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100 SCHOOL DISTRICT-

100 Mission Statement

The vision of Ankeny Christian Academy (ACA) is that our graduates will attain an excellent Christ-centered education that will lead them to live both morally and ethically. This will successfully prepare our students to live, work, and raise their families according to the standards of Christ as they assume their adult roles in society and carry out the principles of the Great Commission.

100.1 Essential Student Learning Goals (Ref 101,V)

The graduates from Ankeny Christian Academy will demonstrate the ability to:

1. Live a Christ-centered life in one's home, church and work-place.
2. Demonstrate and be an advocate of life long learning (*added*)
3. Apply knowledge and skills to life
4. Use technology effectively
5. Communicate effectively
6. Work independently as well as with others

101 Ankeny Christian Academy By-Laws and Constitution - Adopted: May 24, 1994, Revised: May, 2006

BY-LAWS AND CONSTITUTION

Article I – Name

The name by which this Association shall be known and incorporated is: Ankeny Christian Academy.

Article II – Tenets of Faith

We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life (II Timothy 3:16, II Peter 1:21).

We believe in the Triune God: Father, Son, and Holy Spirit. He is the omnipotent, omniscient, and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation, and continual care (I John 5:7, Genesis 3:22, Psalm 2:7-8, Psalm 110:1).

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atonement for our sins by His blood sacrifice, His bodily resurrection, His ascension, and His personal return in power and glory (Isaiah 7:14, John 1:1, John 1:14, John 8:58, Romans 4:26, II Corinthians 5:21, Titus 2:13)

We believe in God the Holy Spirit who acts in and through people's lives today (John 16:8, I John 2:27, Acts 13:2, Romans 5:5, 8:9, 8:26, Galatians 4:6).

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:27, 2:17, 3:6, Romans 5:12).

We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all that believe in Him are justified on the grounds of His shed blood and resurrection (Romans 4:26, II Corinthians 5:21).

We believe in the resurrection of the crucified body of the crucified Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate (I Corinthians 15:4, Hebrews 4:14, I John 2:1).

We believe that all who receive by faith the Lord Jesus Christ, are born again of the Holy Spirit and thereby become children of God (John 1:12, Acts 16:31, 20:21, John 5:24).

We believe in the "Blessed Hope" the personal and imminent return of our Lord and Savior, Jesus Christ (Titus 2:13, Philippians 3:20).

We believe in the bodily resurrection of the just and unjust, in the everlasting felicity of the saved, and the everlasting conscious suffering of the lost (John 5:28-29).

Article III – Philosophy

The educational philosophy of Ankeny Christian Academy is dependent upon the Bible, the inerrant, infallible Word of God, as our basis and reference for all truth (II Timothy 3:16).

The educational process is viewed as a means used by the Holy Spirit to bring the student to God through personal faith in Jesus Christ as Lord and Savior and to develop a Christian mind to fulfill God's will for his life, both vocationally and personally (Colossians 2:3). Through this process the student can mature spiritually, mentally, physically, emotionally, and socially to be a Christian witness in society (Luke 2:52).

The mandate for Christian education comes from God directing His people to teach their children diligently the laws of the Lord (Deuteronomy 6:7).

The Christian school acts as an extension of the family and of the church to help families bring up their children in the "nurture and admonition of the Lord" (Ephesians 6:4).

Article IV – Purpose

The Association is charitable in nature, and its purpose is to give to the youth of the community instruction in subjects usually taught in public and private schools, such instruction to be given in accordance with the tenets of Biblical faith and the Constitution of the United States; to the end that the students may grow in grace and in the knowledge of God through our Lord and Savior, Jesus Christ, and become worthy citizens of our great nation.

It is the purpose of Ankeny Christian Academy to provide a sound academic education integrated with a Christian view of God and the world.

Ankeny Christian Academy seeks to complement the home and church in their efforts to bring the student to his fullest God-given potential in respect to his relationship to God and others and his own unique capacities and personality.

Article V – Objectives

Ankeny Christian Academy intends to implement its stated purpose and philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his God-given potential.

A. Spiritual Growth

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living.
2. The student will know the basic tenets of the Christian Faith as listed in Article II.
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
4. The student will formulate a personal Christian world/life view which will be integrated in every area of life.

