

ANKENY CHRISTIAN ACADEMY ATHLETIC HANDBOOK FOR STUDENTS AND PARENTS



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I. Philosophy of Athletics

Ankeny Christian Academy believes that we should strive to have Christ as the center of our lives in all aspects, which includes athletics. We believe athletics can assist in building honesty, Godly character, responsibility, self-control, and team-building relationships. Ankeny Christian Academy athletics will equip athletes in setting goals and in being a role model/Christian witness in all areas of their lives. As members of the body of Christ, the athletic department realizes the importance of teamwork, “united in the Spirit and intent on one purpose.”

Scripture used to support this philosophy are:

* 1 John 5:5 “Who indeed is the victor over the world but the one who believes that Jesus is the Son of God.”

* 1 Cor. 9:24-25 “Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.”

* Phil. 2:1-5 “If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.”

Jr. High Athletics: Athletics in Jr. High emphasizes participation and basic skill development. Emphasis is not placed on winning as much as it is placed on the development of the athlete. Playing time is divided up as equally as possible, extra time will be given to the athletes that display a good attitude and effort on and off the court/field. Both 7th and 8th grade games will be scheduled to allow the athlete to be able to have adequate playing time. On some occasions it will be necessary to have combined games; these games will allow both the 7th and 8th grade teams to play together as one team.

Junior Varsity Athletics: Athletics in JV teams will try and strike a balance between competition and participation. This level of play will allow athletes to gain experience and to hone their skills in the upper level of competition, allowing an easier transition to varsity athletics. JV teams are primarily made up of younger high school athletes, and high school students who are less experienced in the sport. Playing time will be as equal as possible, with extra time going to the athlete that displays a good attitude and effort on and off the court/field. JV teams will play to win the match or game, but not at the expense of non-participation of an athlete.

Varsity Athletics: Athletics in Varsity teams will emphasize team building and competition. At this level the athletes with the highest skill level in the sport will be playing. Not all playing time will be equal. Playing time can be affected by attitude and effort on and off the court/field. The varsity teams will play to win the match/game.

II. PURPOSE OF ATHLETICS

The purpose of Ankeny Christian Academy athletics is to glorify God and further His kingdom.

The athlete will:

- * Pose the same right attitude as that of Christ Jesus (Phil. 2:5).
- * Develop responsibility and commitment to the team, team unity and his/her team role, and encourage the value of each team member to the overall success and accomplishment of the team.
- * Display good sportsmanship and conduct in winning and losing.
- * Develop a strong healthy body and an alert mind athletically and academically.
- * Be held responsible for his/her actions on and off the field or court.
- * Honor and support school disciplinary and/or ineligibility policies and actions.

The coach will:

- * Pose the same right attitude as that of Christ Jesus (Phil. 2:5).
- * Teach and model discipline and character building skills that will have a positive impact in the athletes' lives.
- * Assist the individual in achieving his or her maximum potential.
- * Develop team-building skills that bring honor and glory to God.
- * Work directly with the Athletic Director and the School Administrator when enforcing disciplinary action related to disciplinary probation and/or ineligibility.
- * Honor and support school disciplinary and/or ineligibility policies and actions.

The parent will:

Adhere to the following verse of scripture: "My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, for man's anger does not bring about the righteous life that God desires." James 1:19-20

CONDUCT COUNTS Athletic Parents' Code of Conduct

As the parent of a student athlete, I will:

- Remember my student athlete participates in educational activities for fun.
- Do my best to understand the purpose of educational activities, which always puts education first.
- Remember it is a privilege, not a right, for my student athlete to participate in interscholastic activities.
- Remember my attendance at an interscholastic activity is a privilege, not a right.
- Always conduct myself with character and insist my student athlete do the same, even when it is not the popular thing to do.
- Treat all people (coaches, contestants, contest officials, other spectators) with respect at all times and insist my student athlete do the same.
- Support all students participating, not just my student athlete.
- Be gracious in victory and accept defeat with dignity.
- Honor the spirit and intent of the rules under which my student athlete participates.
- Never demonstrate threatening or abusive behavior or use foul language.
- Try my best to be a fan, not a fanatic!

