

#christianeducation / #educatingforeternity / #safeenvironment

Student Handbook



Andrews Christian Academy

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Cedar Rapids, IA 52411



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andrewsca.org

TABLE OF CONTENTS

| | |
|----------------------------------|-----------|
| MISSION | 5 |
| PHILOSOPHY | 5 |
| WHAT WE BELIEVE | 6 |
| CORE VALUES | 9 |
| EXPECTED LEARNING RESULTS | 10 |
| INTRODUCTORY INFORMATION | 11 |
| Accreditation | 10 |
| Admission | 12 |
| Entrance Age | 13 |
| Admission Procedure | 13 |
| Testing & Placement | 14 |
| Medical Requirements | 14 |
| Acceptance | 15 |
| FINANCIAL INFORMATION | 15 |
| Tuition | 15 |
| Discounts | 15 |
| Registration Fees | 16 |
| Payment & Late Fees | 16 |
| Delinquent Accounts | 16 |
| Financial Assistance | 16 |
| ACADEMICS | 17 |
| Curriculum & Instruction | 17 |
| Community | 17 |
| Grades | 18 |
| Cumulative Folders | 18 |
| Achievement Testing | 18 |
| Scholastic Probation | 18 |
| Acceleration of Students | 19 |
| Retention of Students | 19 |

| | |
|--------------------------------------|-----------|
| Daily Schedule | 19 |
| After School Pick-up | 19 |
| ATTENDANCE | 20 |
| GENERAL INFORMATION | 21 |
| Unpublished Rules & Regulations | 21 |
| Second Language Policy | 21 |
| Tobacco & Drug Free Campus | 21 |
| Bully Free School | 21 |
| Insurance | 21 |
| Accident & Injury | 21 |
| Asbestos | 22 |
| Emergency Closing | 22 |
| Field Trips | 22 |
| Property Rights | 22 |
| Cell Phones & Other Personal Devices | 22 |
| Visitors | 23 |
| School Lunches | 23 |
| Blue Zone School | 23 |
| Telephone Service | 24 |
| Educational Provisions | 24 |
| Volunteering Opportunities | 24 |
| Verified Volunteers | 24 |
| Additional Rules & Regulations | 24 |
| School Emergencies | 24 |
| Illness | 24 |
| Medication | 25 |
| PARENT RESPONSIBILITIES | 25 |
| Parental Involvement | 27 |
| STUDENT REQUIREMENTS | 28 |
| Citizenship | 28 |
| Student Responsibilities | 28 |
| Prohibited Items | 29 |

| | |
|--|-----------|
| DRESS & PERSONAL APPEARANCE | 29 |
| Uniforms | 29 |
| Girls Attire | 30 |
| Boys Attire | 30 |
| Shoes | 30 |
| Physical Education | 30 |
| Outerwear | 30 |
| Prohibited Attire | 31 |
| BEHAVIOR & DISCIPLINE | 31 |
| Student Harassment | 31 |
| Discipline | 32 |
| Dismissal | 33 |
| Complaint Procedure | 34 |

I Am So Thankful We Have Christian Education Available To Support Our Families!

Deuteronomy says, “These commandments are to be on your heart. Impress them on your children. Talk about them from the time you get up in the morning to when you fall into bed at night.” As a parent, this reminded me of the importance of how my children spent the majority of their day. As an educator, I am committed to fulfilling this purpose.

At Andrews Christian Academy, our desire is to ignite a love of learning and prepare students to serve, while ultimately impacting their hearts for eternity.

Adventist Education, is recognized as an excellent education. We teach Godly values and non-compromising morals, while daily challenging our students to think critically, lead selflessly, and boldly reflect Christ’s character ~Mrs. Olson, Principal

MISSION

Andrews Christian Academy assists families in equipping children to grow in their faith, character, and academics, while leading them to lives of learning, serving others, and loving God.

PHILOSOPHY

Andrews Christian Academy recognizes that God, the Creator, is the source of all wisdom and knowledge. We believe the Bible is the inspired, infallible, and authoritative Word of God. Our teachers, who are committed to Jesus Christ, seek to integrate Biblical truth into each subject being taught. It is our goal to invite students to experience a personal relationship with God, through His Son, Jesus Christ, and along with parents, help educate children for eternity.

