

# **Student and Parent Handbook of School Policies**

## **Grades K-12**

### **2020-2021**

**Apostolic Christian Academy  
5701 Sylvania Ave. Toledo, Ohio 43623  
(419) 885-5334**

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# WELCOME

Welcome to a new school year at Apostolic Christian Academy. You are a very special part of ACA. With the encouragement and prayers of parents, and with the diligent effort of the ACA students, we are entering into a school year filled with exciting and rewarding educational and spiritual experiences.

This Handbook is designed to help you become familiar with ACA's various policies and practices. Sometimes policies can become tedious and difficult to read, but each one is designed with the student's best interest in mind. Our goal is to create the highest quality educational institution that would give glory to the Lord Jesus Christ. Please use the Handbook as a tool to help you get the information you need. Also, our qualified staff stands ready to help you when you have a question or concern.

Listed below are some of the many great people who will be working the students and parents at ACA:

Senior Pastor	Rev. Kris Dillingham
Principal:	Rev. Michael Cavin
Administrative Assistant:	Mrs. Debbie Suter
Bookkeeper/Secretary:	Mrs. Holly Sullivan
Youth Pastor and Wife	Rev. Corey Boyte, Mrs. Danielle Boyte
Son-Shine Education Center Director:	Mrs. Sally Smith
Son-Shine Education Center Assistant Director:	Mrs. Lindsay Gorzelski
Kindergarten:	Mrs. Bethany Hornyak
Grades 1-2:	Mrs. Kristen Cavin, Mrs. Becky Koltz, Mrs. Cheri Disher,
Grades 3-4:	Mrs. Kristen Cavin, Mrs. Becky Koltz, Mrs. Cheri Disher,
	Mrs. Kathy Schnee,
Grade 5-7:	Mrs. Rachel Kufel, Mrs. Cheri Disher,
Grades 8-12:	Mr. Dug Senters, Mrs. Rachel Kufel, Rev. Michael Cavin,
Tutors:	Mrs. Becky Koltz, Mrs. Kristen Cavin, other ACA staff
Substitute Teachers:	Mrs. Kathy Schnee, Mrs. Gia McBee
After-School Supervisors:	
Lunchroom Supervisors:	Mrs. Gia McBee
Custodians:	Heather Kachenmeier
Technological Support:	Rev. Michael Cavin
Sporting Event Concession Stand	Volunteer Staff

We have been praying and preparing for you, both students and parents, to have a successful school year. Let's work together and see what God will do.

Sincerely yours in Christ,

*THE ACA STAFF*

# ACA 2020-2021 SCHOOL CALENDAR

(Abbreviated)

<u><b>Function</b></u>	<u><b>Day</b></u>	<u><b>Date</b></u>	<u><b>Time</b></u>
Student Diagnostic Testing Gr. 5-12	Tues.-Thurs.	August 4-6	9:00-3:00
Teachers Begin	Monday	August 10	9:00 - 4:00
<b>School Begins for gr. K-12</b>	Tuesday	August 18	8:30 - 3:05
Labor Day	Monday	September 7	<u>NO SCHOOL</u>
End of First Quarter (Report Cards distributed at the PTC on Nov. 2-3)	Friday	October 16	Regular day
Records Day	Monday	October 19	<u>NO SCHOOL</u>
Parent/Teacher Conferences ( <b>scheduled for all</b> )	Monday - Tuesday	November 2-3	<u>NO SCHOOL</u>
Thanksgiving Vacation	Wednesday - Friday	November 25-27	<u>NO SCHOOL</u>
End of Second Quarter (Report Cards sent home on January 21)	Thursday	December 17	Regular day
Records Day	Friday	December 18	<u>NO SCHOOL</u>
Christmas Vacation (Winter Break) (School resumes on Monday, January 4)	Mon. (12/19) – Fri. (1/1)	December 19 - January 1	<u>NO SCHOOL</u>
Dr. Martin Luther King Day	Monday	January 18	<u>NO SCHOOL</u>
Teacher Training	Friday	February 12	<u>NO SCHOOL</u>
Presidents' Day	Monday	February 15	<u>NO SCHOOL</u>
End of Third Quarter (Report Cards sent home on March 26)	Thursday	March 11	Regular day
Records Day	Friday	March 12	<u>NO SCHOOL</u>
Easter Vacation (Spring Break) (School resumes on Monday, April 12)	Fri. (4/2)-Fri (4/9)	April 2 - April 9	<u>NO SCHOOL</u>
Teacher Training	Friday	April 23	<u>NO SCHOOL</u>
End of 4th Quarter (regular program) (Report Cards and Diplomas mailed out June 17 when all accounts are settled and all coursework is completed)	Thursday	May 27	8:30 am - 3:05 pm
Student Individualized Completion Program	Friday-Thursday	May 28 - June 3	9:00 am - 3:00 pm
Teacher Work Week	Friday-Friday	May 28 - June 3	9:00 am - 4:00 pm
Awards Ceremony and Kindergarten Graduation	Thursday	June 3	7:00 p.m.
High School Graduation	Sunday	June 6	4:00 p.m.

If the student cannot attend on regular school days, **PLEASE CALL THE SCHOOL BEFORE 9:30 A.M.** the same day. Also, please send a **WRITTEN NOTE** signed by the parent on the day the student returns. Any foreseeable absence must be approved by the school administration in advance by filling out appropriate form from School Office. This is the abbreviated school calendar. For special events and school functions, please refer to the full calendar for 2020-2021.

School delays/closings: **WTOL-TV Channel 11; WTVG-TV Channel 13; WNWO-TV NBC24; Remind App**

## GENERAL INFORMATION

**Location:** 5701 Sylvania Ave, Toledo, Ohio 43623

**Phone:** (419) 885-5334

**Office Hours:** 8:00 a.m. - 4:00 p.m. Monday-Friday

**Affiliation:** ACA is a ministry of the First Apostolic Church, Toledo, Ohio, and a member of the Association of Christian Teachers and Schools.

**Purpose:** Our mission is to promote **LEARNING, LEADERSHIP, and the LORDSHIP of JESUS CHRIST.**

**General Description:** Established in 1978, ACA is a church-operated, private, non-tax supported school with grades K-12.

**School Hours:** 8:30-3:05 M-F

Students may arrive as early as 8:00 a.m. without making any special arrangements. All students should be picked up by 3:15 unless they are serving detentions that may extend to 4:10 pm (see Detentions for more information).

**Ohio Standards:** ACA exceeds the minimum standards for non-chartered, non-tax supported schools, code 3301-35-08, Ohio Department of Education, and local and state fire, safety, building, and health requirements.

**Nondiscrimination Statement:** ACA and its sponsoring church, the First Apostolic Church, do not discriminate against members, staff, applicants, students, and others on the basis of gender (male or female), race, color, or national or ethnic origin.

**Medical Guidelines:** A record of immunizations must be on file for all students. 7th grade students should receive the booster shot required by law. An Emergency Medical Authorization (on the Registration Form) should also be submitted to the school. Students are not allowed to take medication without parental authorization in writing. All medicines must be kept and administered at the school office. **Students should not be in school if they have a communicable disease (contagious), are running a fever, or have head lice.**

### **Extended School Day Program:**

1. **Before School**
  - a. Students should not arrive any earlier than 8:00 a.m. unless arrangements have been made in advance with Sunshine Day Care or with the principal,
  - b. For an extra monthly fee, K-2 students may arrive as early as 6:30 a.m. Call Sunshine Day Care to see if any openings are available.
2. **After School (Grades K-6)**
  - a. All students should be picked up by 3:15 p.m. unless arrangements have been made in advance.
  - b. Working parents may use the ACA After-School Program in Gym or Cafeteria until 4:30 p.m. for free. Students must be enrolled in the After School program in order to attend. See Mrs. Debbie Suter to enroll. After 4:30, parents may be charged \$1.00 for every five minutes they are late.
  - c. For an extra monthly fee, K-2 students may arrive as late as 5:30 p.m. to pick up their children.
3. **Additional Care (Before and After School and Other Special Days)**
  - a. For an extra monthly fee, K-2 students may use both the Before-School and the After-School Program.
  - b. Others who would like to use Sunshine can make arrangements in advance with the Day Care director (419-882-4814) according to the daily rate for part time children at Sunshine.
4. **Junior High and High School Students (7-12)**
  - a. These students must behave appropriately after school by staying in assigned areas only.
  - b. They should not be on the school grounds after 4:30 p.m. unless properly supervised.

**School Closings:** ACA is open for students approximately 180 days per year from the end of August until the beginning of June. If the school temporarily closes due to inclement weather or emergencies, it will be announced via our Remind Communications System and on the following news stations: **WTOL-TV Channel 11, WTVG-TV abc13, WNWO-TV24** and their **affiliated stations.** ACA does not necessarily approve of all programming on these stations.

## STUDENT ABSENCE

1. **Phone Call from Parent:**
  - a. The parent must call the school office to report an absence **by 9:30 a.m. on the same day** the absence occurs
  - b. For the protection of the student and because of state truancy laws, the school secretary will call the parent at home or at work if she has not received a call from the parent.
  - c. The student will be considered "unexcused" if the parent and Office have not made contact.
  
2. **Note from Parent:**
  - a. On the day the student returns, a dated written note *from* the parent explaining the **specific reason** for absence must be given to the teacher. Please be more specific than "not feeling well" or "personal."
  - b. If the reason for the absence is unexcused, the student will receive the penalty for an unexcused absence (See #6 below). Appeals must be made in writing to the Discipline Committee.
  - c. If a note is not submitted by the student on the day he/she returns, the student will receive a consequence (note home for K-4; demerits for 5-12).
  - d. If the note has not been submitted after **3 school days**, the absence will be considered unexcused (even if a phone call had previously been made). This note is important for our records and should be signed by the parent and dated. The absence will be considered unexcused until the teacher receives the note from the parent.
  - e. If the note is not submitted after 3 school days, the student will receive the consequence for an unexcused absence. (See #6 below).
  - f. As soon as the note is submitted, the absence will be considered excused, and the student will not need to serve the penalty for unexcused absence.
  
