

## **500 Students**

- 501 Hours of School Day
- 502 Student Notice of Non-Discriminatory/Admittance
  - 502.1 Equal Educational Policy
- 503 Student Tuition
- 504 International/Foreign Exchange Students
- 505 DK & K and First Grade Admissions
- 506 Child Care Tuition
- 507 Child Care Holidays
- 508 Delinquent Accounts
- 509 Financial Aid Program
  
- 510 Withdrawal Policy
- 511 Homeschooler Participation Policy
  
- 512 Student Records
- 513 Address Changes
- 514 Records and Reports on Students
- 515 Student Health
- 516 Student Absences and Tardiness
- 517 Teacher Absence Procedures
- 518 Class Cutting Policy
- 519 Excessive Tardiness Policy
- 520 Excused Absence or Tardy
- 521 Illness and Injury
- 521.1 Wellness Policy
- 522 Medication Administration Policy and Procedures
- 523 Collection of Money In School
- 524 Field Trips
  
- 525 Student Activities
- 526 ACA Service Hours
- 527 Ministry Opportunities
- 528 Chapel Procedures
- 529 Homecoming/Spirit Week
- 530 Student Council
- 531 Spring Formal
  
- 534 Grading System
  - 534.1 Adding or Dropping Classes
  - 534.2 Report Cards
  - 534.3 Secondary Report Cards
  - 534.4 Testing Procedures
  - 534.5 Semester exams
  - 534.6 Failing Classes
  - 534.7 Student Events/Project Guidelines
  - 534.8 Speech/Drama
  - 534.9 Yearbook

- 534.10 Incomplete Work
- 534.11 Interscholastic Athletics/Activities
- 534.12 Late Homework Assignment Policy
- 534.13 Makeup Work Policy
- 534.14 Parent-Teacher Conferences
- 534.15 Athletic/Extracurricular Eligibility Policy
- 534.16 Academic Probation Policy
  
- 535 Graduation Requirements
- 536 Class Rank and Valedictorian and Salutatorian Policy
- 537 Graduating Early
- 537.1 Core Diploma Policy
- 537.2 Graduation Date
- 538 Grade Skipping Policy
- 539 College Bound Students
- 540 College Testing
- 541 Dual Credits
- 542 Dual Enrollment
  
- 543 School wide rules
- 544 Lunch Procedures
- 545 Lunchroom
- 546 Food Policy
- 547 School Parties
- 548 Visitation Policy
- 549 Classroom Visits
- 550 Search/Inspection of Student Lockers and School Facilities
- 550.1 Tobacco Policy
- 551 Halls and Restrooms
- 552 Hall Passes
- 553 Lockers
- 554 Classrooms
- 555 Playground
- 556 Student use/Care of School Equipment
- 557 Recess
- 558 Gym Rules
- 559 Athletics
- 560 Locker Room Rules
- 561 Physical Education
- 562 Telephone/Cell Phone Usage
- 563 Messages and Deliveries Procedure
- 564 Music Policy
- 565 Library Usage
- 566 Computer Usage
- 567 Internet/Email Policy
- 567.5 Email Etiquette Rules
- 568 Textbooks
- 569 Personal Property at School
- 570 Pets at School
- 571 School Pictures
- 572 Senior Trip

573	Sex Education
574	Lost and Found
575	Student Accident Insurance
576	Transportation/Bus Rules
577	Student Pick-up by Parent
578	Student Driving Policies
579	Child Abuse/Mandatory Reporting
580	Student Harassment Policy
581	Family Lifestyle Policy
582	Good Citizenship and Conduct
583	Crisis Management
584	Student Discipline and Conduct Code
584.1	Disciplinary Procedures
584.2	Detention
584.3	Suspension
584.4	In-school suspension
584.5	Out-of-school suspension
584.6	Expulsion
584.7	Student Dress Code Policy
584.8	Violations of Dress Code
585	Volunteer Dress Code
586	Fire Drill Evacuation Procedures
586.1	Tornado Drill Procedures
586.2	Inclement Weather Procedure for School Day
586.3	Cancellation of School
587	Fundraisers and Advertising

## **500 STUDENTS**

### 501 Hours of School Day

7:45 am - 8:05 am	Student Arrival
8:10 am	Classes begin
11:00 am - 1:00 pm	Lunches
3:10 pm	Dismissal

All cars picking up students should remain in carpool line. Drivers must not leave their vehicles unattended in the carpool line. If you do need to enter the school, please park in the parking lot. Elementary students who are not picked up by 3:30 pm will be taken to after school care. See 577 for drop off and pick up details.