WHAT WE BELIEVE

What We Believe About the Bible:

The entire Bible, Old and New Testaments, is a revelation of the character of God, given to us with the distinct, inspired purpose of leading us to Jesus and forming us into His image. (John 20:30; 2 Timothy 3:15, 16)

About God:

God is the creator and ruler of the universe. He has eternally existed in three persons – the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. (Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2, 2; 1 Corinthians 13:14)

About Man:

At the conclusion of the Bible's creation story, the first humans are made in the image of God, given dominion over the world, and charged with the responsibility to care for it. But Adam and Eve, who were created with an unforced freedom to make their own choices, disobeyed, ran away, and tried to hide from God, and, as a result of their choice, became mortal. We, their descendants, share this desire to sin and the consequences of those sins. (Romans 3:10, 11; Romans 3:23; Ezra 9:6, 7, 15; Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Isaiah 59:1, 2)

About the Mess We Are In:

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, and the nature of God's government. The conflict began in heaven when Lucifer, an unfallen angel, openly rebelled against God. This world became the arena of the universal conflict, and ultimately will be the scene of the triumph of God's grace and the vindication of God's character with the victorious return of Jesus. (Revelation 12:7-9; Genesis 3:15)

About Jesus:

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from

the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again. (Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14, 15; Titus 2:13)

About Salvation:

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works – only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8, 9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

About Baptism:

Baptism by immersion symbolizes the death, burial, and resurrection of Jesus and is your public declaration that you have accepted Jesus Christ as your personal Savior. Baptism does not save you, but shows the world that you have already been saved. And while baptism is not required for salvation, it is a biblical command and demonstrates your love and obedience to Christ. (Colossians 2:12; Acts 2:41; Ephesians 2:8-9; Matthew 28:19-20)

About the Holy Spirit:

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. (2 Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1)

About the Law:

The Law of God (The Ten Commandments) is the foundational principle that exhibits the character of God. God lovingly teaches us how to love Him and love others. God's law remains the standard of judgment, but since we on our own are incapable of keeping the law perfectly we gratefully accept that the law leads us to Jesus where we find strength and grace to keep God's

perfect law as a symbol of our love for Him. (Psalm 19:7, 8; Matthew 22:37-40; Romans 2:21-23; Matthew 19:17; Galatians 3:24; John 14:15)

About the Sabbath:

The Sabbath is one of the original gifts to humanity at the creation of the world, along with marriage. It remains God's holy day, set apart from all other days as a time to worship the one true creator God. The Sabbath is part of the perfect law of God. (Genesis 2:3; Exodus 20:8-11; John 14:15)

About the Second Coming:

The Second Coming of Christ is the most anticipated moment in earth's history! At the coming of Christ, those who have died as friends of Jesus will be raised from their graves to spend eternity with Him. Those who are still living and have accepted Jesus as their Savior and best friend will also be raised up into the sky to meet Jesus face to face. At the Second Coming, the followers of Jesus will be given new immortal bodies, the earth will be destroyed, and we will be taken to live with God in Heaven. No one knows when this event will occur, so we are implored by Jesus Himself to live each day ready for His coming! (2 Peter 3:10; John 14:3; Matthew 24:26, 27; Matthew 25:13; 1 Corinthians 15:51-54)

About Death:

When we die, we are in an unconscious state—a "sleep"—knowing nothing until Jesus comes at His Second Coming. (Ecclesiastes 9:5; John 11:12, 13; 1 Corinthians 15:51-54)

CORE VALUES

We are committed to **C • H • E • R • I • S • H**:

Christ-centered Living – Reflecting God’s character in attitudes and actions. “You come to him as living stones, a spiritual house that is being built into a holy priesthood. So, offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5

Honor – Showing value, dignity, and high regard for people and property. “Honor everyone. Love the brotherhood. Fear God.” 1 Peter 2:17

Exploration – Discovering new information to gain a deeper understanding of God and His creation. “For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities – his eternal power and divine nature.” Romans 1:20

Responsibility – Following directions, completing tasks, and taking ownership of choices, words, and actions. “In all the work you are given, do the best you can. Work as though you are working for the Lord.” Colossians 3:23

Integrity – Being truthful, fair, and deserving of the trust of others. “Even young people are known by their actions, whether their conduct is pure and upright.” Proverbs 20:11

Service – Working for the benefit of others. “Use your freedom to serve one another in love.” Galatians 5:13

Heroism – Making decisions that align with convictions and beliefs even if it means standing alone. “Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9

EXPECTED LEARNING RESULTS

Christ-centered Students

- Have accepted, or been challenged to accept Jesus Christ as their personal Savior
- Pray daily to God for direction and read His Word daily as a source of truth
- Worship God through vocal and instrumental music
- Experience artistic expression through a variety of creative opportunities in the fine and performing arts
- Participate in all activities with a Christ-like character
- Develop and maintain physically fit bodies because the body is the temple of the Holy Spirit
- Learn to live a healthy and balanced lifestyle

Compassionate Servant-leaders

- Discover God-given abilities while leading in selfless service
- Demonstrate Christian morals, ethics and integrity through positive, productive citizenship
- Understand the biblical definition of leadership as service to others, driven by love
- Contribute to the community as active and informed citizens
- Respect themselves and each other, and display responsible citizenship

Self-directed Learners

- Take personal responsibility in the learning process
- Establish, pursue, and accomplish realistic and challenging personal goals
- Work diligently to be a good steward of time and resources
- Achieve competence in core subject areas as well as other coursework
- Use technology to enhance and facilitate learning
- View learning as a life-long process
- Develop a joy of learning that lasts a lifetime

Capable Communicators

- Share with others their personal relationship with God
- Exhibit an increasing ability to articulate and defend their faith
- Read, write, speak and listen effectively and critically
- Gather, organize and effectively communicate pertinent information
- Use technology as an information resource consistent with biblical philosophy and values
- Develop communication strategies using technological tools

INTRODUCTORY INFORMATION

STATEMENT

Andrews Christian Academy (ACA) is an educational ministry that is part of a worldwide Seventh-day Adventist educational system of colleges, universities and more than 7,000 elementary and secondary schools.