3. **Excused Absence:**
  - a. Excused absences refer to **student sickness and death of family members or close relatives.**
  - b. School work for excused absences must be made up in triple the number of days the student was absent. For instance, if a student was absent 3 days, he/she has 9 additional school days (not counting days off) to make up the missed work. Grades will drop one level for every day work is late (e.g., A to A- to B+ to B to B-...).
  
4. **Extra-curricular Religious Functions:**

Attending General Conference, District Conference, Bible Quiz Tournaments, Mid-Winter Youth Retreat, or any other special spiritual function approved by ACA **win not be considered as an absence** as long as the student is actively involved in the event and will be adequately supervised. The student must also be sufficiently advanced in his/her work under most circumstances, before he/she will be allowed to leave for a special function. Teachers' attendance books will be marked "SF" for "Spiritual Function". The parent and student should follow steps 5a, 5b, and 5c below, in most cases, students will be **limited to four "spiritual function" days in one school year**. Exceptions can be made for special circumstances when students are adequately advanced in their work.
  
5. **Absence for Family Vacations and Other Personal Reasons:**

ACA does not encourage students to miss school for any reason other than sickness, funerals of relatives, and religious functions, in most cases, the student does not do as well academically and misses important lectures, tests, and projects. Therefore, we ask that parents do their best to schedule vacations and other personal activities during the many days ACA is not in session (ACA meets 182 days per year and is not in session 183 days per year; so under most circumstances, parents should be able to work around the school schedule). However, should it be necessary for a student to miss school for personal reasons, the parent and student must do the following:

  - a. The parent should **request in writing** for permission for the student to be absent. List exact dates the student will be gone. Sign and date slip. This should be done as early as possible and at least 3 days before the student leaves. Permission may not be given if the student has not demonstrated sufficient achievement in his/her schoolwork.
  - b. The student should have all of his/her teachers and the principal sign the **Advanced Approval Form**. This form may be obtained from the school secretary and should be returned to her when completed. Failure to follow this procedure will result in checkmarks, demerits, and detentions. Also, inadequate notice may make it impossible for teachers to prepare assignments for the student and may lead to incomplete assignments and lower grades.
  - c. The student should receive a **list of assignments** to be completed while absent. Schoolwork is due within triple the number of school days the student was not in school. Grades will drop one level for every day work is late (e. g., A to A-to B+ to B to B-...)
  - d. Under normal circumstances, the student is limited to five family vacation days in one school year.

6. **Unexcused Absence:**
  - a. An excused absence is any absence not related to student sickness, death of family members, emergencies, and approved religious functions. Many personal reasons are not excused and will be evaluated individually.
  - b. Unexcused Absences will necessitate that the student make up missed time in Detention Hall for 5-12 (6.5 hours for every day missed) and one week's recess for K-4. Consideration will be given for younger students.
  - c. If a parent believes that an unexcused absence should be excused, an appeal in writing must be made to the Discipline Committee within 7 days after the absence occurs.
  - d. Unexcused absentees may not be allowed to make up work and may receive an F unless permission was received and satisfactory arrangements were made with the teacher before the absence.
  - c. Unexcused absences during final exams will lower the quarter grade one full letter.
  - d. 5 unexcused absences per quarter will result in the student's grades for that quarter being dropped one letter grade (except in PACE courses)
  - e. 7 or more unexcused absences may result in ACA contacting truancy officers.
  - f. 10 unexcused absences may result in student dismissal from ACA.
7. 20 absences per year (excused or unexcused) will result in failure of the grade level and/or subject (except for PACE courses). Parents may appeal by meeting with the Discipline Committee. Long-term sickness that can be verified by a doctor will not result in failure if the student adequately completes his/her work at home.
8. No refunds on tuition are made because of absences.

### STUDENT TARDINESS

1. A student is tardy if he/she is not in their seat when the 8:30 a.m. bell rings. A warning bell will ring at 8:27 a.m. A student is not tardy for the following reasons: sickness, inclement weather, unforeseeable car problems, legitimate traffic tie-ups, or car pool problems which are not the student's fault. If the lateness is excusable, the parent should write a note to excuse the tardy and send it to the School Office when the student arrives at school the day of the lateness. The parent writing a note does not necessarily mean the tardy will be excused.
2. When a student is tardy (late to school) for any reason (even if the student is one-minute late, ½-day late or most of the day late), he/she must report to the School Office before going to class.
3. Occasionally, a parent tells us that it was the parent's fault the student was tardy, and insists the student should not be held responsible. However, since it is still important for the student to be on time, and we have no appropriate way to make the "tardy parent" accountable, the student will need to accept the tardy consequence (loss of recess, checkmark, demerit, etc.). We highly recommend that parents practice promptness for the sake of their children.
4. Consequences for Unexcused Tardies:
  - K-4: Loss of recess time equal to the time of being tardy. (Teachers will try to give adequate recess time to students each day.) An individualized discipline plan that may include after-school detentions will be developed for continual offenders.
  - 5-12: 15-minute detention for the first 5 minutes; 5 minutes for each 5 minutes the student is late thereafter at any one time. Continued tardiness will necessitate the parent meeting with the teacher to devise an individualized discipline plan.
  - K-12: 5 unexcused tardies to the student's first class in one quarter = drop grade one level (e.g., B+ to B). A total of 10 excused or unexcused tardies to the student's first class in one quarter = drop grade one level (e.g., B+ to B). This will also be true for any other class to which a student is late.
5. The Report Card will only reflect unexcused tardies.

**Transportation:** The school does not provide bus service; however, car-pool information may be available for your area. The Sylvania City School District offers transportation to Sylvania residents. Students and ACA staff members may park only on the south side of the building. Students must register in the office before they may park in the church lot. Students cannot be in cars at anytime during the school day without permission from the administration. All drivers must observe a **10 m.p.h. speed limit** in the parking lot. Remember, **little children are oftentimes in the lot and are difficult to see.**

**APOSTOLIC CHRISTIAN ACADEMY**  
**2020-2021 TUITION SCHEDULE: 10 MONTHS (AUGUST 1, 2020 – MAY 1, 2021)**

**NEW REGISTRATION:** \$50.00 NON-REFUNDABLE fee must accompany each new registration. For new students only. (Family maximum of \$150).

**RE-REGISTRATION:** The following re-enrollment dates & rates apply for returning students. The appropriate non-refundable fee(s) must accompany each re-registration.

Early re-enrollment	Feb. 1 – March 31:	\$30.00 per child, (\$90 max. fee)
Regular re-enrollment	April 1-May 31:	\$40.00 per student, (\$120 max. fees, if space available)
Late re-enrollment	After May 31:	\$50.00 per student, (150 max. fees, if space available)

**TUITION RATES (Including Books):**

<b><u>GRADE</u></b>	<b><u>1<sup>ST</sup> CHILD</u></b>	<b><u>2<sup>ND</sup></u></b>	<b><u>3<sup>RD</sup></u></b>	<b><u>4<sup>TH</sup></u></b>	<b><u>5<sup>TH</sup>+ CHILD</u></b>	
<b>9th-12th</b>	\$468	\$348	\$300	\$289	\$276	Monthly
	\$4680	\$3480	\$3000	\$2890	\$2760	Annually
<b>5th-8th</b>	\$444	\$336	\$288	\$276	\$264	Monthly
	\$4440	\$3360	\$2880	\$2760	\$2640	Annually
<b>1st-4th</b>	\$408	\$312	\$264	\$252	\$240	Monthly
	\$4080	\$3120	\$2640	\$2520	\$2400	Annually
<b>Kindergarten</b>	\$360	\$276	\$228	\$216	\$204	Monthly
	\$3600	\$2760	\$2280	\$2160	\$2040	Annually

**\*NOTE:** To figure tuition cost, determine the rate for the **oldest child first**, then 2nd child, 3rd child, etc.  
**DISCOUNTS:** 3% if full annual tuition is paid by July 1; 1.5% if half is paid by July 1 and half by Jan. 1.  
 10% tuition discount if student's immediate family is a tithe-paying member of First Apostolic Church since members' financial contributions help to pay for many school-related expenses not covered by tuition.

**ADDITIONAL FEES (subject to change):**

**Curriculum:** All students are required to pay a \$300 curriculum fee for each year in attendance. The curriculum fee is included in the tuition amounts above, and is considered part of the first tuition payment made. Students who have not paid the first tuition payment WILL NOT receive curriculum at the beginning of the year. The curriculum expense covers the following:

- All Textbooks, and Test Booklets for Abeka and Bob Jones
- All PACEs
- Lab Fees
- Elective Course Material (Software, Additional Books, Etc...)

Additional curriculum billing may be applied for re-issued curriculum, such as loss/destruction of materials, failed PACEs, etc.

**Athletic Fee:** \$60.00 for gr. 5-8, \$100.00 for gr. 9-12. Parents can earn a 50% credit towards their child's athletic fees by volunteering for admissions/concessions during home games.

**Graduation:** Approximately \$60.00 (cap, gown, diploma and diploma cover).



## FINANCIAL INFORMATION

### Registration

1. A non-refundable registration and testing fee of \$50.00 is due at the time of enrollment into the school.
2. Each year after the first year, a non-refundable registration fee of \$40.00 will be due at the time of re-enrollment (\$30.00 for those who re-enroll early; \$50.00 for those who re-enroll late).

### Books

3. Curriculum (book) fees for each school year are \$300 per student, and included in the tuition rates, except for re-issued curriculum, such as loss/destruction of materials, failed PACEs, Lab courses, etc. Any additional charges will be billed along with the monthly tuition statement.
4. Once books are used or damaged, they are non-refundable. Books that will not be used in the next school year are non-refundable.
  5. All students will receive new textbooks from the school each year.
6. The hardcover books rented by the student will need to be returned to the school at the end of the year.
7. If the student withdraws from the school or needs to return textbooks, the refundable books may be refunded to ACA for no more than 75% of the original fee even if the student has not yet received the book.

