retention decisions will be made on a case-by-case basis.

## VII. BIBLE VERSE MEMORIZATION

Weekly Bible memory verses are required at every grade level. **The English Standard Version is used for memory purposes.**

## VIII. HOMEWORK

It can be expected that most students will have some homework each night. It is difficult to determine the amount of time that each child will spend, since each child works at varying speeds in different subjects. *(A general guide would be from 30 minutes to 2 hours a night.)* The faculty desires to be as reasonable as possible, but it will be virtually impossible to prevent an occasional grouping of assignments in a number of subject areas. Normally some class time is given so students have an opportunity to get an understandable start on the assignment. The kind and amount of homework depends upon the grade level involved, but areas in which some homework might be anticipated include verse memorization, reading, math, and special projects. Any parent who feels that his or her child has too much homework is asked to immediately contact the appropriate teacher.

## IX. LATE WORK & MAKE-UP WORK POLICIES

It is the school's policy to teach our students responsibility. As they are here to learn, homework is not elective for our students. If students are not keeping up with their work, then parents will receive a call from one of our resource teachers to keep the student after school to get caught up.

### A. MISSING WORK DUE TO EARLY DISMISSALS (for any reason, including sports trips)

Students must plan ahead when they have the privilege of participating in extra-curricular activities like athletics or when they are leaving early and missing classes. Students should collect and complete as many assignments as possible beforehand.

Student must arrange taking quizzes/tests ahead of time if possible; otherwise, the quiz/text must be taken the next day.

### B. MISSING WORK DUE TO ILLNESS

- Student and teacher(s) will develop a make-up plan on the first day back. That plan will be given to the student, parents, and teacher(s). The student will be expected to make steady progress on make-up work.
- Student will be expected to keep up with current classroom work (unless the plan indicates otherwise).

### C. SECONDARY UNPREPARED FOR CLASS, TARDIES

- Students receive 3 grace "unprepared for class" per quarter, per class; Lunch detentions are given for each succeeding unprepared.
- Students receive 5 grace tardies to school. Lunch detentions are given for each succeeding tardy.
- On bad weather days, Administrator determines cut-off time for tardies.

#### **D. DAILY WORK**

All daily work is due on the date assigned.

#### **E. NON-DAILY WORK**

For non-daily assignments and/or projects, tests, term papers and reports, *no day of grace will be given*. For example, if a student is present Monday and Tuesday, but absent Wednesday, all non-daily assignments need to be current on Thursday. Students who are present for the review for a test but are absent on an intervening day may, at the teacher's discretion, be required to take the test on time. Note: Any assignments covering more than a week should fall under the non-daily assignments category. Exceptions may be granted by the administration as deemed appropriate (for example, a student is very ill and has a doctor's note). *All home computers and printers should be checked for proper operation so that assignments may be produced on time*. On the occasion that a home printer is not working, the student may handwrite the assignment or arrange to have the assignment emailed to the office for printing.

### **X. STUDENTS TRANSFERRING IN**

Students transferring to ACA will not be required to make up courses offered before the date of transfer. We will attempt to transfer all recognized and legitimate credits to the ACA transcript.

### **XI. ACADEMIC SPECIAL NEEDS: ACA SPECIAL EDUCATION PROGRAMMING AND POLICY**

Students with disabilities are valued at Aletheia Christian Academy. The program exists with the belief that all students, including those with disabilities, can and should reach their full, God-given potential. We strive to partner with families to find the best solutions for students who need additional assistance. Because Aletheia Christian Academy has limited resources, special education support may require partnership with the local, public school.

Students with disabilities at private institutions are protected by the Americans with Disabilities Act (ADAAA) and Section 504 of the Rehabilitation Act. The school receives no supplemental income for students with disabilities. Due to this, special education services may be more limited in scope than those in public schools. Aletheia Christian Academy complies with ADAAA and Section 504 of the Rehabilitation Act in the following ways:

- Aletheia Christian Academy makes individual, reasonable accommodations at no cost to students with documented disabilities. (Please note that accommodations that would cause an undue hardship will be considered but may not be granted).
- Provides equal access and participation to enrolled students with documented disabilities.

- C. Makes modifications “as necessary” to ensure that academic requirements are not discriminatory to students with documented disabilities.
- D. Informs parents and students of available services and the resource for those services.
- E. Provides written information of how to access accommodations and services.

### **Receiving Services**

If your child has a diagnosed disability, documentation may be provided to Aletheia Christian Academy. Administrator and staff will review the documentation and be in touch with the parent or guardian of the student.

### **Transferring Services**

When a student with a diagnosed disability transfers to Aletheia Christian Academy, we request that the parent provide one of the following:

- A. The student’s neuropsychological evaluation.
- B. An evaluation report/IEP from any previous public school.
- C. A 504 or learning plan from a private institution.
- D. Staff at Aletheia Christian Academy will coordinate with the public school when IEPs need to be transferred to the Holdingford School district.

### **Expectations**

Aletheia Christian Academy recognizes that students with disabilities have greater academic and social challenges facing them. Aletheia Christian Academy will provide reasonable support and accommodation to students utilizing intervention plans, 504 plans, or follow outlined accommodations and modifications within a student’s IEP. With these outlined supports in place, students with disabilities are expected to work toward organization, improvement of social skills, turn in assignments on time, study for tests and quizzes, and attend required school events. Students are also expected to attend scheduled tutoring sessions as outlined in their intervention or 504 plan.

In addition, students with disabilities are expected to follow the student handbook and abide by school conduct standards. Aggressive or violent behaviors cannot be tolerated within the school environment. Students with disabilities are subject to the same student discipline as their non-disabled peers as outlined in the student conduct and discipline section of the student handbook.

## **ADMISSIONS PROCESS**

Aletheia Christian Academy admits students of any color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. ACA does not discriminate on the basis of color, national and ethnic origin in administration of its educational policies, scholarship programs, athletic or other school-administered programs. Our ability to provide services for students with special needs will be determined on an individual basis.

Aletheia Christian Academy reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. ACA reserves the right to refuse admittance to anyone it so

chooses without defining reason, and to suspend or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The Administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

Aletheia Christian Academy does not accept any government money of any kind, allowing us to operate in a manner consistent with our Christian beliefs.

Membership in the student body of ACA is a privilege, not a right. If at any time, in the opinion of the administration (Administrator, School Board) it is determined that a student is not in congruence with the goals and ideals of the school, he/she may be asked to leave or not be invited to return the following year.

## I. ADMISSIONS STANDARDS

Transferring students are required to provide a transcript for all prior public, private, or homeschool courses taken. A kindergartner must be five years old by September 1.

## II. ENROLLMENT STEPS

The Administration has established enrollment policies and procedures.