ACCREDITATION

Andrews Christian Academy has fulfilled the accreditation requirements, provisions, and standards as prescribed by the North American Division Commission on Accreditation, Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, National Council for Private School Accreditation, and The Commission on International and Trans-Regional Accreditation. In addition, the Mid-America Union Office of Education also operates a comprehensive accrediting process to maintain a high standard of excellence in all Adventist schools.

QUALIFICATION

ACA teachers are certified by the North American Division K-12 Board of Education and may hold other certifications and state licenses.

SCHOOL BOARD

The school board is elected by the school constituency. The conference board of education and the school constituency delegate the responsibility for the operation for the school to the school board, according to the guidelines and policies stated in the Mid-America Union Education Code and the school constitution.

ADMISSION

ACA is a kindergarten through grade eight school supervised by the Iowa-Missouri Conference of Seventh-day Adventists, to provide for the Christian education of young people, living in Cedar Rapids and surrounding areas.

Students who desire a Christian education and who are willing to live in harmony with the standards of ACA are invited to apply. Registration implies an obligation to meet the financial responsibilities on time.

No religious affiliation is required of any student to attend the school. It is expected that every student who presents himself for admission to Andrews Christian Academy, willingly pledges to observe all its rules, regulations, standards, and procedures both written, verbal, and implied, will maintain a positive attitude, and uphold the Christian principles upon which the school is founded.

Admission is available to students of any race, religion, color, nationality, and ethnic origin. Andrews Christian Academy does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the administration of educational policies, admission procedures, athletics or extracurricular programs

Prospective students and their parents are invited to visit the campus. Admission is granted after testing and acceptance by the school board.

ENTRANCE AGE

In compliance with our local Iowa standards, the school will admit students to kindergarten only if their fifth birthday occurs by September 15 of the year of enrollment. First grade students must have had their sixth birthday by September 15. Age must be verified by a birth certificate for all new or first-time students.

ADMISSION PROCEDURE

New Students must:

1. Complete the Registration forms and return them to the office.
2. Interview with the principal or school staff member
3. Provide references from the previous teacher or principal.
4. Provide all prior testing results, REACH Programs, or IEPs (Individualized Education Programs).
5. All health records including immunization, health form and physician's exam. We recommend eye exams for all students.
6. Birth certificate or immigration record for all kindergarten applicants and new students.
7. Complete the request form for transcripts and grades.
8. If transferring from another Seventh-day Adventist School, past accounts need to be cleared before students are officially accepted at Andrews Christian Academy.
9. Placement testing if necessary
10. Approval of Admissions Committee

Returning students must:

1. Have on file all legal documents and signed registration form
2. Clear any past due accounts

What to bring to registration:

1. At least one parent/guardian
2. Copy of legal birth certificate, not hospital certificate (unless we have on file)

3. Social security number or copy of social security card
 4. Current immunization records (Required by Iowa law)
 5. Health records (see Medical Requirements)
 6. Money for at least the first month of tuition, registration fee, and supply fee.
 7. Copy of IRS 1040 tax form and Financial Questionnaire
- Parents of students transferring from another school will be given a form to request their academic and health records be sent to Andrews Christian Academy. **These records must be obtained from the previous school for registration to be complete.**

TESTING AND PLACEMENT

Placement testing for new students may be required to ascertain proper grade level for each student. Current transcripts, placement tests, teacher evaluation, and a consultation with parents will determine grade placement.

Proper placement will contribute to a student's success and is therefore often a critical decision. Age or grade level at a previous school does not always indicate the proper grade placement at Andrews Christian Academy.

Please understand that ACA is not equipped to handle special needs students.

MEDICAL REQUIREMENTS

Physical Examinations

A physical exam is required for all new students as well as students going into K, 1st, 4th, or 7th grade, or a copy of one given in the past 6 months. A dated physical exam report must be turned in at registration or within 10 calendar days after the start of school. The school also recommends annual eye, ear, and dental exams.

Immunizations

Iowa law requires all students to meet minimum school immunization requirements. Students who do not meet the

requirements cannot be admitted to school. Iowa state law allows for an exemption to be signed and presented by the parents or guardians. Students, who have a signed exemption form on file, may be asked to stay at home if an outbreak of a contagious disease occurs.

