



ACCA HANDBOOK
Revised 2008

“For no other foundation can anyone lay than that which is laid in Jesus Christ”

1 Corinthians 3:11

Dear Parent,

Thank you for selecting Ark City Christian Academy for your children. You have selected a path of education for your child that is rewarding and full of benefits both academically and spiritually. Our prayer is that you will experience the difference a Christian environment and Christian focus to education brings to the life of your child and family.

We are here to work alongside you to help your child succeed academically and prepare them for life. This handbook contains most of the information you will need to become familiar with the day-to-day operation and policies of the school.

Below is our mission statement. Each student, faculty member, and board member commits this to memory. We would like to challenge you to do the same. Each of the six “choices” has been taken from scripture. Something happens when this statement is internalized and applied to our lives as we daily live for Christ. Everything we do as a school is filtered through our mission statement. It is a basis that continually provides our focus and direction as we grow.

It is very important that we as parents keep a proper perspective on why the Christian school exists. Christian schools exist to provide biblically based education to our children. Viewing a Christian school as merely an alternative to something else demonstrates to the Christian community that Christian school education is nice to have available but isn't that necessary in trying to raise one's child in the nurture and admonition of the Lord. The result is that there is a lack of commitment to biblically based education for our children.

If Christian schools are merely an alternative to public schools, then Christian schools and public schools will always be in competition with one another. The public school education system becomes the standard by which Christian schools will measure their success. The goal becomes trying to be as good as or better than the public school. If something “new” is offered in the public school, the Christian school must also follow suit in order to “keep up” with secular education.

ACCA is more than an alternative to public school education. Competition and comparison is not our focus. We are here to help parents fulfill their biblical mandate for “how” God intends for His people to educate their children. Once these scriptural principles are understood the focus is no longer on “where” Christians should send their children to school but on “how” Christians must educate their children. We endeavor to provide a ministry to students, staff, parents and families that transcend “education”. God is at work here; He works and moves through each of us as we allow Him. He uses us to minister and ultimately touch, and impact those outside the walls of the school. You are invited to be a part of this ministry.

As with any group of individuals, everyone doesn't always agree, people make mistakes, and 100% of the people aren't happy all of the time. However, we have a bond in Christ that allows us the grace and ability to work together, to overcome adversity, and succeed (with God's help) to everyone's benefit.

Again, welcome and may God bless you abundantly.

OUR MISSION

Ark City Christian Academy, committed to equipping children for life as Christian leaders who choose: To seek the kingdom of God first, To live a life daily that pleases God, Integrity before immorality, Wisdom above knowledge, Servanthood as a way of life, And Love above all else.

SECTION I: GENERAL INFORMATION

Article I: General Purpose

The purpose of ACCA is to create an interdenominational Christian school for the purpose of teaching children both the precepts of the gospel of the Lord Jesus Christ, and academic subjects in such a manner as to give them the tools to be productive citizens of the Kingdom of God.

In accordance with Deuteronomy 6, we believe the Lord our God is one Lord. We accept the command to “love the Lord your God with all your heart, with all your soul, with all your strength, and with all your mind, and your neighbor as yourself” (Luke 10:27). *We believe God’s Word places the responsibility of teaching and training our children in the hands of parents/legal guardians.* We are to diligently teach God’s Word to our children.

ACCA is to assist parents/legal guardians with this God-given responsibility and to assist the student in discovering and developing his/her individual uniqueness and talents. ACCA is also to train up young people from Christian families by providing a good foundation in God’s Word and an excellent academic education. While students from non-Christian families may be admitted to the school, the purpose of the school is not evangelism of non-Christian families.

ACCA will guide and establish learning experiences that will assist each student to become a maturing Christian person as well as a responsible and productive member of society.

Affiliation Statement

Ark City Christian Academy is not affiliated with, responsible to, or controlled by any particular organized church or denomination of believers.

Article II: Statement of Faith

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Article III: Social Issues

We endeavor to give a Biblical perspective of the primary social issues of our day. We are presently dealing with matters of sexual purity in all human relationships. God's divine design is abstinence before marriage, fidelity in marriage, and no homosexual relations (Genesis 19:1-11; Leviticus 18:22; 20:13; Romans 1:18-32; 1 Corinthians 6:9-11; 1 Timothy 1:8-11; 2 Peter 2:4-10a; Jude 6, 7).

We are concerned about the issues of life. We want everyone to know for sure that they have eternal life. We believe that human life is created by God, individually known by Him before and in the womb, having Divine purpose, created in His image, and sacred. The issue of abortion is a primary concern of our day. We look to the following scriptures to guide us into God's perspective of life: Genesis 1:26-28; 2:7; Exodus 20:13; Psalm 139:13-16; Proverbs 24:11, 12; Isaiah 49:1, 5; Jeremiah 1:4, 5; 20:17, 18; Matthew 1:18; Luke 1:15, 35, 39-45; 18:15, 16.

In all matters we hope to follow the Scripture in loving the sinner and despising the sin.

We are a school welcoming all races and ethnic backgrounds believing that God shows no partiality of persons (Galatians 3:28; Acts 10:34).

