

# *Arnold Christian Academy*

*An educational ministry of CrossPointe Church*



## **Parent/Student Handbook**

## ORGANIZATION AND PHILOSOPHY

### MISSION STATEMENT

***Our Mission is to Educate Students who will Think Biblically and Live Passionately for Christ.***

Our mission statement describes the education that will prepare our students for the call of God on their lives by shaping thinking, building a biblical worldview, and imparting gospel values through high academic standards that will form them for life (Proverbs 22:6).

### VISION STATEMENT

***Our vision is seeing our graduates engaging their world with lives forged by God's Word.***

We want our graduating students to thoughtfully engage their world from a biblical, gospel-centered perspective. We believe that this is not only right and good for each student but will inspire and impact our community.

### PHILOSOPHY OF EDUCATION

Amazed by the Gospel and guided by God's Word, Arnold Christian Academy (ACA) seeks to develop...

- **Wise** students who, through an ever-deepening revelation of God's holiness and man's sin, embrace God's standard for living.
- **Passionate** students who experience the love of God and respond by loving Him, loving others, and loving truth.
- **Clear-minded and articulate** students who engage their culture with a biblical worldview and persuasive proclamation of the gospel.
- **Fruitful** students who faithfully steward their gifts and pursue excellence in every area of life for God's glory.

We pursue these goals knowing that our students, although made in God's image, are sinners in need of a Savior. Salvation is through Jesus Christ alone. Folly is bound up in the heart of a child (Proverbs 22:15). Yet through regeneration and the sanctifying work of the Spirit, sin is put to death and God is glorified. As such, our staff seeks to be patient and encourage students daily in the work of God in each student's life. Without minimizing sin, we strive to magnify grace in the gospel.

Under the parents' delegated authority, a Christian teacher guides students to think and live according to Scripture. This is a high calling. Teachers seek to model a love for God and the local church as well as a love for learning, and above all, model Christian character. Students are individuals with unique gifts and needs; therefore, ACA seeks to make knowledge attractive through a broad range of age-appropriate teaching methods and resources. We maintain biblical standards for student appearance, conduct, and academic achievement, and we communicate regularly with parents. We aim to instruct, exhort, rebuke, and encourage with all humility and

diligence, depending on the Holy Spirit to convict and illumine.

Learning is a hard but wonderful privilege. It is an incremental process. Good teachers link new information to previously-learned information and reinforce new skills through repetition. Students learn most effectively as active participants -- by asking and imitating and doing, not simply hearing. The goal of learning is to gain wisdom as biblically defined: “The fear of the Lord is the beginning of wisdom; all those who practice it have a good understanding” (Psalm 111:10).

Arnold Christian Academy challenges students to be life-long learners devoted to serving God, the local church, and their community with excellence. Our curriculum is anchored in the authoritative truth of Scripture and is saturated with theological instruction. It stresses the rich history, literature, and language of western civilization. It cultivates an awareness and appreciation of music and the arts. It provides thorough training in scientific investigation and mathematical reasoning. It acquaints students with the computer skills necessary to perform in an increasingly technological age. In each subject, each grade, we are teaching students to master the tools of learning, not just the facts, with the goal of producing disciples who love the Lord with all of their heart, soul, mind, and strength.

### CORE VALUES

Our core values flow out of our philosophy of education and theological beliefs. The following values guide our practices in fulfilling our mission:

- **Love for God** - We pursue a personal relationship with God through Jesus Christ.
- **Devotion to Truth** - We pursue, promote, and defend biblical truth in all subjects.
- **Love for Learning** - We cultivate habits of the mind that will help pursue a life of learning.
- **Commitment to a Biblical Worldview** - We engage the world of ideas with biblical discernment.
- **Partnership with Families** - We work closely with parents in the task of educating and training their students.
- **Pursuit of Excellence** - In all things we seek to work as unto the glory of God and reflect this nature through excellence.

### STATEMENT OF FAITH

- **The Scriptures.** The Bible is the Word of God, fully inspired and without error. It is the supreme and final authority for all matters of Christian life and belief.
- **God is Triune.** There is one true and living God, who eternally exists in three persons— Father, Son, and Holy Spirit—who are equal in every divine perfection and who execute distinct but harmonious offices in all the work of the Godhead.
- **Man** was created by God, both male and female, in His own image, but through his sin incurred physical and spiritual death. As a result, all people are separated from God by their sin and are lost and without hope apart from salvation in Christ.
- **The Gospel** is the good news of God’s saving actions towards sinners through Jesus Christ. Jesus Christ, the eternal son of God, took on human nature, lived a sinless life, and died a

substitutionary death for sinners.