### Tuition

8. Tuition is paid in 10 payments. The first payment is due August 1. The last is due May 1. A shorter payment plan is available for late enrollees; however, those on the shorter plan must pay the first month's tuition before the student can attend any classes.
9. Tuition is due on the first of every month. A \$20.00 late fee will be charged for any late payments received after the tenth of the month.
10. Discounts: 3% if full annual tuition paid by July 1; 1.5% if half is paid by July 1 and half by Jan. 1. 10% tuition discount if student's immediate family is a tithe-paying member of First Apostolic Church.
11. Scholarships are available on a limited basis for low income families who qualify. See ACA bookkeeper.
12. If tuition is not paid by the twenty fifth of the month, the student cannot attend school or any school function until full payment is made, unless arrangements are made with the school. Arrangements are made in the school office by filling out the Special Tuition Arrangement Form.
13. After another 15 days, if full payment or arrangements are not made, the school office will inform the student's district school board that the student is no longer enrolled in ACA.
14. Tuition will continue even if a student is absent due to illness, family vacations, inclement weather, etc.
15. Tuition will not necessarily be refunded for any part of a month in which a student has already attended. Tuition will be refunded according to pro-rated amounts based on the date of withdrawal (pro-rated to end of month). Before tuition will be refunded, outstanding fees and curriculum charges will be deducted.
16. The curriculum fee of \$300 is included in the general tuition, and is taken from the first tuition payment made. No student shall be issued curriculum unless the first tuition payment has been made.
17. Regarding tuition paid before the school year begins, partial refunds will be calculated. Exceptions may be made in cases of hardship or when tuition is paid more than a month in advance (with the approval of the Finance Committee).
18. Tuition continues until a student is officially withdrawn through the office by parents filling out proper forms.
19. A fee of \$20.00 will be paid by parents for each check returned to the school marked "Insufficient Funds", "No Account", etc.
20. After two bounced checks, parents must pay with cash or money order.
21. There are additional charges for school supplies sold to the student, athletic fees or uniforms sold to the student, school lunches provided by the school, field trip costs, etc.
22. Students are held accountable for lost books and all damaged or defaced desks, tables, student offices, athletic uniforms, and other related items belonging to the school.
23. Final Report Cards will not be issued until financial accounts are up-to-date, unless adequate arrangements are made with the ACA Financial Office.
24. Students cannot begin a new school year with the previous year's account not paid up-to-date, unless arrangements are made with the office. Students may lose their place if accounts are not current by July 15.
25. Some school records may not be released to another educational institution until all accounts are settled.
26. Students cannot graduate until all tuition and fees are paid in full.
27. Payments may be mailed to the school or dropped off at the office, and checks made payable to **ACA** or **Apostolic Christian Academy**.

# SCHOOL UNIFORM POLICY

## GIRLS -- Grades K-4

### GIRLS' CLASSROOM APPAREL (K-4)

1. **Polo Shirt**: Solid red or navy only; long or short sleeve (no designs). Purchase the solid red or navy polo shirt only, through local retailer from school uniform department or through Schoolbelles (must be school uniform quality). Tops must be tucked in at all times. Only the top button may be left unbuttoned.
2. **Jumper/Skirt**: Navy or khaki uniform quality as sold in local stores or through Schoolbelles. Zippers, pleats, A-line, or any uniform patterns are acceptable. Jumper or skirt should cover knee when sitting or standing.
3. **Hosiery**: Anklets, knee socks, or tights. Solid navy, red or white. Lace and/or very fine design are OK. The following should not be worn with the school uniform: multi-colored socks or tights, spandex, athletic tights, footless tights or nylons.
4. **Shoes**: Non-marking gym shoes and non-marking black, brown, or navy school shoes are permitted. No Heelys (shoes with rollers). All shoes should have a back support. Heels cannot be higher than two inches. Students who wear school shoes should keep a pair of gym shoes in their lockers for recess and gym. Kindergarten students should wear non-marking gym shoes with Velcro fastener instead of shoestrings until they learn how to tie. Gym shoes should not have high heels, lights, or rollers (Heelys) and must have a back to support the heel. Shoes with heels more than two inches and sandals are not permitted unless you are informed in a newsletter about a temporary change or a free dress day.
5. **Sweaters, Vests**: (Optional) Sweaters and vests in solid navy only.
6. **Sweatshirts**: (Optional) Active Wear sweatshirts with school logo may be worn in classroom purchased through ACA.
7. **Other**: We are requesting that students not wear make-up or jewelry, and that hair be its natural color. A purity ring (grades 5-12 only) and a traditional ACA school ring (grades 10-12 only) will be permitted.

### GIRLS' PHYSICAL EDUCATION APPAREL (K-4)

1. **T-Shirt**: Schoolbelles gray T-shirt with ACA logo for gym class must be loose-fitting and tucked in at all times. Girls may wear a sweatshirt or jacket outside in cold weather (but they should not wear the Schoolbelles monogrammed sweatshirt which is only for students in gr. 5-12). Girls may also wear the Active Wear sweatshirt with school logo purchased through ACA.
2. **Culottes/Skort/Split Skirt**: Navy blue culottes/skort/split skirt are mandatory and may be purchased through Schoolbelles or elsewhere. They should be loose-fitting, knee-length. No gauchos, sweat pants, or shorts.
3. **Socks**: White; also white or navy tights may be worn in cool weather.
4. **Shoes**: Athletic shoes, white-sole or non-marking on gym floor.
5. **Sweatshirt**: K-4 girls may wear the Active Wear sweatshirt with school logo purchased through ACA.

All clothing should be clean, in good repair, pressed, and the proper size.

The uniform must be worn every day, unless the school informs the home otherwise. The gym uniform should be worn to school on gym day. Students must have an adequate supply of uniforms to cover laundry days, etc. Laundry and forgetting uniforms are not normally legitimate excuses for uniform violations; however, non-habitual, rare violations will be excused with parental note.

ACA Active Wear sweatshirts may be worn in the classroom in cooler weather instead of a sweater. A sweatshirt may be worn in P.E. class for outside activities in cool weather.

It may help to put the student's initials with permanent marker on the tag of the student's clothing, because sometimes clothing is left at school after P.E. or athletic activities.

**All clothing for school and school-related functions should meet the modesty guidelines of Apostolic Christian Academy. While uniforms are not always required, neatness and modesty standards never change. If there is a question, call the school.**

Students may not be allowed to attend class if their clothing is unacceptable (jeans, immodest clothing, continued violations, etc.)

**PLEASE KEEP YOUR RECEIPTS in case clothing does not meet uniform standards.**

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ACA reserves the right of approving all uniforms. If you have any questions, please call the school office.

# SCHOOL UNIFORM POLICY

## BOYS -- Grades K-4

### **BOYS' CLASSROOM APPAREL (K-4)**

1. **Shirt:** Navy or red knit pullover with no designs, words or labels. Purchase the solid red or navy polo shirt only, from school uniform department at local retailer or from Schoolbelles. Shirts must be tucked in at all times. Only top button may be left unbuttoned.
2. **Pants:** Uniform-style, navy or khaki, loose-fitting pants purchased from Schoolbelles or local retailer. Pleats or straight front. Pants should not be cut or frayed at the ankles.
3. **Belt:** Black, brown or navy.
4. **Shoes:** Gym shoes (non-marking) or school shoes (non-marking). No Heelys (shoes with rollers). Heels cannot be higher than two inches. Kindergarten students should wear non-marking gym shoes with velcro fastener instead of shoestrings until they learn how to tie. Gym shoes should not have high heels, lights or rollers and must have a back to support the heel. Students who wear school shoes should keep a pair of gym shoes in their lockers for recess and gym. Sandals or other kinds of casual shoes are not permitted unless you are informed in a newsletter about a temporary change or a free dress day.
5. **Socks:** Navy, black, brown or white. No bright colors or bright designs. Fine designs are OK.
6. **Sweater/Sweater Vest:** (Optional) Sweaters and vests in solid navy only.
7. **Sweatshirt:** (Optional) Active Wear sweatshirts with school logo may be worn in classroom purchased through ACA.
8. **Other:** We are requesting that students not wear make-up or jewelry, and that hair be its natural color. A purity ring (grades 5-12 only) and a traditional ACA school ring (grades 10-12 only) will be permitted.

### **BOY'S PHYSICAL EDUCATION APPAREL (K-4)**

1. **T-Shirt:** Schoolbelles gray T-shirt with ACA logo for gym class must be loose-fitting and tucked in at all times. Boys may wear a sweatshirt in cold weather, but they should not wear the Schoolbelles sweatshirt which is only for students in gr. 5-12.
2. **Pants:** Navy sweatpants or athletic pants must be modest and must not have holes. Solid navy pants or pants with small name-brand logo and white stripes down the sides of the legs are acceptable. Pants must not be rolled up, frayed, ripped or unzipped.
3. **Socks:** white
4. **Shoes:** athletic shoes, white-sole or non-marking on gym floor.
5. **Sweatshirt:** (Optional) Active Wear sweatshirt with school logo purchased through ACA.

All clothing should be clean, in good repair, pressed, and the proper size.

The uniform must be worn every day, unless the school informs the home otherwise. The gym uniform should be worn to school on gym day. Students must have an adequate supply of uniforms to cover laundry days, etc. Laundry and forgetting uniforms are not normally legitimate excuses for uniform violations; however, non-habitual, rare violations will be excused with parental note.

The student should wear the gym uniform to school on gym day.

ACA Active Wear sweatshirts may be worn in the classroom in cooler weather instead of a sweater. A sweatshirt may be worn in P.E. class for outside activities in cool weather.

It may help to put the student's initials with permanent marker on the tag of the student's clothing, because sometimes clothing is left at school after P.E. or athletic activities.

**All clothing for school and school-related functions should meet the modesty guidelines of Apostolic Christian Academy. While uniforms are not always required, neatness and modesty standards never change. If there is a question, call the school.**

Students may not be allowed to attend class if their clothing is unacceptable (jeans, immodest clothing, continued violations, etc.)