Article IV: Philosophy of Christian Education

The philosophy of A.C.C.A. shall be to address the needs of the whole student spiritually, intellectually, emotionally, and physically by providing an education based on Biblical authority, truth, and values.

ACCA starts with the premise that there is a wide world of difference between Christian school education and education that is non-Christian. There are basic differences in two important questions underlying the philosophy of education, namely:

1. What is truth?
2. What is the nature of man?

To answer these two questions, **ACCA believes that the Bible is truth.** It is the infallible point of reference for our lives and the standard for all academic subjects. All standards for ACCA will be consistent with scripture. The student will be taught that he is not the final authority of what is right or wrong, and the education here will not be “value free or neutral.” The fear of the Lord is the beginning of all wisdom and knowledge (Proverbs 1:7, 15:33), and all the treasures of wisdom and knowledge are hidden in Christ (Colossians 2:3).

We also agree with the Scriptures that “all have sinned and fall short of the glory of God” (Romans 3:23), and “all our righteousness are like filthy rags” before the Lord (Isaiah 64:6). Therefore, the student must know that his righteousness and goodness must come from the salvation experience in Jesus Christ, not because all men are naturally righteous.

These are the foundational truths of a Christian education. ACCA will endeavor to provide an atmosphere of love and nurturing in the teaching and training of students. The gospel and academic teaching must be presented and lived before the students in such a way that they will see the love of Christ to the extent that all will want to become His lifelong disciples.

Guiding Principle

Ark City Christian Academy’s guiding principle is to lift up the standard of Christ in all areas of school life, to challenge students to live a life that pleases and glorifies God, and our foundation for instruction, truth and values comes from the Holy Word of God.

Article V: Why the Christian School?

Parents/legal guardians are accountable before God for the training and education of their children. Children are gifts from God (Psalm 127:3-5). Parents/legal guardians are commanded to “train up” their children in the ways of the Lord and not in the ways of the world (Proverbs 22:6, Ephesians 6:4). Proverbs 19:27 states: “Cease listening to instruction, my son, and you will stray from the words of knowledge.” God has been careful to instruct parents/legal guardians as to the type of education a child is to receive.

God has ordained three basic institutions: the Family, the Church, and the State. There is no biblical directive for the State assuming responsibility and authority for the education of children. **The creation of the Christian school, then, serves as an extension of the Christian home in assisting the parents/legal guardians in fulfilling their responsibility to train up their children.**

Article VI: Basic Educational Goals

To accomplish the stated mission, the following goals are given:

1. Recognize that each person is uniquely designed and loved by the Creator; that self-acceptance and the development of one's abilities, talents, and spiritual gifts are the means to a fulfilled life.
2. Encourage each person to make a spiritual commitment to the Saviorhood and Lordship of Jesus Christ; to love God and others; to bear the fruit of the spirit; to share one's faith and serve with a tender, gentle, and caring spirit; to help meet the spiritual and physical needs of the world.
3. Prepare each person intellectually with an academic program of study that develops knowledge and appreciation for literature, history, science, mathematics, music, and art.
4. Equip each person with the skills of listening, reading, writing, independent thinking, communicating, problem solving, and creatively expressing oneself.
5. Emphasize our American heritage, democratic processes, economic principles, and the need for cooperatively working together.
6. Perceive the growth of civilization, the contribution and uniqueness of various cultures and ethnic groups; gain knowledge of significant geographical features, locations, and place names.
7. Foster an awareness of the beauty and balance of the natural laws of the universe as evidence of God's handiwork; the gift of bountiful natural resources; and the importance of being good stewards.
8. Incorporate awareness for the emotional feelings of self and others; for the need of maintaining positive human relationships at all levels; for responsible and mature decision-making and behavior as it relates to sexuality, marriage, integrity, fidelity, loyalty, child and family development.
9. Develop skills for physical survival in our technological age; for proper health, exercise and nutrition practices; for success on the level of education desired; for occupational competence, wise planning and management of financial resources; for the need of life-time learning and the wise use of work, domestic, and leisure time.
10. Create a desire for daily devotions and systematic Bible study; for being familiar with its contents and organizational structure; for memorizing significant selections and modeling one's life upon its teaching; for accepting it as the absolute standard of morality and

ethics; for focusing upon the primary aspects of the Christian faith, and making a commitment to a local church.

11. Prepare oneself for eternal life where each person is ultimately responsible and accountable to God.

Article VII: School Governance

A seven-member board governs Ark City Christian Academy. The parent constituency elects each board member. Members serve a two-year term before rotating off. Members may serve a total of three two-year terms. A member who has served three full terms may serve again after one year of inactivity. Board members must be a parent/guardian of a student enrolled in ACCA for at least one year before being elected. In this manner the school is in essence “a parent run school.” Parents have the opportunity to voice and express ideas, thoughts, and concerns through established procedures.

The school board meets on a quarterly basis and as needed. Parents are notified in advance of the dates and times of board meetings. Parents may request to be placed on the board agenda in advance of the meeting. (Cutoff date to submit a request or to secure a place on the agenda will be determined and announced by the board.)