- **Salvation** is a free gift that comes only by God's grace, through faith in Jesus Christ. Anyone who turns from their sin and trusts in Jesus Christ and His death on their behalf receives forgiveness of sins and the gift of eternal life.
- **Sanctification.** The Holy Spirit works progressively to transform genuine believers more and more into the image of Christ. His work is carried on in our hearts through such appointed means as the study of Scripture, prayer, worship, and fellowship with other believers. The Holy Spirit also empowers believers for Christian witness and service and gives gifts for the building up of the body of Christ, the church.
- **The Church.** The universal church, composed of genuine followers of Christ, exists to worship, serve, and glorify God. All members of the universal church are to be vitally committed members of a local church, where they receive pastoral care and the opportunity to employ their God-given gifts in His service.
- **The Consummation.** Jesus Christ will return to the earth, personally and visibly, to establish His kingdom in the new heavens and the new earth. We believe in the bodily resurrection of both the saved and the lost—the saved to endless joy, living and reigning with Christ, and the lost to endless punishment away from the benevolent presence of God.

#### FAMILY LIFE VALUES

- Parents have the responsibility to develop and maintain a godly atmosphere in the home by exercising control over inappropriate influences and by providing an effective Christian role model to children. (Joshua 24:14-15, Ephesians 5:1-21, 6:4, Colossians 3:1-25)
- Parents have the responsibility to teach biblical principles and truths to their children and make relevant applications of God's Word to the family's circumstances. (Deuteronomy 6:4-9, Ephesians 6:4)
- Parents have the responsibility to demonstrate faith to their children through personal devotion to the Lord Jesus Christ and through faithful involvement in a local church. (Acts 2: 46-47, Hebrews 10:25)
- Parents have the responsibility to demonstrate a biblical example of marriage and fidelity as noted in the following statement.

#### MARRIAGE STATEMENT

Marriage is ordained by God as a covenantal union between one man and one woman, established at creation and affirmed by the Lord Jesus and his apostles (Genesis 1:26-28, 2:15-25, Matthew 19:4-6, Colossians 3:18-22, Hebrews 13:4).

Marriage is intended to reflect the union between Christ and the Church. Both men and women are made in the image of God and therefore have equal dignity and worth. It is also true that a husband and a wife have been given different roles within the marriage relationship in order to fulfill God's design. A husband is to love his wife as Christ loved the Church, while a wife is to submit herself to the loving leadership of her husband just as the church willingly submits to the headship of Christ (Ephesians 5:22-23, 1 Corinthians 11:3-12).

Sexual acts outside of the bounds of marriage, including fornication, adultery, homosexuality, polygamy, and any other sexually immoral practice, are prohibited by God and are unprofitable

for man. (1 Corinthians 6:9-11, 1 Thessalonians 4:1-8, Hebrews 13:4)

## ACCREDITATION

Arnold Christian Academy is registered with the Maryland State Department of Education as a Maryland Church-Exempt School; therefore, we operate our educational program in accordance with standards that have been established by CrossPointe Church in keeping with the best practices of Maryland State Department of Education and ACSI. The church has established the following standards for our educational program and personnel.

### *Educational Program:*

Arnold Christian Academy's educational program consists of carefully developed, well-executed curricular elements that exemplify our educational philosophy, expected student outcomes, a variety of effective instructional strategies, adequate resources, and appropriate assessments that are based on current research and best practices. The curriculum of the school is sufficiently funded and collaboratively reviewed on a regular basis. All curriculum will align with the school's mission, vision, and core values to ensure a biblical foundation for instruction. Each year students in grades three through eight will participate in standardized testing to ensure the effectiveness of the learning outcomes, and these results will be communicated to all stakeholders.

### *Personnel Requirements:*

All personnel shall have a clear testimony of faith in Christ, will have signed CrossPointe Church's statement of faith, and will have endorsed the school's code of ethics/lifestyle statement. Further, all personnel, including volunteers and substitute teachers, will have appropriate screening and background checks on file. Arnold Christian Academy will have a principal who is responsible for the day to day administration of the school and who will report to the elders of CrossPointe Church. This person shall have a minimum of a bachelor's degree from an accredited institution and a working understanding of business practices and training in leadership. All core-subject teachers shall have a minimum of a bachelor's degree from an accredited institution.

