



**Family/Student Handbook
2019 – 2020**

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TABLE OF CONTENTS

STAFF AND LEADERSHIP.....1

PHILOSOPHY AND FOUNDATIONS.....2

- Mission
- Vision
- Core Values
- Philosophy
- Statement of Faith
- History
- Expected Student Outcomes
- School Affiliations
- School Accreditation

FAMILY/STUDENT POLICIES AND PROCEDURES.....8

- Admissions Policies
 - Admission Requirements
 - Required Documentation
 - Enrollment and Acceptance Policy
- Antiharassment/Bullying
- Attendance/Tardy
- Classroom Interruptions
- Code of Student Conduct
- Confidentiality of Student Records
- Conflict Resolution
- Discipline
- Dress Code/Uniforms
- Drop Off/Pick Up
- Early Release
- Financial Aid
- Financial Policies for Families
 - Multiple-Child Discount
 - Tuition and Materials Fees 2018-2019
- Health and Safety
 - Ill or Injured Child
 - Medication
 - Recess Guidelines
 - Snacks
 - Special Health Concerns
 - Staff Training

- Supervision
- Lunch
- Lunch Delivery
- Parent Senate
- RenWeb/FACTS
- School Closing
- Social Media Policy for Students
- Sports Policy

INSTRUCTIONAL PROGRAM POLICIES AND PROCEDURES.....31

Classroom.....32

- Grading and Grade Reports
- Homework
- Honorable Character
- Identifying At-Risk or Special Needs Learners
- JAM
- Movies/Videos/Software/Apps/Other Media
- Missions/Community Service
- Testing

General.....35

- Asbestos Inspection
- Emergency Procedures
- Exempt Status for Early Education
- Extended Care
- Field Trips
- Length of School Day/Year
- Maximum Student to Classroom Teacher Ratios
- Parent-Teacher-Student Conferences
- Promotion and Retention
- Reporting Child Abuse
- Tobacco Free Policy
- Volunteers
- Wellness Policy

Staff and Leadership 2019-2020

Board of Directors

Kevin Baker, President
Lori Clinton, Vice-President
Tatum Gallagher, Secretary
Susan Childs, Treasurer

Melinda King, Member
Richard Pope, Member
Mike Schulz, Member
Krystal Winters, Member

Faculty/Staff

Jayne Altom	Spanish teacher
Meri Kayla Baker	2 nd /3 rd grade teacher assistant
Kacie Bates	Part-day 3-year-old pre-k teacher (Tues/Thurs)
Alisa Beltran	Full-day 4-year-old pre-k teacher; Early education director
Morgan Burnam	Part-day 3-year-old pre-k teacher assistant (Mon/Wed/Fri)
Kenze Cordes	Kindergarten teacher
Dana Darby	Head of school
Anna Favela	Part-day 4-year-old pre-k teacher assistant; before and after care
Meghan Freeman	2 nd /3 rd grade reading, language arts; 2 nd grade Bible teacher
Joy Greenway	Physical education teacher
Amber Harper	6 th /7 th grade language arts/social studies teacher
Andrew Harper	6 th /7 th grade Bible teacher
Nicole Keenum	2 nd /3 rd grade math, science, social studies; 3 rd grade Bible teacher
Melinda King	Spiritual development mentor
Heather Kirby	4 th /5 th grade reading, language arts; 5 th grade Bible teacher
Mandy Lemus	Full-day 3-year-old pre-k teacher
Cathy Madl	Principal
Rachael Nenneman	Kindergarten teacher
Kristen Partin	6 th /7 th grade math and science teacher; tech coordinator
Laramie Petzold	Full-day 3-year-old pre-k teacher assistant
Brenda Pettijohn	Learning lab teacher; STEAM (art)
Wendy Pryor	Full-day 4-year-old pre-k teacher assistant
Joe Rivera	Custodial services
Joy Rivera	Part-day 4-year-old pre-k teacher
Erika Shepherd	School secretary
Deedee Stafford	4 th /5 th grade math, science, social studies; 4 th grade Bible teacher
Jolene Tellgren	Teacher assistant
Karina Tison	1 st grade teacher
Teresa Tierney	Part-day 3-year-old pre-k teacher (Mon/Wed/Fri)
Danielle Underwood	Administrative assistant
Jennie Vander Veen	1 st grade teacher
Amy Weaver	Music teacher
Whitney Wigington	After care teacher

Philosophy and Foundations

The following statements set forth the beliefs, purpose, and vision for Altus Christian Academy. They serve to guide decisions and unify the constituents of the school. Families are not required to agree with the statements, but they must agree to abide by the statements and the policies and procedures derived from them. These statements reflect the Christian distinctive of ACA and its commitment to a Christ-centered, biblically-based education for all students. These statements were developed with input from board, faculty/staff, and parents and are reviewed annually at the staff retreat and the board retreat.

Mission

Training children who transform their world

Vision

Train children in the way they should go; when they grow old, they won't depart from it.
Proverbs 22:6 (CEB)

Core values

Christ-centered – imitating Christ in all thought, word and deed.

Biblical Principles – the traits, values and belief system taken from the Bible and applied to everyday life.

Professionalism – demanding honesty, integrity, and excellence from students, staff and parents in all endeavors.

Nurturing Environment – providing a spiritually, physically, and mentally safe learning environment while challenging students to become independent, responsible learners.

Excellence – the highest qualities of learning that build a strong foundation for future success.

Philosophy

We believe that each child is to be valued as a unique creation of God, fearfully and wonderfully made (Psalm 139:13-16). Each child has particular traits, talents, and abilities and has a distinct learning profile of strengths and weaknesses. Children should be in an environment in which those differences are recognized and developed.

We believe that knowledge is like a structure, needing a firm foundation. That foundation is the Word of God (Luke 6:46-49). We believe that knowledge cannot be simply “deposited” into the student; rather, each student must “build” his or her knowledge and be developmentally ready to incorporate new knowledge into his or her existing framework. Christ reflected this belief as he met people where they were and used stories they could relate to in order to teach them higher truths.

We believe that learning is exciting and fulfilling, and if it is not, parents and teachers should make every effort to uncover the reason and address the problem. Students enjoy being productive, and there are many different kinds of productivity that demonstrate learning.

We believe that learning best takes place in an environment of love, acceptance, and respect. Knowledge means nothing without love (1 Corinthians 13). Each child should see himself or herself as an integral part of the class and develop a network of friendships. It is within this context that students learn appropriate social skills.

We believe relational connections among parents, staff, and students are imperative to the educational process. Ongoing, personal relationships between staff and parents are the way we can best serve them and their children through trust, support, and communication. Personal relationships between teachers and students make possible the cultivation of each student spiritually, intellectually, physically, emotionally, and socially (Luke 2:52). Further, an environment where supportive, loving relationships exist among staff members encourages them to serve with excellence, perseverance, loyalty, and joy. We also believe students are best served in an environment of positive relationships among parents and among students (Romans 14:19, Romans 12, I Cor. 12:12-27, I Cor. 13).

We believe the Bible teaches the ultimate lessons of life (2 Timothy 3:16-17) and that no curriculum is complete that does not weave Biblical truths and values into the fabric of the classroom. This is taught explicitly through direct instruction. It is also taught implicitly through the daily lessons of repentance, forgiveness, sharing, unselfishness, and many others.

Lastly, we believe that God designs each of us with specific works in mind (Ephesians 2:10). The teachers at Altus Christian Academy have a passion for teaching and for students, and we believe this passion is God-given. We trust that He will equip us for the awesome responsibilities of educating young minds and living out a Christ-like example.

Statement of faith

The following statements reflect the core beliefs at Altus Christian Academy. Educational as well as operational decisions will be based on these fundamental ideas. Families and students will be expected to abide by school policies and procedures based on these statements. We believe...

1. the Bible is the inspired, inerrant word of God and through knowledge of the Scriptures people can be equipped for a productive, Christ-honoring life (2 Timothy 3:16-17)
2. the one God exists in three forms: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; 2 Corinthians 13:14)
3. God created the heavens and the earth (Genesis 1:1) and created people in His image (Genesis 1:26-27)
4. in the deity of Jesus (John 10:30)
5. Jesus was born of a virgin (Matthew 1:23); lived a sinless life (Hebrews 4:15); died so that people, all of whom have sinned (Romans 3:23), could be reconciled to God (Colossians 1:21); was resurrected from the dead (Matthew 28:6); ascended to the Father and will return someday (Acts 1:9-11)
6. people are saved by God's grace through faith, not by deeds (Ephesians 2:8-9)
7. the saved will receive eternal reward and the lost will receive eternal punishment (Romans 6:23)
8. the Holy Spirit indwells each believer and spurs us on to holy living (1 Corinthians 3:16; Galatians 5:22-23)
9. that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
10. Statement on Marriage, Gender, and Sexuality: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, transgender lifestyle, bestiality, incest,

and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Altus Christian Academy, and to provide a biblical role model to the school's constituents and the community, it is imperative that all persons employed by ACA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Altus Christian Academy.

Because ACA is an independent school (not affiliated with a particular group), it does not engage in teaching specific doctrines. Questions or issues that are denominational in nature will be referred to the parents for clarification within the family.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Altus Christian Academy's faith, doctrine, practice, policy, and discipline, our board of directors is ACA's final interpretive authority on the Bible's meaning and application.