SECTION II: ADMISSIONS POLICIES

Article I: Notice of Nondiscriminatory Policy

Ark City Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other administered programs. (Romans 2:11).

Article II: School Policy Statement

Ark City Christian Academy is an interdenominational Christian school. **The school board determines policies of the school.** *Parents/legal guardians are expected to cooperate fully with the school policies as set forth in this handbook.* **By signing the parental commitment form you agree to abide by all policies of ACCA.**

Admissions Policies

In order to establish guidelines for admission to Ark City Christian Academy, Inc. our Board of Directors has adopted the following policies.

- A. The Administrator and/or Admissions Committee are given the authority to admit qualified students.
- B. Financial exceptions to the Financial Information Sheet require the approval of the Business Manager/Treasurer before otherwise qualified students are admitted.
- C. Approval of the Board of Directors is required in any exception to the following policies.
- D. Appeals may be made to the Board of Directors.
- E. Parents must subscribe to ACCA's Statement of Faith and desire to cooperate with us to develop their child(ren) so that he/she will be a strong Christian.
- F. We are seeking parents and students who demonstrate the following:
 - 1) The parents (at least one) and the 7th - 12th grade student(s) are born-again Christians (John 3:3, 1 Peter 1:23).
 - 2) The parents and student(s) understand that the school's guiding principle is to lift up the standard of Christ in all areas of school life. To live a life that pleases and glorifies God. To recognize our foundation for instruction, truth, and values comes from the Word of God.

- 3) The parents and student(s) model faithfulness and personal commitment in a Bible believing church that agrees with ACCA's Statement of Faith. This faithfulness is demonstrated by involvement in church activities beyond Sunday morning services.
- 4) The student has a sufficiently positive record of discipline and emotional adjustment to facilitate adjustment at ACCA.
- 5) The 7th - 12th grade student expresses a personal desire to attend ACCA. The K-6th grade student either expresses a personal desire to attend or a willingness to accept his/her parents' wishes in the matter.
- 6) The student does not have a court record.
- 7) The parents are aware and supportive of the policies and role of ACCA in educating their child. The parents agree, in spirit, to the school's philosophy statement; in turn, the child is to exhibit openness to God's direction for spiritual growth through this same philosophy and school policies.

Article III: Attendance Policy

School Hours

1 st -12 th	8:00 A.M. – 4:00 P.M. Monday – Thursday
K4 & K5	8:00 A.M. - 12:00 A.M

Parents are encouraged to be respectful of these times in picking up students after school. If you are going to be late please contact the school office. We strive to adhere to this schedule so that teacher preparation time and personal time will not be infringed upon.

It is the responsibility of the student and parent/legal guardian to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for the maximum benefits.

The following are considered reasons for excused absences:

1. Personal illness, injury, or doctor appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence.
3. Death in the family.
4. Absences with prior approval from the office.

The following are considered reasons for unexcused absences:

Absences for shopping, haircuts, baby-sitting, needed at home, etc., will be unexcused. Parents/legal guardians should be advised that if a student accumulates several unexcused absences, a parent/legal guardian conference would be scheduled in an attempt to resolve this problem.

Procedures to follow when absent and general information:

- Parents/legal guardians are asked to notify the school office by 8:15 a.m. when a student is to be absent.
- Any student leaving the campus mid-day must have permission from the office.
- A student may not be given credit for a class if the student has more than five days of unexcused absences during a semester. Students may not receive credit for classes if their total year absences exceed 20.
- **Students without notes or phone calls from parents/legal guardians will be given an UNEXCUSED absence.** To remove this unexcused status, a note from the parent/legal guardian must be submitted within the next 24-hour period to the office.
- Students will be allowed to make up work missed while absent if the absence is excused. **IT IS THE RESPONSIBILITY OF THE STUDENT TO GO TO THE TEACHER AND ASK FOR THE MAKE-UP WORK.** Parents of younger students may make a request by note for make-up work. Students will not be allowed to make up work missed during UNEXCUSED absences.

Truancy:

Truancy is defined as an absence without the knowledge and consent of parents/legal guardians and/or the school staff. **This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission from the office.** If a student becomes truant a conference must be scheduled before the student will be readmitted to class.

Early Dismissal:

Checking out of school early is strongly discouraged. Parents/legal guardians should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal for medical appointments or other necessary leaves from school for a part of the day, parents are to **send a note to the student's teacher.** If at all possible please make every effort to make the leave of absence request at least 24 hrs. in advance. When picking up students, parents/legal guardians may go to their child's classroom.

Parents who desire that their child be sent to the front of the building for pick-up must submit a request in writing to the child's teacher and include the time. ACCA will not assume responsibility for students who will be waiting for an appointment pick-up once the classroom teacher releases them.

Tardiness:

It is important that students always be on time to school and to class. *By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, but it is essential for the development of personal habits, which are characteristic of success and good citizenship in every walk of life.*

- Parents may drop off their child as early as 7:45 A.M. **Students are to go to their classroom or pre-appointed room.**
- **Each student is expected to be in the classroom when the period begins.** All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he or she is late or does not have the necessary materials.
- Parents, unless your child is driving to school, it is your responsibility to get them to school on time. Help teach them self-discipline by example. If your child is in a car pool it is still ultimately your responsibility.