B. Intellectual Growth

1. The student will learn the skills for effective, critical thinking; comprehension; communication; and computation.
2. The student will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences.
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view.
4. The student will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values.

C. Physical Development

1. The student will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances.
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors.
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
4. The student will develop physical coordination and skillful use of the body.

D. Emotional Growth

1. The student will learn to apply Biblical principles in handling failure, success, stress, and strong emotions.
2. The student will know that each individual is a unique person of worth because each is a special creation of God and recipient of His love.
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

E. Social Growth

1. The student will exhibit proper attitudes, and show respect for authority and for other people's rights and feelings.
2. The student will develop self-discipline and responsibility based on submission to God and those in authority over him.

3. The student will develop a love of family, good citizenship, and patriotism, assuming responsibilities for home, church, community, and country.

Article VI – Admission and Membership

The Membership of the Association shall automatically include legal parents or legal guardians of students currently attending the school (Developmental Kindergarten through Twelfth grade). Every student must come from a home where at least one parent or legal guardian is a professing born-again Christian.

Article VII - Voting

Each member of the Association shall be entitled to one vote at meetings of the Association. Association members are allowed to vote on the day of the Annual Meeting of the Association for prospective board members from the start of school to the time of the elections.

Article VIII - Board of Education

A. Membership of the Board of Education

1. Membership on the Board of Education shall be open to both men and women who are born again believers, mature in their faith, and who have been members in good standing of the Ankeny Christian Academy association since the beginning of the school year. The Board of Education shall have no more than nine (9) positions with a maximum term of 3 years.
2. In order to maintain a broad non-denominational representation, not more than three (3) members of the Board shall be appointed or elected from a single church congregation.
3. No person employed by the Association for compensation shall be eligible to serve as a member of the Board during the term of their employment.
4. The Administrator and Principal(s) of the school shall be ex officio members of the Board and of all committees but shall not be entitled to vote on any matter coming before the Board or committees.
5. No more than three (3) Board members shall be elected at the Annual Meeting of the Association (except in the year when this constitution is adopted).
 - a. Nominations for elected Board members shall be made by a nominating committee, appointed by the Board Chairman. The Nominating Committee shall request nominations from the Association at least six (6) weeks prior to the annual meeting. The Nominating Committee shall present the applications of the nominees to the Board for approval. After Board approval a list of nominees shall be included with the notices of the Annual Meeting.
 - b. All elections for members of the Board shall be by secret ballot and by a plurality of the votes cast. The three (3) nominees receiving the highest number of votes in excess of a plurality of the votes cast will be elected. If two (2) or more nominees have an equal number of votes, another secret ballot will be required. This second ballot will only include the names of the nominees who are tied and effect the selection of the three (3) elected, by the

highest number of votes.

6. Board members may be elected for two (2) consecutive terms of three (3) years. Members who have served two (2) full terms are ineligible for election for the period of one (1) year.
7. A BOE member can be removed from the Board for improper spiritual conduct, according to the code of ethics by a unanimous vote of all remaining Board members (not just those present).
 - a. Any vacancy on the Board by reason of death, resignation, removal or other cause may be filled by the Board through appointment for the unexpired term of the departing member. The appointment shall be made through a two thirds (2/3) majority vote of remaining members.
 - b. The Board may call a special election of the Association to fill the vacancy. The Board is not required to fill vacancies.

B. Duties of the Board of Education

1. The Annual Meeting of the Association shall be held in May and announced no less than 30 days in advance. The Meeting shall be held before Memorial Day and before Commencement.
2. At its first meeting after the annual election of new board members, the Board shall elect by secret ballot from among its members; a chairman, a vice-chairman, a secretary, and a treasurer. The term of office shall be one (1) year. These officers comprise the Executive Committee and shall be the legal representatives (trustees) of the Association. They shall perform such duties as are required by law in the business of financial affairs of the Association and in keeping with the directives of the Board and of the Association.
3. The officers of the Board shall constitute the Board of Trustees.
4. The Board, acting directly or through committees appointed by it, shall:
 - a. serves as spiritual leaders of the school.
 - b. exercise management, oversight and control of the entire school.
 - c. establishes policies for operation.
 - d. employs personnel.
 - e. provides and maintains necessary buildings and equipment.
 - f. establishes an annual budget and methods of financing.
 - g. act as final authority on all matters of policy, finances, administration, admission or expulsion of students, purchase, lease, sale of real property, purchase, lease or sale of personal property and of all other matters arising out of the operations of the school.
 - h. authorizes all expenditures of Association funds.