### 502 Student Notice of Non-Discriminatory/Admittance (Reference Educational Opportunity 102 School District Handbook, 400), 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.

Ankeny Christian Academy 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 and other school sponsored programs. Violations of this policy are to be reported to the Administrator of the school.\*\*

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.

In addition the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The intent of ACA is to act 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" as God has directed in Ephesians 6:4. Every student must come from a home where at least one parent or guardian is a professing born-again Christian.

In keeping with this intention, the following are ACA admission requirements:

- A Parent or guardian and student(s) enrolling in grades 5th-12th must sign the Statement of Cooperation.
- Children entering Developmental Kindergarten must be five years old by October 15, and Kindergarten children must be five years old by September 15. A readiness test will be administered to all students entering kindergarten.

- Children entering first grade must be six years old by September 15. In grades 1-9, readiness is determined by achievement tests from the previous year. If none are available, students will be requested to take an entrance exam. Children who perform below grade level standards will be placed on academic probation for one semester.
- All new students are accepted on a probationary period.

\*\*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).

### 503 Student Tuition

Registration forms and fees - See ACA Web Site for current Tuition and Fee Schedule.

Tuition Policy- See Statement of Cooperation

The 4<sup>th</sup> and 5<sup>th</sup> student in a family will attend for free.

### 504 International/Foreign Exchange Students – BOE Approved 05/07

International students may be enrolled and attend ACA at the discretion of the Administrator per approval of the Board. A Christian testimony is required by at least one of their host parents. Proper I-20 forms and required papers must be processed by the school, the student, and the sponsoring organization, if any, before they can be admitted to the school.

### 505 DK & K and First Grade Admissions – BOE Approved 2/07, BOE Revised 10/08

The intent of the Ankeny Christian Academy is to act 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" as God has directed in Ephesians 6:4. Every student must come from a home where at least one parent or guardian is a professing born-again Christian. Parents of enrollees must sign the Parents' Pledge of Acceptance. In keeping with this intention, the following admission guideline is applied:

Readiness—A criteria for admission to any grade. A readiness test is administered to students entering Kindergarten. In the other grades, readiness is determined by achievement tests from the previous year. If none is available, students can be tested at the parent's request. The ACA faculty consisting of preschool, DK, and K instructors have the final decision as to where the student is placed, DK or K.

Developmental Kindergarten maximum will be 14 students with a waiting list started.

Developmental Kindergarten/Kindergarten—Children should be five years old by October 15. Students from other states who have begun Kindergarten before October 15 can be tested and qualify for Kindergarten at ACA in accordance with state standards. Children should be five years old by October 15th for admittance to developmental kindergarten.

First Grade—Children should be six years old by October 15.

Probation—Children who perform below grade level standards may be enrolled on a probationary status. ACA follows the state policy on age for entering school. Teachers are expected to be supportive of this policy and not suggest seeking a variance.

### 506 Child Care Tuition

Child Care payment is due on Monday of each week. If the child does not attend on Mondays, the parent needs to make arrangements with the director for payment. Payment is accepted in advance. The parent is responsible for payment regardless of attendance, with the exception of the vacation week. Accounts must be current to use a vacation week. If payment is not received by Friday there will be a \$25.00 late fee. All insufficient fund checks will be assessed a \$25.00 charge. See ACA web site for Childcare Tuition Rates.

### 507 Child Care Holidays – ACTIVE –(all full-time employees should have the same holidays)

Child Care is closed on the following days: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, it will be observed on a preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Thursday, we have the option of being closed on Friday.