Procedure for Tardy Students:

- Students are expected to be in school and in class at the scheduled time. Students who arrive at school on time but are **habitually tardy** to class will be subject to loss of recess privileges.
- The building doors at the Calvary Campus lock at 8:30 A.M. Students are considered tardy if they are not in the classroom ready to begin by 8:00 A.M.
- When a student is tardy in the morning or absent a part of a day, a student and parent/legal guardian are to **present or send with the student to the teacher a signed and dated note explaining the cause for being tardy or absent.** Determination of excused or unexcused will be made at a later time in consultation between the teacher and administrator.

Chapel and Assemblies

Chapel and assemblies will be an important part of the spiritual educational program of ACCA. A chapel/devotional period will be held twice a month. Special assemblies may be called when programs are available that will benefit students either academically or spiritually. The following guidelines will be used:

1. Attendance is required of all students.
2. Each student will demonstrate proper courtesy to the speaker or group leader.
3. There will be no unnecessary talking, distracting of others, or disturbances.
4. Students will not be allowed to study during the chapel or assembly period.

Article IV: Financial Policy

- ACCA is a religious, nonprofit institution with an annual budget dependent upon fundraising, the tuition of the students and gifts from friends for operating expenses. Faithfulness in keeping school accounts current is expedient to maintain operating expenses. Teacher salaries are dependant upon the timely payment of your tuition dollars. Other financial policies regarding payments, etc. may be found in the admission materials or on the website.

Scholarships/Financial Aid

Scholarships and or financial aid may be available. Applications for scholarships and financial aid will be available upon request. Scholarships will be awarded based upon requirements of the scholarship, such as academics, etc. Financial Aid (*in the form of tuition reduction*) will be awarded based upon need and availability of funds. A written request for financial aid may be submitted to the school board. Parents will be notified of the amount of financial aid or scholarship. Financial aid is determined by taking into account income, tuition expense, and number of students in family, etc. All financial information will be kept confidential.

Fund Raising:

It is our desire to move beyond fundraising to securing annual endowments and gifts without selling. What we have to offer is worth the cost and sacrifice. However, this is a process that is phased in over time. As contributions grow, and a capital campaign is implemented the amount of fundraising will be decreased. We want to be known for our quality education, environment and the quality and character of our students upon graduating.

Individuals receiving financial aid from the school in any form are required to participate in fund raising efforts of the school.

Fundraising is a natural part of many private Christian education facilities. At least four times during the year the school participates in fund raising activities. We are trying to limit the number we sponsor. However, at this time a large portion of our budget must be met by fund raising efforts. Some of the fundraisers we do annually are a Benefit Auction, Red Wheel Pizza Sale, Dinners and Arkalalah Food Booth.

Donations:

Several individuals believe in Christian education as a ministry. These individuals have committed themselves to monthly contributions. These gifts are tax deductible.

Article V: Academic Policy

Students must maintain at least a C average during any given quarter. Students who drop below a C average in all core subjects will be placed on academic probation for the following quarter. Students who do not show signs of improvement during the probationary quarter may be considered for dismissal upon conferences with parents, teacher and board.

Grading System:

A = 90-100

B = 80- 89

C = 70- 79

D = 60 - 69

F = Below 60

For extracurricular activities no F's are permissible, and any D (only one allowed) must be countered with an A or B in the core subjects.

Retaining Students:

Students who do not pass a core subject with at least a 61% score will be required to make a passing grade in that subject area before proceeding to the next grade level in that subject area. The teacher, administration, parents, and board may consider students who have been on probation for retention.

SECTION III: STUDENT CONDUCT AND DISCIPLINE

A lifestyle, which reflects Christian principles, stands out in today's crowd. At ACCA we have standards of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are simply for the orderly operation of our school.

Students are expected to conduct themselves in an appropriate manner while outside the confines of the school property or school day. **All students enrolled at ACCA represent the school at all times.** Thus, conduct after school should reflect the biblical and Christian principles we believe in. Students may be held responsible for their conduct while not at school.

Article I: Boy/Girl Relations

ACCA provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will be prohibited.

Article II: Infractions

Minor Infractions:

The following infractions constitute examples of unacceptable conduct but are not all-inclusive: chewing gum, running in the building, excessive talking, tardiness, littering in the building or on school grounds, improper behavior during assembly or school-sponsored activities, possession of unauthorized items (radios, toys, video games, toy guns, knives, etc.), consumption of food or beverages in "unauthorized areas." Food consumption will be restricted to the lunchroom or areas specified by the teacher. Speaking disrespectfully to other students, such as name calling, degrading remarks, etc., teasing other students by taking or hiding their property, a stubborn and uncooperative attitude with staff members, and horseplay.

A minor infraction can become a major infraction if repeated.