### **Enrollment steps include:**

- A. Call, visit, or download an application packet including the Enrollment Application, Statement of Faith, and Student Handbook.
- B. Complete and return the Enrollment Application to the office with the application fee and any required additional information such as prior transcripts.
- C. A family interview with parents and prospective student(s) is required. The purpose of this family interview is two-fold:
  - 1) It gives the Administrator opportunity to explain the school's philosophy and policies.
  - 2) It helps the family determine if our educational goals mutually coincide.

**Note:** completion of these steps does not guarantee acceptance.

- D. Notification of acceptance or rejection will be given.

### **Upon acceptance:**

- A. Copies of any legal documents describing custody arrangements in the case of a divorced situation must be submitted to the school office. (If custody arrangements change prior to or during the school year, please provide any legal documents describing the new arrangements.)
- B. Copies of any medical alerts/allergy or asthma action plans must be submitted to the school office. (Epi-pens and inhalers, *if prescribed*, must be brought in before the student begins attending school.)

- C. The Emergency Contact form, Medicine Authorization form, Signed Parent/Student Agreement, Birth Certificate, and Immunization Records must be turned in before the student begins school.
- D. Upon acceptance, students in 2<sup>nd</sup> grade and older, will be required to complete a math placement assessment.

**Upon completing this enrollment procedure:**

- A. Parents will be asked to complete the following forms:
  - 1) Request for records
  - 2) Emergency Contacts
  - 3) Authorization to Administer Medication
- B. Parents will need to submit the following items before entrance can be authorized:
  - 1) Photocopy of student's birth certificate
  - 2) Proof of immunizations or notarized exemption form
  - 3) Payment of the curriculum fee and payment of the building/grounds fee

### III. REENROLLMENT PROCESS

Re-enrollment begins early February for continuing students. A letter and re-enrollment form goes home at that time, and parents are notified of re-enrollment fees and tuition costs for the upcoming year. We ask that a \$50 deposit be made at that time to reserve class position. The remainder of the registration fee is due June 15<sup>th</sup>.

If there are any changes in contact information (address, phone, email), please note that on the re-enrollment form. In addition, any changes in custody arrangements or changes to a student's medical health records (new allergies, asthma, updated physical and vaccination information, etc.) must be given to the office upon any changes.

### IV. HEALTH REQUIREMENTS

The Minnesota Department of Health has established requirements for health records which schools must maintain for all students.

Students entering school in Minnesota must be immunized or submit a notarized exemption form according to the requirements of the Department of Health before they can begin classes.

### V. WITHDRAWALS

All students withdrawing from ACA must complete the appropriate withdrawal form. All textbooks and library books must be returned, and outstanding fees paid. No grades, diplomas, credits, or transfer records will be released until all outstanding tuition and fees are paid in full.

Those withdrawing will be charged tuition until the school office is notified by the completion of the proper withdrawal form, which must be signed by the parent or guardian. Notification should be at least one week in advance. When a student is withdrawn, the payment of tuition will be charged

through the current payment period.

ACA will send the withdrawing student's records to the new school after a signed Request for Records Form has been received. Parents cannot personally transfer records. Records cannot be transferred until all fees and tuition have been paid in full.

## AFTER SCHOOL CARE (ASC)

Please contact the Administrator to reserve After School Care for your child(ren). Parents will be charged a separate quarter hour fee for the use of After School Care. Children not picked up by 3:30 p.m. will automatically be put into after school care.

**Picking up Your Child from After School Care:** Parents must sign their child(ren) out of ASC. Our school has secured entrances for the safety of our students. If you send someone else to pick up your child, you must notify the school office.

A supervisor is on duty for ASC until 5:45 p.m.

Students are not allowed to have electronics in After School Care. The office phone is available for emergency contact.

Any changes in your child/children's normal after school routine must be communicated to the office.

## DROP-OFF & PICK-UP PROCEDURES

All visitors, whether parents, students, or vendors, coming during the school day are to sign in at the school office and receive a visitor's badge to wear while in the building. The exception will be scheduled volunteer workers.

Do not leave your vehicle unattended along the curbs. The curbs may only be used as "drop and drive" areas. If parents need to walk their children into the school building or conduct business in the school office, please park in a regular parking space out of the flow of traffic.

### A.M. DROP-OFF

**The school day begins at 8:05 a.m. for all grades.** Supervision begins at 7:45 a.m., it is strongly recommended that students not enter the building prior to 7:45 a.m. unless prior arrangement has been made. Do not use other doors as drop-off points for students.

**Students arriving after 8:15 a.m.** must check in with the office.

### P.M. PICK-UP

All students will be dismissed through the main building doors. Teachers walk their classes out to stand on the sidewalk to await parent pick-up. Please use a traffic pattern that brings all vehicles along the sidewalk. For the safety of the students, they may not cross the car line without permission from a teacher on duty. Do not use other doors as pick-up points for students.

**All students** must also obey the teacher in charge of carline.

As always, **extreme care must be exercised by all drivers** at these high volume, high activity times. Please follow any instructions from the teacher(s) in charge of the car line. We will seek to release the students as safely and promptly as possible. Please do not talk on your cell phone while you are driving and take care when pulling out of the carline once your student is safely in your vehicle.

## ATTENDANCE REQUIREMENTS

Parents must email or call the office by 10:00 a.m. on the day of their child's absence **giving the reason** their child is absent that day, unless prevented by emergency circumstances. (A simple notice that a student will be absent without giving a reason is not acceptable.) The absence will be considered unexcused until parent communication is provided. If the parent fails to notify the school by 10:00 a.m. on the day of the absence, the school office will attempt to reach the parent via phone.

**Minnesota is a compulsory school attendance state.** In other words, absences must not exceed ACA limits and must be carefully planned so that your child complies with state truancy laws.

**Parent notification does not mean an automatic excused absence.** The school Administrator makes the final excused/unexcused determination. The student will have one day to make up work for each day absent. (See **UNEXCUSED ABSENCES**).

## EXCUSED ABSENCES

Excused absences include:

- 1) Illness of student
- 2) Death in the immediate family
- 3) Medical appointment which cannot be scheduled for non-school hours
- 4) Impassable roads/car trouble
- 5) Inclement weather conditions
- 6) Exceptional reasons\*

\* Exceptional Reasons may include special family occasions such as weddings, college graduations, or a situation of extenuating circumstance approved by the Administrator. (See **PLANNED ABSENCES**).

**Students missing school for illness will need a doctor's note for each absence after ten (10) absences in a given semester.** Consideration will be given for special medical circumstances at the discretion of the Administrator.

Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day or evening. Exceptions will be granted if the student is attending an approved activity such as required testing, receiving an award, etc., or has passed the required 24-hour period on medication to permit them to return to school (*this is valid for a school program/concert, not an athletic game*). Participation in athletic games and practices has different criteria.) (See **EXTRA-CURRICULAR ACTIVITIES & ATHLETICS**.)

**To qualify as an exception, the involvement MUST be pre-approved by the Administrator.**

An attempt will be made to have make-up work ready for after school pick-up if it is requested. However, notification after 10:00 a.m., in most cases, will not allow adequate time for the teacher to have work ready by the end of the day.

## PLANNED (PREARRANGED) ABSENCES

Parents may believe it highly advantageous to take their child out of town because of business, family vacation, or similar reasons. Special prearranged permission must be granted by the Administrator to classify the absence as an “excused absence.” Each request for a planned absence must be made at least five (5) days before the absence is to occur. Prearranged absences count against the total number of absences for the semester/year. Parent notification does not mean an automatic excused absence. Should a student need special tutoring as a result of a planned absence, parents will need to arrange after school tutoring with the child’s teacher and pay for their tutoring at a rate of \$25 per hour.

Students taking planned absences must make up the work as prescribed by the individual teacher. For planned/prearranged absences, homework must be completed and turned in ahead of time.

Prearranged absences should be kept to a minimum. Parents must provide five (5) days notice before a prearranged absence. Absences that are not prearranged at least five (5) days ahead will be considered unexcused.

## UNEXCUSED ABSENCES

Absence from school (with or without the knowledge of the parent), without having made arrangements with the school in advance of the absence, and/or absences for reasons unacceptable to the school will be classified as unexcused and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work.

The final decision of whether an absence is excused or unexcused is at the discretion of the Administrator.

**MAKE-UP WORK DUE TO ABSENCE – See *MAKE-UP WORK under ACADEMIC REQUIREMENTS.***

## LATE ARRIVALS

Late arrivals due to a morning medical/dental/ortho appointment, illness, or other approved appointments are not counted as tardies. Please provide advance notice of appointments to the school office. Unexcused late arrivals are counted in the totals for tardies.

## TARDINESS

Students are expected to be at school and in their classroom on time. Students will be considered tardy if they are not in their classrooms at 8:05 a.m. Students in the hallway at 8:05 a.m. are considered tardy.

- Walking into the school building at 8:05 a.m. does not constitute an on-time arrival. Please plan



your arrival time at school accordingly so that your student will have sufficient time to put their coat, backpack and lunchbox away, and be in their seat in the classroom at 8:05 a.m.

- Students arriving after 8:15 a.m. must check-in at the office.
- Grace tardies: Five grace tardies are given per quarter without penalty. Additional tardies are considered unexcused. On the sixth tardy, students will begin to serve lunch detentions. On the student's ninth tardy and each successive tardy, the student will serve an afterschool detention at the Administrator's discretion.

## BIRTHDAY TREATS & PARTY INVITATIONS

Please let the teacher know in advance if you are planning to provide birthday treats. If more than one student is planning on bringing treats the same day, the teacher may request that one student choose another day to bring treats. Treats will usually be served at lunchtime.

Children hosting a birthday party may bring invitations to school if there is an invitation for every child in the classroom or if all the same gender is invited to the party. **Invitations that do not include every class member of the same gender should be distributed outside of school.**

## BULLYING POLICY

### I. PURPOSE

Aletheia Christian Academy (The School) recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Aletheia Christian Academy finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

### II. DEFINITIONS

A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or a group of students against another student that serves as the greatest or sole cause of a student's measurable physical harm or emotional distress accompanied (or not accompanied) by physical manifestations. Purely verbal expression, whether oral, written, or electronic, may only be considered "bullying" provided that it otherwise meets the definition of bullying and, or:

- 1) Such expression is lewd, indecent, obscene, advocating for illegal conduct, likely to incite an immediate breach of peace, or the severe and pervasive use of threatening words that objectively inflict injury; or
- 2) (The School) Administrators or officials reasonably and objectively determine that such expression will cause a substantial and material disruption of school work.
- 3) In the case of cyber-bullying, school administration may contact parents to address an issue that has come to their attention. Repeated issues of cyber-bullying toward students or staff at (The School) may result in suspension or expulsion.

B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by (The School) or one of its schools, including, but

not limited to, any kindergarten, elementary, secondary, or vocational-technical school.

- C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by (The School).
- D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented, or subcontracted by (The School).

### III. PROHIBITION

(The School) prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by (The School).

### IV. REPORTING

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the school Administrator. The student may also report concerns to a teacher who shall notify the school Administrator. School officials are not required to investigate a report if made anonymously unless good cause is shown or stated for filing anonymously or the school officials have good reason to believe that a student may be at imminent risk of physical harm. Students and parents are encouraged to report an incident when it occurs and not wait. This will allow school administration to deal with issues right away rather than waiting and allowing the situation to escalate/worsen.

### V. INTENTIONALLY FALSE REPORTS

Making intentionally false reports about bullying is prohibited and is subject to discipline.

### VI. PARENTAL NOTIFICATION

(The School) reserves the right to question a student or students, just as they would in any other discipline matter, to investigate a complaint. If an issue of bullying has been determined, the parents of the child suspected of bullying will be contacted by the administration.

### VII. INTERPRETATION AND APPLICATION

- A. This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views.
- B. It shall be presumed that all verbal expression, whether oral, written, or electronic, relating to religious, philosophical, or political topics or viewpoints is protected by the First Amendment and shall not be classified as "bullying" under this policy unless specific facts demonstrate otherwise.
- C. This section does not impede or preclude a student, the student's parents, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law.

# CELL PHONE USE

Students must turn off cell phones upon arrival at school (7:45 a.m. or whenever the student enters the building). Cell phones and electronic devices may not be used by students during the school day. If a cell phone goes off in class, the phone will be taken away and given to the Administrator. The student will need to see the Administrator after school to get it back.

The office phone is available for emergency communication.

# CODE OF CONDUCT

Christian conduct must be the goal for all ACA students. An orderly and disciplined environment, with opportunity for self-development, is fundamental to learning and enables the student to be happy and content. Teachers will seek to deal with students in a Christ-like manner. The individual teacher will handle the need for the correction of any student. While discipline is basically positive training in the right direction (Prov. 22:6), there is the need for correction and adherence to rules. Corrective measures will be taken as each need warrants. If these measures do not produce changed behavior, parents will be asked to deal with the student. Suspension or expulsion may be necessary in extreme situations. (See 'Discipline' section.)

It would be impossible to make rules to cover every type of need. Good behavior must eventually come from within, and not from mere conformity to man-made regulations. However, courtesy to teachers, volunteers, other students, and visitors is required. Each student should strive to be considerate of others despite differences. Rudeness will result in disciplinary measures.