## ORGANIZATION OF THE SCHOOL

Arnold Christian Academy is a ministry of CrossPointe Church. Ultimately God's Holy Word is the authority over all school matters. Organization of the leadership of the school begins with the Elders of CrossPointe Church and then includes the Principal. The school is organized into two divisions: the Lower School consists of kindergarten through grade five and the Upper School consists of grades six through eight. Our principal supports the needs of our teachers, students, and families. Each teacher oversees his/her individual class. The support staff may include volunteers and other support staff as needed, and each has authority to fulfill the responsibilities of the assigned areas.

### **Elders**

As a ministry of CrossPointe 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 CrossPointe Church are the ultimate level of earthly governance over all church ministries including ACA. The elders make final decisions on hiring and firing of staff positions.

## **Leadership Team**

The Leadership Team is responsible for all administrative duties and decisions concerning the day-to-day operations of running the school. The Team consists of the principal, pastor, and individuals that are uniquely gifted to help ACA accomplish its vision and mission. The principal will take primary leadership in directing the affairs of the school with the rest of the leadership team supporting and serving the principal's vision.

## GRIEVANCES

ACA is a ministry of CrossPointe Church and under the authority of the CPC Elder Team. We follow the Biblical framework for solving conflicts primarily those given in Matthew 18:15-17. We refer to it as 'The Matthew 18 Principle.' The following are the words of Jesus:

*"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church." (ESV)*

These words give us several clear principles: keep the matter confidential, be straightforward, be forgiving, and expand the circle only when necessary. If we are to live out this principle in our daily lives, we must first speak privately to the person with whom we find fault. When presenting our concern, we are to be straightforward and have a heart posture seeking restoration. Only when we have spoken directly to the person with whom we find fault and only when the relationship is not restored are we to bring in other people.

Therefore, if a situation arises where an ACA parent/family has a grievance with a teacher or staff member, they should speak first with the teacher or staff member involved. If the parent and teacher cannot reach a resolution together, both should schedule a meeting with the principal.

When, in rare circumstances, a situation arises where an ACA parent/family wishes to register a grievance against the school after having tried to resolve the matter with the school leadership, and the school has made a final decision, and the parent/family still wishes to press the matter, the CPC Elder Team will preside over the matter using the ACA Grievance Process available upon request.

## TEACHER/STAFF EVALUATIONS

Periodic evaluations of teachers and school staff will be conducted by the principal 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.

If there are any parental concerns or comments about a specific teacher, they are to be shared directly with the principal. If necessary, a meeting to discuss the comments or concerns may be scheduled. Ultimate decisions on teacher evaluations will be made by the Leadership Team.

## COMMUNICATION

The school website, [www.arnoldchristianacademy.org](http://www.arnoldchristianacademy.org), has been designed to provide easy access to the links and information most frequently requested and needed by parents. Please be sure to refer to it when questions arise concerning the school calendar, upcoming meetings and events, tuition payments and general news. A link to Gradelink, the primary teacher contact tool, is also on the website. Gradelink also allows parents to access their child's assignments, grades and generally observe student progress.

## **OUR CURRICULUM AND OUR METHOD**

### CURRICULUM

Our curriculum is chosen on the basis of its strength for a given field. This means that a variety of publications may be used. ACA's biblical philosophy is emphasized in every subject regardless of the primary materials being used to teach the class.

### HOMEWORK POLICY

While the staff and administration of Arnold Christian Academy recognize the benefits of extended practice, they also fully appreciate the importance of family time. Therefore, appropriate time limits that children should devote to homework each night have been established. If your child is taking significantly longer than the limit noted below, please contact your child's homeroom teacher to set up a conference.

Kindergarten	10 minutes Monday-Thursday
Grade 1	15 minutes Monday-Thursday
Grade 2	20 minutes Monday-Thursday
Grade 3	30 minutes Monday-Friday
Grade 4	40 minutes Monday-Friday
Grade 5	50 minutes Monday-Friday
Grades 6-8	60-90 minutes Monday-Friday

### 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. Each grade level has varying consequences for unexcused late work, including, but not limited to, recess, break or lunch detention. Additionally, five percentage points will be deducted for each day an assignment is late. Any assignment submitted after five school days will not be accepted.

### REDO AND RETAKE POLICY

In order to encourage mastery learning and perseverance, students are permitted to redo classroom assignments, at teacher discretion, if a good faith effort was made on the first attempt and if students fully participate Instruction and Intervention (I&I) sessions to increase understanding of key concepts and skills. In order to receive credit, students must submit the new assignment within ten school days of receiving the original graded work. The higher grade will be the grade of record.