ACCEPTANCE

All applications will be reviewed by the ACA School Board before initial enrollment. New students are accepted on a 30-day probationary period. After the probationary period ends, new applications will again go before the School Board for final approval.

The ACA School Board reserves the right to refuse admission to any student if it is determined his/her academic, spiritual or emotional growth cannot be helped by attendance at the school. After the term has begun, the principal may give a student permission to attend classes, pending a decision by the Board.

FINANCIAL INFORMATION

TUITION

The constituency establishes tuition charges and registration fees annually. Tuition is charged and paid on a ten-month basis (August-May) unless prepaid at registration. The first tuition payment and registration fees should be paid at the time of registration. Tuition payment can either be mailed or paid in the office.

DISCOUNTS

Discounts apply to tuition only. Discounts for paying up front do not apply to families receiving financial aid.

Families may qualify for following discounts:

- 10% discount if tuition is paid in full at registration
- \$500 credit for referrals. The referred student(s) must be full paying and complete the school year.

REGISTRATION FEES

Registration must be paid no later than the first day of school, unless arrangements are made with the finance committee. Registration fee includes book rental, workbook purchases, testing, library materials and music supplies. The registration fee is non-refundable after the student has attended the first day of school.

PAYMENT AND LATE FEES

The school account must be kept current. Statements shall be sent from the treasurer each month showing all charges and credits. Full payment is due by the fifteenth of each month. After this a late fee will be assessed. If circumstances arise that prohibit a normal payment, arrangements should be made **AS SOON AS POSSIBLE** with the school for rescheduling payment.

Payment may be made by personal check, cash, or money order. In case of divorce, the custodial parent must take responsibility for the school bill unless we have a written agreement from the other spouse, parent or sponsor.

DELINQUENT ACCOUNTS

To keep within Christian principles, accounts should not become delinquent. Families with outstanding accounts will make arrangements with the finance committee for payment in order for their student to stay at school, or to re-enroll.

Records and transcripts will not be released for students with unpaid accounts. Year-end grades will not be mailed until the account is paid in full.

FINANCIAL ASSISTANCE

Limited financial assistance may be available for families of Andrews Christian Academy showing financial need.

ACADEMICS

Andrews Christian Academy promotes quality, Christ-centered excellence in education. Our goal is to provide a solid educational foundation on which our students can build a successful future.

The curriculum of Andrews Christian Academy meets, or exceeds the challenging and clear requirements of the Mid-America Union Conference of Seventh-day Adventists.

CURRICULUM AND INSTRUCTION

Each class is taught by a dedicated Christian teacher who believes in the Biblical concepts of salvation. Teachers strive to build into the curriculum a philosophy of Christian living that includes moral and spiritual values.

The school provides instruction in the following areas:

1. **BASICS:** language arts (reading, spelling, handwriting, phonics, vocabulary, English, daily oral language & literature), mathematics, science, history, and technology
2. **BIBLICAL EDUCATION:** individual and group learning
3. **FINE ARTS:** music and art
4. **PHYSICAL EDUCATION:** individual and team activities
5. **RESPONSIBLE CITIZENSHIP:** individual and schoolwide

For more information on elementary standards go to:

www.adventisteducation.org/curriculum/elementary/standards

COMMUNITY

It is an integral part of our education to teach students to be respectable members of their country, community, home, and school, as well as their health and environment.

This is achieved by visiting nursing homes, planting a school garden, bees and butterflies repollination effort, community cleanup, honoring our veterans, participating in community events, taking leadership roles, etiquette instruction, healthful living education, and various other endeavors.

GRADES

Quarter grades are issued at the end of each nine-week grading period. Quarter grade cards will be mailed, or handed to the parent/guardian, or received during parent/ teacher conferences. Parents are encouraged to communicate with individual teachers regarding their child's academic progress.

Grade reports for kindergarten will use the following letter grading system: I, P, or NT

I= Independently achieves objectives and performs skills

P=Progressing toward achieving objectives and skills

NT=Needs more time to develop

Grade reports for grades one and two will use the following letter grading system: N, S, E

N=Needs improvement

S=Satisfactory

E=Excellent

Grade reports for grades three through eight, will use the A, B, C, D, F grading system.

CUMULATIVE FOLDERS

Records of academic work, testing, as well as other pertinent information, are passed on to other schools when the student account is paid in full.

ACHIEVEMENT TESTING

Students in grades three through eight participate in the Iowa Assessments, a testing program used by the Mid-America Union Conference of Seventh-Day Adventists schools.

SCHOLASTIC PROBATION

A student who is failing in several subjects may be put on scholastic probation by the teacher or administrator.

Continued failure may result in the student being dismissed from school.

ACCELERATION OF STUDENTS

The acceleration of a student must be beneficial to the student academically, socially, spiritually, and emotionally. It must: meet approved criteria, be recommended by the teacher and administrator, be in consultation with the parents or guardian, and approved by the Iowa-Missouri Conference Office of Education.