#### 508 Delinquent Accounts - ACTIVE

Report cards are held on all delinquent accounts. Records are "frozen" on all delinquent accounts. After the 10<sup>th</sup> of the month the payment was due:

- Tuition is due on or before the first of the month.
- A \$10.00 per month fee will be applied to all deferred payment plans.
- A late fee will be charged after the 10th of the month.
- Financial Specialist assesses \$10.00 late charge.
- Financial Specialist sends family a tuition statement to remind family of the delinquent payment and the \$10.00 late charge.

After tuition account is 30 days delinquent -

- Financial Specialist informs financial chairman of delinquent accounts.
- Finance chairman calls family.

After tuition account is 45 days delinquent -

- Financial Specialist informs financial chairman of delinquent accounts.
- Finance chairman sends family a letter warning of potential removal of child from school.

After tuition account is 60 days delinquent -

- Financial Specialist informs financial chairman of delinquent accounts
- Finance chairman takes information of delinquent accounts to Board of Education.

After Board of Education rules on delinquent accounts -

- Finance chairman calls and/or authorizes writing a letter informing the family that their child(ren) may not attend school until the delinquent tuition account is brought to within **30** days delinquent.
- Finance chairman notifies the family that their account will be turned over to a collection agency.

After Board of Education rules an account is "bad debt":

- Financial Specialist sends account information to National Credit Systems collection agency.
- Financial Specialist notifies Finance Committee Chairman if any money is collected.

#### 509 Financial Aid Programs-ACTIVE

All financial aid is approved by the Board of Education (Board of Education). Scholarships fall into several categories. Financial aid is distributed based on need. A financial aid budget is approved annually.

Scholarship – A 3<sup>rd</sup> party (Tuition Assistance Data Services, referred to as “TADS”) handles these requests. Parents complete a questionnaire about income, debt, savings, etc. This information is sent by the parents to TADS for evaluation. TADS returns a needs spreadsheet to ACA with recommendations for tuition assistance. The Board of Education reviews the spreadsheet and determines scholarship amounts. School Tuition Organization (STO) Forms must also be completed if the family qualifies. All Scholarship families are required to volunteer time to the school.

Special Scholarships – Based on need or extenuating circumstances the Board of Education can approve a special scholarship. Some needs may also be met through a work scholarship.

#### 510 Withdrawal Policy

When students are withdrawing from school, a withdrawal form will be made available to all teachers for their signatures. Students must turn in all books and take care of any obligations. In-progress grades must be computed for each student at the time of withdrawal and turned in to the office

on this form. No records will be released until all bills are paid. Tuition is prorated on a daily basis and accounts are charged or refunded accordingly.

#### 511 Homeschooler Participation Policy - BOE Approved 7/08, BOE Revised 10/08

Homeschool students may attend and participate in ACA activities with paid Activity Fee and any other additional fees that may be charged for certain activities which are standard for all students.

#### 512 Student Records

Student records are confidential and kept on academics, attendance, and health. These records are kept in locked fire proof files.

There is a cumulative record folder for each child attending the school. It is on file in the office. Information in this folder is confidential. The folder is not to leave the school. The folders must be returned to the files at the close of each day. By law, parents may request to see their child's folder, but they cannot remove it from the school. The cumulative student records may be checked out by the following: teacher, Administrator, AEA employee and or parent/guardian. The record will be checked out to individuals for use only at school and must be returned by day's end. The administrator should be aware of any parents wanting to examine their child's folder. All final grades, achievement scores, and/or I.Q. results are to be entered on the cumulative records. This is to be completed at appropriate designated times.

Record and transcript requests must be made in writing at least one business day, no less than 24 hours, ahead of when they are needed. Upon transferring or moving student records will be sent to the student's attendance center upon written request from student's parent or guardian.

#### 513 Address Changes

Please report any changes in address, telephone number, and email addresses to the office. This will help eliminate unforeseen problems. This would pertain to any changes in business telephone numbers, school district, and emergency phone numbers. ACA's phone number is 515-965-8114, and the web site is <http://www.ankenychristianacademy.org>

#### 514 Records and Reports on Students

The teacher will be responsible to make reports on student progress. At any time parents and/or a student may request his/her current grade. The teacher should attempt to respond to these requests within 24 hours.

Each teacher is given a class grade book to record the academic progress of each of his/her students. Teachers are to record numerical grades in their grade books. Students' names are to be listed alphabetically, with the exception of students who enroll after the first day of school. These students shall be added to the roster in the order of their entry.