Aletheia Christian Academy is distinctly a **Christian** school. Its purpose is to assist the home in training up a child in Christlikeness. Toward that end, certain expectations have been established regarding student behavior and deportment. Thus, discipline is positive training that equips children to meet the demands, challenges, and responsibilities of life.

**Proper Lines of Parental Communication:** It is of paramount importance that the home and school cooperate fully with one another. If questions arise, the parent should first contact the teacher. Parents should never undermine any aspect of the program and should, therefore, never make derogatory remarks about a teacher or the school in the presence of their child, other students, or other parents. To do so not only violates Scripture and ethics, but tears down the credibility and authority of the teacher. Further, it diminishes the submission of the child to all types of authority and weakens his/her confidence in Christian education. There are proper channels through which problems or disagreements may be discussed. It is only through these channels that anything constructive can be accomplished. We ask our parents to go to the teacher should concerns arise. If after speaking to the teacher, concerns still exist, parents are to go to the Administrator.

## I. GENERAL BEHAVIOR

- A. Students at ACA are expected to refrain from hitting, kicking, cheating, swearing, off-color language, smoking, vaping, or other tobacco use, gambling, profane music, drinking alcoholic beverages, and using illegal drugs in any form.
- B. They are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, honesty, kindness, language, morality, and decorum. Students must agree to

strive toward unquestionable character in dress, conduct, and attitude.

- C. Students are expected to respect the property of the school and of others. Damaged or defaced property is to be replaced at the offending student's expense. Students may not go into another student's backpack, lunch bag, or other personal belongings.
- D. Students are not permitted to bring to school disruptive items or items which have a primary purpose as a weapon, including, but not limited to guns, water guns, matches, lighters, pocketknives, personal electronic devices such as MP3 players, tablets, and electronic games.

## II. CARE OF PROPERTY

Aletheia Christian Academy is God's property. Care and respect for the appearance of the school are both important parts of maintaining the Christian testimony presented by ACA.

Students are expected to take proper care of all books and school equipment. Sitting on desks or tables, defacing desks, eating in restricted areas, littering, etc., are not permitted. Willful damage to school property will not be tolerated. All damage must be paid for, whether willful or accidental.

Mandatory suspension and possible expulsion accompany willful damage by any student. All students are expected to report any damaged furniture or other school property to their teacher immediately.

## III. DATING GUIDELINES

ACA does not encourage dating but encourages students to be friendly and form friendships with all students around them. Proper Christian conduct between boys and girls will be emphasized and upheld in school. Students loitering in hallways or out-of-the-way places as small groups or couples will be subject to disciplinary action. No holding of hands, arms around each other, or other physical contact between boys and girls will be permitted on school time or at school functions (including field trips, sports events, school programs, social events, etc.)

## IV. IMMORALITY

In accordance with the ministry's statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior. The following will constitute grounds for expulsion: any immoral act or identifying statement concerning fornication, adultery, homosexuality, bestiality, or transgenderism. (Gen. 2:24; Gen. 19:5, 13; Gen 26: 8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 1 Cor. 6:9; 1 Thess. 4:1-8; Heb. 13:4).

## CONTACTING STUDENTS (DURING SCHOOL HOURS)

Messages and deliveries from home should be left in the school office. They will be delivered at an appropriate time so as not to disturb a class in session. Students will be called out of class for a phone call only in an emergency. Students may return calls from parents at break times or lunchtime but must do so in the school office. Please don't make it a practice to text your child during school hours. If their cell phone goes off in class, it will be confiscated.

# CONTACTING TEACHERS (DURING SCHOOL HOURS)

If it is necessary to contact a teacher by telephone, please email the teacher your phone number or call the school office. Teachers are not permitted to leave their classrooms to answer the telephone. Please do not make it a practice to call teachers at their home. They will return your call in a timely manner sometime after school. Email is generally the best way to contact a teacher. Teacher emails are listed in the Staff Directory at the end of this handbook.

## DISCIPLINE

### A. DISCIPLINE PHILOSOPHY

1. It is our desire to instill patterns and attitudes in our children that will produce godliness, others-directedness, and self-discipline. Our goal is to administer discipline in love as a preventive and corrective measure to achieve these goals.
2. Since the elementary child is under the direct supervision of one teacher most of the school day, each teacher maintains a disciplinary record for each student. ACA uses assertive discipline techniques. The advantages of the system are as follows:
  - a) Assertive discipline consists of both positive and negative consequences for behavior, providing a balanced approach to discipline.
  - b) Correction often takes place on the day of the infraction; immediacy is an essential component of any effective discipline program.
  - c) Assertive discipline provides a consistent program of discipline, yet it can be tailored to meet the needs of a specific grade level.

### B. DISCIPLINE PROCEDURE

Our staff have the freedom to create their own specific discipline system, generally, the consequences of poor behavior will result in the following:

- First Infraction – Warning
- Second Infraction – Warning plus consequence (set by the teacher)
- Third Infraction – Warning plus consequence and a note or phone call home to parents
- Fourth Infraction – Detention and email sent home to parents
- Fifth Infraction – Student is sent to the Administrator

#### The Administrator's plan will be as follows:

- First Referral: Administrator will have conference with the student to counsel about behavior – possible/probable parent contact
- Second-Fourth Referral: Lunch or after school detention, Administrator makes parental contact
- Fifth Referral: Parent contact made, additional detention time and parent meeting
- Sixth Referral: Possible suspension, assigned by the Administrator

It is the goal of ACA to be fair and discerning in its discipline code. We will do our best to discern between conduct issues and irresponsibility, and we will work to address issues with the goal of correcting and setting positive patterns of behavior and habits.

Serious infractions will be referred immediately to the Administrator and will be dealt with accordingly. It is the desire of the administration to discipline students in the process of a discipline issue. Parents will be contacted and be a part of the process of correction in all serious matters.

**Examples of infractions which will earn a conduct referral: (*this list is NOT exhaustive*):**

- 1) Intentional distractions or disruptions in class
- 2) Dress code violations
- 3) Writing, passing, or receiving notes in class
- 4) Horseplay/running/shouting in the halls
- 5) Unprepared for same class 2x in one week
- 6) Excessive overdue assignments
- 7) Cheating (first time offense)

**A. AFTER-SCHOOL DETENTIONS:**

A student will receive a PM detention when an infraction of more significance occurs. Therefore, the discipline is more stringent, and the parents are notified by the office sending home a PM detention form for them to sign and return.

- Detention #1 = 30 minutes
- Detention #2 - #4 = 1 hour
- Detention #5 = 2 hours. The two-hour detention must be served over two days: one hour on one night and the second hour the second night.