History

In February 2001, Advance Learning Center was launched as a tutoring and educational assessment service. Upon the closure of the local community college's preschool and child development lab in July 2002, Advance Learning added a pre-kindergarten program for 4-year-olds. The following year the learning center added a program for 3-year-olds, and the year after that, added kindergarten. Because of a desire in the community for a Christian school, a group of interested individuals completed a feasibility study and, through much prayer, determined the right course of action was indeed to found a school. The group formed a board of directors and incorporated Altus Christian Academy as a not-for-profit organization in June 2006. The school offered pre-kindergarten and kindergarten as well as 1st and 2nd grades. Since that time, ACA has expanded through the seventh grade with plans to add eighth grade in 2020-2021.

Enrollment has grown from 16 students the first year of Advance Learning Center's program to a current enrollment at ACA of approximately 190 students. Other growth measures include a facilities move from one with approximately 1,500 square feet to 5,000 square feet at the 1700 N. Main Street location. For 2007-2008, another 1,000 square feet were leased to accommodate a growing enrollment and the addition of an extended care program. In August 2012, the school moved to a newly remodeled property at 1220 N. Grady, and as of August 2014, exterior renovations to the building were completed. For the 2016-2017 school year, a gymnasium was added to the campus, allowing for enhanced physical education as well as the opportunity to host area schools for sporting events. In 2019-2020, ACA will occupy the renovated building at 1311 N. Grady (across the street to the west) to house its newly formed middle school.

Expected student outcomes

Expected outcomes that will occur in the lives of the students we serve include producing graduates with a Christian worldview who...

1. are well prepared in all academic disciplines.
2. appreciate literature, the arts and media and understand how these express and shape their beliefs and values.
3. have a critical appreciation of languages and cultures of other peoples in order to effectively carry out the Great Commission.
4. know how to utilize resources including technology to find, analyze, and evaluate information and to keep it in biblical perspective.
5. have the skills to question, solve problems, and make wise decisions.
6. understand the worth of every human being as created in the image of God.
7. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
8. understand and commit to a personal relationship with Jesus Christ.
9. know, understand, and apply God's Word in daily life.
10. treat their bodies as the temple of the Holy Spirit.
11. understand, value, and engage in age-appropriate service to the community.
12. enjoy and value life-long learning.
13. respect and relate appropriately to other people.
14. have an appreciation for the natural environment and practice responsible stewardship of God's creation.
15. are good stewards of their finances, time (including discretionary time), and all other resources.
16. understand that work has dignity as an expression of the nature of God.

School Affiliations

Altus Christian Academy is independent of any particular church and is non-denominational. It is a member of the following associations:

Association of Christian Schools International
Nonprofit Management Center of Wichita Falls
Oklahoma Center for Nonprofits
Altus Chamber of Commerce

School Accreditation

ACA is accredited, pre-k through 6th grade, by the Association of Christian Schools International (ACSI) and is a member school with the Oklahoma Private School Accreditation Commission. Accreditation by ACSI is recognized by the Oklahoma State Department of Education. The newly added 7th grade will receive accreditation status in the spring of 2020.

FAMILY/STUDENT POLICIES AND PROCEDURES

Admissions Policies

Altus Christian Academy is a Christian ministry to families who are seeking an education based on a biblical worldview. Admission to ACA is open to students with families who desire this type of education for their children and whose children demonstrate the potential for academic success in the ACA setting. Families must agree to abide by and uphold the policies of the school.

Altus Christian Academy does not discriminate on the basis of race, color, national origin, or disability in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Altus Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with ACA's administration and staff and to abide by its policies.

Admission Requirements

- ACA offers pre-kindergarten classes for three- and four-year-olds. Students must turn the appropriate age by September 1 of the upcoming academic year to enroll in a particular class.
- All early childhood applicants must be able to care for restroom needs independently.
- Early childhood applicants must complete a developmental screening form.
- Kindergarten applicants must turn 5 by September 1.
- Applicants must submit the required paperwork and complete a family interview before admission is determined. See below for a list of required documentation.
- Each new K - 7th grade applicant may be assessed by a faculty member. Previous assessments will be considered. ACA faculty, administration, and the parents will work together to determine appropriate grade placement. School officials will make the final decision.
- ACA may accept a student with special needs if the school currently has an applicable program and if the school's program can sufficiently meet those needs, and if the student meets the other admission criteria of the school. School officials will make this determination.
- Students must be up-to-date on immunizations and will be required to have a current immunization record on file. If exempt for medical or religious reasons, the student must have the appropriate form on file. Students not current on immunizations must be brought up-to-date as soon as possible and within the first 9 weeks of the school term. Students not in compliance may be asked to stay home from school until properly immunized.
- Each student must have a copy of his or her birth certificate on file.
- Students must have a record of acceptable and appropriate behavior at previous schools.

- Extenuating or special circumstances that would require an exception to these policies must be brought before the board of directors for approval. Bona fide evidence of the need for exception must be presented and would be considered in light of the school's ability and responsibility to meet the needs of the student.
- Parents must sign a Parent Covenant.
- As per the Military Interstate Children's Compact, parents of military dependent children may hand carry records to Altus Christian Academy. If a student meets school admissions requirements, ACA will place the student in the grade in which the child was enrolled in his or her previous school, regardless of age, pending receipt of official records. ACA reserves the right to do subsequent testing to ensure appropriate placement. Any missing immunizations should be made up within 30 calendar days of enrollment, or for a series, the initial immunization should be received within 30 calendar days. Special power of attorney or a relative with guardianship may enroll the child at ACA.

Required Documentation

Pre-kindergarten and kindergarten:

Submit the following:

- Student application form
- Pre-k class selection form (if applicable)
- Early childhood recommendation form
- Photocopy of the student's immunization record
- Photocopy of the student's birth certificate
- Signed Parent/Guardian Covenant

First through seventh grade:

Submit the following:

- Student application form
- Teacher recommendation form
- Photocopy of the previous school records including the past two years of standardized test results and report cards as well as any educational or diagnostic testing
- Homeschool transcript (if applicable)
- Photocopy of the student's immunization record
- Photocopy of the student's birth certificate
- Signed Parent/Guardian Covenant

Once families have submitted the required paperwork and fees, an interview will be scheduled with a faculty member and administrator. Families will be notified in writing as to their admittance status. Once classes are filled, qualified applicants will be placed into a wait pool. Wait pools are not prioritized lists. As openings become available, a team consisting of

a faculty member, an administrator and admissions staff will fill those spots with the most appropriate applicants.

Enrollment and Acceptance Policy

Test scores, grades, and teacher information from a student's previous school will be among the variables that may be considered during the application process. For home schooled students, test scores, grades, and parent information will be considered. A committee consisting of the school administrator and two teachers will determine whether the student records demonstrate the potential for academic success. If any question remains, the committee may require further testing before a student is admitted. Once a student is admitted, grades and test scores will be accepted from the sending school, or in the case of home schooled students, from the parent. Promotions from the sending school or the parent will be accepted pending the admissions committee recommendation on grade placement.

Antiharassment/Bullying Policy

The policy of Altus Christian Academy is to provide a safe, caring, and positive environment that is free from harassment. Students and staff are expected to "Look not only to their own interests but also to the interests of others" (Phil 2:4) and to "...not let any unwholesome talk come out of your mouths, but only what is helpful in building others up according to their needs, that it may benefit those who listen." (Eph 4:29) Harassment means any threatening, insulting, or dehumanizing gesture, use of data or technology, verbal or physical conduct directed against a student or school employee. The school includes bullying in its definition of harassment. Because Christ called us to "Love your neighbor as yourself" in Mark 12:31, our school will not tolerate harassment of students-whether based on sex (gender), race, color, national or ethnic origin, age, or disability. Nor does it tolerate reprisals against any student who makes a harassment complaint. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Students or parents should immediately report any act of harassment or bullying to a teacher or the administrator. These reports are to be taken seriously and thoroughly investigated. If a satisfactory resolution is not reached, the parent or student should report the incident(s) to the next higher level of authority, with the Board of Directors being the highest level of authority within the school setting.

Attendance/Tardy

Regular attendance is vital to academic success and to the development of work ethic in students.

Parents should notify the school for any and all absences. Make-up work should be completed as quickly as possible. The amount of time for make-up work is the number of days absent plus one.

Absences due to non-emergency matters are discouraged. Students who miss more than 10 days in one semester may be required to repeat the grade. Students may be granted an additional 5 days for school-related activities such as 4-H or ACSI academic events. These school-related absences should be approved in advance with the principal. Families with extenuating circumstances may petition the board for an exception to this policy. Military-dependent students may be granted additional deployment-related absences at the discretion of the principal.

Tardiness is taken seriously. Research shows that it takes a student 45 minutes after arrival in class to fully engage after being late. It also disrupts the flow of instruction for other students. Five tardies in a nine-week period equals one absence.

The number of times a student is absent or tardy will be noted on the student's report card.

Parents of students exceeding the maximum number of allowed absences in a semester will be asked to write a letter to the board explaining the reason behind the absences and outlining a plan to improve attendance for the following semester. In addition to this letter, the board will gather available information including but not limited to grades, make-up work completed, assessments, and teacher input. A report will be placed in the student's permanent file.

