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2009/2010 PARENT/STUDENT HANDBOOK

ARNOLD CHRISTIAN ACADEMY

An educational ministry of New Covenant Church

Amazed by the Cross; Renewed by the Truth

I. ORGANIZATION AND PHILOSOPHY

A. OPPORTUNITY

Deut 6:5-7

“You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children...”

NKJV

Arnold Christian Academy exists as a ministry of New Covenant Church at Arnold and is founded to assist parents in fulfilling the Scriptural imperative found in Deuteronomy 6:5-7. Parents of ACA students have prayerfully considered these God-given commands pertaining to Christian education and are convinced that they must raise their children in an atmosphere that is in agreement with these premises.

B. VISION STATEMENT

We seek to serve Christian families by providing a Biblically saturated, Christ-centered approach to education that challenges students to live lives that are amazed by the cross and renewed by the Truth.

C. MISSION STATEMENT

Our Mission is to educate and enrich our students in the areas of

- Biblical instruction
- Character development
- Academic excellence

Biblical instruction:

We will help each student gain knowledge of the Word of God so that they may understand the holiness of God, the need for salvation by grace, and the necessity of walking in the truth in order to be conformed to the image of Christ. Our desire is to shepherd students in a relationship with God and neighbor that originates in grace and flows from the heart.

Character development:

We will assist students in developing Christ-like attitudes and actions that are rooted in love and reverence for God. Our desire is to see our students view their every pursuit as an opportunity to serve and glorify God.

Academic excellence:

We will give our students basic training in our core curriculum of Bible, history, science, language arts, and mathematics by emphasizing

- critical reading and thinking skills
- oral and written communication fluency
- accurate computation and abstract problem solving.

We will expand our students' academic training by introducing them to the arts, providing technical training and scheduling regular times for physical education.

We will seek academic excellence, challenging each student to develop the gifts and skills that God has given and providing the guidance needed to attain success.

D. CORE VALUES

1. Christ is the center of our academic instruction and in the relationships between parents, students and staff.
2. We encourage the entire Christian school community to live lives of integrity, in submission to the Word of God, doing all to the glory of God.
3. Parents have the primary responsibility for their child's education, and the school exists to serve them in this task.
4. Students will learn how to process information and to think critically in the context of a biblical worldview.
5. Our desire is to develop leaders for the church who understand that their first responsibility is to be a servant of all.
6. All staff members are called by God to exhibit Christ-like character and to serve as Godly role models for the students.

E. CHURCH AFFILIATION

Arnold Christian Academy is a ministry of the New Covenant Church at Arnold, which views the school as an extension of the Christian home. Pastor Scott Connell serves as the Superintendent and spiritual leader of the school. Sue Maksim is the principal of the school.

F. STATEMENT OF FAITH

We accept the Holy Scriptures as the revealed will of God and the all-sufficient rule for faith and practice. We adopt the following statement of fundamental truths for the purpose of maintaining general unity:

- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal future return to this earth in power and glory.

- We believe in the blessed hope of Christ's second coming.
- We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- We believe that the Baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

G. ACCREDITATION

Our program has been designed and implemented so that students will be able to transfer to other schools. We are pleased to be an active member of the Association of Christian Schools International (ACSI).

H. ORGANIZATION OF THE SCHOOL

Arnold Christian Academy is a ministry of New Covenant Church and is one of many ministries supported and run by this local church. The school is governed by a chain of command that begins ultimately with God as the Father and Provider, Jesus the Savior and Head of the church, and the Holy Spirit as the One who empowers for the work of the ministry. Organization of the leadership of the church begins with the Elders of New Covenant Church and then includes the School Board, the Superintendent, the Principal, and the Vice-Principal. The school is organized into two divisions. The Lower School consists of kindergarten through grade four. The Upper School consists of grades five through eight. Each division has a supervisor who serves as the lead teacher. Each teacher oversees his/her individual class. The support staff includes the secretaries, extended care supervisors and other personnel as needed, and each has authority to fulfill the responsibilities of the assigned areas.

Elders

As a ministry of New Covenant Church, Arnold Christian Academy falls under the same umbrella of authority as all other ministries of the church. The elders who govern and shepherd the flock of New Covenant Church are the ultimate level of governance over the church's organization of ministries.

ACA School Board

This group of nominated and approved parents of A.C.A. works corporately under the eldership of the New Covenant Church to govern the budget and many policies of the school. The

nominees for the school board are presented to the eldership for approval. The majority of the school board members are New Covenant Church members. It meets on the second Monday of the month at 7:00 PM at the school. They hold the ultimate authority in all financial matters and policy.

Superintendent

The superintendent of the school is also the pastor of New Covenant Church. He is the direct supervisor to the principal and is involved with school matters as needed, though he is unable to give time to the day-to-day operation of the school.

Principal

The principal is the chief decision-making authority of the school and has the responsibility for the day-to-day operations of the school.

Vice-Principal

The vice-principal reports directly to the principal and serves as the assistant in decision making. She assists the principal regarding academic guidelines, curriculum and staff development. She also serves in the capacity of the principal when the principal is unavailable to address a specific issue that requires immediate attention.

School Supervisors

Both the Lower School and Upper School are organized and administrated by supervisors who serve as the lead teachers for their respective areas. These individuals give primary oversight to the teachers on their teams, providing counsel and training as needed for their areas. The Principal, Vice-principal and School Supervisors make up the administrative team of the school.

PAC

The Principal's Advisory Committee consists of 5th – 8th graders who represent their classes and the school regarding ideas about class/school activities, themes, and fundraisers. Those interested in PAC must compose responses to questions to be submitted to the principal, who will then select representatives based upon the following character qualities:

Godliness	Positive leadership
Independent thinking	Dependability
Self-regulation	Peace-maker attitude
Freedom from academic/behavior concerns	Commitment to excellence

From those selected, the offices of President, Vice-President, Secretary, and Treasurer will be set.