There are four marking periods for each school year. Nine weeks grades should also be kept in the class grade book.

All final grades, achievement scores, and/or I.Q. results are to be entered on the cumulative records. This is to be completed at appropriate designated times.

514.1 No student may attend ACA if any of their enrollment forms are outstanding. The office manager will have discretion.

#### 515 Student Health – BOE Revised 7/08

Pertinent health information is recorded on each student's Health Record. The school provides vision screenings and results are sent home to the parents.

Parents are expected to keep children at home when they are ill. Students should not return to school until their temperature is normal for 24 hours. Students should not return to school until vomiting has ceased for 24 hours. Conditions that warrant staying home from school include head lice, vomiting, diarrhea, above-normal temperature, pink-eye, communicable childhood diseases and other conditions

that will impede the child’s learning at school or place other persons at risk of contracting the illness or condition. Please read the attendance policy for details about excused absences. Should a child become ill while at school, parents are expected to arrive promptly or make other arrangements for their child to be picked up within an hour of notification. Every effort will be made to insure the comfort of the child until the parent arrives.

Infectious Diseases Policy—If a teacher suspects a child to have an infectious disease (measles, chicken pox, lice, 5<sup>th</sup> disease, etc) the student should be sent to the office for confirmation. Parents are notified for immediate removal of the student from school.

See Medication Administration Policy and Procedures for details about medications.

516 Student Absences and Tardiness-BOE Revised 3/09

Regular and punctual attendance at ACA is essential to the success of each student. Reliability and dependability are valued by everyone, and both require self-discipline. It is the responsibility of students and parents to respect attendance policies

ACA students should be responsible for handling each absence or tardy. The following specify the procedures the student should abide by:

- Students missing up to 15 minutes of class will be considered tardy. After that, the student is considered absent
- When coming tardy to school or returning after an absence, the student must go to the office for an admit slip that will permit their admittance to class. The teacher will ask to see and sign the admit slips.
- When the student is tardy to a class, other than first period, they must have a teacher pass or it is considered unexcused. If the student is late to class without a pass or permission, they will need to go to the office for an admit slip, which is recorded as an unexcused tardy.
- Students with scheduled daily release needs, and home school students, need to sign in and/or out through the office daily.
- A student is not permitted to leave the school grounds without permission from their parent(s)/guardian and the office staff, and should report to the office when leaving to sign out. Upon returning, the student needs to sign in and report to the office to obtain a pass to return to class.
- After four tardies within any one class during a quarter, a detention will result. Look at section 519 for the specific detention schedule.

517 Absence Procedures - BOE Revised 5/07

In the event of student illness, teachers will establish a procedure whereby the student is informed of any make-up work.

A student arriving late to school, and before 9:30 AM, is counted as tardy. Absences are recorded from class according to the following chart:

arriving after 9:30 AM	1/2 day absence
leaving before 1:30 PM	1/2 day absence

In addition, secondary teachers record absences from class according to the following chart:

arrive late to class	tardy
missing more than 20 min. per class	1/2 absence
missing all of class	1 absence

If absent two days (Monday and Tuesday) then two full days are given to make up homework (Wednesday and Thursday) and due in class upon arrival the following day (Friday) unless other arrangements are made with the teacher. It is requested that a student arrange for make-up work with individual teachers prior to leaving for a family vacation or approved absence.

A student is not counted absent if missing class due to a scheduled music lesson, band, ensemble, or special services at ACA or at a school in which he/she is dually enrolled

### 518 Class Cutting Policy

Every student is expected to attend each class every day. If a student is absent from a class without permission, it will be handled as an unexcused absence.

### 519 Excessive Tardiness Policy - BOE Revised 7/08

#### 1<sup>st</sup>-3<sup>rd</sup> Graders:

Three unexcused tardies will be allowed per quarter without penalty. If students 1st-3rd grade exceed three tardies, the student will be required on the same day as the excessive tardy to go to an opportunity room for 20 minutes during their lunch/recess.