If a family has to write a letter two consecutive semesters, the board will gather the same information as above for the second semester and will meet with parents in person to discuss the absences and a plan for moving forward. The board reserves the right to recommend grade retention if the student is not making adequate progress due to absences and tardies.

Students are considered tardy if not present in their classroom by 8:00 am.

Students will be counted absent for a full day if they miss more than

- a. 3 hours of a part-day pre-kindergarten class
- b. 5 hours of any full-day class

Students will be counted absent for a half-day if they miss

- a. Between 2 and 3 hours of a part-day pre-k class
- b. Between 3 and 5 hours of any full-day class

Absences less than a half-day will be recorded and treated like tardies—five in a nine-week period will equal one absence.

Perfect attendance is defined to be zero absences and no more than 3 tardies.

If necessitated by a move or other extreme circumstance, students may withdraw from school one week prior to the last day of the school year and receive a final grade for purposes of promotion. Students withdrawing earlier than one week before the last day of school for the year will receive transfer grades, but not final grades.

Classroom Interruptions

Altus Christian Academy recognizes the importance of maximizing time on task within the classroom to promote learning. To ensure uninterrupted class time, ACA establishes the following policy:

1. School staff, faculty, administrators, parents, and visitors to the school are requested to schedule appointments with classroom teachers so they may conference/communicate during after-school hours or during non-instructional times. We ask that parents and teachers refrain from conferencing during drop-off or pick-up times.
2. Parents are requested to schedule appointments for their children after school hours or on school holidays if at all possible. If it is necessary to pick their child up during school hours, parents should send notice to the teachers or school secretary as soon as possible and preferably at least 24 hours ahead of time.
3. Except for emergencies or very urgent matters, school personnel should deliver messages and communicate with classroom teachers during times the teacher has posted outside his/her door. These might be during snack time, recess, lunch, etc.
4. For birthdays and other special occasions, balloon bouquets and other deliveries must be left in the office with the school secretary. The student may pick these up at the end of the school day.
5. Students will not be released early, even by just a few minutes, unless for a bona fide reason such as a doctor's appointment. Early pickups create a distraction for the rest of the class and disrupt end-of-day routines.

Code of Student Conduct

Altus Christian Academy's Board of Directors, teachers, staff, and parents have high expectations for student conduct. Our goal is to help students develop into faithful, well-educated Christians who live God-honoring lives. To this end, we establish the following guidelines for students, so they will know what such a lifestyle entails. *(Even children are known by the way they act, whether their conduct is pure, and whether it is right. Prov. 20:11)*

Respect

Students will show respect for authority, whether a classroom teacher or other staff member, or an official at a sporting event. Students will show respect for other students, for visitors at our school and for physical property. *(I Pet 2:17 Respect everyone, and love the family of believers. Fear God, and respect the king. Rom. 13:7 ...give respect and honor to those who are in authority.)*

Integrity and honesty

Students will demonstrate integrity and honesty by always telling the truth to their teachers and parents, even when doing so will cost them in some way. They will

demonstrate integrity by doing their own school work and never passing off work as their own when they have in fact received assistance. (*Prov. 12:22 The Lord detests lying lips, but he delights in those who tell the truth. 2 Cor. 4:2 We reject all shameful deeds and underhanded methods. We don't try to trick anyone or distort the word of God. We tell the truth before God, and all who are honest know this.*)

Work ethic

Students will put forth their best effort at all times. They will give appropriate time and attention to school work, including completion of homework assignments and studying for tests. (*Prov. 13:4 Lazy people want much but get little, but those who work hard will prosper. Col 3:23 Work willingly at whatever you do, as though you were working for the Lord rather than for people.*)

Responsibility

Students will demonstrate responsibility by being faithful in attendance at school and by being punctual. They will further show responsibility by completing and turning in school work on time. They will properly maintain and return items the school has loaned them such as library books, basketball suits, textbooks, and instructional aids. Students will refuse to make excuses or blame others when they miss the mark in some way. They will be reliable, doing what they say they will do, so others can depend on them. (*Gal. 6:4-5 Pay careful attention to your own work, for then you will get the satisfaction of a job well done, and you won't need to compare yourself to anyone else. For we are each responsible for our own conduct. Matt 25:23 "The master said, 'Well done, my good and faithful servant. You have been faithful in handling this small amount, so now I will give you many more responsibilities. Let's celebrate together!'"*)

Rules

Students will follow rules as set forth by teachers and administrators, even when no one is looking. Students will follow the dress code. (*Prov. 13:13 People who despise advice are asking for trouble; those who respect a command will succeed. 1 Pet 2:13 For the Lord's sake, submit to all human authority...*)

Kindness

Students will treat others with kindness and humility, considering others as better than themselves. They will look out for the best interest of other students (*Phil 2:3-4 Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests, but take an interest in others, too. Eph. 4:31-32 Get rid of all bitterness, rage, anger, harsh words, and slander, as well as*

all types of evil behavior. Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you.)

Self-control

Students will control their emotions and learn appropriate ways to express frustration, disappointment or anger. They will also control their bodies to pay attention in class, refrain from talking when it is not appropriate, interact acceptably with others, and play appropriately at recess or in sporting events. *(Rom 6:12-13 Do not let sin control the way you live; do not give in to sinful desires. Do not let any part of your body become an instrument of evil to serve sin....So use your whole body as an instrument to do what is right for the glory of God. Eccl. 7:9 Control your anger, for anger labels you a fool. Jas. 1:26 If you claim to be religious but don't control your tongue, you are fooling yourself, and your religion is worthless.)*

Manners

Students will demonstrate good manners at mealtimes, when interacting with others, when greeting others, and when making introductions. Students will express thanks. *(Col 4:6 Let your conversation be gracious and attractive so that you will have the right response for everyone. 1 Cor. 14:40 But be sure that everything is done properly and in order. 1 Thess. 5:18 Be thankful in all circumstances, for this is God's will for you who belong to Christ Jesus.)*

Confidentiality of Student Records

ACA follows the Family Educational Rights and Privacy Act (FERPA) guidelines regarding confidentiality of student records. The provisions are as follows:

Parents of ACA students have the right to inspect and review the student's education records maintained by the school. Parents may schedule a time with the administrator to inspect their student's records. This appointment must be scheduled within 10 days of the parent's request. ACA may provide copies of the records when it is impossible (for reasons such as great distance) for the parent to be physically present to review the records. ACA may charge a fee for copies. Parents have the right to request that ACA correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a hearing with the Board of Directors. After the hearing, if the Board of Directors still decides not to amend the record the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, ACA must have written permission from a student's parent in order to release any information from a student's education record. However, ACA may disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to specific state law.

In addition to confidentiality of student records, teachers have an obligation to protect and uphold the reputation of students by keeping confidential student classroom performance, behavior problems, family issues revealed by students, and other similar matters. Teachers should examine their motivation for discussing student issues, even with other teachers, and should only do so when asking for advice or trying to solve a problem.

Students often confide in teachers and staff members regarding issues of a sensitive or confidential nature. When this occurs, the teacher or staff member must determine whether a need exists for safety, moral, or legal reasons to share this information with administration or parents.

Conflict Resolution

Even in the most agreeable of settings, inevitably there will be disagreements and different perspectives; therefore, we must be equipped to resolve issues in a Christ-like manner. Applying the model of Matthew 18:15-17 to the school setting results in the following steps:

1. Go directly to the person involved and with a humble heart and a desire for peace, discuss and pray about the matter.
2. If resolution is not reached, put the issue in writing and go to the next higher authority and meet with all parties involved. For example, if the matter involves a teacher, go to the teacher first, then to the principal.
3. If resolution is not reached, submit written documentation and meet with the head of school and all parties involved.
4. If resolution is still not reached, put information and decisions in writing and go to the Board President. The Board President may choose to meet with all parties involved and try to resolve the issue.
5. If the issue is not resolved with the Board President, the matter may be appealed to the full Board of Directors. The situation will be presented in writing, including all previous recommendations and decisions. The Board may choose to meet with all parties involved. Any decision of the Board of Directors will be final.

Discipline

Jesus said “No student is above his teacher” (Luke 6:40). Jesus, the great teacher, also set the example of service by washing his students’ (the disciples’) feet (John 13:4-17). We seek this balance as we serve students and families and do so in an atmosphere of respect. Our goal is to love our students as Christ loves us and to treat students with dignity. We also expect our students to show respect for authority whether a classroom teacher or other staff member. We also expect our students to show respect for other students, for visitors at our school and for physical property.

Faculty and staff at ACA believe that discipline involves encouraging good behavior and not simply punishing negative behavior. Our first approach to behavior and character training is positive and seeks to instill knowledge of Christ-like traits. ACA utilizes the Honorable Character® classroom management program as a tool for teaching these traits. Students are “caught in the act” of doing good and recognized. Teachers keep a record of traits exhibited during the week and send home a form each week so parents can celebrate the good behavior.

Early education classroom management involves quality classroom procedures and well-planned activities. Teachers utilize Conscious Discipline, a research-based program that teaches emotional regulation and conflict resolution. Redirection, reflective listening, and positive reinforcement are gently, firmly, and consistently utilized. For continued misbehavior, teachers follow a behavior management plan with multiple steps. This plan is available for review from the early education teachers. Physical or emotional punishments are not allowed.