In the event that a student earns a **sixth detention in the same quarter**, that student is *automatically suspended* for one day. A seventh detention means another one-day suspension. *Any student who earns a third suspension for accumulated referrals in the same quarter places himself in serious jeopardy of dismissal from ACA.*

All PM detentions will be served after school and will take place at least one day after they are issued. PM detentions are generally served on Tuesday and Thursday afternoons (unless special arrangements are made with the Administrator). This is to give the student time to make transportation arrangements. A copy of PM detention notices goes to the student to be signed by the parent and returned. Parents will also be notified by email or a phone call. Students are to report to the school Administrator to serve their detention. After the detention is served, a copy is kept on file in the school office for the remainder of that school year.

**Examples of infractions that will earn a PM detention: (*this list is NOT exhaustive*)**

- 1) Lying
- 2) Disrespect for authority
- 3) Use of restricted areas without permission
- 4) Assignments at least 5 school days overdue
- 5) Profane, vulgar, or improper language
- 6) Repeated conduct referral offenses

- 7) Forging parental signatures
- 8) Deliberate/continued harassment of others
- 9) Minor vandalism (compensation required)
- 10) Repeated cheating

## B. SUSPENSIONS:

Suspensions are assigned for repeated or serious violations of school rules as well as accumulation of detentions. The suspension is 1-5 days in length depending on the severity of the infraction and may be assigned as in-school or out-of-school at the administration's discretion. All daily work assigned during the suspension receives an automatic zero (0%), and all quizzes and tests will begin with a grade of D (75%) with incorrect answers deducted from there. A student that receives a suspension automatically becomes ineligible for the quarter for all extra-curricular activities. Depending on the severity of the offense and at the administration's discretion, the student may not be allowed to represent the school at public events or programs, including all athletic, music, speech/drama events, graded or extra-curricular.

**Examples of infractions that will earn a suspension:** (this list is NOT exhaustive):

- 1) Fighting
- 2) Vandalism
- 3) Repeated or accumulated incomplete assignments (In-school)
- 4) Rebellious attitude or blatant disrespect
- 5) Accumulated PM detention offenses

## C. DISMISSAL:

Dismissal from school is reserved for repeated or very serious rule violations. The possession of, or association with tobacco, alcohol, or non-medicinal drugs (in or outside of school); arrest and conviction for breaking the law; gambling; inappropriate sexual behavior; breaking into the building or a room; stealing; bringing a weapon to school; actual or threatened bodily harm with a weapon; or an accumulation of suspensions are examples of such violations that could result in dismissal from ACA. *Suspensions and dismissals will be noted on the student's permanent record.*

# DRESS CODE

Aletheia Christian Academy desires that its students dress and conduct themselves in a manner that is pleasing to God. We believe that a student's dress and physical appearance are very important in their personal testimony before others. We are not interested in lowering our dress standard but raising it so that our school environment sets a higher standard for learning and for the sake of our testimony.

Choosing to attend ACA implies an agreement between the school and the student's family and **signing the Parent/Administration Partnership Agreement Form** means that parents and students agree to abide by the standards of dress set forth by the school.

We seek to teach our students to dress in a **business casual** style that promotes learning and minimizes distractions. We also expect our students to practice good grooming/hygiene practices. **Please make sure you read this dress code carefully before going "back to school" shopping.**

If parents or students are unsure if an article of clothing meets dress code, please bring that article of clothing to the school office so that we can see it before the student wears it to school, and we will let you know if it meets dress code.

Should a student arrive at school in **violation of the dress code**, he or she will report to the school office and remain there until proper attire is secured. The school maintains a collection of various dress code items to help students change into proper apparel. When necessary, parents will be called to bring in appropriate clothing. All class periods missed for this reason are considered unexcused. Repeated disregard for the dress standard is cause for further disciplinary action.

**Modesty is the prevailing principle**, as well as common sense and neatness. Ask yourself ...

1. **Modesty** – Is my apparel modest, decent, and observing Biblical proprieties?
2. **Testimony** – Does my appearance honor the Lord?
3. **Appropriateness** – Is my appearance distracting to the learning environment?
4. **Deference** – Does my appearance demonstrate that I am willing to restrict my personal tastes/rights for the sake of our school's testimony?

**General Dress Code Reminders:**

1. If an article of clothing needs repeated attention—pulling down, pulling up, readjusting— to meet dress code guidelines, then that item is NOT within the dress code.
2. Leggings may be worn under a dress, skirt, or long shirt.
3. Hats are not permitted in class for boys or girls.
4. Crocks, water shoes, and flipflops are not acceptable footwear.
5. Students' midsections must be covered by their clothing.
6. Students are to enter and leave school in dress code.
7. Undergarments must not be visible.
8. Children should be dressed appropriately warm or cool for participation in daily activities.
9. Students must have appropriate outerwear for cold weather, including jackets, hats, mittens, gloves, and warm footwear.

**Attire for Volunteer Helpers & Parents:** Adults are asked to honor the student dress standards when at the school, on field trips, or at school functions that occur during the regular school hours.

## ELECTRONIC DEVICES

Students are not permitted to bring to school disruptive items, including, but not limited to personal electronic devices such as MP3 players, tablets, and electronic games. **(See also CELL PHONES)**. Electronics in the classroom will be confiscated by the teacher.

Students are not allowed to have electronics in After School Care.

## EXTRACURRICULAR ACTIVITIES & ATHLETICS

ACA will maintain an intermural sports program as the availability of volunteer leaders allows.

### I. ATHLETIC/STUDENT ELIGIBILITY



Students gain the privilege of participating in athletics by maintaining academic and conduct eligibility. **Academics** – Students must maintain an overall average of 77% (C-) or greater without having more than two D's and no F's in any subject at the end of the progress report period and at the end of each quarter. Students not meeting these criteria will be ineligible for two weeks.

## II. EXTRACURRICULAR ACTIVITIES

ACA sponsors out-of-class activities to augment the excellent in-class learning program. We encourage participation in extracurricular activities only for those students who are fully capable of taking on additional responsibilities.

## III. ATHLETIC ACTIVITIES, PHYSICALS, & INSURANCE FORMS

Once every three years, students are required to have a physical examination before practicing or participating in any sport. Each year a Student Athlete Medical Form must be filled out by the parent. This form must be on file in the school office in order for a student to participate in practice or games.

## IV. ATTENDANCE THE DAY OF & THE DAY AFTER AN ATHLETIC EVENT

Students are required to be in attendance at the usual 8:05 a.m. start time on the day in which they play for an organized athletic contest. A pre-approved absence to a funeral service, etc., is an exception. Students are also required to report to school on time the morning after a game and remain for the entire school day. An unexcused absence will result in a one game suspension or loss of privilege to participate.