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# SCHOOL UNIFORM POLICY YOUNG LADIES -- Grades 5-12

## **YOUNG LADIES' CLASSROOM APPAREL (GR. 5-12)**

1. **Top:** Navy, red or white knit pullover polo shirts with ACA logo purchased through Schoolbelles for gr. 9-12. Do not purchase through another store for gr. 9-12. However, girls in gr. 5-8 may choose a navy, red or white polo shirt from another store or wear the Schoolbelles shirt with or without the ACA logo. The Schoolbelles polo shirt is available in a regular cut or a banded-bottom. White shirts must have a white slip or solid white T-shirt underneath for modesty but must have no writing on it and should not extend beyond the borders of the top. Only the top button may be left unbuttoned. Shirts must be tucked in at all times except for banded-bottom shirts.
2. **Skirt (gr. 5-8):** Navy or Khaki skirt from Schoolbelles. Must cover the knee when standing or sitting.
3. **Skirt (gr. 9-12):** Plaid or Khaki skirt from Schoolbelles. Must cover the knee when standing or sitting.
4. **Hosiery:** Solid white, navy, or red socks, knee socks or tights with no designs. Any length is acceptable. Regular nylons may also be worn. No lace, no multi-colored socks, no spandex, no athletic tights, and no footless tights.
5. **Shoes:** Solid color, non-marking dress or athletic shoes are permitted. Shoes should not have multi-colored laces or designs. Heels cannot be higher than two inches.
6. **Sweatshirt:** (Optional) Active Wear with school logo purchased through ACA. The uniform polo shirt must be worn underneath.
7. **Sweaters, Vests:** (Optional) Only solid navy permitted. The uniform polo shirt must be worn underneath.
8. **Other:** We are requesting that students not wear make-up or jewelry, and that hair be its natural color. A purity ring (grades 5-12 only) and a traditional ACA school ring (grades 10-12 only) will be permitted.

## **YOUNG LADIES' PHYSICAL EDUCATION APPAREL (GR. 5-12)**

1. **T-Shirt:** Schoolbelles gray T-shirt with ACA logo for gym class will be permitted, as will any official ACA spirit-wear T-shirt. It must be loose-fitting and tucked in at all times. Any sweat shirt may be worn outside during cool weather.
2. **Culottes or Split Skirt:** Grades 5-12 must have full-style, navy culottes purchased through Schoolbelles or the navy split skirt purchased through Schoolbelles. Culottes or split skirts must be loose-fitting and below the knee when sitting, standing or crossing legs. .
3. **Socks:** White; also white or navy tights may be worn in cool weather.
4. **Shoes:** Athletic shoes, white-sole or non-marking.
5. **Sweatshirt:** (Optional) Active Wear sweatshirt with school logo purchased through ACA.

All clothing should be clean, in good repair, pressed, and the proper size.

The uniform must be worn every day, unless the school informs the home otherwise. Except for high school gym classes, students should wear their gym uniforms to school on gym day. Students must have an adequate supply of uniforms to cover laundry days, etc. Laundry and forgetting uniforms are not normally legitimate excuses for uniform violations; however, non-habitual, rare violations will be excused with parental note.

ACA Active Wear sweatshirts may be worn in the classroom in cooler weather instead of a sweater. A sweatshirt may be worn in P.E. class for outside activities in cool weather.

It may help to put the student's initials with permanent marker on the tag of the student's clothing, because sometimes clothing is left at school after P.E. or athletic activities.

**All clothing for school and school-related functions should meet the modesty guidelines of Apostolic Christian Academy. While uniforms are not always required, neatness and modesty standards never change. If there is a question, call school.** Students may not be allowed to attend class if their clothing is unacceptable (jeans, immodest clothing, continued violations, etc.) ACA reserves the right of approving all uniforms. If you have any questions, please call the school office.

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# SCHOOL UNIFORM POLICY

## YOUNG MEN -- Grades 5-12

### YOUNG MEN'S CLASSROOM APPAREL (GR. 5-12)

1. **Shirt (grades 5-12):** Navy, red or white knit pullover polo shirts with ACA logo purchased through Schoolbelles for gr. 9-12. Do not purchase through another store for gr. 9-12. However, boys in gr. 5-8 may choose a navy, red or white polo shirt from another store or wear the Schoolbelles shirt with or without the ACA logo. The Schoolbelles polo shirt is available in a regular cut or a banded-bottom. T-shirt worn underneath polo shirts must be solid white, solid red or solid navy with no writing or pictures, and should not extend beyond the borders of the shirt. Only the top button may be left unbuttoned. Shirts must be tucked in at all times except for banded-bottom shirts.
2. **Pants:** Navy or Khaki pants may be purchased at any retail store or through Schoolbelles. No jeans or jean-like pants, no overly baggy pants, no tight-fitting pants, no cargo pants (pants with several large pockets). Regular cut, pleats, and cuffs are all acceptable. Dockers style or similar brand will be acceptable. No holes, frays, tears or cuts near the ankles. The "sagging pants" style is forbidden.
3. **Belt:** Solid navy, brown or black. Belt must be worn if the pants require a belt. No overly-wide belts or oversize buckles.
4. **Shoes:** Solid color, non-marking dress or athletic shoes are permitted. Shoes should not have multi-colored laces or designs.
5. **Socks:** Navy, white, brown or black. No bright colors or bright designs. Fine designs are OK.
6. **Sweatshirts:** (Optional) Active Wear with school logo purchased through ACA. The uniform polo shirt must be worn underneath.
7. **Sweaters, Vests:** (Optional) Only solid navy permitted. The uniform polo shirt must be worn underneath.
8. **Suit Coat, Dress Shirt and Tie:** Optional for special activities for grades 7-12 (school pictures, etc.).
9. **Other:** We are requesting that students not wear make-up or jewelry, and that hair be its natural color. A purity ring (grades 5-12 only) and a traditional ACA school ring (grades 10-12 only) will be permitted.

### YOUNG MEN'S PHYSICAL EDUCATION APPAREL (GR. 5-12)

1. **T-Shirt:** Schoolbelles gray T-shirt with ACA logo for gym class will be permitted, as will any official ACA spirit-wear T-shirt. It must be loose-fitting and tucked in at all times.
2. **Pants:** Navy athletic pants or sweatpants. Must be modest and must not have holes. Small name brand designs and logos are acceptable. White stripes down the side of the leg are acceptable. No ACA athletic uniforms belonging to the school should be worn to gym class. Pants must not be rolled up frayed, torn, sagging, unbuttoned or unzipped.
3. **Socks:** White
4. **Shoes:** Athletic shoes (white-sole or non-marking on gym floor).
5. **Sweatshirt:** (Optional) Active Wear with school logo purchased through ACA.

All clothing should be clean, in good repair, pressed, and the proper size.

The uniform must be worn every day, unless the school informs the home otherwise. Except for high school gym classes, students should wear their gym uniforms to school on gym day. Students must have an adequate supply of uniforms to cover laundry days, etc. Laundry and forgetting uniforms are not normally legitimate excuses for uniform violations; however, non-habitual, rare violations will be excused with parental note.

It may help to put the student's initials with permanent marker on the tag of the student's clothing, because sometimes clothing is left at school after P.E. or athletic activities.

**All clothing for school and school-related functions should meet the modesty guidelines of Apostolic Christian Academy. While uniforms are not always required, neatness and modesty standards never change. If there is a question, call school.** Students may not be allowed to attend class if their clothing is unacceptable (jeans, immodest clothing, continued violations, etc.) ACA reserves the right of approving all uniforms. If you have any questions, please call the school office.

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## ACADEMIC INFORMATION FOR GRADES K-4

**K-4 Courses Offered:** Reading, Phonics, Penmanship, Spelling, Language Arts (English), Mathematics, Science, Health, History or Social Studies, Physical Education, Art, Music, Computer and Bible. (Computer, Art, and Music may not be offered every year as a regular course meeting on a consistent basis)

### **Kindergarten Grading System**

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	82-86
B-	79-81
C+	76-78
C	67-75
C-	58-66
D+	46-57
D	40-45
D-	36-39
F	0-35

### **Elementary Grading System (Grades 1-4)**

A+	100
A	96-99
A-	94-95
B+	92-93
B	87-91
B-	85-86
C+	83-84
C	77-82
C-	75-76
D+	73-74
D	67-72
D-	65-66
F	0-64

### **Honor Roll**

Honor Roll is one way we promote good grades for our students. Certificates will be awarded to Honor Roll achievers after each of the four quarters. During the Awards Ceremony at the end of the year, students who have made the Honor Roll 2 or 3 times throughout the year will receive a medal. Students who have made the Honor Roll all 4 quarters will receive a trophy.

### **Special Honors Each Quarter (Grades K-4):**

Principal's List:	96-100%	A, A+
Honor Roll:	92-95%	B+, A-
Honorable Mention:	87-91%	B

**Monthly Scriptures:** Each month your child is required to memorize a scripture passage. The scripture memorization counts as  $\frac{1}{2}$  of the Bible class grade and is a requirement to qualify for Honor roll. A list of the monthly scriptures will be sent home.

**Special Projects:** Throughout the year, students will be assigned special projects or reports in grades 1-4. For the larger projects, you will receive a written explanation of the project with the due dates. If your child needs help, please call the teacher.

**Late Assignments:** Late assignments are automatically marked lower. If the assignment is over a week late, it may be graded as an "F" unless the assignment is due to an excusable reason.

**Field Trips:** Some field trips are scheduled during the year and will often correspond to a unit being studied in the classroom. Parents are oftentimes needed and are always welcome to participate.

**Homework Notebook:** Each student will be given a homework notebook with his/her assignments recorded in it. They are to bring this home each time they have an assignment. Parents should sign the homework notebook, and students should return it the following day to be checked. This homework notebook may also be used for communication between parent and teacher. Please initial any notes written to you as an indication that the notes have been read.

**Homework Nights:** Homework nights are usually Monday, Tuesday and Thursday. Homework may be assigned on other nights or over the weekend when needed. The ACA faculty tries to assign minimal homework or no homework on First Apostolic Church service nights and nights when students will be involved in church or school activities. Kindergarten students do not have much homework. **Normal homework assignments include reading practice, flash card drill, and practice exercises in Math and Language.**

**Take Home Folders:** Beginning with the first week of school, your child's graded papers and most school notes will be sent home in their Homework Folder or Communication Envelope. Please make sure the folder is returned to school the following morning so we know the work is going home.

**Weekly Reports:** Teachers may send home a Weekly Report listing test scores and homework completion from the previous week. Look for these in the Communication Envelope.

**Mid-Quarter Reports:** These will be e-mailed to parents via our Alma SIS during the fifth week of each quarter to inform the parents of their child's standing grades any potential problems the child may be experiencing in any of his/her subjects.

**Report Cards:** These will be sent home at the end of every quarter. A Parent-Teacher Conference will follow the first report card to allow parents an opportunity to discuss their student's progress with the teacher.

**Standardized Testing:** A nationally recognized achievement may be administered in the spring. A cognitive skills test may also be administered at that time. A computerized report of the results will be mailed to parents in the summer.