I. TEACHER/STAFF EVALUATIONS

Periodic evaluations of teachers and school staff will be conducted by the administrative team of the school. The evaluation will consist of, but will not be limited to, performance criteria necessary to promote the core values of the school.

Any parental concerns or comments about the evaluation process will be submitted to the principal who will bring the matter to the attention of the administrative team. If necessary, a conference to discuss the situation will be scheduled. Decisions made by the administrative team

concerning evaluations and parental input will be final. Any deviation from this policy may result in dismissal of an offending party from the school.

J. COMMUNICATION

(This section on “Communication” has been adapted from the Rockbridge Academy Parent/Student Handbook with their gracious permission.)

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school’s authority in governing its affairs. Yet, the school must also uphold the family’s authority in governing its affairs. Given these two realms of authority and considering the vast responsibility in training and educating our children, disagreements can occur. They may be small or great but they can happen. We believe that God can be glorified in the midst of these disagreements through the peacemaking actions of those involved.

Every parent must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Proverbs 19:11), and sometimes it means speaking the truth in love. Harboring bitterness or keeping records of offenses is neither biblical nor profitable (1 Corinthians 13). We encourage every family to attempt to be at peace with all men and have outlined the proper lines of communication between the school and home according to the biblical principles found in Matthew 18. We believe that scripture teaches that conflicts should be handled discreetly, carefully and with the intent to restore the relationship, while believing and speaking the best about each individual involved. **We especially encourage fathers, whenever possible, to take the lead roles in all areas of conflict resolution whether it be with the school or another family.** The Arnold Christian Academy staff and Principal will abide by these same principles in communicating with parents and students.

Parent to Parent: If an issue should arise regarding the conduct of children outside of school, or if there appears to be a personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, biblical manner. The school has no authority over its students outside of school and will not become involved in personal conflicts beyond their effects in the classroom. If mediation is necessary, the school would urge families to seek the help of their individual churches.

Parents to Teacher/Staff: If an issue should arise regarding individual teacher rules or procedures, please notify the teacher first. Your options include a note, voice mail or email. Appointments may be scheduled for after school but we request that you do not stop in unannounced, especially before school when the teacher is unable to give you the necessary time and attention.

If the issue is not resolved after speaking to the teacher, please contact the upper or lower school supervisor to assist in finding a solution. The supervisor will notify the principal of the situation in writing.

If after consulting with the supervisor of the division the concern of the parent is not addressed, the parent is encouraged to notify the principal who will set up an appointment.

Parents to Principal: If an issue should arise regarding school wide rules or procedures, curriculum, programs, facilities, etc., the parents should speak to the principal. Parents may also present concerns about individual teacher rules or procedures **only after that matter was brought to the individual teacher in question and has not been resolved.**

Parents to the School Board: If an issue should arise regarding certain handbook policies (i.e. budget, uniform, length of school day, etc.), fiscal spending, financial issues, or other School Board governed issues (you may contact the Principal or School Board President to determine who has oversight of a particular issue), a parent may make a presentation in writing or in person to the School Board to discuss their concern or request. This request must be received and approved by the School Board President in advance of the next school board meeting.

Parents to Superintendent: If an issue should arise regarding policy, curriculum, program or a staff member and has not been satisfactorily resolved with the principal, a parent may bring this to the attention of the superintendent. Most issues should be able to be resolved before getting to this level.

We encourage all of our community to read Peacemaker by Ken Sande

K. IMPORTANCE OF PARENTS

Parents carry the God-given responsibility for raising their children. It is the school's strong conviction that the only meaningful success that a child will attain in this time of his life (with long lasting results for that child's adulthood) will be as a result of his parents' active and purposeful involvement in his life. For this reason we lean heavily upon the parents in the education process (i.e. communication, homework, discipline, spiritual matters). If the parents are not involved sufficiently in their child's life, that child suffers and the work of the school becomes futile and insufficient. In such cases it may become necessary to dismiss such a family from the school, but only after serious attempts have been made to alert the parent to those concerns and draw them into meaningful involvement and support of their child.

Because the parenting role is so important and so difficult, the school seeks to help support parents in their role. Resources and consultation are available from the staff (i.e. Administrative Team, Principal and Superintendent).

L. HEADSHIP OF FATHERS

Because Scripture emphasizes the role of husband and father as the head of the home (Eph. 5:22-24; Col. 3:21; Eph. 6:4), the fathers must be involved in communication, discipline, instruction and conflict resolution. Though we understand and are grieved in those situations where an untimely death or divorce has taken a father from the home, in those homes where a father is present we seek to elevate his position and work through him in the life of his family and home. When present, we believe his Godly and spiritual involvement in the life of his family is that family's key to success.

II. OUR CURRICULUM AND OUR METHOD

A. CURRICULUM

Our curriculum is chosen on the basis of its strength for a given field and incorporate both Christian and secular publishers. We seek teacher-pupil interaction and encourage enthusiastic learning. We choose Bob Jones University Press for grammar (5-8) and Science, ABeka for reading instruction (K-4) and Houghton Mifflin Math across the grades.

B. CHRIST-CENTERED APPROACH

Promotion, admission policies, discipline, classroom decor, environment, staff philosophy, and all aspects of the educational experience are first and foremost Christ-honoring and Biblically-oriented. The Bible is the source of absolute principles of life and conduct. Christ is upheld as the answer to all student problems. Individual effort is made to bring each student to a saving knowledge of the Lord Jesus and to develop an attitude and spirit of obedience to Him. The key to successful Christian maturity and learning is to see life from God's point of view.