Major Infractions:

The following infractions constitute examples of unacceptable behavior but are not all-inclusive and will be handled in a firm and earnest manner: unexcused absences, skipping school, chapel, or assemblies, profanity, obscene or suggestive language or gestures, cheating or lying, fighting, disrespect for staff members (Students will address staff members by Mr., Mrs., or Ms., and their last name), all property damage, rebellious or irreligious attitudes, use or possession of drugs, alcohol, and tobacco*, sexual misconduct, theft or vandalism, leaving

school without permission, possession of knives, guns, or other dangerous objects or weapons, a gross defiant attitude toward staff members, by refusing to obey staff directions (This includes but is not limited to defiantly asking “why,” complaining or back talk.), and repetition of minor infractions with no change in attitude.

Any infraction of the above major problems during or after school hours can result in suspension or expulsion from school. Parents will be notified and asked to come to school immediately. Students that commit any of the above infractions will be disciplined immediately.

*** Since the possession or use of these substances by a minor are by law illegal, the school will handle these offenses by reporting to the proper authorities and the parents cases of such infractions.** (Students may be held responsible for their conduct while not at school.)

Article III: Discipline

Students and parents/legal guardians are asked to consider carefully these rules and regulations. Submission of a signed parental commitment form is an indication that both student and parent/legal guardian intend to comply with the rules as stated.

In order to insure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary disciplinary objective will be to develop respect for authority and to develop self-discipline and Biblical patterns of living in the life of the student. All students are subject to the authority of any staff member or volunteer worker at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, aides, secretaries, and visitors at all times.

One of the most important reasons for maintaining discipline in the home or classroom is to provide the framework necessary to build faith in Christ. If we allow ungodly attitudes and behavior to control our classrooms, we will be ineffective in pointing our students to Christ. It is our desire to integrate and practice the Word of God in our classrooms. “The Word of God *changes* things. It *changes* situations. It *changes* behavior. It *changes* people.”

“The purpose of discipline is to disciple students in the Lord’s way. While punishment looks back, discipline addresses the future. “Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior.” When discipline is used as a discipling process, it takes on greater meaning.” At all times we discipline from the viewpoint of love.

Disciplinary Action for Minor Infractions:

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any of the infractions that are not in the best interest of the class, school or are not in accordance with God’s Word and a godly lifestyle. In the case of minor infractions, parents/legal guardians

will generally not be contacted unless the teacher's corrective action has proven unsuccessful and the behavior continues. In this case parents/legal guardians will be involved and informed.

Disciplinary actions can be, but are not limited to, the following: verbal or written warning, parent/guardian conference, noon or recess detention, work detail, nonparticipation in extra-curricular activities, or special assignments.

Disciplinary Actions for Major Infractions:

In case of major discipline problems that would constitute grounds for suspension or swats, parents/legal guardians will be called and expected to come immediately to participate in the discipline process. *The administration, teacher, and parent/legal guardian will agree upon the discipline*

Parents always retain the right for corporal discipline not to be used with their child.

In the event parents are called to the administrative office more than three consecutive times and the student does not correct their behavior the student will be referred to the school board.

The School Board, Administrator, and teacher will handle any cases involving a student's final dismissal from school.

A student who is sent to the office for major discipline problems will not be admitted back to class until the parent/guardian/other relative has come to school and addressed the problem with the teacher and or administration.

Disciplinary Actions for major infractions:

1st offense: Written warning. Student makes written commitment for change, apologies, parent conference, in-school suspension from one hour to a day, and/or other appropriate consequences.

2nd offense: One to two days in-school suspension, swats, and/or other appropriate consequences.

3rd offense: One to two days janitorial or work service during extra-curricular time, Saturday detention, dismissal from school and/or other appropriate consequences.

Positive Reinforcement:

Students are often commended for good behavior or positive actions. Following are some examples of ways that positive behavior may be acknowledged: written or verbal praise, added privilege or responsibility, classroom rewards or acknowledgement before the class.

Negative Reinforcement:

1. **WORK ASSIGNMENT:** When the student's disobedience creates added burden for others and the task can help him visualize this (i.e., wash lockers and tables, pick up trash).

2. ISOLATION: When a student needs to “cool down” and when his/her repeated disruption makes meaningful group activity impossible.
3. SUSPENSIONS: Suspensions from school are a disciplinary tool used to redirect serious or chronic misbehavior.
 - First suspension: Student will be isolated from fellow students and will not be permitted to participate in any school activity (classroom, free time, extra curricular, etc.). Students are to complete assigned work as given by the teacher. Additional work will be given to make up for classroom discussion. If the work is not completed, the student will receive a zero for the work.
 - Second suspension (out of school): Student may not be on this campus and may not participate in any school activities.

The days of suspension will be considered unexcused absences, and grade zero will be given for any work due during that time. Only major tests given during this time may be made up. Before returning to school, parents/legal guardians and student must come in for a conference with the Administrator.

EXPULSION: A student may be asked to withdraw if he/she or parents/legal guardians have exhibited a total disregard for this school and its policies and an unwillingness to correct the problem.

The above disciplines are primary consequences. Other consequences appropriate to the infraction may be used such as genuine apologies or writing words that identify the misbehavior, describes what was wrong with the behavior, and states the intention for corrective behavior in the future. Timely examining and writing the meaning of certain Scriptures, having prayer, and reaffirming the student are commendable. The student’s record, age, the degree of severity, frequency of offenses, and attitude are to be considered for consequences. Common sense assumes many other acceptable and non-acceptable behaviors not listed.