**Summer School:** Summer School will be offered in the summer only if funds and staff are available. Contact the principal for information concerning this summer.

**Exceptional Needs:** Apostolic Christian Academy recognizes that it cannot meet the educational needs of all children. There are certain learning disabilities that our school is not equipped to handle. Also, ACA is not designed to be a correctional institution for students with very severe emotional or behavioral problems. In such cases the school reserves the right to decline acceptance of these students.

## SAMPLE COURSE REQUIREMENTS FOR GRADES 5-12

### Grades 5,6,7,8

Bible Class  
 English (12 PACES)  
 Math (12 PACES)  
 Social Studies (American History,  
 World History, or Civics)  
 Science (12 PACES or Ignitia  
 computer-interactive)  
 Word Building (12 PACES)  
 Literature  
 Art  
 Physical Education

Students in grade 8 may earn high school credits if they are sufficiently advanced in their work.

### Grade 9

### Credits

Bible (Class) 1  
 English (PACE) 1  
 Math (Class or PACE) 1  
 Social Studies (PACE) 1  
 Science (Class, PACE) 1  
 Etymology (PACE) 1  
 Typing I ½  
 Health (PACE) ½  
 Physical Education 1/8

**Total Credits 7**

Courses such as Health, Typing, Computer, Etymology and Foreign Languages may be taken in any order that best meet the students' needs and according to yearly course offerings.

### Grade 10

### Credits

Bible (Class) 1  
 English (PACE) 1  
 Math (Class or PACE) 1  
 Social Studies (PACE) 1  
 Science (Class, PACE) 1  
 Foreign Language (Class) 1  
 Performing Arts (Class or PACE) ½  
 Physical Education 1/8  
 Elective ½

**Total Credits 7**

### Grade 11

### Credits

Bible (Class) 1  
 English (PACE) 1  
 Math (Class) 1  
 Social Studies (PACE) 1  
 Science (Class) 1  
 Foreign Language (Class) 1  
 Computer ½  
 Physical Education 1/8  
 Elective ½

**Total Credits 7**

If Bible is taught in a lecture class, one half credit will be awarded for 30-minute classes and one credit will be awarded for 50-minute classes. Since students need one credit of Bible per year, they may need to complete Bible PACES to complete the yearly requirement

### Grade 12

### Credits

Bible (Class) 1  
 English (PACE) 1  
 Math (Class or PACE) 1  
 Social Studies (PACE) 1  
 Science (Class) 1  
 Research Project\* ¼  
 General Business (elective) 1  
 Physical Education 1/8  
 Other Credits\*\*depending on chosen course of study ?

**Total Credits 7**

\*Research paper should not be done simultaneously with Eng. 131, 132.

\*\*Other Credits include Business Math, General Business, Computer electives, Literature, Music, Typing II, and more.

To take college courses, the student must meet both ACA and college admission requirements

Recommended Bible Course Sequence for Bible PACES:

1. Bible Survey (Whole New World)
2. SFT I (1-12)
3. SFT II (13-24)
4. Church History (Apostolic Heritage)
5. SFT III (25, 26, 28)



## HIGH SCHOOL GRADUATION REQUIREMENTS

Four diplomas are offered at ACA - Honors, College Preparatory, Advanced Preparatory, and General Core. The requirements for each are listed below:

<b>Subject</b>	<b>Honors</b>	<b>College Preparatory</b>	<b>Adv. Preparatory</b>	<b>General Core</b>
English	4.00 (up to #144)	4.00 (up to #132)	4.00 (at ability level)	4.00 (at ability level)
Math	4.00 (Alg I; Alg II, Geo, Trig)	4.00 (Alg I; Alg II, Geo)	4.00 (Alg I; Alg II, Geo)	4.00 (Alg I, Alg II)
Social Studies	4.00 (WH,WG,AH,Civ/Ec)	4.00 (WH,WG,AH,Civ/Ec)	4.00 (WH,WG,AH,Civ/Ec)	3.00 (AH, Civ/Ec)
Science	4.00 (PS, Bio, Chem, Phys)	4.00 (PS, Bio, Chem, Phys)	4.00 (PS, Bio, Chem, Phys)	3.00 (PS, Bio, C /P)
Word Bldg/Etym	1.00 (Etymology)	1.00 (Etymology)	1.00 (Etymology)	0.50 (at ability level)
Research Project	0.25	0.25	not required	not required
Typing	0.50	0.50	0.50	0.50
Computer	0.50	0.50	0.50	0.50
Speech	0.50	0.50	0.50	0.50
Health	0.50	0.50	0.50	0.50
Phys. Ed.	0.50	0.50	0.50	0.50
Foreign Lang.	2.00	2.00	1.00	not required
Bible	4.00	4.00	4.00	4.00
Electives	1.25	0.25	0.50	not required
<b>Total</b>	<b>27.00 (see below)</b>	<b>26.00</b>	<b>25.00</b>	<b>21.00</b>

Some courses are only offered during school years when it is practical and feasible to offer them. For instance, chemistry and physics are offered on alternating years, and foreign languages are offered when qualified staff is available.

ACA is an academic institution. A formal vocational program is not offered. All students are required to pursue a rigorous academic load determined by each student's individual abilities. All students will be expected to complete courses in a sequence leading toward a college preparatory diploma. Students cannot take electives in place of the courses in this sequence unless it is impossible to complete the courses during four full years of high school.

PSO courses (Post-Secondary Options courses) at a local college may be substituted for some ACA requirements if the student is accepted into the PSO program. However, certain courses such as Biology, Physical Science, World History, American History, Civics, Economics and 3.00 credits of English cannot be replaced by college-level courses (unless special administrative permission is granted), because ACA courses are designed to present a Christian perspective not covered in secular institutions. Students who fail PSO courses are required to pay for them.

Students will not be held responsible for credits if ACA does not offer the courses.

### TYPES OF DIPLOMAS

- Honors:** 27 credits required (as listed above). Honors students must also have scored 21 on the ACT or 950 on the SAT. Additionally, the student must earn at least a 3.3 GPA. The ACT requirement may be lowered one point for every additional credit earned above 27. Students must take the following subjects:

  - English: 4 credits of English up to PACE #144 or the discretion of ACA administration
  - Math: Algebra I, Geometry, Algebra II, and Trigonometry
  - Science: Physical Science, Biology, Chemistry, and Physics (or acceptable PSO courses)
  - Social Studies: Geography, World History, American History, and Civics/Economics
  - Foreign Language: 2 Credits
  - Preparatory: Senior Research Project
- College Preparatory:** 26 credits required (as listed above). College Preparatory students must earn at least a 2.00 GPA. Students must take the following subjects:

  - English: 4 credits of English up to PACE #132 or the discretion of ACA administration
  - Math: Algebra I, Geometry, Algebra II
  - Science: Physical Science, Biology, Chemistry, and Physics (or acceptable PSO courses)
  - Social Studies: Geography, World History, American History, and Civics/Economics
  - Foreign Language: 2 Credits
  - Preparatory: Senior Research Project
- Advanced Preparatory:** 25 credits required (as listed above). Students must take the following subjects:

  - English: 4 credits of English above PACE 84
  - Math: Algebra I, Geometry, Algebra II
  - Science: Physical Science, Biology, Chemistry, and Physics (or acceptable PSO courses)
  - Social Studies: Geography, World History, American History, and Civics/Economics
  - Foreign Language: 1 Credit
- General Core:** A core academic program is available only for students who qualify. This course of study exceeds minimum requirements for graduation in the State of Ohio. 21 credits are required. The student will work at his/her ability level. A student cannot enter this program of study without prior approval from the ACA administration and the student's parents.

### **Grading Scale (grades 5-12):**

			<b><u>Honors Classes (PSO)</u></b>
A+	98,99,100	4.33	4.67
A	95,96,97	4.00	4.33
A-	92,93,94	3.67	4.00
B+	89,90,91	3.33	3.67
B	86,87,88	3.00	3.33
B-	83,84,85	2.67	3.00
C+	80,81,82	2.33	2.67
C	77,78,79	2.00	2.33
C-	74,75,76	1.67	2.00
D+	71,72,73	1.33	1.67
D	68,69,70	1.00	1.33
D-	65,66,67	0.67	1.00
F	0 to 64	0.00	0.00

### **Grading Policies for PACE Courses:**

PACEs units must be passed with an 80% or higher. Literature PACE tests between the scores of 70% and 79% do not need to be repeated, but the student must complete a book report before the student may advance to the next PACE. An 80% will be recorded on the Report Card.

For all courses in grades 5-12, final grades are determined by averaging all scores. When a student fails a PACE, he is issued a new PACE and the score of the failed PACE is averaged with the score of the passed PACE (except at the end of the year when the failed PACE will not be averaged with next year's passed PACE score, and also will not be averaged in the final course grade).

Students in grades 5-8 who do not complete 3 PACEs per subject per quarter may complete these at a later date. However, they will be ineligible for Honor Roll during any quarter they do not have the 3 PACEs unless they are sufficiently advanced in their work. If students are still behind at the end of the school year, they will receive an "Incomplete" which may be completed in Summer School if it is offered. Any "Incomplete" not completed will be changed to a regular grade according to the following formula: The final grade will be dropped two levels for every PACE not completed (e.g., B would be dropped to C+ if one PACE was not completed; B would be dropped to C- if two PACEs were not completed.) This same procedure will be followed when a student in grades 5-12 transfers to another school without completed all of his/her PACEs in a particular subject. However, this procedure will not be followed for advanced students working ahead who do not complete the PACE course and for students who were told by their teacher not to work ahead. Students with an IEP from another school and/or Special Education students will have final grades determined according to a formula individually suited for each student. In such cases, the IEP will be indicated on the report card and transcript.

High school grades will be weighted when calculating honor roll, GPAs, etc. For example, since Speech Class is a one-half credit class and English is a full-credit class, an "A" in Speech is worth  $4.0 \times 0.5 = 2.0$  quality points, whereas an "A" in English is worth  $4.0 \times 1.0 = 4.0$  quality points.