C. PARENTAL INVOLVEMENT

Since Arnold Christian Academy is an extension of the home and works under the conviction that parents are the primary authority under God in a child's life, parents must agree with the importance of working with the school staff, keeping open and honest lines of communication, reconciling offenses quickly and Biblically, avoiding gossip, slander and other sinful manners of communication, and doing their best to make the school and educational process a success. In pursuit of these goals, we expect parental attendance at regularly scheduled meetings, beginning with the Parent's Orientation night in August and continuing with parent-teacher conferences and other events in which parents are requested to attend. There are also many opportunities for parents to serve as volunteers in the school during the school day. Ultimately we ask that parents be faithful to pray for the school and its staff each day.

D. CHRISTIAN LEADERSHIP TRAINING

Christian character qualities are regularly discussed in the classroom and students are encouraged to strive to make them a part of their daily life.

The school meets together at the beginning of each day to sing, pray, and hear Scripture verses that help them focus of Jesus throughout the day. They also recite the following pledges:

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

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

Pledge of Allegiance to the Bible

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

Each Wednesday students participate in a chapel service led by missionaries, local pastors and A.C.A. staff who preach the Word of God with a nondenominational intent.

Each Friday "Student of the Week" awards are presented to students who have exhibited outstanding Christian character during that week.

Opportunities are provided for our older students in order to help them develop leadership skills by charging them with certain areas of responsibility. This might include leading a small group or the entire school at large under direct teacher or parent supervision and instruction.

E. MERITS

Some of the teachers in the younger grades provide incentives where students earn merits for academic achievement and Christ-like character. These incentives are turned in for special treats or prizes on Fridays during Merit Break.

F. ART

Every student receives opportunities to participate in and learn about fine arts.

G. MUSIC

Every student receives formal weekly instruction in learning to read music and participating in a choir.

H. PHYSICAL EDUCATION

The students participate weekly in an organized program of physical exercise with skills appropriate for their grade level. Emphasis may be on a particular sport's skills, physical fitness, or team cooperation.

I. COMPUTER LAB

The students participate weekly in a computer lab program that is developed by the University of Richmond. The Power Point, spread sheets, graphics and word processing skills learned through this program are applied across the curriculum.

J. EXTENDED CARE PROGRAM

ACA offers a program of Extended Care. We adhere to very strict guidelines so that the program will run smoothly for the benefit of both participants and staff.

1. Extended Care Supervisor, Mrs. Nora LaMartina, will evaluate the need to provide Morning Care. If Extended Care is needed before school, caregivers will provide supervision from 7:20 a.m. until 8:00 a.m. at the school building.
2. The program caregivers will provide After Care supervision from 3:30 p.m. (2:30 on Mondays) until 5:30 p.m. at the school building.
3. Parents are required to sign in their child for Morning Care and sign them out of After Care. If a child is not signed out, the parent will be billed for the full time until closing (5:30 p.m.). No other individual, unless prior written authorization is presented, may sign a child in or out.
4. If a parent is going to be late picking up their child from After Care (after 5:30 p.m.), the parent must call the extended care provider prior to 5:30 p.m. If no call is received, the parent and/or an emergency contact will be notified and a \$20.00 charge will be assessed.
5. Extended Care is billed in one hour increments at the rate of \$5 per hour.
6. Billing for extended care begins at 3:35 pm (2:30 on Mondays).
7. Charges are billed twice monthly on the 15th and the 30th of each month. Invoices are due on receipt and payment may be either sent to the school or placed in the Extended Care drop box outside of the school office. Payment may not be left with the EC supervisor or other staff members.
8. Anyone with an outstanding financial obligation to the school may not participate in the extended care program until their account is brought current. Parents will be called to pick up a child who is no longer eligible for participation. In the event a parent is unable to pick-up their child, the emergency contact person will then be contacted for pick-up.
9. All contact information must be kept current and emergency contacts need to be accessible at all times. Any changes must be reported immediately. If a parent or a parent's emergency contact(s) are not accessible when called, note will be made of the date and reason for call. If a parent and/or a parent's emergency contact is inaccessible on more than one instance, the extended care supervisor may dismiss a child from the program.
10. A parent participating in the Extended Care program will be required to review the guidelines, as outlined, in the Student Handbook and sign, date and return a copy to the Extended Care Supervisor prior to participation in the program. (Enclosure)

III. ENROLLMENT

A. ADMISSIONS POLICY

Arnold Christian Academy exists to serve the children of families who are looking for expressly Christian education and who are themselves expressly Christian in their commitment and beliefs. At least one parent must be a committed "born-again" Christian; the family must be actively involved in a Bible-believing, incorporated church; and the family must support a Christ-centered lifestyle. A yearly pastoral recommendation will be sought to verify ongoing involvement in the local church.

New Covenant Church and Arnold Christian Academy hold to a racially nondiscriminatory policy and, therefore does not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission guidelines, or any school administered program. All students are entitled to the same

rights, privileges, programs, and activities generally accorded or made available to any student in the school.

Prospective kindergarten students must be 5 years old by September 30th.

Prospective first grade student must be 6 years old by September 30th.

A list of required documents will be sent, which must be on file prior to attendance.

The priority of student selection is as follows:

- 1) New Covenant Church members receive first priority.
- 2) Returning families will be given priority over new applicants.
- 3) New Applicants are reviewed on a case-by-case basis in the order that the completed application was received.

The administrative staff of A.C.A. recognizes the limitations of the school's ability to serve special needs students and in most cases we will recommend an alternative school where the needs of that student may be met. In certain rare instances a special needs student may be admitted if the staff feels that either the school can accommodate the student's needs and/or those needs are being accommodated through outside intervention. In such cases a written agreement between the school and the parents will be drafted outlining what accommodations and services can be offered, especially if certain requirements that have been requested in the past (i.e. I.E.P) cannot be met.