C. Powers of the Board of Education

1. For the purposes of the Association, to borrow money and from time to time, make, accept,

endorse, execute and issue bonds, promissory notes, bills of exchange or other obligations of the Association for money borrowed on in payments of any such obligation by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of, or agreements in regard to all or any part of the property, rights, or pledges of the Association wherever situated, whether now owned or hereafter acquired.

2. Before ACA enters any major financial commitment there must be a 60% or more vote Approval of the Association. Annually the Board of Education shall not incur new debts or liabilities in excess of the lesser of \$100,000 or 12% equity (i. e. Fund Balances) of the school without a 60% approval of the voting Association members.
3. On behalf of the Association to take and hold, by bequest, devise, gift, purchase or lease either absolutely or in trust, for any of its purposes, any property, real or personal, without limitation as amount or value, except such limitation as may be imposed by law and to dispose of any such property, real or personal, in the accomplishment of the purposes of the Association.

D. Meetings of the Board of Education

The Board shall hold regular meetings at the times and places designated by them by resolution. No notice shall be required for regular meetings of the Board. Special meetings may be called by the Board Chairman and must be called by the Board Chairman at the request of three (3) of the members. Not less than five (5) days written notice shall be given for all special meetings at which no business shall be transacted other than the business referred to in such notice; however, these limitations may be waived by the unanimous consent of all the members in office. A majority of the Board shall constitute a quorum for the transaction of business. Robert's Rules of Order shall govern the conduct of the meeting except as they may be in conflict with the provisions of this constitution and by-laws.

E. Duties of the Officers

The officers of the Board of Education shall be Chairman, Vice-Chairman, Secretary, and Treasurer.

1. Chairman

The Chairman shall preside at all meetings of the Board and of the Association and perform the other duties generally incumbent upon this office.

2. Vice-chairman

The Vice-chairman shall perform the duties of the Chairman in the latter's absence or disability and assume the Chairmanship in the event of a vacancy of the office.

3. Secretary

The Secretary shall keep the minutes of the Board and the Association and also perform other duties associated with this office. The Secretary shall also be responsible for the preparation of an Annual Secretary's Report containing policies adopted and/or amended during the year and any significant events in the life of the school or Association.

4. Treasurer

The Treasurer, who shall be bonded, shall be responsible for the receipt of all school funds, deposits and all distributions of such funds in accordance with the Annual Budget and Board authorization. The Treasurer shall submit a complete report of all receipts and expenditures at each regular meeting of the Board and at the Annual Association Meeting. A financial review or an audit will be performed each year of the school's financial records. The selection of which method is used is at the discretion of the Board or by a majority vote of the membership at an authorized meeting of the Association.

F. Board of Education Committees

The Chairman with the consent of the Board shall appoint the following committees: Prayer Committee, Education Committee/School Improvement Advisory Committee(SIAC), Promotion Committee, Finance Committee, Facilities Committee, and Athletic Committee.

Insofar as practical, a member of the Board shall be appointed chairman of each committee. The Board Chairman, Administrator, and school Principal(s) shall be ex officio members of every committee. The Chairman of the Board of Education, is an ex officio, non-voting member of all committees, unless he is an active member of the committee. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of original appointment.

The duties of the respective committees are as follows:

1. Prayer Committee

Pray for the needs and concerns of Ankeny Christian Academy; and pray for the needs and concerns of the Board of Education, of the Administration, of the teachers and staff, of the students and their families, and pray for the needs and concerns of the Association and for our country.

2. Education Committee/School Improvement Advisory Committee (SIAC)

Make definite recommendations as to curriculum, size of classes, principles of discipline, school calendar, teacher contracts, scholarships and extracurricular activities.

3. Promotion Committee

- a. Promote the principles, philosophies, and objectives of Christian education in general and Ankeny Christian Academy specifically.
- b. Investigate and provide ways of making known the needs of the school to those outside the school family.
- c. Find and implement ways to upgrade the school.
- d. Devise and organize methods of financing the school.

4 Finance Committee

- a. Recommend and maintain the Annual Budget and prepare financial reports for the Board of Education and the members of the Association.
- b. Review all fees and tuition rates and recommend to the board appropriate fees and tuition rates.
- c. Secure and maintain non-profit tax exemption for the school.
- d. Review and recommend administrative and teacher compensation levels.