RETENTION OF STUDENTS

Consideration to retain the student at a given grade level involves counseling with the student and the parents so that a decision regarding placement is reached cooperatively. No student will be retained for more than two years during the elementary school years. A decision to retain the student must be recommended by the teacher and administrator, be in consultation with the parents or guardian, and approved by the Iowa-Missouri Conference Office of Education.

DAILY SCHEDULE

Monday-Thursday, 8:15 a.m.- 4:15 p.m.

Students should arrive at school and be in their desks and ready for worship at 8:15 a.m. Students will go quietly to their classrooms upon entering the school. Student supervision will be for fifteen minutes before the official start of school and for fifteen minutes following dismissal. If a student needs to stay after school or arrive early, special arrangements must be made with the teacher.

There are not regular classes on Friday unless special circumstances, in which case you will be notified ahead of time.

AFTER SCHOOL PICK-UP

The school day concludes at 4:15 p.m. and parents/families will pick up their children from school in a timely manner. A fee will be charged if pick-up is more than fifteen minutes after dismissal.

ATTENDANCE

Regular attendance and punctuality are directly related to academic achievement and affects the quality of your child's learning experience. Good attendance habits formed in the early years are fundamental in developing a sense of responsibility and steady scholastic progress. Such habits will prove invaluable throughout life.

Andrews Christian Academy, maintains regular attendance and punctuality records, as required by law. Absences and tardiness are entered on the student's permanent record.

Acceptable excuses for absences are illness of the student or death in the immediate family. Parents are required to contact the teacher by 8:00a.m. the day of the absence.

Whenever possible, medical and dental appointments should be scheduled outside of school hours. Parents must provide written, detailed documentation for an excused absence. Provisions will be made for the completion of school work missed due to excused absences.

If your student will be absent for a reason other than illness or a death in the family, arrangements must be made with the teacher/principal at least 1 week in advance. It is the responsibility of the parents to make arrangements for their child to complete any missed assignments.

Regular attendance and punctuality are expected. Tardiness to class is disruptive and must be avoided. A student who is more than 20 minutes late will be marked 1/2 day absent. Three tardies equal an absence.

If a student develops a pattern of excessive absences or tardies, the parents will be contacted and expected to correct the attendance problem. If it is not remedied, the parent/guardian must meet with the principal, teacher, and school board chairman. If this meeting does not produce regular attendance, the matter will be referred to the County Attorney's office to decide the course of action to keep the student in school.

GENERAL INFORMATION

UNPUBLISHED RULES AND REGULATIONS

All rules and regulations adopted by the faculty and/or school board have the same authority as those published in this handbook. Effort will be made to notify parents of these rules and regulations.

SECOND LANGUAGE POLICY

Classroom instruction and discussion will be in English, unless translation is needed, or the other language is part of the learning experience. Students are to speak English on school property, during school activities, or using school transportation. A child's second language will not be used to exclude others from the conversation or to hide the meaning of their conversation from others.

TOBACCO AND DRUG FREE CAMPUS

There is to be no alcohol, smoking, or other drugs on the campus premises, or in school vehicles, at any time.

BULLY FREE SCHOOL

ACA is committed to remaining a bully free school and will not tolerate bullying acts of any kind.

INSURANCE

Each child is covered by an accident insurance policy. The premium is paid out of the registration fee. The coverage is in force during travel to and from regular school sessions and any time the student is on the school grounds or under school supervision during regular school sessions, or after school activities.

ACCIDENT AND INJURY

To limit the chance of accident and injury, a responsible adult will be present during recess periods and periods before and after school. Should an accident or injury occur to a student, the school will render first aid and notify the parents. If the injury is serious, immediate medical attention will be sought

and parents will be notified as soon as possible.

ASBESTOS

While there is no evident asbestos issue, ACA has an existing asbestos management program, which includes: training for employees, procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the plan is available for inspection in the office.

EMERGENCY CLOSING

Necessary closings due to the weather, or other emergencies, will be announced on KCRG TV, kcrg.com, and a message or call to families by 7:15 a.m. Please refrain from calling the teachers, as we will be assessing weather and making phone calls.

FIELD TRIPS

On our registration form we ask for a general permission and medical release to be signed by the parent at the time of registration. There may be additional fees for field trips, pictures, and hot lunches charged throughout the course of the school year. Parents are asked to budget for such fees.

PROPERTY RIGHTS

The school assumes no responsibility for damage to or loss of personal property left by anyone on the school grounds or in the school building either during or after school hours.

A school official may, without a search warrant, search a student, student lockers, desks, or work areas, based on reasonable suspicion, to maintain order and discipline in the schools, promote the education environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or prohibited materials discovered in the search.

CELL PHONES AND OTHER PERSONAL DEVICES

No cell phones or other electronic devices are allowed on campus, or in school transportation. If a student brings such to

school, it will be confiscated. ACA is not responsible for lost or damaged items.