#### 4<sup>th</sup>-12<sup>th</sup> Grades

Three unexcused tardies will be allowed per quarter without penalty. If a student exceeds three, the following consequences will be assigned:

4 through 7 tardies - one half-hour detention each

8 or more tardies - one hour detention each

When a student misses 8 days in a semester, parents will be notified in writing. At 9 absences a conference will be held with the parents and administrator. At 10 absences parents are required to submit a written request for a waiver of this policy to the BOE. Failure to do so will result in a loss of credit. (School activity absences do not count against a student's record—i.e. field trips; athletic, music or speech events.)

### 520 Excused Absence or Tardy –BOE Revised 3/09

An excused absence or tardy include:

- Personal illness
- A doctor's appointment
- An emergency (example: flat tire, weather related problems, and all others as determined appropriate by the administrator).
- Other pre-approved activities by Administrator (i.e. family outing, college visits and other educational opportunities). BOE Approved 5/07,BOE Revised 3/09

All arrivals after 8:10 AM and all departures before 3:10 must go through the office. Students who have early release or a scheduled late start will need to sign in and out of the office daily.

### 521 Illness and Injury

Parents must not send children to school who are ill. When students become ill at school, the teacher should send them to the office. The office is a temporary place for ill students until a parent/guardian is able to pick them up. Every effort will be made to make the student comfortable. Qualified personnel may not officially diagnose injuries or illness but simply inform parents/guardians of the student situation. First aid will be provided when necessary. If a student vomits in the classroom, the teacher must remove the class from the situation and notify the office for clean up. The office will use universal precautions with all body fluids.

When injuries are sustained at school, ice packs are available to control swelling. An Accident Report is to be filled out by the person in attendance and sent to the office to be filed in the student's medical folder. The teacher will contact parents regarding routine bumps and bruises. If medical intervention is required, i.e. broken bones or stitches, the office will be notified and will deal with the situation. In cases of severe accidents requiring an ambulance, call 911 and then notify the office.

If a student is ill or hospitalized for an extended length of time, it is encouraged to have the class send them a get well card. If the illness/injury is extremely long, a gift might be sent.

Infectious Diseases Policy—If a teacher suspects a child to have an infectious disease (measles, chicken pox, lice, 5<sup>th</sup> disease, etc) the student should be sent to the office. Parents are notified for immediate removal of the student from school.

When students leave school a parent, guardian or adult designated by a parent must sign the student out or the office when picking up the child. High school students may sign out, with a pass from office personnel, indicating that a parent has given approval for the student to go home. Qualified personnel will have the final say as to whether an ill high school student may drive home.

#### 521.1 WELLNESS POLICY – BOE approved 7/11

The Board of Education recognizes the importance of a healthy school environment and students by supporting wellness through good nutrition and regular physical activity as part of the school's curriculum. The school promotes a healthy environment by teaching students positive dietary and lifestyle practices. The Board members and school personnel recognize improved health optimizes student performance potential. The school provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with the school's healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

The school supports and promotes proper dietary habits by ensuring the meals available on school premises during the instructional day meet or exceed the school's nutritional standards.

The school consults with the wellness committee members on wellness issues as needed.

#### **Nutrition Education:**

The school will provide and promote nutritional education that:

- Is offered as part of a comprehensive and standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health

- Promotes fruits, vegetables, whole-grain products, and low/fat-free dairy products as part of a healthy diet

- Emphasizes caloric balance between food intake and physical activity

#### **Physical Activity:**

The school will provide opportunity for physical education and physical activity that:

- Is available for all students in grades DK – 12.

- Is taught by a certified physical education teacher

#### **Optional Issues:**

##### **Staff Wellness**

- The school values the health and well-being of every staff member and will support personal efforts by staff to maintain a healthy lifestyle

##### **Foods Sold Outside the Meal:**

- Limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for foods and beverages sold individually

##### **School Meals:**

- Meals provided by contracted vendors will follow federal guidelines for nutrition

- Meals will be served in clean, pleasant settings

##### **Plan for Measuring Implementation:**

The Administrator or designee will ensure compliance with the established School-wide Nutrition and Physical Activity Wellness Policies.

Food service staff will ensure compliance with Nutrition Policies and will report to the Administration.

#### 522 Medication Administration Policy and Procedures

It may be necessary for a student to take medication during the school day. Medications shall be administered through the office.