5. Facilities Committee
 - a. Responsible for interior and exterior improvements and maintenance.
 - b. Define custodial duties.
 - c. Make recommendations to the Board for the employment and retention of custodial staff.
 - d. Maintain an inventory of furniture and other school equipment.

6. Athletic Committee
 - a. Make recommendations to the Board to the guidance and direction of the school athletic program.
 - b. Monitor the spiritual integrity and sportsmanship of the athletic program.
 - c. Develop a budget and provide for the funding of the school's athletic needs.
 - d. In cooperation with the Athletic Director help provide services and staffing for various athletic functions.

Article IX - Books and Records

The Association shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its meetings, board, and committees having any of the authority of the Board, and shall keep at the registered or principle office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

Article X - Fiscal Year

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

Article XI Amendments

This constitution may be altered, amended or repealed and a new constitution may be adopted through the following procedure.

A. The Board of Education may recommend to the Association that this constitution be altered, amended or repealed and a new constitution may be adopted by a two thirds (2/3) vote of members of the Board of Education present at any regular meeting or at any special meeting, if at least ten (10) days written notice is given of intention to alter, amend or repeal or adopt a new constitution.

B. Upon approval by the Board of Education, the amendment, alteration, repeal or new constitution shall be submitted to membership for approval at a regular or special meeting called for the purpose. At least ten (10) days written notice must be given of the proposed alteration, amendment, or repeal or adoption of a new constitution. Upon approval by a two thirds (2/3) majority of the Association members present and voting at such meeting, the amendment, alteration, repeal or new constitution shall be declared adopted.

Originally presented to the Ankeny Christian Academy Association members on Tuesday, May 24, 1994 and witnessed by the Steering Committee members some of whom have also served as directors of the Ankeny Christian Academy Corporation.

The Association voted to accept this Constitution and By-Laws on May 23, 2006.

Steve Olejniczak, BOE Chairman, Jack Mc Williams, BOE Vice-Chairman
Devised: May 24, 1994 Revised: May, 2006

102 Student Notice of Educational Opportunity, Admittance/ Non-Discriminatory Policy, (Reference 400, 502 and ACA Website) BOE Revised 4/09,8/09

Ankeny Christian Academy welcomes students who, with their parents, indicate an understanding and willingness to support the school's mission, principles and policies and who meet the spiritual and academic qualifications.

A student's admittance to the school is based upon the Administrator's judgment, acceptable entrance and standardized test score(s), application information, a satisfactory record from the previous school, at least one parent's or guardian's signature indicating agreement with the policies for school enrollment, and at least one parent's or guardian's personal testimony of faith in Christ. Students in grades 5-12 must sign a student commitment indicating their desire to attend and their willingness to abide by the rules and policies in the Parent Student Handbook and share a personal testimony of faith in Christ. Final decisions regarding enrollment are subject to discretion of the administration.

The school reserves the right within its sole discretion, to refuse admission to an applicant or discontinue enrollment of a student who opposes the school's values and Biblical standards, fails to meet academic requirements, or whose needs cannot be met reasonably within the operation of the school.

The school does not discriminate on the basis of race, color, gender, national and ethnic origin, socioeconomic status, age, disability in the administration of its admission, education, financial assistance, extracurricular policies, or employment policies and other school sponsored programs.**

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination and physical harm and harassment (See Harassment Policy 580)

Violations of this policy are to be reported to the administrator or designee of the school.

**Note: As a bona fide religious organization, we impose qualifications based on a bona fide religious purpose. (Refer to school's doctrinal statement.) Sexual orientation, gender identity, religion, and creed have been excluded from this policy in accordance with Iowa Code 216.9(2) (2003)

103 Harassment Policy (Reference 407.3, 580 and ACA website) BOE approved 8/09

Harassment of students, employees and volunteers, including sexual harassment, will not be tolerated at Ankeny Christian Academy. As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity regardless of the location. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated.