VISITORS

All individuals wishing to visit the school must make arrangements at least one day in advance by calling ahead. Parents are welcome to visit classrooms, and it is required that arrangements are made with the teacher and/ or administration in advance. As a courtesy to both the teachers and the students, parents should wait until a class finishes to converse with a teacher or student. All visitors are to cooperate with the school's standards of conduct and dress.

SCHOOL LUNCHES

Families are to provide a healthy lunch for their students. Lunches may be stored in the student's locker or in the refrigerator. Balanced, vegetarian meals are encouraged. Any type of soda, power drink, caffeinated, or sugar-sweetened beverage is not to be in school lunches. In accordance with Leviticus 11, we ask that no unclean meats are brought to school.

Andrews Christian Academy arranges for hot lunches on a volunteer basis.

BLUE ZONE SCHOOL

Andrews Christian Academy is committed to creating an environment that teaches healthy lifestyle choices for today and years to come. In accordance with Blue Zone Pledge we will:

- Integrate physical activity and nutrition education in the classroom
- Offer balanced and nutritious hot lunches, and request families send nutritious lunches with students
- Celebrate birthdays and other events once a month
- Encourage a healthy and active lifestyle
- Actively maintain a school garden

TELEPHONE SERVICE

The telephones at the school are intended for business use and may be used by the students after approval from the appropriate staff. Messages for teachers or students may be left on the answering machine. Because teachers are teaching classes, calls will be returned when teachers are available.

EDUCATIONAL PROVISIONS

Educational materials are provided to students. Lost or damaged provisions, which require replacement, will need to be reimbursed at full replacement cost. To avoid year-end charges, books should be returned in excellent condition.

VOLUNTEERING OPPORTUNITIES

There are many opportunities for families to volunteer at ACA. Several are listed below:

- School garden
- Hot lunches
- Reading to students
- Assisting students or teachers
- Driving for school transportation
- Mentoring students
- Prayer
- Devotionals
- Landscape care

VERIFIED VOLUNTEERS

All staff and regular volunteers are to complete an online volunteer screening and background check.

ILLNESS

Since children in a classroom environment are susceptible to communicable diseases, students should remain at home, or be taken home, if they have a non-medicated fever or an illness that might be contagious. Please keep your child home for fever (100.4 and above), vomiting, diarrhea, or excessive coughing. They must be fever free without medication, such as Ibuprofen, for 24 hours before returning to school.

MEDICATION

Designated school personnel may only administer prescribed medications if the school administration receives written direction and authorization from the health care provider detailing time schedules, amount, method by which the medication is to be taken, and reason for medication, signed by the parent and physician.

All medications must be brought in the original container.

All medications are to be given to the teacher upon arrival. Bronchodilators may be kept with student in the case of an asthma attack.

Over the counter medication such as Tylenol, Ibuprofen, cough drops, etc., may be given to a child if the teacher feels it is necessary, and a release is signed on the registration form. Parents are contacted when a sick child needs to be picked up.

PARENT RESPONSIBILITIES

The success of a student's school experience is largely dependent upon the support that his/her parents/family provide to the teachers and the school program in general. The following guidelines will be helpful to parents as they team with the teachers and school board, to provide their child with a positive experience at Andrews Christian Academy.

1. We strongly recommend that each child has a balanced and nutritious breakfast and lunch, with appropriate sleep each night. This will assist the teachers during the day with alert children.
2. Students must come to school in proper uniform. Uniforms must be clean and in good repair. Please see "Dress and Personal Appearance" for specifics.
3. Children should be brought to school between **8:05 and 8:15** each day, and picked up in the afternoon no later than **4:30**. If this is not possible, **arrangements must be made with the teachers.** If the teachers are

required to provide additional supervision, an hourly rate will be charged.

4. No cell phones or other electronic devices are allowed at school, or in school transportation. If a device is brought to school, it **will be** confiscated. ACA is not responsible for a lost or damaged device.
5. Snow day notices will be posted on KCRG TV channel 9 by 7:15 a.m. Please ensure we have current phone numbers.
6. Please communicate with the teacher or principal regarding any concerns you may have with your student. Teachers will do likewise. Communication is vital to a positive community.
7. Parents are expected to work positively with the school and teachers in upholding discipline and policies. If your child has disciplinary requirements after school, parents are expected to wait or make arrangements.
8. To respect the teachers' morning preparation for the school day, any concerns regarding academics or discipline will be dealt with after the school day.
9. If a parent is concerned with an action of the school, or teacher, please withhold judgment until the issue can be discussed. Please see "Complaint Procedures" for the process. All discussions shall be kept confidential by all parties, and not discussed with others.
10. A conversation of concern must remain private and not take place in front of any children unless they are directly involved in the situation. If the teacher or parent at any time feels uncomfortable with the situation or conversations, the chairperson or the pastor will need to be present.
11. Students are expected to participate in all school functions outside the school day, with appropriate school attire. Parents are strongly encouraged to attend

all school functions, thus allowing them to keep in touch with their student and the school.