Article IV: Damage to School or Personal Property

Any defacing or destruction of school or personal property must be replaced or repaired. The student and parents/legal guardians will be held responsible for repairs or replacement.

RESTITUTION: Students responsible for damaging, defacing, or destroying school property or property of others will be responsible for making restitution in addition to appropriate punishment as listed above.

Article V: Dress Code

No aspect of Christian testimony is as readily obvious as the matter of appearance. We hold that Christians should present themselves so that Christ would be pleased and honored. A student’s appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Appropriate clothing encourages responsible behavior. One’s personal appearance is a manifestation of self-esteem, and each reinforces the

other. We seek to use every means available to encourage our students to think and act like ladies and gentlemen.

Direct any questions about the intent or provisions of the dress code to the school administrator or school board. All visitors to ACCA will be expected to comply with the general dress code. The school board will have the final word on all matters concerning the dress code.

Parents/legal guardians should read and comply with the dress code. **Do not make the school board, the administrator, or the teachers policemen for this dress code. Be aware of how your child dresses and looks when they leave the house in the morning.**

Scriptural support for a dress code may be found in 1 Timothy 4:12, 1 Timothy 2:9, Deuteronomy 22:5, 1 Corinthians 11:14-15, 1 Peter 3:3, and 1 Corinthians 6:19-20.

General Dress Code Policy:

Students K4 – 12th Grade are not allowed to wear or bring to school any clothing or items such as back packs, toys, shoes, etc., with inappropriate emblems, slogans, ads, or inappropriate cartoon caricatures. This includes Disney, loony toons, care bears, Sesame Street, etc. This is due primarily to the competitiveness, mystical powers, focus, and corporate philosophy sometimes associated with such brands or emblems. These can also bring added distraction into the classroom. We desire our focus to be on Jesus and education not on the emblems, etc. on our clothing and back packs.

Earrings:

Boys are not permitted to wear earrings. NO other body piercing is acceptable.

Hair:

Boys-Hair must be neat and out of the eyes. It must be short on the sides and top. Hair may be worn no longer than the top of a dress collar. No rock styles or extremes are permitted.

Girls-Hair must be neat and out of the eyes. No rock styles or extremes are permitted.

Hats, scarves and bandanas are not to be worn in the building.

General Guidelines for Clothing:

Please consider the fit of clothing. Clothing should neither be too tight nor too baggy. All clothing should be clean and in good repair. It is recommended that clothing with the ACCA logo, such as jackets and sweatshirts, be labeled with the student's name.

Shirts: All shirts are to have the ACCA logo and can be purchased through Elite Advertising. Students may wear short or long sleeve t-shirts, polo shirts, or fleece pullovers. Shirts are to cover the waist. Students should be able to raise their arms, bend over and sit down without exposing their waist or underclothing.

Jeans, Slacks, Capris and Skirts: All pants should fit properly (not tight or extremely baggy) and be moderate cut in the waist. Permissible colors are shades of black, white, brown or khaki, and blue. Low-rise pants are not acceptable. Pants are not to have large logos or writing on them; they should be a solid color. The dirty look or extreme bleached looks are not acceptable. Rips and tears must be patched.

Skirts and split skirts are to be no shorter than the top of the knee. Shorts are recommended under skirts (especially for younger girls on playground equipment).

Shorts & Skorts: K4-6th grades: Shorts and skorts may only be worn in September, October, April and May. The same rule applies for the waistline and colors as applies to jeans and slacks. The length must reach at least mid thigh. Short shorts and skorts are not acceptable. No cutoffs are allowed.

7th-12th Grades: May wear shorts and skorts at their discretion.

Outerwear: All items worn over shirts during class must have the ACCA logo visible. Jackets and fleece pullovers are available through Elite Advertising.

Physical Education Clothing for 1st-6th Grades:

P.E. Clothing is to be worn on Tuesdays and Thursdays.

Students may wear long or short sleeve t-shirts. (from Elite with the ACCA logo)

Windpants are to be worn on P.E. days. These are also available through Elite with the ACCA logo. Shorts should be navy blue-cotton or jersey style. The same rules apply for P.E. shorts as for other shorts. Students may wear shorts under windpants during the winter. Appropriate gym shoes should also be worn on P.E. days.

P.E Clothing: 7th-12th grades

Although older students are not required to wear windpants with the ACCA logo, students need to wear proper clothing including pants or split skirts that are easy to maneuver in and appropriate gym shoes.

Any student not wearing appropriate P.E. clothing and shoes may have points deducted.

Field Trips: Students will generally be required to wear ACCA shirts on field trips.