## V. CONDUCT/DRESS CODE

We require our students who attend an athletic event in which ACA is a participant, whether at home or away, to abide by the school conduct and dress code. We ask that parents and adults be always conscious of their dress and conduct at school events in order to properly present themselves as ambassadors of Christ and to provide an example for the students.

# FAMILY EMERGENCIES

In the event a student must be contacted by a parent due to a family emergency, the parent may call the school office at (320)746-0005. In the event of an emergency, students may use the phone in the school office after receiving permission from the Administrator or a teacher. For information on **Absences** due to Family Emergencies, please see the **Attendance Requirements** section.

# FIELD TRIPS

Field trips are periodically taken. They are intended to be educational and beneficial to the student. A permission slip is required each time a field trip is taken along with the appropriate payment for the cost of the field trip. Teachers make every effort to minimize the cost of field trips. Students are expected to take part in the field trips as part of the regular school day. Often, parents are encouraged to attend with their child and help chaperone the trip. *There are no refunds for field trips if the child/parent cannot attend.*

On occasions, parents will be asked to drive and chaperone. The teacher will give a form to the parent driver to fill out concerning license and insurance information. The form will be kept on file in the school office for use during the year.

## FINANCIAL INFORMATION

### GENERAL FINANCIAL POLICY

Accounts not current by the 10<sup>th</sup> of the following month will be contacted via phone, email or letter stating that the student will not be allowed to continue in school if the account is more than 30 days past due. Special financial arrangements are made **only** through the Administrator.

No permanent records, transcripts, or diplomas will be issued if there is an outstanding balance for any tuition, charge for damage, etc., or if any school property has not been returned or replaced. No child may re-enroll the following year without the previous school year's account paid.

### PAYMENT SCHEDULE

Tuition is divided into 10 payments due the 15<sup>th</sup> of each month. If the due date falls on a weekend or a non-school day, payment is due the following day that school is in session. Tuition must be paid in person or by mail to the school office. Bill Pay payments (through your bank) are accepted and encouraged.

**All tuition must be paid in full by May 15, 2024.** (No grace period in May.)

| Payment | Period          | Payment Due | Payment | Period   | Payment Due |
|---------|-----------------|-------------|---------|----------|-------------|
| 1       | Initial Payment | 15-Aug      | 6       | January  | 15-Jan      |
| 2       | September       | 15-Sep      | 7       | February | 15-Feb      |
| 3       | October         | 15-Oct      | 8       | March    | 15-Mar      |
| 4       | November        | 15-Nov      | 9       | April    | 15-Apr      |
| 5       | December        | 15-Dec      | 10      | May      | 15-May      |

### TUITION RATES AND FEES

| TUITION AMOUNT: |  | GRADES |
|-----------------|--|--------|
| \$5,000         |  | K-6    |
| FEES:           |  |        |
| \$100           | APPLICATION FEE<br>(Per Family) Not refundable; Not transferable; Due upon application     |        |
| \$300           | CURRICULUM FEE<br>(Per Student) Not refundable; Not Transferable; Due upon acceptance      |        |
| \$250           | BUILDING/GROUNDS FEE<br>(Per Family) Not refundable; Not Transferable; Due upon acceptance |        |

| DISCOUNTS:   |              |  |
|--|--------------|--|
| Building /Grounds Fee waived for Community Country Church adherents  |              |  |
| Pay in Full Discount available to families paying the entire years Tuition   |              |  |
| Pay in full Tuition Discount Amount  | <b>\$150</b> | <b>Due By August 15<sup>th</sup></b>                           |
| Pay per Semester Discount available to families paying per Semester  |              |  |
| Pay for Semester Discount  | <b>\$50</b>  | <b>Due by August 15<sup>th</sup> &amp; Dec 15<sup>th</sup></b> |
| Tuition may be paid in 9 payments to the school office. First Tuition payment will be due on or before August 15 <sup>th</sup> . All other monthly tuition payments will be due on the 15 <sup>th</sup> day of each month. An account will be considered delinquent if it is not paid by 4 PM on the 25 <sup>th</sup> of the month. A \$10 late fee will be added to late payments. Students will not be permitted to attend school if the late payment is not made by the last day of each month. |              |  |

## FEES:

**Returned Check Fee** - Any check returned to us due to insufficient funds will be assessed a \$35.00 fee in addition to the replacement of the funds via money order or cash.

**After School Care Fees** – \$5.00 per day (Fee is charged for students not picked up by 3:00PM.)

**Athletic Participation Fees** – Fees are invoiced on the school account. Fee amount TBD.

### **Athletic Fees due dates:**

Fall fees due - October 15

Winter fees due - December 15

Spring fees due - April 15

**Refund Policy:** There are no refunds for athletic fees if the activity is dropped.

## ILLNESS POLICY

### **GENERAL ILLNESS POLICY:**

For the welfare of your child and the school population, please keep your child at home if he/she is ill. All children who were ill must be kept home until they are free from a fever without the aid of fever-reducing medication or free from a vomiting/diarrhea episode for a minimum of 24 hours before returning to school. (This is a state health code.)

### **NOTIFYING THE SCHOOL OF ABSENCE DUE TO ILLNESS:**

If a student is absent due to illness, parents are to call 320-746-0005 or email the school office (info@aletheiachristianacademy.com) to report the illness by 10:00 a.m. on the day of absence so that the attendance report for the day may be completed. It is okay to send a note to the teacher also, but primary notifications of absence due to illness should be made to the office by email or phone message.

## **QUESTION: WHEN DOES MY CHILD NEED TO STAY HOME FROM SCHOOL?**

**DISCLAIMER:** The content below is for informational purposes only and is not a substitute for professional medical advice or consultations with healthcare professionals. Please consult with a healthcare professional for advice and guidance regarding diagnosis and treatment of illness.

### **GENERAL SYMPTOMS OF ILLNESS:**

**Cough** — Coughing could be a symptom of Covid-19, the common cold, or other illnesses. If due to the common cold or a respiratory condition such as bronchitis, a student should remain out of class if the cough is constant and not able to be calmed with cough medication or would be disruptive to the class.

**Eye Drainage/Discharge** — If there is redness of the eye with thick yellow or greenish discharge, the student may return to school 24 hours after medication was started to render the condition non-contagious. (Reddish eyes with clear watery discharge resulting from allergies do not require absence.) If a student is sent to the office for red and/or itchy eyes, the office may call the parent requesting that the child be seen by a physician and receive a doctor's note before he/she may return to school.

**Diarrhea/Vomiting** — If a student has had diarrhea or vomiting, he/she may not return to school until 24 hours AFTER the last episode. This follows the MN State Health Code.