12. It is required that students will do their homework as assigned. Parents/families are asked to support their student's academic endeavors by providing an area at home that is conducive to study, and ensure homework is complete and returned on time.
13. It is expected that students will have access to a functioning computer and printer, to do required assignments at home or the local library.

PARENTAL INVOLVEMENT

Parental involvement is an essential component in school and academic success. The following are examples of ways that you can be involved.

1. Cultivate a positive attitude before the school day begins.
2. Assist your child in organizing, and ensuring homework and books return to school daily.
3. Pray for the students, teachers, and support staff.
4. Read to, or with your student daily.
5. Work with the teacher to be sure your student keeps up with schoolwork.
6. Practicing math facts, memory verses, spelling words...etc. with your child is very beneficial.
7. Attend parent/teacher conferences when scheduled.
8. Volunteer to help at the school.
9. Provide a quiet place for your student to do homework.
10. Attend programs as faithfully as possible.
11. Communicate often with teachers, especially when there are commendations, questions, or concerns.
12. Work with your student to develop his/her internal motivation to succeed.

STUDENT REQUIREMENTS

By the act of applying for admission and attending Andrews Christian Academy, students pledge to willingly observe all printed and announced regulations, and to be committed to following Philippians 4:8 "Fix your thoughts on what is true and good and right. Think about things that are pure and lovely, and dwell on the fine, good things in others. Think about all you can praise God for and be glad about it." LNTV

CITIZENSHIP

Christian students should be good citizens in all aspects of life. The willingness to observe sensible and reasonable regulations as a matter of honor, is the mark of a good citizen.

STUDENT RESPONSIBILITIES

1. Honor the teachings of the Bible and the Seventh-day Adventist Church.
2. Respect and cooperate with all school personnel and volunteers.
3. Respect and care for school property, and the rights and property of others. Any accident or vandalism should be reported immediately. Families will be held financially responsible for damages incurred by the student.
4. Respect and uplift other students. Be a positive role model and school advocate at all times.
5. Put forth a conscientious effort in school work.
6. Maintain an atmosphere for learning.
7. Complete all assignments and homework on time.
8. Abstain from those activities which destroy the development of the physical, the mental, or spiritual life.
9. Obey all regulations announced during the school year.
10. Be pure of heart. Refrain from disrespectful talk, cussing, swearing, and the use of obscene language or gestures.
11. Be honest and kind. Lying, cheating, stealing, bullying, or inappropriate social behavior will not be tolerated.
12. Show proper respect during prayer, worship, Bible, and when honoring our country's flag and national anthem.

PROHIBITED ITEMS

DO NOT BRING THESE ITEMS TO SCHOOL, OR HAVE IN SCHOOL TRANSPORTATION.

- Weapons of any kind. This would include, but not be limited to, knives, or firearms.
- Fireworks of any kind, lighters or matches, etc.
- Telephones or electronics of any kind
- Pornographic material and/or any other sexually explicit, or teacher deemed inappropriate material.
- Drugs, alcohol, tobacco/or tobacco like products
- Personal electronics and/or items of great value
- Jewelry
- Gum or candy

DRESS AND PERSONAL APPEARANCE

The purpose of appearance and dress is to model Christ-like character. Neither dress nor appearance should be disruptive to the learning atmosphere of the school.

UNIFORMS

To provide a safe and orderly atmosphere conducive to education, Andrews Christian Academy has adopted a mandated school uniform policy.

Uniforms must be worn every school day. All shirts must be embroidered with the school's logo. Shirts should be tucked in. Pants, shorts, or skirts must be black and school uniform quality twill ("Dockers" or "Khaki" style material.) No cargo pants, stretchy material, joggers, athletic pants, or jeans.

School will provide shirts, and cardigans. Parents purchase the rest.

Uniforms should be worn at the natural waist line, be well fitted, clean and neat (free of holes, tears, rips, and excessive stains). Hems must not touch the floor. Shorts and skirts must be at least knee length.

GIRLS ATTIRE

- Black skirt, pants, shorts or jumpers, in good repair
- Polo style shirt- red with school logo embroidered on left chest
- Red cardigan sweater with logo
- Modest, white blouse and black skirt, tights with dress shoes for church and concert events
- Socks-white, red, or black
- Tights and leggings are permitted to be worn under skirts, jumpers and skorts
- If a headwrap is necessary, it must be black and inconspicuous.
- Belts- black

BOYS ATTIRE

- Pants or shorts- black uniform quality, in good repair
- Polo style shirt- red with
- Red cardigan sweater with embroidered school logo
- White, long sleeved button front dress shirt, tie, black dress slacks, and black shoes for church services and concert events
- Socks-white, red, or black
- Belts- black

SHOES

Shoes may be casual or athletic shoes, and tied. Flip-flops, clogs or boots will not be permitted during the school day.