The Parent & Coach Relationship

The purpose of co-curricular activities is the education of young people. Co-activities must teach life lessons that will help make students better people. When parents and coaches communicate with each other and work together to teach these life lessons, all students benefit and have a more positive experience.

Communication parents should expect from their child's coach:

- Coach's philosophy, expectations and requirements for the activity.
- Informational items such as locations and times of practices and contest/performances.

Communication coaches should expect from parents

:

- Concerns expressed directly to the coaches regarding philosophy and/or expectations.
- Notification of any schedule conflicts well in advance.

Appropriate concerns for a parent to discuss with a coach at least 12 hours after a game or meet:

- The mental and physical treatment of your child.
- What your child needs to do to improve.
- Concerns about your child's behavior.

Issues NOT appropriate for discussion with your child's coach:

- Strategy, play calling, and other students' participation.

If a parent has a concern to discuss with the coach, the following procedures should be followed:

- Schedule a meeting with the coach. Concerns should never take place in public, at practice, at a game or a meet, or less than 12 hours after a game/meet. Involve the athletic director, if necessary.
- Stick to discussing the facts.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the Athletic Director.
- At this meeting the appropriate next step can be determined.

Violations of the parent code of conduct may result in parent(s) forfeiting the privilege to view ACA athletic events.

In Conclusion:

Parents must realize that less than 1% of students participating in co-curricular activities will make a living in that activity. Parents should NOT expect their student athlete to receive a full-ride college scholarship or make a living as a result of their participation in co-curricular activities because, for most, that is not reality. Parents should encourage their children to participate in athletics because their children will have fun, enjoy being with their friends and because of the lifelong values they learn through participation.

III. ACADEMIC ELIGIBILITY POLICY

* Eligibility will be determined at mid-term, quarter, and the end of each semester. Both quarter and semester grades will be checked when the semester grades are determined.

* ACA's eligibility policy will have the athlete maintain a C- average or higher, with no F's. ACA will follow Iowa High School Athletic Association (IHSAA) rules.

*Students academically ineligible will not be allowed to play in competitions beginning on the Monday following the Friday that grades are released. The student may practice with the team, but cannot participate in any inter-school competitions. The ineligibility will continue for one week. On Friday grades will be evaluated. If grades have been sufficiently raised, the student may compete the following Monday and onward. If grades are still not high enough, the student will be ineligible for another week, with grades being rechecked again on Friday. Students who have been ineligible will have his/her grades checked weekly until he/she has passed the next scheduled grade check (mid-term, quarter, and semester). After four weeks or with a semester grade of "F", AHSAA or Iowa Girls Athletic Union (IGAU) Rules for eligibility will take over.

* To assist student athletes in maintaining or achieving eligibility, the teacher will communicate with parents, athlete and Athletic Director weekly, by using the Student Athletic Checklist Form. This weekly communication will be given or e-mailed to the individuals every Wednesday. Also, the Athlete Director will inform the coach if their student athlete is struggling with grades and may become ineligible to play sports.

IV. BEHAVIORAL ELIGIBILITY/DISCIPLINARY POLICY

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

Hebrews 12 makes it very clear to us that God disciplines his children in love and because of love. Although our motivation for discipline at ACA is the same, our imperfection hinders us from carrying out discipline in the same perfect manner as our heavenly father. Nonetheless we will attempt to discipline in the context of Christian love and for the betterment of the individual student(s) as well as the rest of the ACA community.

The following policy is for all ACA athletes because we want to hold them to a very high moral, ethical, and behavioral standard. Student athletes serve as ambassadors of ACA throughout the calendar year. Participating in ACA athletics is a privilege, conditioned not only by meeting board approved academic criteria, but also by demonstrating lawful and appropriate conduct. Therefore additional disciplinary action (i.e. eligibility and participation restrictions) for violations of this policy by participating student athletes

should be expected. Any violation of school policy made evident through on-line personal pages (i.e. Facebook, Myspace) shall also be dealt with under this policy. The Athletic Conduct Policy shall be in effect for the entire calendar year (365 days) both during the regular school year as well as all vacation periods.