**Fever** — Defined as an oral temperature of 100°F or higher. If a student has a fever, he/she may not return to school until 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication). This follows the MN State Health Code.

**Rash** — Rashes may be caused by various conditions. If a rash may be illness-related or the cause is unknown, the student must be seen by a physician before returning to school to make sure the rash is non-communicable. If a student is sent to the office during the school day for a questionable rash, the office will call the parent to come pick up the child and take him/her to a physician to have it checked. In both cases, the child will need to bring a doctor's note to the school office stating the rash is non-communicable before he/she may return to class.

**Runny Nose** — If due to allergies or the common cold, a student may be in class unless the runny nose is deemed "messy" and/or constant.

### **COMMON COMMUNICABLE DISEASE/ILLNESSES:**

**Chicken Pox** — Students recovering from Chicken Pox may return when all blisters have dried into scabs, generally about 6 days after the onset of rash.

**Common Cold** — Students may be in school as long as their symptoms are well controlled, not severe, and they do not have a fever exceeding 100°F.

**Hand/Foot/Mouth Disease** — Students may return to school after the accompanying fever has been gone for 24 hours without the aid of fever-reducing medication, and the student is well enough to participate in normal activities.

**Impetigo** — Students must be on medication for a minimum of 24 hours to render them non-contagious before returning to school.

**Influenza**— Student may return 24 hours AFTER the temperature returns to normal (without the aid of fever-reducing medication), and the student is well enough to participate in normal activities.

**Lice** — If live lice are found in your child’s hair, your child will be sent home until the lice are eliminated. A handout will be given for effective removal of lice. A re-check in the office will be required before they can return to class.

**Pink Eye** — Pinkeye is a condition which causes redness of the eye with thick yellow or greenish discharge, often with itchiness. This condition is very contagious. The office will request that the child be seen by a physician and receive a doctor’s note before he/she may return to school.

**Ringworm** — Student must be on medication for a minimum of 24 hours before returning to school.

**Scabies** — Student may return 24 hours after treatment was started.

**Stomach Flu** — The student may return to school 24 hours following the last episode of diarrhea or vomiting.

**Strep Throat** — Student may return 24 hours after antibiotics are started.

NOTE: This is not an exhaustive list.

If a student is ill during the school day (a fever of 100 degrees or more, or an episode of diarrhea or vomits), a parent will be called to pick up the child. The expectation is that the child will be picked up within one hour. The ill student will be isolated from other students until the parent arrives.

## LEAVING SCHOOL DURING THE SCHOOL DAY

Upon arrival at school, students are not permitted to leave campus without parental permission. A student who leaves without permission is considered truant. Parents who request their child leave school during the day must provide an email or a note signed by a parent stating the time, specific reason for departure, and phone number where the parent can be reached during the day. This note must be brought to the school office at the beginning of the school day. A note does not guarantee that the absence will be excused. The school Administrator makes the final determination in those cases. Students must sign out in the office when leaving campus. If a situation arises during the day that requires a student to leave the campus, the school office must have verbal permission from a parent.

## LUNCH

Students must provide their own lunches. If a student forgets his/her lunch the school office will contact a parent to drop off lunch or obtain permission to provide a sandwich with a fruit and snack (if available). This must not become a habit.

## MEDICAL/DENTAL/ORTHO APPOINTMENTS

Medical, dental and orthodontist appointments are acceptable reasons for a late arrival or early dismissal. Non-school days should be used for such appointments; however, if this is not possible,

appointments should be scheduled for as close to the end of the school day as possible.

When it becomes necessary for the parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the school office.

**Parent/Guardian notification via written note/email/phone call** to the school office is required so that teachers may be properly notified.

ALL pick-ups must be made at the school office door.

## MEDICATIONS AT SCHOOL

Acetaminophen, Ibuprofen, chewable antacid, and cough drops are available from the school office. The parent must fill out the **Authorization to Administer Medication** form, which gives permission for your child to receive these medications. If you would like us to contact you first, please indicate “CALL FIRST” on the form, and give us the appropriate telephone number to call.

Any student needing special medication must bring the medication along with a note of the times, dose, type of medication, and reason for the medication signed by the parent. This note will be attached to the form in the school office. Students are not allowed to have any vitamins, supplements or medications in their possession while in school, with the exception of cough drops.

**INHALERS/EPI PENS:** Student’s inhalers are to be kept in the office. EPI pens are kept in the school office for students who have an allergy that would require use in an emergency. The inhalers/EPI pens kept at school will also be sent with the student’s teacher for field trips and other off-campus outings.

## MONEY

There may be times during the school year that teachers will request money. Some occasions might include, field trips, books, etc. Money should be sealed in an envelope or baggie and clearly labeled with: *Child’s name, \$ amount and purpose, teacher’s name.*

## MUSIC PROGRAM

Music program may be available depending on resources.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held twice per year.

Elective conferences are available at any time and may be initiated by either the parent or the teacher. Please contact the teacher to arrange a time.

## PETS

During drop off and pick up, please keep pets in vehicles. Pets should not be on campus during school or school events. If brought to school for show and tell, the pet must be always on a leash

and under your full control, having made previous arrangements with your child's teacher.

## PHOTOGRAPH USAGE OF STUDENTS & STAFF

Unless notified by the parent or guardian, ACA requests the right to use school photographs of students, staff and parents/grandparents participating in various school activities in published materials such as the yearbook, website, newsletters, and advertisements.

## PLAYGROUND

The playground is for use during school hours. Elementary students will not be allowed to play on the playground before or after school without teacher or parental supervision. On occasion, After School Care may use the playground. Pets are not permitted on the playground.

## SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)

Decisions regarding school closings will be made by 6 a.m. if possible. We have an emergency texting system (REMIND) that we use to text all ACA families in the event of a school closing. All school closing announcements due to weather, etc., will also be posted on the ACA website. If the school should need to close because of any other reason, our REMIND system will immediately be used to notify all the parents.

## SOLICITATION

Solicitation is forbidden at ACA without the permission of the Administrator. This includes selling of tickets/candy, distribution of political materials, circulation of petitions, handing out event flyers, etc. The exception is ACA authorized class fundraisers.

## SPECIAL PROGRAMS/CONCERTS

All students are expected to attend school programs and activities in which they are scheduled to participate. Failure to do so will result in disciplinary measures and/or academic penalty. **The Administrator must approve release from participation.** Parents are encouraged to consult the school calendar given at the beginning of the year in the orientation packet and note the scheduled school events. Any ACA student attending a special program must be in appropriate school attire.

## TELEPHONE USE

During school hours, students must obtain permission from the school office or the Administrator to use the telephone in the school office. Please limit the use of the school phone to school business by parent request only.