For severe behavior problems, students will be sent to an administrator. The administrator will use his or her discretion and may use a variety of measures including student-administrator conference, parent-administrator conference, loss of play time, loss of class privileges, and in extreme cases, suspension or expulsion. Communication between the school and home is essential. If behavior problems escalate or become a pattern, parents will be notified promptly. Parents, teachers and appropriate professionals should work together to determine any underlying factors in the student’s continued misbehavior. A behavior improvement plan will be developed and implemented by the teacher(s), parent(s), student, and administrator. ACA reserves the right to dismiss a student from the school if his or her behavior causes physical or emotional harm to another child or if the behavior detracts from the quality of education.

Dress Code/Uniforms

Parents should model integrity to their children by complying with the ACA dress code. This dress code is designed to promote school spirit, positive discipline, and comfortable activity. It is intended to help both students and teachers see as God sees-- to look at the heart rather than the outward appearance (1 Sam. 16:7).

DRESS CODE DEFINITION FOR ALL STUDENTS

1. Regular School Day Dress: To be worn Monday –Thursday.

2. ACA T-Shirt/Denim Friday: To be worn Fridays only (optional).
3. ½ Day Wear it Your Way: Free dress day only to be worn on half days (optional).

TOPS FOR BOYS/GIRLS

Shirt requirements are as follows: collared polo shirt, short-or-long-sleeved, in any of the six approved colors, with the ACA logo. Any button-up, collared, dress shirt in any of the six approved colors (examples: Peter Pan style, Oxford style, etc.), with the ACA logo. For girls, polo dresses (in one of the six approved colors) or uniform jumper (with collared shirt underneath) may be worn. Any color or patterned shirt may be worn under uniform shirt.

SIX APPROVED COLORS

- red
- navy
- light blue
- light pink
- heather (light) grey
- white

OUTER LAYERS

Outer layers such as zip up cardigan, regular cardigan or zip up fleece worn for warmth in the classroom should be solid and in the six approved colors, do not require the logo, and when worn, the collar of the logoed shirt must be visible at all the times. No hoodies except on jeans/t-shirt days and ½ day wear it your way.

BOTTOMS FOR BOYS

Requirements are as follows in two approved colors.

- Pants such as uniform pants or more casual designs such as cargo pants, khaki/navy joggers or khaki denim
- Uniform shorts and cargo shorts

TWO APPROVED COLORS

- navy
- khaki

BOTTOMS FOR GIRLS

Requirements are as follows in two approved colors

- Pants or capri pants in uniform style or may be casual designs such as cargo pants, khaki/navy joggers or khaki denim
- Uniform shorts and cargo shorts (MUST PASS FINGERTIP RULE)
- Skirt/skort (MUST PASS FINGERTIPE RULE)
- Uniform jumper

- Leggings in any color or pattern may be worn under skirts and jumpers. Leggings alone are not an option but if worn MUST be under a skirt, jumper or polo dress.

FINGERTIP RULE: The shorts or skirt/skort should be at or below the fingertips when the child's arms are at the child's sides. Must wear leggings or shorts underneath skirts, polo dress and jumpers.

TWO APPROVED COLORS

- navy
- khaki

ACA T-SHIRT/DENIM FRIDAY

All students may wear plain blue jeans (no ruffles or decorations) on Fridays with the Altus Christian Academy t-shirt or regular uniform polo shirt and uniform bottoms. ACA hoodies may be worn on this day. Three-year-old students who attend 2 days per week may wear jeans and uniform or school t-shirts or ACA hoodies on Thursdays. When we don't have school on Friday, Thursday will act as our denim/ACA t-shirt Friday.

½ DAY WEAR IT YOUR WAY

On the days that we have a ½ day of school (averages once a month, look at school calendar for dates) students are allowed to wear whatever they want providing it is still modest. Clothes must be appropriate for Christian setting. Administrator holds the right to ask a student to change if they feel clothing is not appropriate.

- Shorts and skirts must pass fingertip rule
- Shirts may not be sleeveless and cannot show the stomach

P.E. CLOTHES

Tennis shoes must be worn on Tuesday, Wednesday, and Thursday for the safety and comfort of the student. If tennis shoes are not worn the student will have to sit out of P.E. activity, and the parent will be notified.

4th-7th have the option to change into P.E. clothes. The same modesty rules apply to these clothes. (These rules also apply to clothing worn for basketball practices.)

- Shorts must pass the fingertip rule
- Shirts may not be sleeveless and cannot show the stomach
- No bike shorts

DRESS CODE INFRACTIONS

If a student is out of dress code:

- His or her teacher will contact the parent.
- If a second offense happens, the student's teacher will let the student know and put a slip into the student's binder to be signed and returned by the parent.
- If a third time occurs, an administrator will be notified and will talk to the parent personally, and the administrator will ask the parent to bring the child a change of uniform appropriate clothing.
- If the parent continues to need dress code reminders, the board will address the issue with the parent(s).

Drop Off/Pick Up Procedure

Important--Please do not let your child out of your vehicle before reaching the appropriate drop off point. A teacher will help your child out or, if age-appropriate, will simply direct your child to exit the vehicle. Do not pass other vehicles unless given specific direction by a teacher.

Drop Off

Pre-k and elementary drop off will take place on the east side of the building. Drop off time is 7:45 – 8:00 am for all students. Pull as far forward as possible and allow a teacher to help your child from the car, or, if they are old enough, to direct them to exit the vehicle. Then students will be shown to the appropriate door. **There will be no drop off for older elementary students by the dumpster because of traffic related to the middle school building.** In case of inclement weather, all pre-k and elementary students will drop off and pick up under the portico. Please allow extra time in this case.

For pre-k/elementary drop off, cars should enter the property from Spurgeon Street between the ACA Activity Center (gym) and the Goodwill building, forming one line. Vehicles will turn north and travel under the portico and pull as far forward as possible. All students in a car exit the vehicle at the same time, and a staff member will supervise as students walk to the appropriate door. Older siblings are encouraged to walk younger siblings to class. For drop off, students should be unbuckled from their seatbelts or car seats, have their backpacks and other belongings gathered, and be ready to get out of the car promptly. Exit the ACA property onto Bradford Street.

Middle school students will drop off in front of the middle school building. Please pull into the front drop off area from the north and then exit to the south. If a family has both pre-k/elementary and middle school students, please drop off the pre-k/elementary student first, following the procedures for that building. Then turn left onto Bradford Street and left again onto Grady Street. Pull into the front drop off area of the middle school building from the north to drop off your middle school student and exit to the south.

We encourage parents to use the drop off line for their children. However, if you need to walk your child into the main building, please enter through the front door. We ask that you do not drop off children at the front door as there are no teachers supervising that area.

Pick Up

Part-day students will be dismissed from the north door on the east side of the building. Cars should follow the same procedure for entering the property and line up along the east side of the building. Teachers will bring your child to you and help them into the car. Parents may then pull into the back parking lot to buckle their children into car seats.

Middle school students and their siblings will be dismissed from the front door (by the flag pole). Enter the property from Spurgeon Street between the ACA Activity Center (gym) and the Goodwill building, moving to the left side of the roadway. Do not turn to go under the portico. Rather, continue west (alongside the south side of the building) and turn north alongside the front of the main building. Form a line alongside the front of the main building. Students will walk out to the car under the supervision of a teacher. Exit the property onto Grady Street.

All other full-day students will be dismissed from the south door on the east side of the building (under the portico). Teachers will be in place along the sidewalk to supervise students. Pull as far forward as possible, and your child will be directed to your car. Younger students will be helped into the vehicles by teachers, and parents may pull into the back parking lot to buckle their children into car seats.

We encourage you to use the car line for pick up as there will be limited parking on our property. Anyone parked on the south or west side of the main building will likely be blocked in from approximately 3 pm until 3:30 pm. We also want to respect our neighbors and leave their parking spaces open for their customers.

Please do not enter the building at pick up time as the hallways are crowded with students and backpacks.

Parents/caregivers are not considered late until the end of the pick up time for the child's class. If your child has not been picked up by the designated time, he or she will be taken to aftercare and your account will be charged the aftercare fee for the day. If you have extenuating circumstances, please call your child's teacher or the main office.

Pick up time is 12:00 – 12:10 pm for part-day pre-k students.

Pick up time is 3:15 – 3:30 pm for full day pre-k and kindergarten – 7th grades.

Pick up time for Extended Care is no later than 5:15 pm. When picking up from Extended Care, go to the front door and ring the doorbell.

Early Release

Beginning in September, school is dismissed at noon one day per month to allow for teacher training and accreditation tasks. Aftercare is available that afternoon for an additional charge of \$6 for the 12 pm – 3:15 pm time period. Students staying in aftercare should bring a lunch as no outside lunches will be ordered that day. Students going home at 12 pm will not have a lunch time. The pick up procedures might be altered somewhat on early release days. You will be notified of any changes.

Financial Aid

ACA utilizes a service offered by Financial Aid for School Tuition (FAST). This service analyzes the parents' financial information and sends ACA a report on what a family could reasonably be expected to pay based on their income and expenses. This is a well-researched, objective means of determining financial need and greatly helps the board in awarding tuition waivers. Families can complete their financial information online through a link on ACA's website. FAST charges a fee for this service. The reports sent to ACA from FAST are for informational purposes only and are not binding. Financial aid awards are made on the assumption that the family is making the maximum financial commitment possible to the child's education expenses.