It is a violation of the ACA Athletic Conduct Policy to:

- Possess and/or consume alcoholic beverages.
- Possess and/or use controlled substance.
- Possess and/or use tobacco (in any form).
- Engage in promiscuous sexual activity.
- Commit any act that constitutes the commission of a crime under any governmental law or ordinance (excluding minor traffic violations).
- Be found guilty of academic dishonesty.
- Harassment (any type, includes bullying).
- Behavior of a kind considered to be a violation of ACA Student Conduct Code by the Administration.

*Possession: Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.

*Harassment: Harassment is defined as making repeated attacks against or continuously annoying an individual. Each incident of harassment will be dealt with on a case-by-case basis.

A student will be found to be in violation of the ACA Athletic Conduct Policy:

- * If the violation is observed by a staff member, teacher, coach, or law official.
- * If the student self-reports or admits the violation.
- * The violation is supported by a preponderance of the evidence.

* Self-Reporting: Students will report to ACA any violation of the ACA Athletic Conduct Policy within 48 hours of the incident. State law requires that the school be informed by local enforcement agencies of any cases where juveniles are apprehended. However, reports by enforcement agencies do not always occur immediately after such incidents. Therefore, it is in the student's best interest to self-report a violation promptly.

The disciplinary steps which will guide the Administrator, Athletic Director, and Board of Education are:

First High School Offense:

- Four week probation - suspended from participating in all ACA athletic competition. Students who are ineligible for competition are expected to practice with the team (pending approval from the coach).
- Athletes will be expected to sit on the bench (not in uniform) for all contests during period of ineligibility. (Students shall not be allowed to leave early with the team).
- This is 4 weeks of the current or next activity season. Students must have participated in the previous year's sport in order to "count" the next sport as a legitimate activity in which to be declared ineligible.
- If there is an alcohol or drug violation, the student will undergo an assessment by an agency approved by ACA. Cost for assessment and/or counseling will be the responsibility of the student and/or parent(s).
- Community service hours may be assigned and shall be completed here at ACA (if possible).
- A student, who self-reports or admits his/her conduct violation within 48 hours of the incident in a good faith and honest manner prior to being confronted or prior to the school administration being made aware of facts specific to the incident, may receive a reduction in the suspension from 4 weeks to 2 weeks.

Second High School Offense:

- Twelve weeks probation – suspended from participating in all ACA athletic events (practices, games, team meals, and banquets, etc.).
- This is 12 weeks of the current or next activity season. Students must have participated in the previous year's sport in order to "count" the next sport as a legitimate activity in which to be declared ineligible.
- If there is a 2nd alcohol or drug violation, the student will enter and successfully complete a substance abuse programs by an agency approved by ACA. This program must be completed in order to participate in ACA athletics. A Physical test may also be required. Cost for treatment programs, assessment, physical and counseling will be the responsibility of the student and/or parent(s).

- A student, who self-reports or admits his/her conduct violation in a good faith and honest manner prior to being confronted or prior to the school administration being made aware of facts specific to the incident, may receive a reduction in the suspension from 12 weeks to 9 weeks.

Third High School Offense:

- One calendar year probation - suspended from participating from all ACA athletic events (practices, games, team meals, and banquets, etc.).

Fourth High School Offense:

- Suspended from competition of ACA athletics for remainder of high school.

V. ATTENDANCE POLICY

- * All athletes must report to school by 11:40 AM to be eligible to play a game or practice that afternoon or evening. They should bring a note explaining the reason for their absence to the Administrator.
- * Appointments or Emergencies of any kind will be treated on an individual basis with the Athletic Director or Administrator.
- * Friday absences do not affect Saturday eligibility unless the absence is unexcused.

VI. GAME POLICY

- * No games will be scheduled by ACA on Wednesday evenings or Sundays. Players may practice on Wednesdays until 6:00 p.m. ACA will not schedule any Sunday practices. Post-season games are determined by the IHSAA and the IGHSAU. These organizations will schedule all post-season games. ACA will comply with game dates and times.
- * The athletic schedules will be approved by the Board of Education with the recommended number of games as listed below:

Basketball: ACA is permitted to play the number of games allowed by the IHSAA and the IGAU per season. If ACA elects to play in an invitational, conference, or other tournament, each date they participate will subtract one game off their limitation rule. Pre- or post- season plays are exceptions to this rule.