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks remain the property of the school. Students are loaned textbooks and may be supplied with workbooks for their classes. The student is responsible for the care and maintenance of his/her

books. Workbooks may or may not be written in. A damage fee is assessed for excessive wear or damage to any book. This fee is usually \$10-\$25 per book. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him/her. Book replacement costs range from \$20-\$40. If books are written in or are considered to have irreparable damage, the full price of the book will be charged. A book with a broken binding (mostly from being bent backwards or closed with items in the pages) is considered damaged beyond repair, and the full price of the book will be charged. Teachers will assess small wear and tear fines of \$1-\$5 at the end of the school year for textbooks requiring extra care to bring them back to usable condition.

**Books needing repair:** Books with ripped covers or ripped pages, pages that have fallen out or broken bindings are to be brought promptly to the school office for repair.

**Book replacement and damage fees** must be paid prior to the release of the final grades or school records. In the case of lost, unreturned, or damaged library books, all fees must be paid prior to the release of midterm or quarter grades.

## TRANSPORTATION

**CARPOOLS** – Parents wanting to carpool should coordinate with one another and notify the office of arrangements, so students are released to the right individuals.

## VALUABLES

Students are cautioned not to bring large amounts of money, cameras, or valuables to school, and if they wear glasses or watches, they must keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary for a student to bring valuables to school, he/she may deposit them in the school office for safekeeping.

Elementary students are cautioned against bringing toys to school. If a teacher asks a child not to bring a certain toy to school for any reason, the child is expected to comply. If a teacher finds a toy to be a distraction or causing problems, the teacher may choose to take the toy away. The toy will be returned at a later time.

## VISITORS

All student and/or parent visitors must sign in and receive a visitor's badge from the school office upon entering the building. The Administrator will schedule tours of the school to prospective school families upon request.

Prospective students may visit during class time with prior approval from the school office. Requests must be made at least one day in advance with the Administrator. All visitors must report to the school office first, properly dressed according to ACA code, and with a lunch.

## WEBSITE

Parents and students are encouraged to visit the ACA website for the information including the school calendar.



# STATEMENT OF FAITH

## **The Scriptures**

2 Timothy 3:16-17

We believe the Scriptures, both the Old and the New Testaments, to be the verbally inspired Word of God, written by men in God's control, inerrant and infallible in the original manuscripts, and the final authority in the faith and life. We accept the grammatical- historical system of interpretation of the Scriptures and accept the historical record of the Bible as accurate.

## **The Godhead**

Genesis 1:26

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit, who are identical in essence, equal in power and glory, and possess precisely the same attributes and perfection.

## **The Person and Work of Christ**

Colossians 2:9

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God; that He was conceived of the Holy Spirit and born of a virgin, in order that He might redeem sinful man. He accomplished this redemption by voluntarily giving Himself as a sinless substitutionary sacrifice on the cross, thereby satisfying God's righteous judgment against the sin of the elect. He gave proof that He accomplished that redemption by His bodily resurrection from the grave. He then ascended to the right hand of His Father where He intercedes on behalf of His people.

## **The Person and Work of the Holy Spirit**

Ephesians 1:13-14

We believe that the Holy Spirit is the Divine Person who convicts the world of sin; that He alone brings new life to those who are spiritually dead; that He places all believers into the one true church, which is the Body of Christ and that He indwells them permanently, seals them unto the day of redemption, and bestows spiritual gifts upon them.

## **The Condition of Man**

Genesis 1:26-27

We believe that man was created in the image and likeness of God, in innocence and without sin. But in Adam's sin the race fell, inherited the guilt of his sin, a sinful nature, becoming spiritually dead and alienated from God so that man is a sinner both by nature and by choice. Man, of himself, is incapable of remedying his lost and depraved condition.

## **Salvation**

I Timothy 2:3-6, Ephesians 2:8-9, John 3:16

We believe that salvation is the gift of God's grace given to all whom God has elected to salvation. It includes all that God does in saving the elect from the penalty, power, and presence of sin and in restoring them to a right relationship with God. As such, it is solely the work of God from the initiation to completion. The regenerating work of the Holy Spirit is the cause, not the result, of the believer's saving faith. It cannot be gained by good works but is a gift for all who put their trust in Jesus Christ and His finished work on the cross. All who trust in Jesus Christ as Savior and Lord are forgiven and saved from their sins and made righteous before God and are born into the family of God. God's purpose for saving His elect is so that they bring glory to Him by their lives.

## **Security, Assurance, and Responsibility**

Hebrews 10:22, Romans 8:38-39

We believe that all saved, those in whom God has accomplished His transforming work of grace, are kept by His power and thus secure in Christ forever. This assurance, however, is not the occasion for sin, for God in holiness cannot tolerate persistent sin in His children, and in infinite love He corrects them. True faith in Christ is expressed by a fruitful, God-pleasing life that endures until death.

## **Sanctification**

Ephesians 5:26, Titus 3:5

We believe that God, in the Scriptures, has given us everything pertaining to life and godliness. This includes the salvation from the penalty of sin and just as surely the provision of sanctification (separation) from sin. Sanctification from sin affects both the positional and practical aspects. Positional sanctification is a result of the continuing work of the Spirit using the Word of God to provide nourishment for growth into maturity in Christ. While the process of practical sanctification is assured by the Word and the Spirit, it is yet imperfect in this life. There is some element of corruption in every part of the fallen nature that is the source for the war between the flesh and the Spirit. Spiritual growth occurs as believers feed on the Word and are in fellowship with other believers for encouragement and service.

## **Ordinances**

Acts 2:38, I Corinthians 11:17-26

We believe that our Lord Jesus Christ instituted two ordinances to be observed by all believers as a matter of obedience, not as a condition for salvation: Water Baptism following conversion and the Lord's Supper.

## **The Eternal State**

Luke 16:14-31

We believe that at death the souls of those who have trusted Christ for salvation pass immediately into His presence and remain there in conscious bliss until the resurrection of the body of Christ's coming for the Church, when the soul and the body will be reunited. We then shall be with Him forever in glory. We also believe that at death the souls of unbelievers remain in conscious misery until the final judgment when the soul and body will be reunited and cast into the lake of fire, not to be annihilated, but to be separated from God forever in conscious punishment.

## **Eschatology**

I Thessalonians 4:13-18

We believe, according to His promise, that Jesus will physically return for His people. This truth has been revealed to provide the believer comfort and encouragement in his life.

## **Statement on Marriage, Gender, and Sexuality**

Genesis 1:26-27

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

## **Statement on the Sanctity of Human Life**

Psalms 139

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

## **Education**

Deuteronomy 6:6-9, Proverbs 22:6

Community Country Church and Aletheia Christian Academy believe that parents have a Biblical responsibility to educate their children in the Holy Scriptures.

## **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.