B. ADMISSIONS PROCEDURE

1. Complete and return all forms and documents to the school office along with a \$50.00 *Non-Refundable* Registration fee.
2. Request that your pastor complete and submit the referral as soon as possible.
3. Applicant completes a series of tests in individually scheduled sessions.
4. ACA will schedule a formal interview with the Principal.
5. A registration committee will review the application and school records.
Enrollment will be contingent on the results of an academic evaluation conducted by ACA and recommendations provided.
6. You will receive notification of our decision.
7. Student will be admitted and attendance can begin once all financial obligations have been met and all documents are in hand.

C. ENROLLMENT

Once accepted, the enrollment fee and the initial tuition payment are paid to the school and a payment plan will be set up.

D. READMISSION

Parents who wish to re-enroll their students for the following school year will pay a *non-refundable* fee.

No student has a right to re-enroll and the school reserves the authority to refuse admission if the school feels it is in the best interests of the student, the other students in the classroom, or the school. Readmission will be based on the appraisal of the Administrative Team when they meet at the end of the term. Any decision to not enroll a student for the following year will be communicated in writing before the end of June and will generally follow a period of documented circumstances involving academic performance, behavior, and working relationships with the school.

Time and opportunity will be given for a response and an opportunity will be provided for a conference and the development of a plan that will lead to progress for the student.

IV. FINANCIAL INFORMATION

A. TUITION, FEES, & EXPENSES

Arnold Christian Academy is dependent upon the tuition of the students and the gifts of friends for operational expenses. All contributions made to Arnold Christian Academy are tax deductible. A letter of appreciation is issued for each donation and is considered to be a legal tax-deductible receipt. (Contributions designated for specific student(s) are NOT tax deductible.)

The school makes every effort to keep tuition and fees as low as possible. Our desire is to make quality Christian education affordable. A list outlining current tuition and fees is available upon request. A reduced tuition is offered based upon the number of children enrolled per family.

Parents have three options for paying tuition for the school year:

- 1) Pay the entire amount by July 15th.
- 2) Pay in two equal payments; the first is due by July 15th, and the second by January 15th. *No Exceptions.*
- 3) Pay the tuition balance in 10 equal payments through the F.A.C.T.S. program, running July and April.

Arnold Christian Academy is a member of the F.A.C.T.S. Financial Management Program. All tuition payments are handled by automatic withdrawal (ACH) directly through their bank. Informative brochures regarding the F.A.C.T.S. program are available upon request. A 5% late fee will be charged each month on all past due tuition balances. There is a \$10.00 fee charged for a returned check.

Parents are required to contact the ACA School Board prior to closing their F.A.C.T.S. account. If a parent does not contact the school board, it is considered a breach in your financial agreement with the school and may result in immediate dismissal of your student.

B. FINANCIAL AID POLICY

Limited financial aid is available, with priority going to New Covenant Church members. Determination for financial aid is made through application to the Family Financial Needs Assessment organization. Application forms are available in the school office.

Two factors are considered for distribution of financial assistance for tuition:

1. Qualification of need based upon the FFNA assessment.
2. Space available in the classroom – at least two spots must be available for new applicants to be considered for financial aid.

Financial aid is considered on an annual basis and students receiving aid in a particular school year does not guarantee aid in subsequent years. The A.C.A. School Board makes the final decision regarding the distribution of aid and the amount granted.

C. PROCEDURE FOR DELINQUENT ACCOUNTS

1. When a tuition account is 30 days in arrears, the ACA financial secretary will send the parents a letter by certified mail informing them that their child will be dismissed from ACA effective 2 weeks from the date of the letter unless one of the following two things happens:
 - a. The parents pay the complete balance due by the effective dismissal date, or
 - b. Within 1 week after the date of the letter, the parents develop an acceptable alternative schedule for payment of all charges by the end of the academic year or for bringing payments current by a specified date before the end of the academic year. The school office must receive the plan no later than 1 week following the date of the dismissal letter. If the ACA School Board deems the plan unacceptable, it may, at its discretion, give the parents an additional week to develop an acceptable plan.
2. If a family on an alternative payment schedule (option "b" above) misses a payment, the ACA financial secretary will send the parents a letter by certified mail informing them that their child will be dismissed from ACA effective 2 weeks from the date of the letter unless they pay the complete balance due on the designated date. If the family's financial situation has changed, the Board may agree to accept a second alternative schedule.
3. If a family is late more than twice in a school year with their tuition payments, that family may be required to sign up for a permanent automatic withdrawal from their checking account for all subsequent tuition payments for at least the remainder of the school year and possibly the remainder of their stay at A.C.A.
4. The A.C.A. School Board reserves the right to alter an established payment plan to ensure payment for continually delinquent accounts.
5. If the child is dismissed from ACA, academic records will not be released until the account is brought current through the effective dismissal date.
6. No additional debt may be incurred by a parent that has a delinquent account without board approval.

D. WITHDRAWAL POLICY

Parents who wish to withdraw a student must fill out a withdrawal form available from the school office. Written notification is requested seven days in advance of the date of withdrawal.

A copy of the most recent report card and transcripts will be released directly to the next school to be attended if we have received a written request from the parent and all financial accounts are settled. (Transcripts and records, by law, cannot be given to the parent. School-to-school transfer by mail is required.)

An exit interview with the principal is requested of every family who decides to withdraw.

A tuition refund may be given for the period of time remaining in a school year, starting with the next calendar month. All fees are non-refundable.

V. GENERAL INFORMATION

A. CHURCH ATTENDANCE

As part of the covenant that is formed upon admission to the school between the parent and the school, it is expected that each student will attend with at least one parent their church's services and activities as often as they are able to do so. Membership and/or regular attendance in a Bible-believing, incorporated church is required. A yearly pastoral recommendation will be sought to verify ongoing involvement in the local church.