Application for financial aid must be made each year. Changes in family financial status could result in an increase or decrease in funding in subsequent years. In the case of parents who are divorced, the school expects each natural parent and their spouses, if any, to complete the financial information. If there are extenuating circumstances, these should be explained.

To maintain financial aid eligibility, students must have passing grades and follow school policies and procedures. All accounts must be in good standing as well.

Deadline for receipt of the report from FAST is May 1, unless notified otherwise. It is the applicant's responsibility to be sure that ACA has received the report from FAST.

Scholarship information may be obtained from the school administrator or secretary.

Financial Policies for Families

ACA uses an online payment system known as FACTS. Families will set up an account linked to a checking or savings account or a credit card, and tuition and other fees will be drafted from that account. Families may set up their tuition payment schedule for one payment annually, one payment each semester or one payment monthly (10 total payments for August through May). Incidentals such as field trips, lunches, etc. will be drafted as appropriate. FACTS charges a fee for use of this service. Families can elect to pay on the 1st or the 10th of the month. Please call the office if a deviation from this schedule is needed.

Full tuition is due each month/semester regardless of student absences or holidays.

Payments more than 10 days past due will be subject to a \$20 late fee. For accounts not kept up to date, students may be suspended until accounts are caught up. They will not be allowed to enroll in subsequent school years unless all fees have been paid. Transcripts and permanent records will not be released until all accounts are in good standing.

Should it become necessary to withdraw a student from the school or extended care, parents will need to give a one-month notice with payment due for that month. Any amount prepaid beyond that one-month period will be refunded.

Materials fees are required before a child will be added to a class. These fees are non-refundable.

Multiple-Child Discount

If a family has more than 1 child enrolled in the school, they will receive a discount of 10% off the tuition for each child after the oldest.

Tuition and Materials Fees 2018-2019

<u>Age or Grade</u>	<u>Class Days</u>	<u>Material Fees</u>	<u>Monthly tuition</u>
3-year-olds	Tues/Thurs 8:00 am – 12:00 pm	\$85	\$169
3-year-olds	Mon/Wed/Fri 8:00 am – 12:00 pm	\$95	\$213
3-year-olds	Mon thru Fri 8:00 am – 12:00 pm	\$115	\$333
3-year-olds	Mon thru Fri 8:00 am – 3:15 pm	\$145	\$502
4-year-olds	Mon thru Fri 8:00 am – 12:00 pm	\$130	\$333
4-year-olds	Mon thru Fri 8:00 am – 3:15 pm	\$160	\$502
Kindergarten- 6 th grade	Mon thru Fri 8:00 am – 3:15 pm	\$325	\$502

Health and Safety

Each child must have a medical release on file at the school. If a child sustains a serious injury or becomes seriously ill and we cannot reach the parents, we want to know we can quickly get them the help they need. Any concerns or special instructions should be noted on the child’s medical release form.

Anyone picking up a child in pre-k must have a placard issued by the school. For all grades, only authorized persons may pick up a student. If parents need to make changes to their list of

authorized persons, they should do so in advance. In case of emergency, parents should call the school and give the secretary the name of the person who will be picking up their child. The person's ID will be checked before releasing the student. Parents are responsible for keeping this list up-to-date.

Ill or Injured Child

A child should not be sent to school (or will be sent home from school) if the following are present (combined information from Oklahoma Department of Health, healthline.com, wedmd.com):

1. Fever of 100.4 degrees or higher
2. Diarrhea
3. Vomiting
4. Undiagnosed body rash
5. Sore throat with a fever and swollen glands
6. Eye discharge, defined as thick mucus or pus draining from the eye, matted eyelids after sleep and eye pain, along with pink or red in the whites of the eyes
7. Mouth sores with drooling
8. Severe cough, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing
9. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms
10. Signs or symptoms of possible illness such as lethargy, irritability, persistent crying or any other unusual signs until a medical evaluation allows inclusion.

If a child becomes ill at school, faculty and staff will make sure he or she is comfortable and will call a parent as soon as possible. The child will be isolated in an administrator's office until the parent arrives.

When to return to school:

1. The child's fever has been controlled for over 24 hours without medication (as long as other symptoms have dissipated as well)
2. After taking prescribed medication for a minimum of 24 hours (as long as they don't have fever or other serious symptoms)
3. The child looks and acts like he or she is feeling much better or is starting to act restless at home
4. Nasal drainage is clear and cough is mild

ACA reserves the right to request a doctor's note before allowing a student to return to school if they have a rash, pink eye or other contagious disease/condition.

If a student sustains a serious injury at school, including dental injuries, his/her parents will be notified to come pick the student up. If the parents cannot be reached, the emergency contact listed on the student's enrollment form will be notified. If the injury warrants emergency treatment, an ambulance will be called and the child will be transported to Jackson County Memorial Hospital. Parents (or emergency contact, if

necessary) will be notified to meet the ambulance at the hospital. If neither parents nor emergency contacts can be reached, an administrator (or other member of crisis management team) will meet the ambulance at JCMH and assist with paperwork, etc., until the parents arrive, being sure to take the student's medical release. In case of dental emergency and neither parents nor emergency contact can be reached, an administrator (or other member of the crisis management team) will transport the student to the dentist designated on the student's enrollment form and assist with paperwork etc., until parents arrive. The parents assume responsibility for all costs. An accident/incident report is to be completed by the teacher within 24 hours, with a copy placed in the student's file and a copy given to the parents.

Medication

Medications, including over-the-counter, may be administered at school only with a medication permission form on file for all medicines. Medicine must be relinquished to the teacher upon arrival at school. If it needs to be refrigerated, this should be noted on the medication form. All medicines must be in a child-proof container with original labeling from the pharmacy and the child's full name.

Rescue medications such as Epi-Pens and inhalers are kept in the classroom out of the reach of children and readily accessible to staff. Parents must have an extra prescription of these medications filled to leave at the school.

Parents are required to disclose to staff members any medical conditions and any medications a child is taking.

If parents give standing permission for staff to give their child acetaminophen or ibuprofen or other over-the-counter medications for minor complaints, they should receive a note or e-mail indicating the time and reason for which the medicine was given.

Recess Guidelines

Recess should be a time of play and movement, and as such it plays a vital role in physical fitness and health. However, safety is an important issue and some activities that are allowed at home might not be appropriate at school. Following are guidelines for appropriate play at recess:

1. No tackling, tripping, or throwing rocks, sand or other such objects. Excessively rough play will be stopped by a teacher.
2. Students must stay in the area designated by teachers.
3. Kindness is the rule. There will be no taunting or bullying.
4. Students will only be allowed to stay inside during recess by parent request, and only for a bona fide medical reason.

5. A guide for acceptable temperatures for outdoor play is posted in the teachers' workroom.

Snacks

Though ACA does not provide meals or snacks, it is the intention of ACA to support parents in their efforts to develop healthy eating habits of children in order to optimize scholastic potential as well as for overall good health. A nutritious diet reduces the incidence of obesity, diabetes, tooth decay, etc. and helps children focus their attention and retain information. Specifically, ACA will promote snack time as an opportunity for children to develop the habit of enjoying and preferring nutritious foods and to try new foods (especially fruits and vegetables). Sweets and other low nutrient foods should be reserved for special occasions. All snack foods should be ready to eat. This includes washing and prepping fruits and vegetables for easy consumption.

- Refrigeration is available for pre-k snacks only.
- Before bringing nuts or nut products, parents should check with the teacher.
- Parents should avoid bringing sugary items such as candy, chips, donuts, iced cookies, iced cupcakes, fruit drinks, gummy items, fruit rollups and the like for snacks.
- Birthdays are not celebrated with food items. Teachers will plan alternate ways of celebrating each child's birthday and make it a special day.

Special Health Concerns

For children with special health concerns, e.g. allergies, asthma, diabetes, ADHD, staff members are to be fully informed about the condition and treatments required by the child. The parents are to provide necessary medications and equipment as well as training on proper administration of medication and use of equipment. ACA reserves the right to deny admission to a student whose medical condition is beyond the scope of what ACA staff can reasonably accommodate.

Staff Training

There is to always be at least one person in the building who is CPR/First aid trained. All pre-k teachers are to have CPR/First Aid training. Teachers are to be trained in standard/universal precautions.

Supervision

Pre-k children are supervised by sight at all times, and the transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times. Students in kindergarten and up are to be supervised at all times in the classroom and outside. They may go to the restroom alone with teacher permission.

Lunch

Teachers and teacher assistants are responsible for helping students with their snack time and lunch. Microwaves will be provided where students eat lunch. Until age-appropriate for students to heat their own lunches, teachers should help them. Heatables should be assembled and ready to heat in the microwave. Items that take longer than 1 – 2 minutes to heat are discouraged because of time constraints. Teachers should also ensure that students clear their place after finishing lunch and wipe down tables/desks. The school does not provide utensils, napkins, plates, bowls, condiments, etc. with for the students' snack or lunch.