Prescription medication that comes to school in any container, other than the bottle from the pharmacy with the correct prescription label, and an authorization from the parent and licensed health professional (per Iowa law) cannot be given at school. Over the counter medications must come to the school in the original manufacturer's container as well and with an authorization from the parent. The authorization form must include the student name, medication name, dosage, time of administration, method of administration, and any other pertinent information. Medications will be kept in a secure area, with the exception of cough drops and inhalers/airway medication.

Cough drops may be kept with the student in the classroom or in the teacher's desk after a permission note from the parent has been received in the office. Cough drops must be in the original container and be labeled with the student's name.

Iowa Code 280.16 (signed April 12, 2004) allows students with asthma or other airway constricting diseases to self-administer medication at school with parental and physician consent. The parents and the prescribing physician must sign an authorization form, which are available in the office. As with all other medications, the medication must be in the original container and labeled with the student's name.

When administration of medication requires on-going professional health judgment, an individual health plan shall need to be developed by a licensed health professional, the student and the student's parents. Individuals who have demonstrated competency in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. Medications will be stored in a secure area, except cough drops and inhaler/airway medication.

Emergency protocols for medication-related reactions shall be posted.

#### 523 Collection of Money In School - ACTIVE

All collections of money for school projects must have the prior approval from the administrator.

#### 524 Field Trips -ACTIVE

Periodically classes take field trips for educational and/or ministry purposes. An informational sheet will be provided to the parent including date, time, destination, cost, and type of transportation. A signed permission slip and money for the field trip must be returned to the classroom teacher prior to the event, or the student will not be able to participate. Each class will pay toward the cost of field trips. Parents are welcome to assist in chaperoning school field trips and should contact the classroom teacher if they wish to do so. Parents are encouraged to adhere to school dress code policies for these trips.

#### 525 Student Activities

The following student activities are designed to help students utilize and develop their abilities and talents, foster leadership, build Christian friendships, learn social interaction, and glorify God. ACA sponsors some activities that may not have a faculty member designated as the supervisor. In these cases, the parent(s) or volunteer(s) designated by the administration and School Board have full authority over the event under the direction of the Administrator.

#### 526 ACA Student Service Hours - BOE Approved 2006. BOE Revised 11/06, 5/07

The purpose of ACA's community service hours is to develop in our students a sense of responsibility for their community demonstrated through a spirit of voluntarism and to live out the example of Jesus Christ as the true servant.

Graduating students are recommended to fulfill 80 hours of community service during their high school career. These activities are on a volunteer basis, anything for which the student receives remuneration is not considered community service. 20 hours per year are recommended to meet this 80 hour goal in order for service hours to be listed on students' transcripts.

No more than half of the service hours are allowed to be ACA service hours. These service hours should be outside the regular school day unless approved.

The following are suggested, but not limited to:

Church:	Teacher/helper		Choir
	Worship team		Cleaning
	Children Church teacher/helper		Puppet Team
	Ushering (15 minutes per service)		Tutoring
	Nursery worker		VBS
	Mission Trips		
Community:	Salvation Army	Shelters	Nursing Homes
	Big Brother/Big Sister	Food Pantry	Shut ins
	United Way	Pregnancy Centers	Special Olympics
	Tutoring	Red Cross	Habitat for Humanity
	Easter Seals	Make a Wish	Scouts
	Hospitals	Ruth Harbor	Approved School related activities
	Political Party	Hope Ministries	

Other activities may be acceptable upon approval of the Administrator and/or the Bible teacher.

The forms they receive from Bible class are to be signed by the activity supervisor, and turned into the Bible teacher at the completion of the community service activity. These records will be kept on file in the ACA office.

### 527 Ministry Opportunities

Teachers must plan one project/trip per school year that has a ministry or service emphasis. These projects/trips must be consistent with the objectives of the ACA Educational Program and the Bible Class course objectives. More than one class can be involved in a specific project or ministry opportunity. Teachers should follow the field trip policy and process in planning ministry projects.

Students are encouraged to get involved in periodic ministry opportunities and service projects. While we realize that many opportunities are available through area local churches, ACA desires to teach our students the importance of serving others and sharing the gospel with others.