B. ARRIVAL/DISMISSAL

The school building will be opened to students at 8:00 a.m. Classes begin at 8:15 a.m. every morning. Dismissal will be at 2:30 PM on Monday and 3:30 PM Tuesday through Friday. Teachers will be in their classrooms by 8:00 a.m. and will be in the building until at least 3:45 p.m. The school office hours are 8:00 a.m. to 3:30 p.m.

When students arrive at the school, they are to go directly to their classrooms. Students are not to wander the hallways or school grounds.

Upon dismissal students are to walk directly to their vehicles that are parked in the parking lot. Parents are responsible to see that the children get in the car and remain there. Parents are to use caution when they are pulling through the parking lot.

If a child is not picked up by 3:35 PM (2:55 on Mondays), a staff member will take the child to the After Care Program and the parents will be billed accordingly.

If a student is going home with someone other than a parent, a signed note must be sent and the person picking up the child must sign out with the person in charge of dismissal.

You must sign in/out your child in the school office if the arrival or departure time is different than the regularly scheduled hours. The school entrance will remain locked between 8:15 a.m. and the end of the school day, therefore, all people entering the building must use the church's main entrance during this time.

Messages to students should go through the school office.

C. ATTENDANCE

Attendance at school provides students with the classroom experience. This experience consists of participation in class activities and direct instruction by the classroom teacher. The instructional program designed by each teacher is progressive and sequential. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. An absence may be excused due to personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or providential hindrance. All other absences are considered unexcused. The authority for determining the legitimacy of an absence rests with the school administration.

Absences extending to 5 or more consecutive days require a physician's note.

After an absence, a signed and dated note from a parent is required. Absences will be assumed unexcused unless a note is received. The school will contact the home if no note is received.

If 28 or more days are missed during the school year, the student may be retained at the discretion of the Administration.

Occasionally family trips occur when school is in session. Obviously this conflict should be avoided whenever possible. Students will be held responsible for missed work. Classroom teachers may or may not be able to give the work assignments ahead of time. Some will if they can, others may not be able to and will communicate all work missed after the student returns to school.

D. SCHOOL CLOSINGS

School closings for inclement weather will follow the Anne Arundel County Public School schedule unless parents are otherwise specifically notified. Parents are expected to listen to local radio or television stations for information regarding delayed openings or closings. Parents may also contact the school for closing information.

E. TARDINESS

Student attendance is imperative and punctuality is vital for pupils to be adequately prepared to meet the rigors of ACA's educational program. Keeping this in mind and realizing the expectation of maintaining supervision for all students' safety and security, it is essential that each student be in the classroom and prepared to attend opening exercises by 8:15 a.m. It is highly recommended that pupils arrive to class no later than 8:10.. Students not meeting this responsibility by having unexcused tardiness may be subject to the corrective measures noted in the "unexcused" section.

Tardiness will be deemed either excused or unexcused by the main office personnel as per this policy. Tardiness accompanied by notes received on a doctor's stationery or in a custodial guardian's handwriting (may be typewritten and signed) will be considered EXCUSED if they reflect one of the following:

- Doctor visit (for student, or parent providing transportation)
 - Illness/injury (of student, or parent providing transportation)
 - Major traffic accident which directly inhibits punctual arrival
- Extenuating family emergency.

The note that will be submitted by the guardian to the office when the child arrives should explain/verify this and be signed legibly and dated.

UNEXCUSED tardiness is when a late arrival (after 8:15) and lack of preparation for opening has no legitimate reason (i.e. oversleeping of a student or parent, traffic violation/citation, non-subpoena court appearance, road construction, heavy traffic, carpooling, non-emergency family matters, guardian preference)

Guardians must escort students who are tardy to the school office and sign them in. This does not exonerate the pupil from tardiness but rather verifies his/her supervision while not in the supervisory presence or vicinity of the teacher. Students should then be accompanied by the guardian to the auditorium if before 8:40 (9:00 on Wednesdays for Chapel). Otherwise, the office staff will direct the student to his/her classroom.

This policy is in effect for the entire school year, but disciplinary actions (used only for excessive and illegitimate tardiness) will “reset” themselves each new marking period to provide new opportunity for growth and improvement in punctuality and preparation, a vital life skill.

Students not meeting this responsibility may be subject to the following corrective measures:

1st tardy—warning

2nd tardy—hall conference with warning of impending disciplinary action

3rd tardy—recess detention and parent/guardian contact from teacher

4 or more tardies — after school detention; principal contacts parents/guardians

Excessive tardiness may lead to student dismissal or result in denial of re-admission

F. MEDICAL GUIDELINES

A Medical Report must be completed and signed by the student's physician and submitted to the school office. All students must be immunized against polio, D.P.T., mumps, measles and rubella. Returning students must keep the school informed of any changes to their immunization records. The Health Department reviews these forms. Children whose immunizations are not up to date will be refused admittance to the school. A copy of the current requirements is available from the school office upon request.

The STUDENT INFORMATION CARD, which includes emergency contact information, is to be completed by parents at the beginning of each school year. This card must be on file by the first day of school. If necessary, please update this card during the year so that all information remains current. In instances where a student needs medical attention, the Academy will first call the parent and then the family doctor.

No teacher will be permitted to administer any prescribed or OTC medicines. All medicines must be delivered to the designated Medication Assistant for dispensing.

If your child receives first aid treatment for any minor injuries, a note from ACA outlining the exact procedures performed will be sent to the parent. The parent will need to sign the medical release form at the bottom and return it the following day. This form will be kept on file.

Parents are asked to please keep children home if the following conditions exist:

- a fever greater than 99 degrees
- the first few days of a cold

- complaint of a sore throat
- eyes show signs of infection
- a rash or other skin disease
- stomach upset or diarrhea

The child should be symptom free for 24 hours before returning to school.

If your child should contract a communicable disease such as chicken pox, conjunctivitis or “strep”, please notify the school. In the event of reports of such disease, the office will issue a specific Maryland Health Department sheet to all parents.