Volleyball: ACA is permitted to play the number of games allowed by the IHSAA and the IGAU per season. Pre- or post- season plays are an exception to this rule.

Football: ACA is permitted to play the number of games allowed by the IHSAA per season. Pre- or post- season plays are an exception to this rule.

Golf: ACA is permitted to play the number of meets allowed by IHSAA and the IGAU per season. Pre- or post- season plays are an exception to this rule.

*Other sports may be added to this list as ACA's ability to form and maintain various teams develops.

*Coop agreements or shared sports with other schools will follow the host school's game policy.

* Rescheduled games will be at the discretion of the Administrator and the Athletic Director.

• ACA will follow IHSAA and IGHS AU regulations for scheduling practices and games during the holiday season.

VII. PARTICIPATION REGULATIONS

High School students who participate in athletics must be enrolled in a minimum of four full-time classes. These classes must count toward graduation. One of these classes may be a college course taken outside of ACA, but it requires prior approval of the Administrator to count as a high school credit. See IGHS AU Constitution & By-Laws 36.15(2)c.

All students must meet the following requirements in order to participate:

- * Meet academic and conduct requirements.
- * Have a physical exam each year on file in the school office by the first practice.
- * Have an emergency medical release on file in the school office by the first practice.
- * Home schooled players may make up one third or less of the whole team. This percentage may be modified if home schooled students are needed to field a complete team.

VIII. TRAINING REGULATIONS

Hebrews 13:17 “Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”

* Athletes are expected to attend games and practices. Missed practices and/or games will affect playing time. Violation of this regulation may result in the loss of playing time as determined by the coach.

* Excused absences will be handled on an individual basis. Whenever possible make sure the coaches are notified at least 2 days in advance of a scheduled athletic event if the student will be absent. A written doctor’s excuse or a written or verbal notification from a parent/guardian may be allowable as an exception.

* Uniforms are the property of ACA. Loss or careless damage of a uniform will result in a fine not to exceed the replacement cost of the uniform. Uniform shirts must be worn tucked in at all times unless designed to be worn out. No sports bra may show through or on the outside of the girls’ uniforms. Headbands, wristbands, or armbands may be worn by individual players. They must be the same color as the uniform with matching emblems and follow athletic union rules. Uniformity in appearance will create a “team look” with no attention being drawn to one player. Violation of this regulation may affect playing time as determined by the coach.

* Music that could be considered offensive by other athletes or parents must not be played or shared during travel to or from the game, at the game facility, or at an eating establishment.. Official school personnel may place further restrictions on the use of electronics at school events. (BOE 5/08)

* Student conduct prior to, during, and after an athletic event should be Christ-like. Improper language or behavior will not be accepted. This includes vulgarity, boasting, and disrespect. Violation of this regulation may result in loss of playing time as determined by the coach.

IX. GAME DAY DRESS CODE

Game day dress regulations for boys and girls are as follows for all games:

Boys and Girls: The ACA athletic polo shirt, dress shirt or zipped hood shirt designated by the coaches will be worn with chapel approved pants. Players may wear chapel day dress appropriate for the season as designated in the student handbook. The coaches may raise the dress code policy on special game days as they see fit. Prior to game day, the coaches will notify the Dress Code Policy

Administrator of any dress code changes. Students will make efforts to have the game day dress appear neat and clean. Football players may wear clean football jerseys and appropriate jeans as designated in the handbook on game days. Golf attire will be collared shirt with appropriate length shorts, capris or long pants. No jeans, jean shorts or short shorts will be allowed. Length of shorts must meet school dress code policy.

Violation of this regulation may result in loss of playing time as determined by the coach.

Hair: No extreme styles are allowed. (A cut that's only purpose is to draw attention to one's self). Hair should be kept out of the eyes. Boys- Hair should not be covering the earlobes and should be above the collar (no unnatural color extremes). No facial hair (facial hair below earlobes) is allowed.