Lunch Delivery

Students may order lunches to be delivered as follows:

- Mondays: Papa John's cheese pizza
- Fridays: McDonald's chicken nuggets and apple dippers

Parents will be provided a chart of costs. Student should bring from home a drink, plates/napkins, etc., as well as any additional food items such as fruit, chips, etc. Meals are to be selected and paid in advance at least one month at a time.

Parent Senate

The Parent Senate is comprised of one to two parents from each class at Altus Christian Academy. Each Parent Senate rep is responsible for one event during the course of the school year, as well as encouraging involvement from classroom parents and students at every ACA event. Parent Senators will be called upon to provide feedback and/or review ACA's mission statement, curriculum, continuous school improvement plan, and other items relating to ACSI accreditation expectations. The Parent Senators will serve for the entirety of one school year and aid in nominating a new representative from the class in which they served for the following year.

The Vision of the Parent Senate is three fold:

1. To fill all volunteer positions at ACA.
2. To train our volunteers to serve with excellence at all school events.
3. To be a viable source of strong community with our school family.

In order to serve as a Parent Senator, one must fully commit to the following:

1. Monthly meetings to obtain updates and set goals for future events
2. Consistent communication with classroom parents and teachers regarding school events, classroom needs, and volunteer opportunities

3. A willingness to encourage involvement of all classroom parents in one or more events throughout the year

RenWeb/FACTS

ACA utilizes RenWeb/FACTS school management software. (FACTS recently bought RenWeb and is in the process of transitioning it to FACTS.) This program is designed to enhance parent-school communication as well as records management for the school. Parents may access student grades, attendance, records, and behavior reports as well as a family and staff directory. These services are available by going online to <https://factsmgt.com/>, selecting “Parent Log in” from upper right screen, and then selecting “FACTS Family Portal (ParentsWeb)”. On the left side of the next screen, click on the link “Create New ParentsWeb Account.” ACA’s district code is ALT-OK. Enter the email address you gave the school on your child’s enrollment form and select “Create Account.” Follow the remaining directions. If you experience any difficulties, please call the school office.

RenWeb/FACTS provides the faculty and staff a very convenient way to communicate with parents both individually and as a group through email. ACA also utilizes a service through RenWeb/FACTS called Parent Alert. It allows the school to send urgent messages through email, voice, or text messages. This service will be used in case of emergency, school closing, or short-notice change of events.

RenWeb/FACTS has an app available for Android and iPhone users called RenWeb Home that allows access to many of the program’s features. The app itself is free and requires an annual subscription fee of \$4.99 to access the database.

School Closing

If the school must close because of bad weather conditions or other extreme circumstances, KWHW (1450 am) radio station and KRKZ (93.5 FM) are the stations selected as the primary information outlets. If electric, internet, and/or phone service are available, other outlets include voicemail greeting, email, RenWeb Parent Alert, KSWO TV (Channel 7, Lawton), and the school’s Facebook page.

Social Media Policy for Students

The minimum age for a student to legitimately have a Facebook account is 13 years of age. Because some students and their families choose not to follow Facebook and other social media site guidelines and because some ACA students are 13 years of age or older, students might have social media accounts. If this is the case, it is important for students to remember they represent not only themselves, their families, and their school 24/7/365, but they represent Christ as well. They may not “friend” or “follow” a current ACA staff member on personal social media accounts. Students may follow an official schoolwide or classroom account. Parents must have

access to these same accounts. Students are prohibited from using social networking while at school. An exception to this is middle school students under the supervision of a teacher and for school-related purposes. Because posts are public, students will be held accountable for inappropriate use of social media regardless of when posts are made. Inappropriate use includes, but is not limited to, the use of profanity, vulgarity, sexually explicit images or language, gossip, slander, or threats to the safety or welfare of other people. Violation of these policies will be grounds for disciplinary procedures, even up to expulsion.

Sports Program Policies

At ACA, sports is yet another way to develop godly character, and it is a metaphor for how we train to run the spiritual race.

Don't you realize that in a race everyone runs, but only one person gets the prize? So run to win! All athletes are disciplined in their training. They do it to win a prize that will fade away, but we do it for an eternal prize. So I run with purpose in every step. I am not just shadowboxing. I discipline my body like an athlete, training it to do what it should. Otherwise, I fear that after preaching to others I myself might be disqualified. (I Corinthians 9:24-27)

ACA players

1. function as a team. While not all players will get equal playing time, all players are important. Being a part of a team means looking to the good of the whole team. It means rooting for the players who are on the court/field.
2. are competitive. They play to win and do so while maintaining the dignity of their team members.
3. give it their all. Hard work is a character trait that lasts a lifetime.
4. are respectful. Referees, coaches and players from other teams are to be treated respectfully. When a referee makes a call, there is no eye-rolling, arguing or looking to the coach. Simply hand him or her the ball and move on. When possible following a call, get the ball and hand it to the referee. If a player from the other team falls to the ground, help them up. ACA coaches are treated with utmost respect. Work hard and follow their instructions with a great attitude. ACA coaches will also be respectful to referees, players and fans from both teams.
5. deal with adversity. If there is a minor injury, they don't over-dramatize. They don't flop.
6. control their emotions. They don't get upset when there is an incorrect call. They don't give up if our team is losing the game.
7. show good sportsmanship. If they win, they don't rub it in. If they lose, they congratulate the other team.

ACA

1. sets the bar for great fans. We ask fans not to coach from the sidelines. This confuses the players. We ask that fans be great encouragers of our players. We also ask the same level of sportsmanship and respect from our fans as we do from our players. School leadership reserves the right to ask a fan to leave the game if they become abusive or aggressive. Our fans represent our school, and our school represents Christ. We want to honor him in everything we do.
2. parents and coaches maintain a supportive relationship. Parent-coach conferences are scheduled and held at times other than right before, right after or during a game. Parents and coaches communicate with each other with respect and work through any disagreements or conflicts according to the school's conflict resolution policy.

In order to participate in a sports event at ACA, students must meet the following criteria:

- Have a passing grade in each subject graded A – F and a grade of satisfactory or above in each class graded E, S, N, or U.
- Be in attendance at least 5 hours on the day of the event or activity.
- Have all needed attire, equipment or supplies for the event or activity.
- Have acceptable conduct in all classes.

INSTRUCTIONAL PROGRAM POLICIES AND PROCEDURES

Classroom

Grading and Grade Reports

Teachers are responsible for recording student performance through the use of skills and behavior checklists for pre-kindergarten and kindergarten, and the use of grades and behavior checklists for 1st grade and up. Individual grades are to be recorded in RenWeb on a weekly basis. This program automatically averages each student's grades and creates grade reports.

ACA's grading scale is as follows:

Core subjects 1 st and up:	Special subjects and behavior K and up:
A 92 – 100	E Excellent
B 83 – 91	S Satisfactory
C 74 – 82	N Needs improvement
D 65 – 73	U Unsatisfactory
F 64 and below	

Grade reports will be sent home on the first Wednesday following the end of a 9-weeks grading period. Parents should sign these and return them as soon as possible.

Progress reports will be sent home at mid-term of each 9-weeks grading period.

Students in 1st grade and up are eligible to be listed on the school honor roll. Students making all A's each nine weeks will be listed on the Honor Roll with Distinction. Students who have at least one B, but no grade lower than B, will be listed on the Honor Roll.

Students with average to above average grades and developmentally appropriate classroom behavior will promote automatically to the next grade. Parents of students with below average academic performance will be asked to hold a conference with the teacher, and a plan should be developed to uncover and address the reason for the low performance. Retention will be used when parents and teacher agree and have evidence this is the best option. If school personnel and/or parents determine that ACA is not the best program to address a student's needs, parents may be asked to consider other academic options for their child.

Homework

Homework is a valuable learning tool, both for content and for responsibility and accountability. It should be utilized with discretion and should consist of meaningful activities. It should not dominate a family's entire evening. The amount of homework given should be reflective of the age and ability of the student. If a student is spending significantly more time on homework than is typical for his/her age and developmental stage, this should be considered a "red flag" and should be thoroughly investigated.

Teachers should avoid giving homework on Wednesdays to promote student attendance at mid-week church activities.

Honorable Character (see Discipline, pg. 17)

Each elementary student should receive at least one positive Honorable Character mark each day. All marks should be recorded on an Honorable Character card and sent home the last day of each week.

Identifying At-Risk or Special Need Learners

Classroom teachers have the primary responsibility for identifying students who are experiencing academic, behavioral, emotional, or social difficulties in the classroom beyond the scope of the normal fluctuations in student performance. The teacher should promptly notify the school principal and schedule a conference with the student's parents to apprise them of the concerns and to involve them in developing a plan to address the issue(s). This plan is called Response to Intervention, and the teacher is encouraged to conference with other teachers as well as the special education coordinator for the local public school district. The teacher should request the school principal contact the special education coordinator of the local public school district and notify him/her of this plan. If performance does not improve within six weeks, the principal should contact the special education coordinator of the local district to refer that student for formal testing. The special education coordinator will guide ACA and the student's parents through the testing process. Officials from the local school system in coordination with the child's teacher and parents should use the results to develop an Individual Service Plan (ISP), if needed, or even to determine whether ACA has the resources needed to successfully address the student's needs. The student's classroom teacher is responsible for following the ISP and should maintain contact with the student's parents and other professionals involved at least once per quarter to monitor progress.