PHYSICAL EDUCATION

Students may bring athletic pants or shorts (knee or below) to change into for PE. Athletic shoes, and socks must be worn.

OUTERWEAR

In keeping with the church's understanding that fresh air and sunshine are vital to good health, students will participate in outdoor recreation whenever possible. **Students should dress appropriately for weather conditions. This includes coats, snow pants, boots, hats, and gloves for cold weather.**

PROHIBITED ATTIRE

Boots, hoodies, and other outer wear are NOT to be worn in the classroom.

The following items are NOT to be worn at school:

- T-shirts or other shirt that is not the uniform polo
- Jeans, stretchy pants, leggings, joggers, cargo or athletic pants, or bottoms that are not uniform quality.
- Flip-flops, or slip-on sandals.
- Jewelry (bracelets of any kind, rings, earrings, necklaces, hair-ties on wrist, etc.)
- No hats, bandanas, shoulder wraps or scarves
- No sunglasses
- No tattoos, or writing on body (permanent or temporary)
- No body piercings
- No unnatural hair color, nail color, or make-up

Watches and medical-alert insignia may be worn.

School attire must be worn on field trips, except by teacher permission.

BEHAVIOR AND DISCIPLINE

STUDENT HARASSMENT

Andrews Christian Academy is committed to providing a learning environment that is free from any harassment, for all students. The school will treat allegations of harassment seriously. Students expressing such behavior may be suspended from school. If the behavior continues, or is of a nature deemed very serious, expulsion may become necessary.

The school will not tolerate acts of, harassment (physical, verbal, social, sexual,), intimidation, derogatory remarks, or bullying. It is a violation of the discipline code to harass or bully a student through any conduct or communication (including electronic communication such as e-mail, text messaging, snapchat, YouTube, and any social networking sites)

that has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating or hostile learning environment. The administration will act to investigate all complaints of harassment, bullying or violence, and to discipline any student or employee who harasses, bullies, or is physically or verbally violent to another.

A comprehensive policy statement regarding harassment and bullying are available through the School office.

DISCIPLINE

Should students violate the trust placed upon them of abiding by the rules at ACA, disciplinary action may be required. This action is not the condemnation of the individual, but of the undesirable behavior that produced the discipline. It is the desire of Andrews Christian Academy to hold students responsible for their actions. It is the purpose of the disciplinary action to:

- Stop and prevent a reoccurrence of the specific behavior.
- Protect the rights and safety of others at school.
- Assist in growth and understanding of the student by educating them in appropriate behavior.
- Preserve the integrity of the school by creating an atmosphere where standards are maintained.
- Direct the student toward a more meaningful relationship with Christ. A balance of justice and mercy will be sought.

Unacceptable behavior will be dealt with in a manner consistent with the seriousness of the offense. Staff members, in their respective areas, will handle minor issues. The student(s) will be shown a constructive way to remedy the situation. Compliance and attitude are important elements of reconciliation.

Students in school transportation or attending school events must follow school policy, rules, and procedures at all times.

In more serious situations that require administrative attention, the following steps will take place:

- First violation: The student and/or parents will meet with the teacher and principal. The school board chairman or discipline committee member may be involved at principal's discretion. Discipline will be given.
- Second violation: The parents will be notified immediately. The discipline board will meet with the family and school to determine the corrective measures, with suspension or expulsion a possibility.

If violations of school rules continue, a meeting with the parents and discipline committee will be called to determine if dismissal from school is warranted.

Some violations, including but not limited to: violence to others, willful destruction of school property, lewd or deviant behavior, may require immediate suspension and/or school board involvement. In such cases, the principal and school board will prayerfully work with the student and family to ensure that the best interests of both the student and school are met.

DISMISSAL

A student who, by their attitude, shows that they are out of harmony with the standards and principles of ACA, or whose influence is found to be detrimental, may be asked to withdraw at any time-although there may have been no specific violation of any regulations.

Parents are also expected to work positively with the school in upholding policies and discipline. The administration may ask that a student be requested to withdraw if satisfactory relationships and support cannot be achieved. Other options may include requiring professional evaluation and treatment (at the parent's expense).

COMPLAINT PROCEDURE

If a parent or child should become concerned over some action of the school or teacher, the following steps should be taken to encourage grievance resolution.

1. The problem should first be discussed with the teacher or staff member.
2. If a solution cannot be agreed upon, a meeting involving the principal should be arranged.
3. If a satisfactory solution has not been reached, a meeting involving the student and/or parent, the teacher, or staff member, the principal, and the school board chairman should be arranged.
4. Finally, if no resolution is found, the matter should include the conference superintendent.

Andrews Christian Academy is committed to helping kids strengthen their faith and grow rich in character in an academically strong environment.