Dress Code Violations & Enforcement Policy:

*Excuses such as: forgot uniform, didn't get it washed, I can't find it, it doesn't fit will not be excused. **Parents must plan ahead and be organized.** Our children learn more by how we live and conduct ourselves. Let's give them a good example. Teachers will check students each morning for uniform compliance. The following procedures will be followed*

Non-Compliance Procedures:

1. (First offense per 9 week period.) The class teacher will contact the parent via ACCA Communication Form.
2. (Second offense per 9 week period.) The parent will be contacted verbally and by letter from administration.
3. (Third offense per 9 week period.) The parent will be contacted by the school board for a meeting of compliance.

SECTION IV: RESOLVING DIFFERENCES

THE MATTHEW 18 PRINCIPLE

At ACCA we must work together in unity of purpose and harmony of spirit. We all have free wills and naturally want to defend ourselves. However, to love and be fully Christlike is not to put us first, but God and others. The Matthew 18 Principle is Christ's way to solve problems.

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector” (Matthew 18:15-17).

These are the clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.

Two: Keep the circle small. “. . .if your brother sins against you, go and tell him his fault between you and him alone. . .”

Three: Be straightforward. “. . .tell him his fault. . .” Jesus tells us to be forthright and to love honestly.

Four: Be forgiving. “. . .If he hears you, you have gained your brother.”

Five: If the matter is not resolved satisfactorily, more witnesses may be involved. The administrator and finally the school board will participate in resolving the solution. “. . .And if he refuses to hear them, tell it to the church. . .”

Though someone may have not sinned or have an offense against you or you against them this is still the proper way to handle disagreements and problems.

SECTION V: BASIC ACADEMIC INFORMATION

Article I: Accreditation

ACCA will not seek accreditation from the state but will be pursuing accreditation from Association of Christian Schools International (ACSI). We believe accreditation is important and have chosen a Christian agency in accordance with our biblical stance. “Jesus of Nazareth was a man accredited by God to you by miracles, wonders and signs, which God did among you through him, as you yourselves know” (Acts 2:22 NIV).

Article II: Faculty

Since ACCA will be working toward accreditation with ACSI, all staff hired will be required to meet their standards. All staff must be born-again Christians who believe they have the call of God for Christian education on their lives and who are in agreement with the statement of faith.

Article III: Homework

It will not be the policy of the school to assign unusually large amounts of homework. Hard work will be necessary for your child to maintain satisfactory progress in each subject. Homework provides an opportunity to spend time on worthwhile activities and projects. Generally, homework will not be given on Wednesday night. However, sometimes students may bring home work not finished during classtime.

You as parent/legal guardian can help by giving your child a proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework done, including TV and video games.

Article IV: Curriculum

The basic student material utilized in our school is the A Beka book curriculum developed and distributed by A Beka Book Publications. The A Beka book ministry is an outgrowth of over forty years experience with Pensacola Christian School, one of the largest Christian day schools in America, and Pensacola Christian College, which trains teachers and administrators to serve in Christian schools. The purpose of A Beka Book Publications is to provide Christian schools with God-honoring textbooks and teaching aids to complement their ministry. Other curriculum such as Bob Jones from Bob Jones University Press, or ACSI may be used at the discretion of the Board of Directors.

Each day all students will receive instruction in Bible, Language Arts, Mathematics, Social Studies, and Science. In addition to the basic subjects, a physical education program will be offered as well as extracurricular activities. The Bible is considered part of the curriculum. Students have been asked to bring a KJV or NKJV translation as a part of their class supply list. Since we are a diverse group of believers, the school board has requested the students utilize the KJV or NKJV translation. This is not to say that instructors or chapel speakers are limited to the use of KJV or NKJV or that this translation will be promoted over other translations. These have been chosen because of wide acceptance cross denominationally.

SECTION VI: SCHOOL MISCELLANEOUS

Article I: Change of Address or Phone Number

If you change your address, phone number, or work location, please notify the school. It is important that emergency locations be current.

Article II: Closed Campus

We follow a closed campus policy, other than what is mentioned in Section 6, Articles V and X of this handbook. Students must stay on the school grounds from arrival time until dismissal. Students must bring a written parental request to the office to leave the campus. High school students do observe an open lunch.

Article III: Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having a fever or contagious disease (this includes lice). We would appreciate your cooperation in this matter so we can notify other parents. Students with lice will be sent home upon discovery. **Students may not be admitted back to classes until they are nit/egg free.**

Article IV: Emergency School Closing

Occasionally emergency conditions make it necessary to close school. In most cases, this will be due to weather-related conditions, which make the roads impassable or unsafe. In case of emergency closing, such information will be broadcast over the radio no later than the 7:00 a.m. newscast over **KSOK, 1280 AM, 95.9 FM**, in Arkansas City. **The policy of ACCA is to close on those days that the public schools are closed for weather purposes.**

Article V: Field Trips

Field trips are planned for the student's educational value. Notes giving details of the trip will be sent home with the child prior to each field trip. A permission slip must be returned to the office in order for your child to participate in the field trip. On some occasions parents/legal guardians will be invited to participate in the field trips; but it should be understood that the supervision of the students is the responsibility of the teacher, and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures. Parents that attend should understand that they would need to leave younger siblings home as to be able to give their supervision and attention to the group of children that they will be responsible for.