At teacher discretion, students may retake one qualifying assessment per quarter if a good faith effort was made on the first attempt and if students fully participate in Instruction and Intervention (I&I) sessions to increase understanding of key concepts and skills. Final research reports, projects that culminate a unit of study, final semester or marking period exams DO NOT qualify for a retake.

Students who do not complete homework will not be permitted to redo or retake assignments, projects, or assessments.

### 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.

### STANDARDS OF CONDUCT

Biblical character qualities are regularly discussed in the classroom and students are encouraged to strive to make them a part of their daily life. We expect our students to adhere to Biblical standards of Christ-centered living and to act in an orderly and respectful manner. This would include categories of courtesy, kindness, language, morality, honesty and growth in service toward others. Whether it's through conduct, attire, or attitude we expect the student to strive towards Christ-like living in all that they do.

### ACKNOWLEDGEMENTS

God's design is that His people would enjoy Him and be free to express themselves in God-honoring ways. At ACA we seek to establish an environment of flourishing and joy as it honors God. Whenever possible, teachers acknowledge evidence of grace and Christ-like character. This recognition may include tangible expressions or celebrations.

### ART

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

### MUSIC

Every student receives formal weekly instruction in learning to read music. Elective instrumental music training is also available for grades three through eight.

### 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.

### COMPUTER LAB



To ensure that students are familiar with current presentation, publishing, photography, spreadsheet and word processing computer software programs, assigned class projects include student computer lab time using these programs for project research, development and completion.

## **ENROLLMENT**

### ADMISSIONS POLICY

CrossPointe Church and Arnold Christian Academy hold to a nondiscriminatory policy and, therefore does not discriminate against members, applicants, students, and others on the basis of skin color, nationality, 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.

The priority of student selection is as follows:

- 1) CrossPointe 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 staff of ACA is comprised of caring, talented educators who are proficient in differentiating instruction and accommodating students with special needs. Additionally, we have a certified special educator on staff. Therefore, students with special needs may be admitted if the administration feels that either the school can accommodate the student's needs and/or those needs are being accommodated through outside help. In such cases a written agreement between the school and the parents will be drafted outlining what accommodations and services can be offered.

### APPLICATION PROCEDURES

1. Complete Step 1 Application
2. Interview with the school admissions team.
3. Complete Step 2 Application and provide copies of birth certificate, immunization records, and prior year report card/standardized test results.
4. If accepted to ACA, then the last step is signing the financial contract

All necessary forms can be obtained from the school office or the school's website.

### ENROLLMENT/RE-ENROLLMENT

Student enrollment requires that parties responsible for tuition payments register with FACTS, ACA's tuition management service, as soon as enrollment for the upcoming school year is certain.

Enrollment/Re-enrollment fees and all necessary enrollment documents must be received by the school office prior to the start of classes.

### RE-ADMISSION

The school reserves the right to refuse readmission if it feels it is best for the student, other students in the classroom, or the school. Readmission will be based on the appraisal of the Leadership Team when they meet at the end of the term. Any decision to deny readmission for the following year will be communicated in writing before the end of June. Admission refusal will generally follow a period of documented situations involving poor academic achievement or disruptive conduct, in conjunction with the student's failure to respond to an administrative progress development plan designed, with parental consent, to improve performance.

### **FINANCIAL INFORMATION**

#### 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.

Parents have 3 options for paying tuition for the school year:

1. Pay the entire amount by July 1.
2. Pay in two equal payments on July 1 and January 1.
3. Pay the tuition balance in 10 equal payments.

All payments, with the exception of full payment, go through the FACTS program and the first payment is due by July 1.

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

### FINANCIAL AID POLICY

Limited need based financial aid is available. Determination for financial aid is made through online application with CFS, Confidential Financial Services. CFS can be accessed on the school web site on the Parent Resources page. Financial aid is considered annually and students receiving aid in a particular school year are not guaranteed aid in subsequent years. The ACA leadership team makes the final decision regarding the distribution of aid and the amount granted.

## PROCEDURE FOR DELINQUENT ACCOUNTS

1. When a tuition account is 30 days past due, the family will receive a written notification from ACA. If the family does not contact the school in one week, ACA will schedule a dismissal date for the respective student. ACA desires to work through finances with each family while at the same time expecting the families to honor the commitment they've made to the school. The family can pay the balance by the dismissal date or request a meeting with the ACA leadership to discuss possible alternatives.
2. The ACA leadership team reserves the right to alter an established payment plan to ensure payment for continually delinquent accounts.
3. If the child is dismissed or withdrawn from ACA, academic records will not be released until the account is brought current through the effective dismissal date.