FOR THE SAFETY OF ALL, TEACHERS MAY REFUSE TO ADMIT A CHILD TO SCHOOL IF THAT CHILD APPEARS TO BE ILL.

In the event that your child becomes ill during the day, the school will make every attempt to contact the parents. If necessary, the persons designated on the emergency section of the Student Information Card will be contacted.

If an emergency requiring immediate medical care should arise, your child will be transported to the nearest hospital emergency room, accompanied by a staff member. Parents and the child's physician will be notified immediately.

All appropriate forms must be completed and signed in order for medication to be dispensed. A child should have no medication, whether prescription or OTC, in his/her possession. Sharing medication is a serious infraction and will be dealt with on a case-by-case basis.

In compliance with HIPAA (Health Insurance Portability and Accountability Act) regulations, authorization given to Arnold Christian Academy's administrative and health officials to share children's health information/history with other staff members on a need to know basis is important. This includes all staff members since any one of the faculty could have supervisory responsibilities for students at any given time. The purpose of this disclosure is for the staff to be prepared in advance for any medical emergencies that would require treatment of ACA children. Information to be disclosed may come from interviews, emergency forms, immunization records, pharmaceutical ledgers, and any other medical policies/provisions presented to the school before admission and while the student is enrolled ACA. Information will be retained in the student's health record, which is kept secure in the school's main office.

G. HOMEWORK

All students will have a reasonable amount of homework most nights. Homework/Assignment books are provided for the student to record daily work, homework assignments, and written communication between teacher and parents. A parent must sign every child's homework book each night.

The specific amount of time required to complete assignments will vary with each child based on his mastery of the material and his/her individual study habits. The guidelines provided are based on the work habits of the average student and average amount of time. If a child is taking a

significantly longer time to complete homework, a conference should be arranged with the classroom teacher to discuss strategy and possible accommodations.

Kindergarten: 10 minutes
Grade 1: 20 minutes
Grade 2: 20 minutes
Grade 3: 40 minutes

Grade 4: 40 minutes
Grades 5 – 6: 60 minutes
Grades 7 – 8: 90 minutes

In order to allow time on weekends for family time or for students to work on missed work or long-term projects, no homework assignments or tests will be due on a Monday. If Monday is a holiday, assignments may be due on the ensuing Tuesday.

Students in the Lower School who do not complete their homework and do not have a satisfactory explanation documented in a note from his/her parent(s) could miss recess to complete that work.

H. EXTRA WORK REQUESTS

On occasion a student or his parent may request extra work to improve a grade. We see a fallacy in this request. If the student has not done well with the regular academic work, how will he/she be able to handle the additional workload of special assignments? Therefore, extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in another format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment must be completed within a week of the original assignment.

I. DELINQUENT ASSIGNMENTS

All assignments are given as an extension of classroom lessons to reinforce content that has been taught. Therefore, all homework must be completed in order for the student to receive a grade for the marking period. Each grade level has varying consequences for work turned in late, including the possibility of after school detention. Individual teachers will make certain that the students understand these consequences and will be available to discuss them with parents also.

J. PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards are given to parents at the parent-teacher conference following the first quarter. Report cards will be sent home with the students at the end of all other quarters.

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to F if the work is not completed within 2 weeks of the end of the quarter.

A mid-term progress report will be sent home with all students to let parents know of progress after 4 weeks of each quarter.

Our grading scale::

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

J. HONOR ROLL

Student will attain the “Principal’s Honor Roll” with all A’s and without any unsatisfactory marks in conduct.

Students will attain the "Distinguished Honor Roll” with all A's and B's without any C's or unsatisfactory marks in conduct.

Students will attain “Honor Roll” with A's, B's, and one C (if there is an A to balance the lower grade), without any unsatisfactory marks in conduct. The student must have one A to balance the C.

L. RETENTION POLICY

We believe that in certain cases retention is a necessary and appropriate tool in the development of children. In rare cases, retention is necessary because of academic failure. This is less likely to occur in the Upper School; retention decisions, however, will be more frequently made in regards to early elementary children particularly at the K and first grade level. Research clearly indicates that children benefit far more in their academic progress when retention occurs during earlier years.

Arnold Christian Academy reserves the right to retain a child in any grade if his/her records show that he/she is functioning below the expected academic grade level or maturity level.

The teachers and administrative staff will regularly inform parents regarding a child's lack of progress in either of the aforementioned areas. When retention is necessary, it is always done in conjunction with much prayer and communication with all people involved.

Any subject that a student fails three out of the four quarters of the academic year will result in failing **that subject** for the year. In the Upper School a final grade is given which determines whether or not the subject has been failed.

Students face retention if they fail three or more subjects for the year. A student who fails Math, Language or Reading must either attend summer school or return under academic probation the following year.

The goal of our school is to minimize the need for retention. Early communication between the home and school, combined with vigorous intervention efforts, will always be made to reduce the potential for retention.

M. PROBATION

Probation is deemed necessary when a child faces failure either in the area of behavior or academics. It is a concerted effort to rally the resources of the school and the parents to provide positive intervention for the child. Probationary status may be imposed during the school year or at the end of a school year to become effective upon readmission for the next school year. The Administrative Team meets at the end of each school year as the Readmission Committee with every teacher to review each student in the school and determine where probations might need to be imposed. These probations are usually communicated before the end of June though certain situations may not permit that deadline to be adhered to. In any case, probation remains in effect for the duration of the school year for which the probation was imposed.

Probation may be considered in two areas:

Disciplinary probation:

Disobedience or disrespect leading to an unsatisfactory mark in conduct may result in immediate probation and a conference with the principal to develop a plan of action. A subsequent quarterly marking of a U can lead to dismissal.