An alternative for younger students or for quicker results, is a referral to a developmental pediatrician, the OU Child Study Center, or other provider. This is a private pay/insurance option for parents. The results should be used to develop an ISP or to determine appropriate placement.

As allowed by the mission and offerings of the school, ACA will make modifications to its program or facilities as appropriate to meet the special needs of an identified student. Through the Every Student Succeeds Act, the public school system is obligated to provide testing free of charge and, if a special need is identified, to provide equitable services. This could include the provision of services or equipment or the training of ACA teachers to perform needed interventions.

JAM

JAM stands for Jesus and Me and serves as ACA's worship time. The purpose of JAM is to provide students a focused time for worship and to provide an opportunity for further spiritual development.

Three- and four-year-old pre-k students participate in JAM each Monday through Thursday morning beginning at 8:30 am. Students in pre-k through 7th grade come together on Friday mornings beginning at 8:15 am and ending by 9:30 am. Lessons are presented by teachers and community pastors and leaders, and occasionally a Bible-based video is shown. Three- and four-year-old pre-k students join Friday JAM for memory verses, prayer, and a few songs with the older group. They leave before the lesson. Older students have a lesson and more worship time. Middle school students will have worship time in their building once each month. On the other JAM days, they will join the rest of the school. Beginning in the spring semester, they will have leadership roles during whole-school JAM.

Movies/Videos/Software/Apps/Other Media

Movies may be utilized rarely, primarily on party days or at the end of a semester and should be approved through the principal and parents notified before a movie is shown. Movies and educational videos must be previewed for inappropriate content. No movie may be shown beyond a G rating without prior approval by the principal, and parents must be notified. Any type of media presentation that could be controversial in nature must be approved by the school principal, and parents must be notified.

Passive media (television, movies, videos), when used, should meet the following requirements:

- Are appropriate to the age and attention span
- Enhance the effectiveness and values of the program
- Are previewed by the staff for overall content and age appropriateness
- Serve as an occasional supplement to daily activities rather than a significant part
- Include appropriate teacher involvement in introducing and following up the viewing with questions and activities that elicit children's active involvement
- Software and apps should be developmentally appropriate and targeted to the instructional needs in the classroom. Screen-time should be used with discretion and intentionality and not simply to pass the time or keep students occupied. ACA's philosophy regarding technology is that technology is the servant, not the master. Its purpose is to help meet the general and specific learning objectives of the school. All software and apps should be prescreened for content and effectiveness of delivery and for alignment with a biblical worldview.

Missions/Community Service

Each classroom, including 3-year-olds and 4-year-olds, will participate in a missions/service project of their choice. The project should focus on a specific need and actively engage the students in meaningful service to others. Limited collection of funds is permissible, but the project should primarily consist of students giving of themselves--their talents, time and work.

Testing

Altus Christian Academy engages at least annually in an academic achievement testing program. The purpose of this program is two-fold.

1. Determine strengths and weaknesses in the academic achievement of individual students.
2. Find overall strengths and weaknesses in the academic program of the school.

Teachers and administrators use the results to plan an academic program for individual students and to make recommendations for overall program improvement.

Students with an Individual Service Plan or 504 Plan or a diagnosis such as ADHD from an appropriate medical professional may have alternate testing methods such as individual testing, more time, frequent breaks, and/or a scribe for recording answers. The special education liaison from the local school system will help make those determinations.

Students transferring to another school should contact that system to discuss and schedule any entrance exams.

General

Asbestos Inspection

There is no asbestos present in the Altus Christian Academy facility. Inspection was conducted by accredited and state licensed AHERA inspectors. A letter certifying this is available for public review in the secretary's office.

Emergency Procedures

The school has an emergency procedures manual referred to as a crisis management plan. Teachers are responsible for reviewing this document annually during in-service or more often if procedures are changed during the school year. Parents are trained annually on the plan at parent orientation. A copy of the crisis management plan is available for review in the secretary's office.

Tornado procedures should be practiced once during the fall semester (September) and once during the spring semester (March).

Fire drills should be conducted once during the fall semester and once during the spring semester (within 15 days of the start of each semester).

Lockdown drills should be conducted once during the fall semester and once during the spring semester.

Intruder drills should be conducted once during the fall semester and once during the spring semester (within 15 days of the start of each semester).

Two additional drills chosen from the crisis management procedures are to be conducted during the school year.

Exempt Status for Early Education

Altus Christian Academy's early education (pre-school) program is exempt from state licensing requirements for child care facilities. However, ACA voluntarily meets those requirements and is committed to ongoing self-monitoring.

Extended Care

- Extended care is offered for ACA students on the days they attend school.
- Hours of operation (only on days ACA is in session):
 - Before care: 7:00 am – 7:45 am
 - After care: 3:15 pm – 5:15 pm
 - There will be no drop in care from 12 pm to 3:15 pm for part-day pre-k students as all those slots have been already been filled for 2019-2020.
- *Extended care will not be offered on the last day of school.*
- Extended care charges will be billed through FACTS monthly.
- Fees: \$3.00 flat fee for before care, and \$5.00 flat fee for after care on regular school days. On early release days, students staying from 12:15 pm – 3:15 pm will be charged \$6. Students staying 3:15 pm – 5:15 pm will be charged \$5.
- The before care fee will be charged for students dropped off for any amount of time between 7:00 am and 7:45 am. The aftercare fee will be charged for students who stay any amount of time after 3:15 pm.
- Though a regular schedule is preferred, aftercare will also accept “drop-ins” from 3:15 pm to 5:15 pm. For “drop-in” care, 24-hours’ notice is requested and availability will be determined.
- Aftercare students will have a snack around 3:30 pm daily. Parents should include an extra snack in the child’s lunch box.
- Aftercare will close at 5:15 pm daily. Children must be picked up by this time. Parents will be charged a late fee of \$5 for every 5 minutes late.
- Only approved adults may pick up a child from aftercare.
- For before care drop off, take students to the front door and ring the bell.
- For after care pick up, check for a sign on the front door indicating if students are on the playground or in the gym. If so, go to the appropriate place for pick up. If students are in the main building, ring the doorbell and wait to be admitted by the aftercare staff.
- Students will be given time to work on homework. Aftercare workers may help students with homework, but they are not responsible for checking for accuracy.

- Any staff who has reason to believe that a child has been abused is required to promptly contact the statewide toll-free Child Abuse Hot Line, 1-800-522-3511. Staff members are required to cooperate fully in the investigation of any allegation.
- At least two adults are to be in the building at all times during extended care operation.

Field Trips

Field trips provide for great learning experiences and are an integral part of the educational program at ACA. The purpose of the following policy is to help ensure the safety of our students and to help parents/volunteers be aware of potential issues. ACA is very grateful for the many volunteers who help give the students a meaningful and memorable school experience.

Pre-kindergarten students are allowed to take local field trips. Kindergarten and up may take both local and out of town field trips. Students are expected to behave responsibly and respectfully at all times. ACA does not provide transportation and does not take responsibility for volunteer drivers. As a courtesy for parents, the school facilitates the copying and filing of each parent/volunteer's driver's license and vehicle/liability insurance verification and conducts background checks. Vehicles should travel together and drivers should have cell phone numbers of the teacher as well as other drivers. Any driver carrying students other than their own must travel as a group, driving directly to the event(s) and directly back to the school.

If responsible for children other than their own, field trip drivers and chaperones must have an acceptable background check as defined in the school's volunteer policy (pg. 41 of the Family/Student Handbook). Drivers must be in good health and not be currently taking any over-the-counter or prescription medications that would affect their ability to drive or react in any way. They must have a driving record that establishes a safe driving history and must follow all traffic laws, including speed limit laws. Drivers must ensure that each child is safely buckled. It is the responsibility of each child's parent to provide any car seats or booster seats. Children without the appropriate car seat or booster seat may not go on the field trip. Drivers further agree to refrain from texting or doing anything that is not hands-free while driving, which includes making phone calls or programming navigation. They should pull over in a safe place before using a cell phone. If at all possible, two adults will be assigned to each vehicle to facilitate communication with other drivers or teachers.

Teachers will assign children to vehicles, and this assignment applies for all travel times. Children must be in the presence of a responsible adult at all times. Drivers or chaperones may escort a child to the restroom if necessary during a car ride, but may not be in a private bathroom or stall with the student. Roll and head counts should be taken at each arrival and departure. Any difficulties should be reported immediately to the teacher. A certain uniform shirt may be required.

In case of accident, the driver or other responsible adult should call 911 and wait for authorities to arrive. This person should contact the school immediately with detailed information so other parents can be informed. If there is an emergency situation at the event location, all ACA parents, teachers and students are to follow the emergency procedures of the event host and then call the school as soon as possible to report the incident to a school administrator. In both of these situations, the administrator will take appropriate steps to contact parents and plan for the return of students to the school. The teacher must submit a written report to the administrator within 24 hours.

Length of School Day/Year

The length of the school day and year, as well as the number of instructional hours/days, shall comply with state law. Altus Christian Academy operates for a minimum of 1,080 hours per school year, excluding a daily 30-minute lunch time. The school schedules 175 instructional days and 5 professional days. ACA's part-day three-year-old and part-day four-year-old program operate from 8 am – 12:00 pm, and full-day classes meet from 8 am – 3:15 pm. Once per month students will be dismissed at 12:00 pm so that teachers may have professional development and planning time. Six hours may be used each semester for student-parent-teacher conferences. Days missed for bad weather will be made up unless there are extreme circumstances preventing this. A good faith effort must be made to make up missed days. Any bad weather days not made up must be approved by the Board of Directors.