### 528 Chapel Procedures

The administrator is in charge of chapel. Chapels include songs, prayer, announcements and a message. Elementary and secondary are divided into three chapels which are as follows: primary chapel, DK-2nd grade; elementary chapel, 3rd – 6th grade; and secondary chapel, 7th – 12th grade--see master schedule for times.

Students are expected to come in and sit together as a class. They are to participate in singing and listen attentively to the speaker. Teachers need to make sure acceptable chapel behavior is followed.

### 529 Homecoming/Spirit Week - BOE Revised 5/08

Homecoming/Spirit Week will be celebrated during football season and may include an ACA Spirit Day, when students dress in school colors, a pep assembly, and introduction of the ACA Ambassador candidates and varsity athletes. The Homecoming football game and homecoming activity (for grades 9-12) will conclude the week. This event is organized by the athletic department and Student Council.

### 530 Student Council

The Student Council will be made up of the elected Presidents and Vice-Presidents of each secondary class (7-12). A Chairman, Secretary-Treasurer and Chaplin will be elected from and by the elected representatives. A faculty member will be appointed by the Administrator to serve as advisor. The duties of the Student Council are as follows:

1. Help in planning fund-raising activities.
2. Plan special holiday activities.
3. Serve as the students' voice to the Administration
4. Promote school spirit and Christian attitudes in the student body.

531 Spring Formal - BOE Approved 5/08

This event will be held in the spring for the 9<sup>th</sup> -12<sup>th</sup> grade students. Those bringing guests that are out of high school or not attending ACA must complete a form to be approved by the Administrator. Each student is allowed to invite one guest. Formal Dress will be worn (*See formal dress code under 584.7*). This event is organized by the senior class, school sponsor and parent committee.

534 Grading System

A marking system is necessary in order that a report may be given to parents, that the student may be treated justly when transferred to another school, and that the student may receive the wholesome stimulus of judicious rating. The marking system should be as simple as possible, and the symbols used should have well-defined and easily understood meanings. The following system is the accepted grading scale of Ankeny Christian Academy:

100-97	A+		79-77	C+	
96-93	A	Excellent	76-73	C	Average
92-90	A-		72-70	C-	
89-87	B+		69-67	D+	
86-83	B	Above Average	66-63	D	Below Average
82-80	B-		62-60	D-	
			59 and below	is an F	Unsatisfactory

534.1 Adding or Dropping Classes, BOE Approved 7/09

All adding or dropping of classes must be within the first full week of class. Those that drop after the cutoff date would receive a failing grade unless excused by the Administrator.

534.2 Report Cards

Report cards are issued every nine weeks. Interim progress reports are sent to the parents of students performing below a C level. Students who have had a dramatic drop in grades will also receive interim progress reports.

Elementary:

- DK and K use a skill-based report card that includes a key to explain markings.
- Art, Music, Spanish, and PE use the following markings: O, S, I, N (Outstanding, Satisfactory, Improving, Needs improving)
- 5th & 6th Grade Band is indicated by a percentage grade
- 1st-6th grades use whole number percentages on report cards.
- There is an "A Honor Roll" and an "A/B Honor Roll." Students must have all As or all As and Bs to be included. Students must have at least an "S" in all specials to be on the Honor Roll.

534.3 Secondary Report Cards - BOE Revised 7/08

- All secondary grades are percent grades.
  - Semester exams will be computed to the tenth percent.
  - HS Semester Average is 42% first quarter grade, 42% second quarter grade and 16% semester final.
  - JH Semester Average is 45% first quarter grade, 45% second quarter grade and 10% semester final.
- No final report card will be issued unless all tuition and other debts (lunch, library fines, etc.) are clear

#### 534.4 Testing Procedures - BOE Revised 5/07

Achievement tests are given each April to K-11<sup>th</sup> grade students. Test results will be sent with fourth quarter report cards. Other tests will be available throughout the year for upper-level college bound students. Juniors should be encouraged to start taking the ACT, and Seniors will want to achieve their best possible score for greater success toward college goals.