Academic Probation:

A student may be placed on academic probation if he/she has received a failing grade for the quarter in any subject. The student has one quarter to raise the failing grade to a C-. Failure to do so can lead to dismissal.

N. FIRE DRILLS

Fire drills are conducted monthly, and a report is kept on file for the Fire Marshall's office. At the sound of the fire alarm, students are to stand and walk out of the building in a prescribed orderly manner to the designated place in the parking lot. When every student and staff member is accounted for, students will move in an orderly manner back to their classrooms. At times students will be required to practice alternative escape routes.

O. FIELD TRIPS AND ACTIVITIES

Children learn experientially while, at the same time, having fun. Special activities such as baking, sewing, or making crafts will be incorporated throughout the curriculum. Field trips will also be set up to meet both educational and recreational needs. We try to keep all field trip fees to a reasonable amount. Parents providing field trip transportation must have one seatbelt per child transported, and everyone in the vehicle must wear them. Anyone volunteering as a driver will need to fill out the Volunteer Driver Application Form to be kept on file with A.C.A.

All students of A.C.A. will need to have the “Annual Field Trip Release/Emergency Medical Form” completed by parents or guardian and on file.

P. ANNUAL AWARDS NIGHT

Certificates and medals highlight the Annual Awards Night held at the end of the school year. Students are awarded medals for good attendance, Godly character traits, and areas of academic success. All students, parents, grandparents, and friends are encouraged to attend this event to honor the hard work completed during the year.

Q. CURRENT SCHOOL CALENDAR

The upcoming year's school calendar will be mailed home each summer by July 15 and calendar updates will be sent home throughout the school year. Parents are usually notified of calendar changes through the weekly newsletter.

R. LOST AND FOUND

The Lost and Found Department of the school is operated from the school office. Please contact the school office promptly if your child has lost something. At the end of the year all items that have not been picked up will be given to charity.

S. NEGLECT/ABUSE

Arnold Christian Academy, its staff, faculty and volunteers are required by law to report any suspicion or evidence of child neglect and physical or sexual abuse of a child to the Department of Social Services within 48 hours of observation or notification of the alleged abuse or neglect.

T. VISITORS

All visitors must check in at the school office upon arriving at the school. Any visitors unknown to the school will be at minimum required to check in at the school office, show identification, state the purpose and intended length of their visit and be required to sign out when leaving campus. Any unknown party who does not cooperate with this request will be asked to leave immediately or law enforcement officials will be called.

U. LUNCH

Lunch is held in the fellowship hall at noon.

Parents and other visitors are permitted to eat with the students when that has been communicated in advance with the teacher in charge of that particular class. Pizza lunch will be available for purchase on Wednesdays. Lunches must be brought on the other days of the week. Students will not have access to a microwave or refrigerator so lunches should be packed with that in mind.

V. RECESS

Recess is held either outside on the parking lot/play ground or in the classrooms during inclement weather. The Lower School receives recess at the same time every day.

Grades K – 4: 12:30 p.m. as well as a 15 minute break in the morning.

Grades 5 – 8: Will have regularly scheduled PE times.

W. PROPERTY SEARCH

The staff of Arnold Christian Academy reserves the right to search a student's person or belongings, including but not limited to backpacks, coat pockets and lockers, in the event the school suspects the student possesses an illegal or unapproved item. This search may be conducted without the student's or the parents' permission and registration of the child constitutes parental consent to such searches.

Such searches shall only be conducted in the event that the school suspects that the student may possess a weapon, illegal substance, immoral material or other unapproved item that has been expressly stated either in writing or verbal communication that such an item is unacceptable and not allowed on school property. If such an item is found, it may be confiscated and may or may not be returned to the student.

X. ELECTRONIC DEVICES

No students are permitted to bring electronic devices (this includes games, cell phones, DVD players, Disc mans, iPods, MP3 Players, Walkmans, etc.) to school. The exception only involves devices like TI-83 Calculators (for math instruction) and memory sticks used for academic purposes.(These devices are the responsibility of each individual student.) Use of school phones for home communication is a student's only option while under staff supervision

Y. CLASS OBSERVATIONS

If a parent desires to observe their child's classroom for any reason, that parent is required to schedule that observation through an administrator (i.e. Principal or School Supervisor) at least 24 hours in advance. We welcome the parent's desire to see what is going on in the classroom but an unannounced visit in the classroom can be disruptive for the classroom teacher and students, and therefore will not be allowed when he/she does not know the nature of the visit.

Z. PARENT AND TEACHER CONFERENCES

Communication between parents and the teachers is the most vital link of communication in the school. We welcome the communication between parents and their child's teacher via telephone, written communication and email, and face to face meeting. When it is the desire of the parent to schedule a conference with the teacher, the parent is to contact that teacher directly to schedule that conference. In most cases a Tuesday or Thursday afternoon is best.

The annual Parent/Teacher conferences are held with every family at the end of the first quarter to distribute and discuss the report card and any other issues pertinent at that time. These conferences will be scheduled by the school secretary. A scheduling form will be distributed a week prior to the date.

An optional conference in the second semester of the school year can be set up by the parent.

No impromptu morning conferences can be accommodated. Staff members will not be removed from classroom instructional or supervisory responsibilities to meet in an unscheduled conference unless there are extenuating circumstances and then only by appeal to the principal.

Staff members have found that student attendance at conferences can be quite helpful and may therefore likely request the student's presence at all or part of the conference. The pupil's view of the staff/parent relationship for their benefit may furthermore solidify the basis for student care and nurturing.

VI. DISCIPLINE

Standards of Conduct

Ephesians 4: 1-3 I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness, gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of love.”