### **Grading Policies for Graduation Candidates:**

Seniors who have not completed all their PACE work by the end of their senior year will be allowed to test on their remaining PACEs on the last day of school without working through those PACEs. Although we normally require at least 80% to proceed to the next PACE, these students will be allowed to proceed to the next test no matter what their score may be. Grades will be calculated according to the regular grading scale listed above.

If the final average of all PACE work in a particular subject is above 64%, the student will pass the course. If the final average of all PACE work in a particular subject is below 64%, the student will not pass the course and, if that course is required for graduation, the student will not be able to receive a diploma in the graduation ceremony. He/She may receive his/her diploma at a later time after the PACE is adequately completed with an 80% and the course average is above 64%.

Students must be aware that last minute cramming and inadequate study rarely produces good grades. Waiting until the last minute with hopes of passing PACE tests without working through the PACE is risky, especially since graduation is contingent upon it. Wise students will plan ahead, consistently study, and avoid the pressures and possible disappointment and embarrassment associated with failing to graduate when expected.

Note: In addition to academic requirements, all financial obligations must be met for a student to receive his/her diploma.

**Homework:**

Homework is an integral part of the school program and each teacher is at liberty to give homework to aid students to advance in their studies in the following ways:

1. For preparation: Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. For practice: Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, students may demonstrate a deficiency in his/her learning. Homework following instruction may be given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Normal homework time:

K	0-20 minutes
I-2	20-40 minutes
3-4	20-50 minutes
5-6	30-60 minutes
7-8	30-70 minutes
9-10	40-90 minutes
11-12	50-120 minutes

Students in PACE subjects may complete all of their work at school or may need additional time at home since students may progress at their own speed.

The ACA faculty tries to assign minimal homework or no homework on First Apostolic Church service nights and nights when students will be involved in church or school activities. Homework Slips are used for students in 6-12.

**Sample Homework Assignment Format**

	John Smith Biology 10 October 15, 2005
	Chapter 5, Questions
1.	
2.	
3.	
4.	
5.	
6.	

**Report Cards:** These will be sent home at the end of every quarter. A Parent-Teacher Conference will follow the first report card to allow parents an opportunity to discuss their student's progress with the teacher. Grades on report cards may be confusing in an individualized program such as ACE (PACEs). Normally, students need to complete 3 PACEs per subject per quarter. If a student has high grades but has only completed 1 or 2 PACEs for the quarter, he/she may be falling behind. Do not assume everything is fine unless three criteria are met: (1) the student completes at least three PACEs per subject per quarter, (2) the student is working at or near his/her grade level, and (3) the student scores above 80% on each PACE. There may be some exceptions to this general rule. Please call the teacher for more information.

**Special Honors Each Quarter:**

Principal's List:

Honor Roll:

Honorable Mention:

**Grades 5-12**

A, A+ (3.67-4.33)

B+, A- (3.18-3.66)

B (2.83-3.17)

**Student Honor Society:** Students may qualify for the Honor Society. Check with the high school supervisor for details.

**Standardized Testing:** A nationally recognized achievement test will be administered every spring to selected grade levels. A cognitive skills test may also be administered. A computerized report of the results will be mailed to parents.

**Summer School:** Summer School will be offered each summer if funds and staff are available. Contact the principal for information concerning this summer.

**Public Summer School for ACA High School Credit:** This must be approved by the principal before the student takes the course, since some courses are not comparable to those required at ACA.

**Exceptional Needs:** Apostolic Christian Academy recognizes that it cannot meet the educational needs of all children. There are certain learning disabilities that our school is not equipped to handle. Also, ACA is not designed to be a correctional institution for students with very severe emotional or behavioral problems. In such cases the school reserves the right to decline acceptance of these students.

**Dropping and Adding:** Permission from the principal is required to drop or add a course after enrollment. No course should be dropped or added after the second week of school without the approval of the principal. After this date, a student dropping a course may receive a grade of "F" in that course. There are no refunds on class fees if the course is dropped.

**Early Graduation:** Only students completing a college preparatory program with at least 27 credits can graduate early. In addition to this, students must complete all requirements as outlined in this handbook. However, students cannot leave during the school year, but must complete an entire school year. This means that early graduation can only occur in June of a student's junior year when all requirements have been met.

**College Planning:** High school students should plan to take the ACT and SAT near the end of their junior year. Parents should request financial aid materials near the beginning of the senior year.

**College Entrance Exams:** Students should take the PLAN Test at ACA during their sophomore year (10<sup>th</sup> grade) and the ACT and SAT as many times as possible to obtain their desired scores. Books, on-line helps, and preparatory courses are available to students who desire to do well on their college entrance exams. Higher scores may result in scholarships and acceptance in PSO courses and selective colleges.

## **EXTRA-CURRICULAR ACTIVITIES**

**The following activities are available to ACA students (however, they may not be available every year):**

Kindergarten Presentation	Illuminate Drama Team	Youth Week
Student Council	Musical Groups	Boys' Basketball
Music Lessons	High School Retreats	Girls' Volleyball
Yearbook	Bible Quiz Teams	Girls' Basketball
Field Trips	Evangelism Opportunities	Awards Service

**Special Activities:** Although uniforms are not always required, modesty, appearance, and behavior standards always apply.

**Parties:** The school will not officially sponsor any after-school parties unless the parents are informed in writing.

**Student Birthdays:** Parents or students may bring birthday treats to school on a student's birthday to be eaten during the lunch period.

**Athletic Eligibility:** Students must meet academic and behavioral requirements to be eligible for athletic contests and some practices. See the high school supervisor for details.

**Music Lessons:** Piano, Guitar, Bass, and Drum lessons are available for an additional fee. Call the school office for the names and numbers of the music teachers.

**High School Jobs:** Students who work during the school year learn many valuable life skills while earning money. However, parents and students should take special precaution so that the job does not interfere with the student's education and spiritual welfare. This can happen in several ways:

- 1.) The student may become sleepy in school from long or late hours.
- 2.) The student may not have time for homework.
- 3.) The student may abandon his academic goals because of the desire to make money.
- 4.) The student cannot serve detentions after school because of time conflicts.
- 5.) The student does not want to participate in important school activities (ACTS Student Convention, etc.) because it interferes with his work schedule.
- 6.) The student frequently misses church services.
- 7.) The student may begin to find more fellowship with work friends than with church friends.

No student will be allowed to leave school during the school day to work at a job, unless he is in his senior year, he is sufficiently advanced in his schoolwork to assure graduation on time, and the job does not interfere with any classes, testing, detentions, etc. Some juniors and seniors may be allowed to leave during the day if PSO classes are taken in the evening.

**Athletic Uniforms:** All athletic uniforms must be turned in to the office, clean and in good condition, two weeks after the last game of the season. The uniform should be in a bag with the student's name written boldly on the bag. No report cards will be issued or permanent records sent until all uniforms have been turned in. Parents will be charged for unreturned or damaged uniforms.

## SCHOOL-HOME RELATIONSHIP

Parents are expected to be involved in the education of their children in the following ways:

1. Attend Back-to-School Night at the start of each school year.
2. Attend school programs including the School Musical and Kindergarten Presentation, the Awards Ceremony and the Graduation Service.
3. Attend parent-teacher conferences and fellowships.
4. Pay tuition and fees promptly.
5. Participate in fundraising activities.
6. Read the Parent/Student Handbook and other policies, weekly newsletters, and daily communications.
7. Sign slips, forms, etc. and returning them when due.
8. Check homework frequently. Become familiar with your children's work.
9. Assist son/daughter with homework, but don't do it for them.
10. Support the teacher and principal in discipline.
11. Call the appropriate person if there is a question or complaint.
12. Attend church regularly with your family.
13. Pray for your children, their teachers, and principal daily.
14. Promote your school to others.

**Parent-Teacher Meetings:** All parents are expected to participate in PTM. Please refer to the School Calendar for dates and times of meetings.

**Notes and Slips:** These need to be signed and returned the next school day unless otherwise stated.

**Communication Envelope:** This will be sent home on Wednesday each week. Please read the information enclosed. Sign and return the envelope on the next school day.

**Guests and Visitors:** Please do not disturb classes in session, but correspond through the School Office. Also, please observe standards of modesty when entering the church-school building.

**Telephone Use:** Parents should not request that their children be pulled out of a class for a telephone conversation unless it is an emergency. The school secretary can convey any information concerning rides, after-school arrangements, etc. Students will not be allowed to call home except in matters of extreme importance.

**Fundraising:** ACA will participate in several fundraising efforts throughout the year: 1.) a school-wide autumn sale for students, 2.) a school-wide winter sale for students, 3.) the school-wide Walk-a-thon in the Spring, 4.) pledges taken at the Awards Ceremony, and 5.) assorted fundraising activities sponsored by the Yearbook, the Student Council, etc. Since tuition does not cover all of the costs of operating ACA, it is essential that these fundraisers are successful. Parental support is the key.

## MISCELLANEOUS INFORMATION

**Athletic Uniforms:** All athletic uniforms must be turned in to the office, clean and in good condition, two weeks after the last game of the season. The uniform should be in a bag with the student's name written boldly on it. No report cards will be issued or permanent records sent until all uniforms have been turned in. Parents will be charged for unreturned or damaged uniforms.

**Book Conferences:** Book Conferences are a part of the regular reading program for grades 1-2 and may be used in other grades also. Students should read books, and then on "Conference Day" bring the book to school to check for comprehension. The program runs from October through February. Your child should read outside of the classroom. To qualify as a book, first grade readers must choose books that have at least ten pages with 20 or more words per page. Second graders should read second grade level books. Pages with pictures only do not qualify as a reading page. Students who reach their goals will receive a coupon for a free personal pan pizza every month.

**Cell Phones:** Students in grades 5-12 may have cell phones in school; however, they may not be used during school time and should be turned off. Some teachers may require phones to be kept at the teacher's desk until the school day is over. If students and parents need to communicate, the student must receive permission from the teacher before using his/her cell phone or the school office phones.

**Gym Classes:** On Gym Day the students in grades K-8 may wear their gym uniforms to school.

**Items from Home:** Items such as toys, pictures, baseball cards, athletic equipment, skateboards, etc. should not be brought to school unless requested by the teacher.

**Lockers:** Every student is assigned a locker with another student or, in some cases, may have his own locker. Nothing should be posted in his locker without permission from the teacher. Do not use tape or anything else that might damage the locker finish. Locks should not be brought to school, and valuables should not be stored in the lockers.