## 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 marking period. All fees are non-refundable.

## **GENERAL INFORMATION**

### CHURCH ATTENDANCE

We encourage all students and faculty members to regularly attend a local church. We believe this will serve your soul as you worship God and fellowship with His people. If a family does not already have a local church, we encourage you to attend CrossPointe Church. We believe that a family's experience at ACA is enhanced by connection to the life of CrossPointe Church. Our services are on Sunday mornings at 10am.

### ARRIVAL/DISMISSAL

The school building will be opened to students at 8:00 a.m. Classes begin at 8:10 a.m. every morning so **students should be prepared and in their classroom no later than 8:10 a.m.** Dismissal will be at 3:30 p.m. Monday 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.

During both arrival and dismissal, parents will form two rows along the curb, and students will be admitted or dismissed four cars (2x2) at a time.

If a child is not picked up by 3:45 p.m., a staff member or the teacher will return to the classroom with the child, and the family will be billed accordingly. Parents picking up children after 3:45 p.m. will be charged a late fee of \$1.00 per minute, per child with no cap. Late fees are payable in cash to the closing teacher upon pick up. Unpaid late pick up fees will be billed to the child's account balance. Upon three or more late pick-ups within each marking period, a penalty of \$30 will be billed for each instance in addition to applicable per-minute fees.

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 show identification to the teacher in charge of dismissal.

Students arriving late must be accompanied by an adult and signed in by that adult in the school office. Likewise, parents must come to the school office and sign students out for early dismissal.

### ATTENDANCE

Attendance at school provides students with classroom experiences. 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, we expect our students to attend all classes and functions.

If a student misses a class, required function, or day of school it 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 reviewed by the Leadership Team.

After an absence, a signed and dated note from a parent is required. Absences will be assumed unexcused unless a note is received. Notes received through Gradelink or e-mail are acceptable. Absences extending to 5 or more consecutive days require a physician's note. Missing 10 percent or more of school including excused and unexcused absences is considered chronic absenteeism. If 25 or more days are missed during the school year, the student may be retained at the discretion of the Administration.

Absences that result from family trips taken when school is in session are unexcused absences and should be avoided whenever possible. Students will be held responsible for and expected to request missed work from their teachers and may receive a late grade for these assignments. Teachers are not required to provide assignments in advance of an unexcused absence, but are free to do so at their own discretion.

### 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 learn by 8:10 a.m. Students not meeting this responsibility by having unexcused tardiness may result in student dismissal or result in denial of re-admission.

Tardiness is UNEXCUSED when a student is not prepared for class by 8:15 a.m. without a legitimate reason. Guardians must escort students who are tardy, whether excused or unexcused, to the church 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.

Additionally, for students that leave early or come late **those hours will be taken into account and added up over time**. Each tardy is equivalent to a 1/5-day absence; Therefore, five tardies will be recorded as one school day missed.

### INCLEMENT WEATHER CLOSING POLICY

Although ACA will take into account Anne Arundel County Public School's weather-related decisions, we will make our own independent decision regarding each closing and delay. All weather related closings will be posted by 6:00 AM

- An email will be sent, through Gradelink to all parents, teachers, and students.
- Notice will be posted to the Calendar in Gradelink.
- Notice will be posted on the school's Facebook page
- Notice will be posted on WBAL-TV's website: <http://www.wbaltv.com/weather/closings>

### MEDICAL GUIDELINES

An Immunization 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 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 COVID-19, 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 because 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 students. 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.

### 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.

Progress reports are continuously available to parents through online access to GradeLink.com.

#### **Core Subject Grading Scale:**

#### **Specials Grading Scale**

Numerical Grade Letter Grade

Numerical Grade Description

90-100

A

85-100

CD (Consistently Demonstrating)

80-89

B

70-84

P (Progressing)

70-79	C	69 and below	NI (Needs Improvement)
60-69	D		
59 and below	F		

### HONOR ROLL

Student will attain the “Principal’s Honor Roll” with all A’s in core subjects and CD’s in specials.

Students will attain the " Honor Roll” with all A's and B's in core subjects and CD’s in specials.

### RETENTION POLICY

We believe that in certain cases retention (repeating a grade) 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 Leadership Team 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 concerned parties.

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.

### 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 help 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 Leadership 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. Probation remains in effect for the duration of the school year for which the probation was imposed.