Hats/Visors: Hats and visors may be worn outside only.

Jewelry and Accessories: No excessive or extreme jewelry/accessories are allowed. Body piercing is not allowed. Tattoos are not allowed. Boys are not permitted to wear earrings. Neck and wrist chains are allowed as long as they are not extreme or offensive in nature. No other chains are allowed. Girls may have pierced ears, but may wear only one earring per ear.

This dress code is in effect at school on game day. Dress to and from games is left to the discretion of the coaches.

X. FEES

* ACA students will be assessed a sports fees. These fees will be reviewed yearly and may change with BOE approval.

High school sports:

Football = \$150, Volleyball = \$100, Basketball = \$100, Golf = \$100

Jr. high sports:

Volleyball = \$75, Basketball = \$75, Football = \$100

Home schooled students will pay \$150 non-refundable athletic fee and then pay the ACA student athletic fee per sport.

Students of ACA teachers/staff are exempt from this fee

* Athletes will be expected to pay for any meals or lodging expenses associated with an away game or tournament. These expenses will be minimized as much as possible so as not to become a financial burden on school families.

XI. TRANSPORTATION

Transportation to away games and practices is the sole responsibility of the athlete's parent(s).

Authorizations for parents to allow their athlete to ride with other drivers must be given to coach using the transportation form in the back of this book. Students will return with their assigned driver unless their parent is present to provide transportation back from sporting event.

If there is a bus and a driver available then the athletes will ride the bus. Permission slips to not ride the bus home must be given to the Athletic Director or coach prior to the bus leaving for the match.

XII. LETTERING/AWARDS

Varsity Lettering Requirements:

In order to qualify for a varsity letter an athlete must demonstrate a Christian character and meet the following criteria:

Basketball: The athlete must play in at least half of the scheduled quarters (4 quarters/game) and attend at least 80% of the practices.

Volleyball: The athlete must play in at least half of the scheduled games (3 games/match) and attend at least 80% of the practices.

Golf: The athlete must participate in at least 50% of the meets and attend at least 80% of the practices.

Football: The athlete must participate in at least half of the scheduled quarters (4 quarter/game) and attend at least 80% of the practices.

***Seniors** that play and participate in a sport may receive a varsity letter at the discretion of the coach and Athletic Director.

Manager: Managers that participate in a season of a sport may receive a varsity letter at the discretion of the coach and Athletic Director.

Athletes not receiving a Varsity Letter will be awarded a Certificate of Participation.

First-year qualifying athletes will receive a school letter and sports pin. A service bar will be awarded for all other years that an athlete qualifies for a varsity letter.

All sports may present the following awards as determined by the coach:

Most Improved: Presented to the athlete who shows the most improvement in their overall development, performance, and attitude.

Mighty Spirit: Presented to the athlete who best shows spiritual leadership, Christ-like character, and spiritual insight.

Intensity: Presented to the athlete who shows the best intensity in their performance. They must give all they have at all times and do it unselfishly unto the Lord.

Soaring Eagle: Presented to the athlete as a total person award. It is given in recognition of spiritual leadership in sports, total commitment, performance, attitude, athletic ability, and academic performance. It is given to the outstanding athlete who show the best all-around character, ability, and accomplishments.

Scholar Award: Based on cumulative 3.5 G.P.A. or better for an athlete. The G.P.A. must be calculated from at least one semester of accumulated grades at the H.S. Level.

Most Valuable Player Award: Presented to the player who records the highest overall statistical marks throughout the entire season. Player also has game-changing performances throughout the season.

This Athletic Handbook revised in Committee 27 July 2010 and approved by Board of Education (BOE) 5 August 2010.

ACA Athlete Transportation Parent/Guardian Release Form

Student Name(s): _____

Please check and fill in the appropriate areas:

Football _____ Volleyball _____ Other _____
Basketball _____ Golf _____

_____ My son/daughter will ride with me to/from games. I will not be transporting other ACA students.

_____ My son/daughter has my permission to ride with an ACA parent, coach, AD, administrator, or principal to/from games.

_____ I can drive _____ (*number of*) students to/from the away games.

You can reach me at the following numbers if you have any questions.