**Lunch Boxes. Folders. Notebooks, etc:** Pictures and wording must be in accordance with ACA standards.

**Lunches:** Juice, chips, crackers, candy and other snacks are sold daily in the cafeteria during the lunch period only. There is no trading of lunches. K-4 students should take home what they do not eat. Hot lunches are sometimes served many Tuesdays and every Thursday for a reasonable price. Due to our inability to provide a microwave for every student in a reasonable manner of time, students should not bring microwaveable lunches to school.

**Marking Possessions:** Most possessions should be marked with initials for easy identification.

**School Supplies:** All students are required to have the supplies listed on the supply list sent home in the summer. If a student does not have an item, the school will inform the parents of K-4 students. Most students in grades 5-12 will receive a warning but may also receive detentions. If necessary, the Office will supply the item and bill the parents.

**Student Birthdays:** Parents or students may bring birthday treats to school on a student's birthday to be eaten during the lunch period. If your child has a birthday on a day school is not in session, you may celebrate it on another day at school, but please check with the teacher to find the best day. Birthday treats are optional.

**Student Desks and Offices:** Nothing can be kept in a student's desk or posted in the student's office without the teacher's permission.

Please call the School Office if you have any questions regarding school policies.

## GROOMING AND MODESTY STANDARDS

Outward appearance says much about a person. No aspect of Christian testimony is so readily obvious as the matter of appearance. It reveals something about our values, commitments, and beliefs. We must be right not only in the sight of God, but also appear right in the sight of humankind (Rom. 12:17; II Cor. 8:21; Matt. 7:16-20). I Thess. 5:22-23 states: *"Abstain from all appearance of evil. And the very God of peace sanctify you wholly; and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ."*

We hold that Christians should present themselves so as to honor the Lord Jesus Christ in all we do. Therefore, Apostolic Christian Academy has established a policy to assist students in developing proper attitudes and habits toward their personal dress and grooming. Our goal is to develop each individual's character qualities to his or her fullest potential.

We realize that various churches and individuals might interpret the Scriptures differently from ACA and its sponsoring organization, the First Apostolic Church. However, since ACA is a ministry of the First Apostolic Church of Toledo, Ohio, we have developed school policies that are consistent with the church's understanding of the Bible. Our desire is to honestly follow the direct commands of the Bible as well as its general principles in a practical way that would allow for consistency in implementation.

1. We ask that boys wear long pants for school and long athletic pants for gym, and that the girls wear jumpers or skirts for school and culottes or split skirts for gym.
2. Tight clothing is prohibited. Necklines should be no lower than the collarbone. Shorts are not allowed except to be worn under girls' skirts for recess. Skirts and dresses should be no higher than the bottom of the knee whether sitting or standing. Boys should not wear shorts or tank tops.
3. Boys hair should be clean, neatly cut, and masculine in appearance. It may touch the top of the ear, but should be off the collar and eyebrows, and no longer than the natural hairline. Boys should wear hair in a conservative style and avoid a style that would not be consistent with ACA's philosophy or would draw unnecessary attention to itself such as braids, excessive mohawks, punk, engravings, rat tails, excessive spikes, bleaching and dyeing, etc. Excessive hair gels and products should be avoided. Also, boys must have a clean-shaven appearance. Students will not be given an excused absence for haircut appointments.
4. In accordance with the Biblical standard as found in 1 Cor. 11:1 -15, we ask that girls not cut their hair or trim the ends except for emergency medical reasons. Hair must be neat, clean, and combed in a Godly, modest fashion so that it does not draw excessive attention to itself, and girls should avoid worldly fads, dyes, and excessive gels. Hair should be kept out of eyes. School policies do not apply during summer months when school is not in session; however, following the Word of God will always bring a blessing to those who in faith obey its teachings.
5. Make-up, eye shadows and liners, blush, nail polish, false fingernails and acrylic nails, etc. should not be worn. Only a blemish cover-up or medicine may be worn directly on blemishes. If a student already has acrylic nails, they should trim the nails to about one-quarter inch beyond the finger and remove all colors. A clear nail hardener may be worn to help strengthen the fingernails.
6. Earrings, rings, necklaces, bracelets, pins, friendship bands, etc. are prohibited, except for a purity ring (gr. 5-12) and a traditional ACA school ring (gr. 10-12). ACA has clear rubberized studs for girls who already have their ears pierced to protect from infections and from accidents in recess, physical education classes and sports. Body piercing and tattoos are prohibited. Watches should only be worn around the wrist.
7. Students should not listen to worldly rock, rap, hip hop or country music. We also ask that they refrain from secular dancing.

The school administration reserves the right to pass judgment as is deemed necessary on any other matters of current style. Such judgment will be designed to promote modest appearance and wholesome Christian testimony. During the summer months when school is not in session, students who are not members of the First Apostolic Church are not required to adhere to the grooming and clothing guidelines. However, living according to the principles of Biblical holiness is strongly recommended in order to produce solid Christian character in a young person.

Students must follow all school standards at any school-related function, including any athletic events, the Drama, the Musical, the Athletic Awards Service, the Awards Ceremony, Graduation, etc.

All clothing for school and school-related functions should meet the modesty guidelines of Apostolic Christian Academy and the First Apostolic Church. While uniforms are not always required, neatness and modesty standards never change. If there is a question, call the school.

Students will not be allowed to attend class if their clothing is unacceptable (immodest clothing, continued violations, etc.) Students found to be out of harmony with these high ideals may have to withdraw whenever the general welfare demands it. Although parents are not required to follow these standards, a consistency in the home will be an immeasurable help to the young person endeavoring to live for the Lord, in addition to the joy and freedom the parent will experience by living according to God's plan.



## DISCIPLINE

Since lifelong success depends in part on learning to make responsible choices, we have developed a discipline plan that affords every student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive, nurturing classroom environment. Your child deserves the most positive educational climate possible for his/her growth. Therefore, ACA has developed a Schoolwide Discipline Policy that is in accordance with Christian principles as set forth in the Scriptures.

ACA's character-building program utilizes many motivational techniques including instruction, counseling, prayer, praising good behavior, rewards and other positive reinforcement, verbal reprimands, demerits, extra work, time outs, detentions, loss of privileges, probations, and in serious situations, corporal correction, suspension and expulsion. Love and genuine concern for each individual are the common denominators in our dealings with the students.

Please feel free to consult with the office about any problem or question that concerns the welfare of the students. It is the desire of the principal and the faculty to be of service to both parent and student. Teachers welcome a visit from any parent. We do ask, however, that such visits be made by definite appointment with the teacher at a convenient after-school hour.

ACA expects full cooperation from both student and parents. If at any time the school feels that this cooperation is lacking, the student may be asked to transfer. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of ACA, whether or not there is any definite breach of conduct, he may be requested to transfer.

Attendance at ACA is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at ACA.

The following rules are generalized for this handbook. Individual classroom rules may vary slightly from these according to the children's ages, maturity levels and needs:

### **I. CLASSROOM DISCIPLINE PLAN FOR GRADES K-4 (Example)**

#### **A. Five Basic Classroom Rules (Elementary Level):**

1. Follow directions the first time given.
2. No communicating without permission.
3. Stay in assigned seat unless directed otherwise.
4. Keep hands, feet and other objects to yourself.
5. Bring books, notebooks, and pencils to class.
6. Respect others; no teasing or name-calling.

#### **B. Consequences for the same minor offence in one day:**

1. Warning (teacher reminds student of rule).
2. Warning (student must tell teacher of rule he/she violated).
3. Logical consequence or five minutes with head down.
4. Logical consequence or ten minutes away from the group.
5. Note to parents in addition to 10 minutes away from group.
6. Call parents.

Continued offences over several days will necessitate further action such as time outs, notes to parents and phone calls to parents.

Purposeful disruptive behavior may result in an immediate consequence (see consequences 3-6) with or without a warning.

Severe Clause (serious behavioral problems, such as flagrant disrespect, fighting, destroying property, etc.): Send to principal immediately.

#### **C. Rewards:**

1. Praise.
2. "Good News" notes sent home.
3. Positive phone calls to parents.
4. Special privileges and responsibilities.
5. Special group incentives such as extra break time, recess, etc.

## II. CLASSROOM DISCIPLINE PLAN FOR GRADES 5-12 (Example)

- A. Basic Classroom Rules for Gr. 5-12
1. Follow directions the first time they are given.
  2. Be in the classroom and seated when the bell rings. Stay in seat.
  3. Bring books, notebooks, pens, paper, and supplies to class.
  4. No communicating without permission.
  5. No rudeness, disrespect, or laughing at other students.
  6. Keep hands, feet, and objects to yourself.
- B. Consequences for Same Minor Offense or Accumulation of Infractions in Lecture Classes in Gr. 5-12
- 1st time: Warning. (teacher reminds student of rule).  
2nd time: Warning (student must tell teacher of rule he/she violated).  
3rd time: Three demerits; 15 minutes detention time. (Send "Demerit Slip" home).  
4th time: Additional 3 demerits; 6 demerits or 30 minutes total. Call parents after school.  
5th time: Send to principal.  
Severe Clause: Immediately send to principal.
- C. Consequences for ACE Learning Center for Gr. 5-12
- 1st offense: Warning (teacher reminds student of rule).  
2nd offense: Warning (student must tell teacher of rule he/she violated).  
3rd offense: Demerit  
Add 5 minutes detention for each demerit. Three demerits earn a 15-minute detention.  
Certain offenses earn more than one demerit. See "Consequence List".  
Parents will be called for continued violations and for more serious offenses.

The first and second offenses do not need to be reported to the Learning Center. However, the third offense will earn 15 minutes detention and will be reported to the Learning Center. The fourth offense in a class in one day will earn a 30-minute detention. The teacher issuing the detention will call the parent after school.

## III. OTHER SCHOOLWIDE RULES

- A. Cafeteria Rules:
1. Quiet talking only (silence for first five minutes).
  2. Keep hands, feet, and objects to yourself.
  3. No food fights or playing with food.
  4. Clean your area before leaving. Put trash in cans.
  5. No rudeness or disrespect toward any student or faculty member.
- B. Hallway Rules:
1. Quiet talking permitted for 5-12.
  2. Keep hands, feet, and other objects to yourself.
  3. Walk on right side of halls and stairs.
  4. Keep hands off walls, lockers, and boards.
  5. No running.
  6. No littering.
- C. Playground Rules:
1. Follow directions the first time they are given.
  2. Use equipment properly.
  3. No teasing or name-calling.
  4. No pushing or fighting.
  5. Stay within playground boundaries.
  6. Stop playing when whistle blows.