Probation may be considered in two areas:

### **Behavioral probation**

Consistent behavior leading to an unsatisfactory mark in conduct may result in immediate probation and a conference with the principal to develop a plan of action.

### **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.

## 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.

As required by law, students will also practice once annually a severe weather drill, a lockdown drill, a reverse evacuation, a shelter in place drill, and a drop and cover drill.

## 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 minimum. 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 ACA. All students of ACA will need to have the "Annual Field Trip Release/Emergency Medical Form" completed by parents or guardian and on file.

## ANNUAL AWARDS NIGHT

Our Annual Awards Night is held at the end of the school year. Students are awarded certificates 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.

## CURRENT SCHOOL CALENDAR

The upcoming year's school calendar will be mailed home each summer. Changes to the calendar will be posted on Gradelink.



## LOST AND FOUND

The lost and found is operated from the school office. Please contact the school office promptly if your child has lost something. At the end of each quarter, the office will send a reminder notice to parents and then move unclaimed items to the uniform exchange or donate them to charity.

## 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.

## VISITORS

All visitors must check in at the school/church office upon arriving at the school. Any visitors unknown to the school will be 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. Additionally, unknown parties will have an escort while in the building. Any unknown party who does not cooperate with this request will be asked to leave immediately.

## LUNCH

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. Deli lunch will be available for purchase on Mondays and pizza lunch will be available for purchase on Fridays. 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.

## RECESS

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

## 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.

## ELECTRONIC DEVICES

Students may use e-readers, laptops, or tablets in the classroom under the teacher's direction. However, any use that is not during class time or on approved sites is prohibited and will be grounds for revoking this privilege. When not in use, all electronic devices, must remain off and in the student's locker at all times. Any phone calls students make at school must be made from the office phone under staff supervision. All messages to students should come through the school office.

## CLASS OBSERVATIONS

If a parent desires to observe their child's classroom for any reason, that parent is required to schedule that observation with the principal 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.

## PARENT AND TEACHER CONFERENCES

Communication between parents and 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, email, and face to face meetings. 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 someone from the school. 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, 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.

## DISCIPLINE

### **Standards of Conduct**

We echo the words of Ephesians 4:1 by urging one another to walk in a manner worthy of our calling. 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 and to keep their bodies and minds pure by choosing to pursue purity and holiness.
5. Servants who seek to extend the love and grace of God to others. We know this is achieved when we see our students serving in the school, the local church, or elsewhere and all students seeking to help one another.

Our Code of Conduct primarily covers the school environment and hours, but is meant as a guideline for behavior outside of school as well because our students are representatives of ACA. Students may be disciplined or dismissed for infractions of the standard of conduct, even if the infraction occurred outside of the school environment. Review, discussion, and any action taken would be made by the leadership team with involvement from the teacher, parents, and student.

### **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(ren) through repentance, restoration and reconciliation, the foundational principles of our discipline policy.

Grabbing, pushing, hitting and aggressive body contact is not permitted. 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. 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 may 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. This includes, but is not limited to, cyberbullying, harassment and intimidation, hazing and bias behaviors. (taken from AACPS bullying policy) As Christians, students have a responsibility to notify a teacher or staff member immediately upon becoming aware that a

classmate is being emotionally or physically mistreated by an ACA student. 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. Information will be gathered 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 Leadership Team deems it necessary, a suspension or an expulsion may be imposed.

[\*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.]

#### UNIFORM REGULATIONS & PERSONAL APPEARANCE

French Toast uniforms can be purchased at the French Toast online site or other stores offering what is described below. If ordering from FrenchToast please be sure to use the ACA source code, QS4TMV, as they will provide 5% of all net sales to our school.

##### **Boys' Uniforms**

*Tops:* polo, knit or button shirts (oxford or dress, short or long sleeve) in light or navy blue, white and red

*Pants:* navy blue or khaki slacks or shorts (any FrenchToast style shown online)

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

##### **Girls' Uniforms**

*Tops:* any FrenchToast style blouse or polo in light or navy blue, white, or red

*Bottoms:* slacks, capris, or shorts in navy, red, or khaki and not shorter than mid-thigh length.

*Dresses or Skorts:* any FrenchToast style dress, skort, or jumper that is navy, red, khaki, or red/navy plaid and not shorter than mid-thigh length.

*Sweaters:* any sweater available from FrenchToast in navy or white.

*Head bands and hair ribbons:* all school colors are permissible.

*Socks or leggings* must be red, white, black, or navy. No patterns.

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 long enough to cover the top of the waistband.
- 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.)