As followers of Christ, we seek to fulfill the call to glorify the Lord in all areas of our life. Specifically, we encourage our students to be

1. Respectful to others, in speech, actions and attitudes. We know this is happening when words edify, actions assist and attitudes encourage.
2. Stewards of the gifts that God has given to them in all areas of life: academically, personally and materially. We expect our students to be diligent in fulfilling responsibilities, clean and modest in appearance, and good caretakers of the facilities, books and supplies that have been provided.
3. Honest in speech and actions, avoiding stealing, lying, plagiarism, or cheating.
4. Modest and pure in conduct toward friends, classmates and in personal choices of entertainment. We expect our students to act with discretion toward the opposite sex, to keep their bodies and minds pure by avoiding harmful substances and actions, such as tobacco, alcohol, illegal or misused legal drugs, and immoral behavior or material.
5. Servants who seek to extend the love and grace of God to others. We know this is achieved when we see our older students serving in the school, the local church or parachurch ministries and all students seeking to help one another.

Our Code of Conduct covers not only the school environment and hours, but is meant as a guideline for behavior outside of school as well. Students may be dismissed for infractions of the Code, even if the infraction occurred outside of the school environment.

Disciplinary Policies

We recognize that we are dealing with children in the formative years of their lives. Errors in judgment, immaturity and failure to think ahead will result in minor offenses, such as not completing assigned tasks as directed, playing when working is expected, talking at inopportune times, acts of selfishness and self-centeredness, and “horseplay.” These offenses are dealt with by the teacher with the goal of correction and growth. The student will receive an explanation of why the behavior is unacceptable and what are acceptable alternative behaviors. If sin has occurred, we will lead the child in repentance, restoration and reconciliation, the foundational principles of our discipline policy. We have adopted the *5A's of Conflict Resolution* from Peacemakers as a schematic for restoration.

The school has a “no inappropriate touch” policy which includes grabbing, pushing hitting and all aggressive body contact. Immediate consequences might include a time-out and the loss of recess time for a specific period of time. The parents will be notified if the contact is aggressive

or repetitive and a suspension might be imposed.

Whenever possible, the consequences of an action will fit the offense.

Missed assignments will be made up during scheduled free time.

Unkind words will result in an apology and an age appropriate opportunity to reflect on Scripture.

Student generated messes will be cleaned up by the student.

Behavior that disrupts the community will result in opportunities to serve the community in practical ways, such as cleaning or organizing materials.

More serious violations of the Code of Conduct are defined as bullying, threats toward others, cheating*, stealing, lying, deliberate destruction of property, disrespect, and refusal to submit to authority. Students who are suspected of such actions will be sent immediately to the principal. The accusation will be investigated, beginning with a talk with the student suspected of the infraction. Witnesses will be interviewed and if the infraction appears to be true, parents will be informed of the situation. A plan for dealing with the consequences of the action will be developed in partnership with the parents.

If a student commits an act with such serious consequences that the principal deems it necessary, a suspension or an expulsion may be imposed immediately. Examples of such misconduct may include but not limited to acts endangering the lives of other students or staff members, gross violence, vandalism, violations of civil law, or any act in clear violation of Scriptural commands.

[*Cheating occurs when a student claims to have done work that is actually the work of another. This can occur as plagiarism, copying the work of another student, or turning in work done by a parent in the student's name. In the Lower School, cheating will be explained so that the students understand the severity of the action. If cheating is determined, the work will be considered invalid and must be redone. In the Upper School, the student will receive a zero on the assignment and parents will be notified.]

VII. UNIFORM REGULATIONS & PERSONAL APPEARANCE

All uniform items (except shoes, socks, and belts) must be purchased from *French Toast*. *French Toast will provide 5% of all net sales to our school. Please be sure to use the source code on the back of your catalog when ordering.*

School Uniform Information:

Our school colors are red, white and blue and we have adapted navy & red plaid as our pattern for uniforms.

Boys' Uniforms:

Boys may wear turtleneck, polo, knit or button shirts (Oxford or dress, short or long sleeve) in either white, light blue or dark blue. Polo shirts are not expected to be tucked in and can also be purchased in red.

Pants: navy blue or khaki slacks or shorts (any style shown in the catalog).

Sweaters: blue cardigans, vests or pullovers (Shirts are expected to be worn under pullover sweaters.)

Girls' Uniforms:

Pants: All girls (K-8) may wear slacks, capris, shorts or scooters in navy or khaki. Shorts and scooters should be mid thigh.

Dresses: the polo dress

Blouses: Any blouse or Polo available from French Toast is permissible, with the exception of the dotted Swiss and the ruffle crochet tie front blouse.

Colors include light blue, navy, white or red.

Sweaters: any sweater available from French Toast in navy or white.

Lower school girls (K-4th grade) may choose any of the jumper styles available in either navy & red plaid or solid navy blue.

Upper school girls may choose from any of the skirt styles available from French Toast in either navy & red plaid or solid navy blue.

Head bands and hair ribbons that follow the color scheme of our uniforms are permissible.

We recognize that not all styles are complementary to all girls so we encourage you to find the items that best fit your daughter's needs.

We expect all students to be neat and clean. Tears, rips and holes need to be repaired soon after occurring. Clothes must be the appropriate size: no oversize shirts or pants.

GUIDELINES FOR CASUAL DRESS

There may be occasional casual dress days when uniforms are not required. On such days, specific requirements will be given to govern dress (i.e. jeans day, sweats day, favorite sports team, etc.). All casual dress days or field trips which allow casual dress must comply with the guidelines for casual dress listed below.

All shirts and blouses must be capable of being tucked into a waistband with at least a 3" tail. No secular designs or messages (i.e. related to music, entertainment, or humor) are acceptable.

No tight clothing.

Skirts and shorts must be mid-thigh.

Shoes must be closed toe and have a back.

Please Note: The Principal makes the final determination regarding appropriate apparel. Remember your highest goal in deciding what to wear on any occasion is to be a representative of your Lord Jesus Christ. Please read Colossians 3:17.