- D. Physical Education Rules:
1. Follow directions the first time they are given.
  2. Be in place at specified time.
  3. No talking when instructions are being given.
  4. Keep hands, feet and other objects to yourself except when the activity allows it.
  5. No horseplay or improper use of equipment.
  6. Stop all activity and talking when whistle blows.
  7. No arguing with or laughing at others.
- E. Consequences for Physical Education Classes
- |                        |  |
|------------------------|--|
| 1st time: name in book | = Warning.   |
| 2nd time: check mark   | = 5-10 minute time out from activity.                                  |
| 3rd time: checkmark    | = 10-20 minute time out from activity.                                 |
| 4th time: checkmark    | = 15-30 minute time out from activity. Three demerits for grades 5-12. |
| 5th time: check mark   | = Time out for remainder of class period. Call parents.                |
| Severe Clause:         | = Immediately send to principal.                                       |

#### **IV. INDIVIDUALIZED DISCIPLINE PLANS**

When the regular discipline policy is not working with a student, teachers will devise an Individualized Plan that will include rules, consequences and rewards. This temporary plan will be utilized until the inappropriate behavior is corrected. Teachers will communicate with parents before implementing the Individualized Discipline Plan.

#### **V. DETENTIONS (FOR GR. 5-12)**

Normally, students will not be issued more than one hour of detention in a day, so that detention time will not accumulate. Students need to start with a clean slate each morning. If necessary, the student should be placed on an Individualized Discipline Plan.

Detentions are served on the next school day after the detention is issued. Students will usually not be excused from serving their detentions and allowed to serve at a later time, except for doctor and dentist appointments, emergencies and extraordinary situations.

Students should not schedule work until after the detention period is over. If their after-school jobs interfere with their detention time, they will receive an additional 15 minutes of detention for the postponement of their detention. Students who are involved in certain school-sponsored extra-curricular activities (e.g., Bible Quiz Tournaments, out-of-town athletic games, etc.) may be permitted to postpone their detention until the next day with no additional detention time added.

#### **VI. SUSPENSIONS**

Students who are suspended must complete all missed work within a time specified by the following formula: Three times the number of days suspended. This includes tests, quizzes, and homework. All grades will be calculated at 90% of the students' actual scores.

#### **VII. EXPULSION**

Students will be dismissed from ACA for committing serious offenses as prescribed in the Student Standard of Conduct section of this document, or when other students are being seriously jeopardized.

#### **VIII. SPECIAL PROGRAM TO KEEP STUDENT FROM BEING DISMISSED FROM ACA:**

At times, ACA may be able to offer a special program for students who have committed acts that would normally lead to dismissal. Our goal is to help any student who truly wants to be helped if it is within our means to do so. In these special cases, students cannot attend regular classes, participate in school activities, be recognized for awards, or participate in graduation ceremonies. The student must also have displayed genuine Biblical repentance. This program would be contingent on availability of staff and resources as well as parental involvement. Depending on the seriousness of the offence and mitigating factors, students may earn the right to be reinstated into the regular program as determined by the School Discipline Committee.

## **IX. CORPORAL CORRECTION (Spanking)**

Although corporal correction is legal for private schools in Ohio, ACA does not administer this form of discipline in our regular policy. Spanking, when done correctly and in love according to Biblical principles, may be an effective tool in the training process of children (Prov. 22:15; 29:15) We prefer that all spanking be handled by parents in a safe and loving way. However, if parents believe that the child needs a spanking from school, the Discipline Committee will evaluate the request. If both parties agree, the school will administer the spanking under the following conditions:

- A. The regular discipline plan and/or individualized plans are not working.
- B. The infraction is a serious offense.
- C. Parents and school administration both agree that corporal correction should be used. Parents must sign a form giving the school permission. Administrators and teachers will not take it upon themselves to give a spanking to a student without the expressed written consent of the parent.
- D. The corporal correction follows the proper procedures as stated on the Corporal Correction Form. These procedures include having a staff witness present, praying with the child, never spanking in anger, etc.
- E. We encourage parents to read/watch/listen to Biblically-consistent parenting literature/films/audio to learn how to lovingly and effectively train their children. Please see us for resources.

## **X. SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS:**

ACA reserves the right to search a student's person and belongings in the event the school suspects the student possesses an unapproved item. The search may be conducted without the student's or the parents' permission. If deemed necessary, school officials may search automobiles, backpacks, purses, pockets, lockers, desks, lunch bags, etc.

### **STUDENT STANDARD OF CONDUCT**

In order for Christian young people to be conformed to the image of Christ and separated from the sin of this world, we have listed some standards and guidelines to help them. However, please realize that walking with the Lord is more than a list of rules. It is fellowship with Jesus Christ. If a young person will love the Lord with all his/her heart, soul, mind, and strength, and will love others, he/she will fulfill all the law (Mark 12:28-31; Rom. 13:8,9).

Also, the ACA leadership and faculty recognize that churches, families, and individuals may have different interpretations of Biblical passages. When the teaching of ACA conflicts with the truly held beliefs of an ACA student, we will be careful not to be offensive, and we will be respectful of parental and pastoral authority. However, because ACA is a ministry of the First Apostolic Church and because unity of practice is a necessary ingredient in a successful training program, ACA will teach and practice standards consistent with our understanding of the Bible.

Because ACA is a ministry of the First Apostolic Church and is a leadership training institution for young Christians, it must provide an environment conducive to the spiritual growth and development of young people. Therefore, the school expects each student, whether at school, home, or elsewhere, to live according to the following standard of conduct:

Students of ACA are to conduct themselves in a Godly, holy, respectful, and orderly manner according to Biblical principles, maintaining Christian standards of courtesy, kindness, proper language, honesty, morality, purity, and a wholesome attitude toward the Lord, the Church, their parents, authority, the school, and all other people. Additionally, students are to refrain from talking favorably about or engaging in the following activities:

Idolatry, Satanism, astrology, profanity and other filthy talking, rebellion, gang membership, substance abuse, racism and other hate-motivated behavior, fighting, physical assaults and other violent behavior, vandalism, premarital sexual activity, pornography, homosexual behavior, gender-confusion behavior, cross-dressing, stealing, lying, cheating, gambling, and other violations of the Ten Commandments and basic Christian teaching as taught from the Bible.

Students involved in these kinds of behavior will be asked to repent of their behavior and may receive disciplinary action with the possibility of suspension or expulsion. Also, parents who engage in these activities may jeopardize their child's enrollment in ACA, since consistency between the home and school is essential in training. If a student commits a serious violation of ACA policy, our goal will always be to restore that individual; however, the safety, protection and welfare of other students will be a major factor in determining disciplinary consequences.

## STATEMENT OF FAITH (abbreviated)

- Bible:** We firmly believe that the Bible is the inspired Word of God, inerrant, reliable, and holding the key to every human need. See John 5:39; Matt. 24:35; I Tim. 3:16; II Peter 2:21.
- Salvation:** We hold to the same instructions given by the Apostle Peter in Acts 2:38. Full salvation comes by grace through faith in Christ (Eph. 2:8,9), repentance from sin (Lk. 13:3), water baptism by immersion in the name of the Lord Jesus Christ for the remission of sins (Mk. 16:16), and the baptism of the Holy Ghost with the initial evidence of speaking with other tongues (Acts 2:1-4). See also John 3:3,5; John 3:16; Acts 8:16; 10:44-48; 19:1-7; 22:16.
- Jesus Christ:** We believe that there is only one God (Deut. 6:4) who has manifested Himself to the world in the person of Jesus Christ (1 Tim. 3:16). The divine nature that resided in Christ was the selfsame Jehovah of the Old Testament and the Holy Spirit of the Church Age. See Isa. 9:16; John 1:1; John 8:58; John 14:8-11; John 14:16-18; 2 Cor. 3:17; Col. 2:9-10.
- Holiness:** We teach that a born again believer should please God in every aspect of his life. The Scriptures make clear that dress, conduct, amusements, speech and all other activities are important to basic Christianity. See Rom. 12:1-2; I Cor. 11:1-15; Gal. 5:16-26; Deut. 22:5; Ps. 101:3; 1 Tim. 2:9; 1 Pet. 3:3-4.
- Miracles and Divine Healing!**  
Jesus Christ is the same, yesterday, today, and forever (Heb. 13:8). God can heal, deliver, and work miracles in the twentieth century just as He did in the first. We have the right and confidence to trust Him for this in Jesus' Name. See John 16:24; Acts 1:8; James 5:13-18.
- Christ's Return:** We look for the literal, personal return of Christ; first to rapture His Church (I Thess. 4:17-18), and secondly, to set up a kingdom that shall rule in peace. See Acts 1:11, I Tim. 4:8, Rev. 20:6.

Apostolic Christian Academy bases all philosophies, policies, procedures and practices on the Word of God. The rules and consequences listed above are basic guidelines. ACA has the right to make changes to our program if done so in the best interest of the school and its students and to more fully align to the principles of God's Word.

## LIABILITY STATEMENT

This Liability Waiver Form is included in the school Handbook, and must be affirmed by signing the Parent/Student Agreement Form for the enrolled student before participation in Apostolic Christian Academy (ACA) instructional programs. In consideration for receiving permission to enroll and participate at ACA, I hereby:

1. Acknowledge that activities at ACA involve risk of accidents or personal injuries and agree to release, waive, discharge and covenant NOT to sue and to hold harmless ACA, its board members, teachers, contractors, volunteers, administrative officers, employees and any other associated personnel including owners or landlords of the premises utilized by ACA, of and from any and all claims, actions and damages for accidents, personal injuries, emotional distress, disabilities or death that my child has or may have sustained as a result of participation in its programs.
2. Authorize ACA to seek emergency medical treatment for my child at an available medical facility at my expenses.
3. Grant ACA permission to publish photographs of and work by my child in ACA publications.
4. Agree to take full financial responsibility for any damage to ACA facilities and equipment caused by my child or myself.