Home _____ Work _____ Cell _____

Parent/Guardian Signature

Date

If you have agreed to drive ACA students, other than your child(ren), then you must fill out the reverse side of this form.

Driver Transportation Agreement Form

Your volunteering to assist with transportation is greatly appreciated.

Driver: Please complete this form and return it to Ankeny Christian Academy.

Today's date: (mo/day/yr) _____

Driver's full name: _____

Driver's home address: _____

Driver's license number: _____

Phone number where you can be reached: _____

Name of your Auto Insurance Carrier & Policy #: _____

Driver: Please check one of the following.

____ **I DO** give my permission to provide rides for ACA students and/or staff, and I understand that my auto coverage is primary and the only additional coverage would be liability coverage per the school's endorsement: *Commercial Auto Amendment Schools*.

____ **I do NOT** give my permission to provide rides for other students.

General information about transportation requirements per the Iowa Code Chapter 281-44 are as follows:

The following vehicles may be used as a school bus in accordance with the following general requirements:

a. The vehicles shall be an original equipment manufacturer's (OEM) product and manufactured as a family-type or multipurpose passenger vehicle (MPV).

(1) Vehicles classified as pickups are **not allowed** for use as student transportation.

(2) Vehicles used exclusively for driver's education are exempt from these requirements.

b. The manufacturer's rated capacity of this vehicle, which shall be determined only by the original equipment manufacturer (OEM) on the date of manufacture, shall **not exceed nine persons including the driver**. The capacity rating may not be changed or modified except by the original equipment manufacturer. Secondary stage or vehicle conversion manufacturers shall not establish vehicle capacity.

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Acknowledgement Page

(Please detach from booklet and return to Athlete Director)

I have read the Athletic Handbook and agree to respect and comply with all the above mentioned policies.

Athlete Signature: _____

Date: _____

Athlete Signature: _____

Date: _____

Athlete Signature: _____

Date: _____

Parent: _____

Date: _____

Parent: _____

Date: _____

Ankeny Christian Academy Code of Conduct for Students

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity. (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Ankeny Christian Academy, we realized that human wisdom falls short of God's standards. We do not claim to be perfect in all of our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work corporately for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community certain guidelines of conduct must be maintained by all students of Ankeny Christian Academy, both on and off campus throughout the entire calendar year, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

- 1.) Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
- 2.) Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
- 3.) Abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
- 4.) Abstain from profanity and vulgar or abusive speech, writing, and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)

- 5.) Refrain from public display of affection. As students, you are expected to conduct yourselves in a discreet and Christian manner.
- 6.) Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches at home.
- 7.) Complete academic assignments promptly and submit work by due dates. Secondary homework assignments that are one day late will have their possible score reduced by 50%. The second day the homework is late the student will receive a zero score. Elementary teachers may have their own grade-appropriate policies at their discretion.
- 8.) Do your own work. Do not give or receive help on quizzes or tests unless the teacher has granted permission on a particular project. Your record should reflect your individual effort. Honesty is a Christian virtue that should be displayed by all students, therefore cheating is considered a serious offense. Any appearance of cheating may be reason to receive the student work as unacceptable and the student to receive a possible consequence.
- 9.) Do not plagiarize; this is a serious offense. The definition of plagiarism is the "use of another writer's ideas or words without giving the writer credit for them."
- 10.) Use of personal electronic communication devices (including but not limited to CD/MP3 players, Ipods, hand held games) and laser pointers are not allowed during school hours. At the discretion of official school personnel further restrictions may be added for school events.
- 11.) Pagers and cell phones are to be turned off and kept in the students' vehicles or lockers. Students are not allowed to use cell phones during school hours. Cell phone use off campus for school events will only be allowed at the discretion of official school personnel and restrictions may be added.
- 12.) No personal computers are allowed to be used at school; exceptions may be approved for educational accommodations by the Administrator. Students need to be aware that bringing personal computers to school is their responsibility and ACA is not responsible for any damage or theft.
- 13.) Students' various electronic communications (i.e. text messages, instant messaging, personal blogs, web sites, or other communication methods) will have an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications.

The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it.