Maximum Student to Classroom Teacher Ratios:

3-year olds	10:1
4-year-olds	12:1
Kindergarten and up	15:1

Altus Christian Academy may make an exception and enroll additional students in kindergarten and up, if needed to accommodate siblings or other unusual circumstances. Additions are to be approved by the Principal and Head of School.

Parent-Teacher-Student Conferences

Parent-teacher-student conferences for Pre-K – 7th grade will be held after the first 4 ½ weeks of the first and second semesters. These are typically scheduled on a Thursday from 3:30 – 6:00 pm and then on that Friday from 9 am – 12:30 pm, though teachers have flexibility in scheduling conferences. Students are dismissed on the Friday. Teachers are responsible for notifying parents and scheduling times with each parent. Teachers are also responsible for staying on schedule so as not to inconvenience parents and other teachers. Students in first grade and up should be present at least for the beginning of the conference and, as appropriate, should be involved in evaluating their classroom performance. Additional, individually-scheduled conferences may be held with parents upon receiving standardized testing results, and these conferences should be completed by the end of the second semester.

Promotion and Retention

Students with average to above average grades and developmentally appropriate classroom behavior will promote automatically to the next grade. Parents of a student with below average academic performance or developmental behavior will be asked to hold a conference with the teacher. When a student struggles in school, it is vitally important to find out why.

Retention will be used when parents and teachers agree and have evidence that it is the best option. If school personnel and/or parents determine that ACA is not the best program to address a student's needs, parents may be asked to consider other academic options for their child.

The ultimate goal is to do what is in the best interest of the student and what will enable his or her long-term success.

Reporting Child Abuse

Any staff member who has reason to believe that a child has been abused is required to promptly contact the statewide toll-free Child Abuse Hot Line, 1-800-522-3511. Staff members are required to cooperate fully in the investigation of any allegation. By law, a person making a report, in good faith, is immune from civil or criminal liability.

Tobacco Free Policy

Rationale:

Altus Christian Academy wants to provide a healthy environment for our students, staff, and families, and set the proper example for our students.

24/7 Tobacco Policy:

The Board of Directors for Altus Christian Academy hereby prohibits the use of all tobacco products (including but not limited to cigarettes, cigars, pipes, snuff, e-cigarettes and other smokeless tobacco) by students, staff, visitors or guests in ACA's school building and on the grounds. This regulation also applies to facilities of other organizations when ACA is using them for performances, meetings, or any other kind of gathering. Tobacco products are also prohibited in any vehicle used to transport students to field trips, practices, or any other kinds of school-sponsored activity. This regulation further applies to any group or organization who might be utilizing ACA's building and grounds.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will also apply to everyone providing service to the school.

Enforcement:

Students in violation of this policy will face disciplinary action as follows:

First offense: Confiscation of products and parent notification

Subsequent offenses: Confiscation of products, parent notification and out of school suspension per the circumstances.

Staff in violation of this policy will face disciplinary action in conjunction with the school’s plan of improvement procedures.

School visitors, guests, parents, or others will be reminded of the school’s policy and asked to refrain from the use of tobacco products. If the person refuses to comply, they may be asked to leave the school site or the site of the school function. If the person refuses to leave, they may be referred to the local authorities.

Volunteers

Volunteers are those individuals, including family members of students and other members of the community, who willingly provide services at ACA without compensation or reciprocation of any kind. Parents are encouraged to volunteer because of the positive home-school connection created, and so they can be familiar with the environment and culture of the school. Teachers are encouraged to utilize parent and other volunteers because it builds relationships between parents/volunteers and the school, and it provides teachers the help they greatly need. Suggestions for volunteer activities include helping in the classroom, chaperoning field trips, fundraising, reading with students, helping with office work, doing “handy” jobs such as changing light bulbs and filters, and organizing and helping with class parties. Teachers should communicate classroom needs to the volunteer coordinator and are responsible for clearly communicating expectations to volunteers. Teachers should notify administration of any problems.

The purpose of the following policy is to help ensure the safety of our students and to help parents/volunteers be aware of potential issues. ACA is very grateful for the many volunteers who help give the students a meaningful and memorable school experience.

Volunteers will be required to obtain a background check and sign a statement of support for the mission of the school. No volunteer will be approved if the background check reveals any felony conviction or a misdemeanor conviction of a violent or sexual nature. If other issues are revealed on a background check, the applicant must appear before the ACA Board of Directors to receive approval.

Those exempt from a background check include parents only helping with class parties and the copy room, or college students observing or reading to students or working for service hours in the classroom who are continuously supervised by the teacher. Persons without a background check are not to be alone with students or accompany them to the restroom. Volunteers must be physically able to perform the duties they have agreed to do. Requirements for driving or chaperoning students on field trips are included in the field trip policy on page 37 of the Family/Student Handbook. Volunteers are asked to pay the cost of the background check. Background checks must be repeated every 3 years. Volunteers at ACA must agree to the following:

- Follow the policies of ACA as they affect the role of the volunteer.
- Keep student matters confidential, including grades, discipline, behavior, modifications, etc.
- Treat all others, including the students, with respect and dignity, showing no partiality.
- Abide by the school's conflict resolution policy.
- Work with students in areas of the school designated by faculty or administration
- Be open and honest with communications.
- Respect the diverse Christian backgrounds that exist in the school.
- Utilize the resources of the school with good stewardship.
- Be prompt and reliable when scheduled to be at the school.
- Go to a staff member to handle discipline or other such student matters.

Wellness Policy

The Altus Christian Academy (ACA) Board of Directors declares its concern for the safety and health of its employees and students. The aim of the Altus Christian Academy pre-kindergarten through sixth grade health and wellness policy is to empower students to recognize the physical body should be treated as the dwelling place of the Holy Spirit through health, nutrition, and lifelong fitness. Altus Christian Academy recognizes the link between academic achievement and student health and wellness, and it is the intent of this policy that staff, students, and parents/guardians work together to provide a safe, secure, and healthy learning environment.

Health and Nutritional Education

The school will encourage students to develop healthy, positive behaviors, skills, and attitudes by providing a variety of fitness and health awareness opportunities while establishing school & community partnerships that encourage healthy lifelong choices. All students will have education to foster lifelong habits and beliefs for healthy living including the development of nutritionally sound habits.

School Practices

Nutrition education occurs in the classroom as well as in the larger school community. The school utilizes multiple channels (e.g. classroom and communications with parents) to promote healthy nutritional and physical

behaviors through age-appropriate education. In support of these behaviors, the Altus Christian Academy wellness curriculum establishes the following guidelines:

- Students will be allowed adequate time to consume meals, at least 20 minutes for lunch from the time they are seated;
- Food, beverages, and candy will not be used to reward or punish academic performance or student behavior;
- The school only permits school-sponsored fundraisers which are health-promoting. Such fundraisers include non-food items, physical activity-related options, community service options, or healthy foods and beverage options;
- The school allows class-sponsored gardens on its property and dedicates related resources (e.g. land, water) for their implementation;
- The school encourages parents to provide healthy lunches and snacks when sending food from home.

Physical Education

The aim of the Altus Christian Academy pre-kindergarten through sixth grade physical education curriculum is to enable students to have the strength and vitality to live out God's calling in their lives and to enhance quality of life by fostering physical dexterity and life-long health and well-being in an environment that promotes participation and the development of the whole person. The school supports quality physical activity throughout the school day. Practices which support the accomplishment of this aim include:

- Students in grades pre-kindergarten through six will participate in physical activity a minimum of 150 minutes per week through daily recess, integrated physical activity within the academic classroom and physical education activities. The Coordinated Approach to Child Health, an evidence-based program that employs a holistic approach to child health promotion by targeting multiple aspects of the school environment: the classroom, physical education (PE), parents, and the broader school community will be utilized. Students in all grades will be offered a range of physical activity choices, which may include competitive and non-competitive options. In addition, teachers and other school personnel at all grade levels may provide opportunities to students for additional physical activity by integrating physical activity into the academic curriculum, including adaptive physical education, movement breaks, and other activities to promote movement.
- Students participating in physical education will be moderately to vigorously active for the majority of class time;
- Physical activity, or the withholding thereof, will not be used to punish academic performance or student behavior in the classroom;
- The school provides proper equipment and facilities to support physical education classes and other school-sponsored physical activities;

- The school provides training for teachers for integrating physical activity into the curriculum;
- Physical activity opportunities are available to students of all physical and mental abilities to help develop the skills needed to participate in lifetime physical activities;
- Recess will be encouraged to the greatest extent possible: minimum of 20 minutes daily.

Monitoring and Policy Review

ACA will organize a committee to develop an action plan, utilizing the School Health Index as part of the Coordinated School Health Framework. The plan will be evaluated and updated annually and will specify the setting and measuring of goals related to student wellness. Curricula for the health and physical education programs at ACA are specified in the school's curriculum guides and updated according to the Association of Christian School International's accreditation renewal cycle. Opportunity for stakeholder input will be given. Oversight will be maintained by the Principal or his/her designee.