104 Board of Education (Reference 200) BOE approved 8/09

Ankeny Christian Academy is a ran by a Board of Education comprised of Association Members that have been at ACA for a minimum of one school year. All candidates must be members in good standing, current on all their tuition and fee obligations. Board candidates must be approved by a majority vote of the board before they are put on the ballot at the Annual Association Meeting. The Nominating Committee is responsible for recruiting candidates for the Board, collecting applications, interviewing the candidates, researching their qualifications and references, and nominating them at the April Board meeting.

105 Accreditation

Ankeny Christian Academy (ACA) is non-denominational with a student body representing numerous churches. The school is a member of the Association of Christian Schools International (ACSI) and is currently seeking accreditation through this organization.

State of Iowa accreditation application for K-12th was submitted in the fall of 2007. Special Accreditation was obtained for 7-12 February, 2007. DK-6 is in process.

ACA desires to pursue accreditation with ACSI to ensure and validate that our program and curriculum are meeting high academic and godly standards. “ACSI accreditation is a process — a self-study and analysis, a comparison to established standards, an assessment of a school’s mission, a commitment to quality education, and a willingness to be accountable. Christian schools can use all of these components of the process to reach toward their goal of excellence in education. The ACSI accreditation programs are for preschool, elementary, and secondary schools. Recognized at the national level as well as by many regional and state accrediting agencies, these programs provide a comprehensive evaluation model for Christian schools. (www.acsi.org).

106 Association of Christian Schools International (ACSI)

This organization is dedicated to enabling Christian schools worldwide to function as valid, quality member schools and keeps schools abreast of legal and educational issues. In addition, ACSI coordinates additional training for administrators, school board members and faculty members. ACSI also hosts a variety of quality student events. ACSI’s vision and mission, plus other important information can be found at their web site: www.acsi.org.

107 School Improvement Advisory Committee (Reference 214, 604,906) BOE approved 8/09

Ankeny Christian Academy SIAC will provide student learning goals, reviewing student achievement and performance and meet at least annually. After looking at student achievement, data trends, the committee will recommend student learning goals in at least the areas of reading, math and science for the members of the Board of Education to approve and report to the community as to the student achievement data on an ongoing basis.

108 Parent Cooperation Guidelines

If a child becomes involved in any difficulty with other children in the school or with any school personnel, or if the parent(s) are concerned with and do not agree with the actions, policies, or decisions of a teacher or administrator, whether it stems from the classroom, an extracurricular event, or discipline, the board of education would ask that the parent(s) not complain to or discuss these issues with other parents or students, but with a prayerful spirit, register only necessary complaints or concerns with the appropriate personnel involved in the issue. The Biblical principle for this procedure is found in Matthew 18:15-17.

109 Parent-Teacher Fellowship (PTF)

The purpose of the PTF is to serve and support the parents, administration, teachers, staff and students at ACA. PTF is open to all association members, staff, and faculty. Teachers will be asked throughout the year if there are needs, such as, classroom equipment, bulletin board items, or a variety of other items, which PTF can acquire for the classroom.

Stewardship sign-up sheets are sent in the registration packets. There are a wide variety of activities and projects available, some requiring short amounts of time and others more extensive. Once the data is collected, teachers may request names of parents willing to assist in specific areas.

110 School Traditions

School Colors---Royal Blue and White

School Verse---“...but those who hope in the Lord will renew their strength, They will soar on wings like eagles: They will run and not grow weary, They will walk and not faint.”

Isaiah 40:31

School Song---

Wings as Eagles

by Ron Hamilton

When the race still lies before me,
And the wind is blowing strong,
When the witnesses surround me,
And my strength is almost gone;
When the valley plunges deeper,
and life shatters all my dreams,
Then I lift my voice to Jesus,
And He gives my spirit wings.

Chorus---

God gives wings, God gives wings as eagles;
God gives wings to fly and strength to rise above.
God gives wings, God gives wings as eagles,
when my feet begin to stumble,
And my dreams begin to crumble,
I mount up on eagles' wings.

Let us run the race with patience,
Let us lay each weight aside,
Looking only unto Jesus;
He will be our faithful Guide.
He has run the race before us;
He has won the victor's crown.
And He calls to ev'ry Christian.
“Follow Me to higher ground.”

Chorus
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School Fight Song-

Fight On
(Tune—USC Fight On)
Fight on for ACA, Eagles fight on to victory
Our blue and white so dear looks up to you, Fight on and win for ACA
Fight on to victory, Fight on!

Adopted 4/05, Revised 7/06,5/07,3/09