Students are expected to participate in field trips. Should a parent desire for their child not to participate in a particular trip the student is still required to report to school for that day. An

assignment and arrangements will be made for such circumstances. (Preschool being the exception.)

Article VI: Fire Drills

There will be unannounced fire drills. When the fire alarms sound, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking. Each student is to remain with his/her classmates at all times. All classes will have an assigned exit through which they are to pass. A signal will be given to reassemble in the classroom.

Article VII: Tornado Drills

Students will be instructed by their teachers for appropriate action during tornado drills.

Article VIII: Illness During School Hours

If a pupil becomes ill during the day, he may be excused to go home by the administrator. Before the pupil is excused, however, the school office will contact a parent/legal guardian. For this reason, it is important that the school have the correct home and office telephone numbers of both parents/legal guardians.

Article IX: Lost and Found

Please label all of your child's personal belongings such as clothing, backpacks, lunch boxes, supplies, etc. All items found should be turned in to the office. All articles of clothing, personal property, or school supplies that are placed in the lost and found may be claimed before school or at the time designated by the administrator. Students may not use class time to check the lost and found. Items not claimed by the end of the year will be given to charity.

Article X: Lunch

Students are to bring their own lunches along with eating utensils and paper goods (forks, napkins, plates, etc.). High School students only may observe open lunch.

Article XI: Medications

School personnel will give no prescription medications to students unless requested by a doctor's orders. These medications must be given to the teachers to be given at prescribed intervals. Non-prescription medications may be given. However, there must be on file written approval from the parent or guardian. Verbal permission may be given over the phone for one circumstance of a non-prescription medication such as Tylenol or Aspirin for a headache. Permission forms for students to be given herbal remedies must also be on file. Forms are available in the office.

Article XII: Music

Students are not to bring music, CDs, movies, etc., to school or school activities. We pray that parents/legal guardians will exercise Godly leadership with their children at home in the area of movies, music, etc. “Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report; if there is any virtue and if there is anything praiseworthy--meditate on these things” (Philippians 4:8).

Article XIII: Office Hours

The school office will observe regular hours during the academic year. Parents/legal guardians or visitors coming to the school to visit or transact business must come to the office first. Do not go directly to the student’s classroom. Generally the office will be open from 8:00 a.m. till 4:00 p.m. on Monday – Thursday.

Article XIV: School Visitation

Parents/legal guardians are always welcome to visit the school. Those who plan to visit a classroom should inform the school office of their intentions by a note or telephone call. Always check through the office before going to the classroom. **Do not bring other children when visiting.** It should be noted that all visitors must adhere to the school dress code.

Classroom Observation Policy for Outside Observers

Anyone desiring to observe or earn credit via classroom observation may do so provided:

- (1) They make written application including the following information:
 - A brief outline why they wish to observe.
 - Total number of days of observation being requested.
 - Specific starting and ending dates.
- (2) The school administrator must approve it.

There must also be a signed statement of agreement to ACCA’s Statement of Faith along with a signed agreement of having read, understanding and commitment to abide by the school’s policies, procedures, and handbooks.

Article XV: Parties

We will have various occasions for parties throughout the year. Parents/legal guardians will be asked to help furnish various items and supervise the activities of students. Holidays celebrated are Thanksgiving, Christmas, Valentine’s Day, and Easter. Birthdays can be celebrated. Please check with your child’s teacher for appropriate times and treats. Food and drinks

may be served. **There are to be no red drinks to prevent staining on carpets and bare floors.**

Article XVI: Physical Education

All students are expected to participate in recreation or physical education activities unless specifically excused. Rules for student dress during PE classes are set forth in the paragraph on dress code in Section III, Article VI.

Article XVII: School Colors, Mascot

The school colors are navy blue and white. The ACCA mascot is the lion.

Article XVIII: Transportation

ACCA does not provide transportation to and from school. Assistance will be given to help establish car pools. Any other cooperative effort of parents/legal guardians to facilitate transportation of students will be welcomed.

Article XIX: Cell Phones, Telephone Calls and Messages

Students are to turn cell phones off during class time. Secondary students only are allowed to turn phones on during lunch. All telephone calls and messages to students should be directed to the school office. Students will be not be called out of class except in case of emergency. Students are not to use the church phones.

Article XX: Testing By Outside Sources

ACCA is a private educational facility. Consistent with the personal policy accorded to and desired by our parents, ACCA will make no arrangements for outside services including, without limitation, providing any records to any outside service provider, except where required by law. Parents/legal guardians may obtain copies of their student's personal records after payment of an appropriate copying fee. ACCA may note and inform parents/legal guardians if they feel outside services may be needed.

A note will be sent to the parents/legal guardians of the students who have already been tested telling them about the screening. If they want any further action, they are to make arrangements on their own. Parents/legal guardians of students who have not been tested but were recommended for testing will be sent a note telling them that their student may need to be tested. They are then to make arrangements on their own.

ACCA will work with testing agencies on location at the request of parents/guardians to develop necessary educational programs to meet the needs of each student. However, students needing services beyond the scope of the ACCA's ability to provide such services will have to

seek services at locations other than ACCA or withdraw from ACCA to enroll at a facility which can best meet the students educational needs.