Testing: ACA maintains a thorough testing program to measure a students' abilities and progress. In addition to regularly scheduled tests, which cover various curricular areas, the Iowa Test of Basic Skills (ITBS) is administered to every student in K - 8<sup>th</sup> grades every spring. The Iowa Test of Educational Development (ITED) is administered to 9<sup>th</sup> -11<sup>th</sup> grades every spring. For students outside of ACA that need alternative test dates, ACA will be an open test site for ITEDS, ITBS, PSAT, ASVAB and PLAN at the cost of the testing at the discretion of the Administrator.

Teachers are responsible for preparing students to take formal tests. Practice tests are available.

During formal testing teachers will:

- Maintain a silent atmosphere.
- Remove all distractions i.e. watches that beep, students moving about, etc.
- Doors are shut during testing and "Do Not Enter" signs are posted.
- Phones are put in 'do not disturb' mode.
- Teachers will walk around the room encouraging sincere effort from every student. Watch for random markers, which are students who make designs on their answer keys rather than seriously taking the test.
- Students are not to be in hallways while other classes are testing.
- Recesses need to be carefully coordinated during test week.
- Students in the cafeteria must be quiet while surrounding classrooms are still testing.

#### 534.5 Semester exams -BOE Revised 8/07, 11/08

Semester exams are given to secondary students at the end of each semester. A formal testing atmosphere is maintained during these tests. The administrator will be responsible for creating the exam schedule. No other assignments will be due or other tests given during this time. Semester exams will be given as follows:

7th Grade—Math, English

8th Grade—Math, English, History and Science

9th-12th Grade—Math, English, History, Science, and Bible

Final exams for 9-12th grade elective classes will be at the discretion of the teacher.

Seniors are exempt from 2nd semester exams if they currently have an A (90% or above) in that class for the 4th quarter.

#### 534.6 Failing Classes

An interim progress report is sent home at the fifth week if a pupil is doing failing or unsatisfactory work in one or more subjects (D or F work). Interim reports are to be turned in on the designated due date to the office. One copy is then sent to the parents. When they are returned signed, they are filed in the student's cumulative file. Progress reports must also be sent at the time grades drop, even if grades are higher than a D. It is required that teachers keep parents informed.

In an effort to keep parents informed of student progress, teachers must send home all failed tests to be signed by the parent and returned to the teacher.

#### 534.7 Student Events/Project Guidelines -

1. Science Fair - Start early in the year. Breakdown the projects into smaller, easily handled, age appropriate components. Students in grades 4,6,8 and 10 are required to participate in ACA Science Fair. Science Fair is optional for all other grades.

2. Speech Meet - Students should choose selections early to give them plenty of time to memorize. Selections can come from all categories. Review all requirements. All students participate in the ACA Speech Meet and will have an opportunity to go on to the ACSI Speech Meet.
3. Spelling Bee (Grades 1-8)- The teacher will run practice spelling bees to enable a better selection of participants. The extra exposure will aid students who represent ACA in a better performance at the ACSI event.
4. Creative Writing (Grades 4-12)- ACSI competition is in early February.
5. Art and Music Festival/Contest-As available, determined by art, vocal and instrumental teachers.
6. Math Olympics (Grades 3-8)- This is for advanced math students. ACSI mail-in competition is in early April.
7. Student Leadership Conferences- This will be made available as information arrives.

#### 534.8 Speech/Drama

ACA begins development of public speaking skills early in speech contests. ACSI speech categories are age appropriate and a maximum of two students per category may go on to compete with other ACSI schools. An 8<sup>th</sup> grade speech class teaches organization, writing and performing public speeches. Further development of public speaking is offered at the high school level class, which alternates years with a drama class. Drama class emphasizes acting, blocking and the back stage skills needed to produce a play. At least one yearly high school play will be performed, and shorter skits will be performed periodically in chapel.

#### 534.9 Yearbook

**When offered,** this is a class in which students have the privilege to design and produce the school's yearbook. Students will be learning the basics of taking pictures. Students will also learn the basics of good design and how to make their own layouts. Most of the work will be done on the computer via the internet.

#### 534.10 Incomplete Work –ACTIVE

An “I” designation for an incomplete is issued when a student has not completed assigned and/or required work. A grade is not given until the work is completed. The incomplete work should be done within a reasonable time (usually two weeks). If work is not completed after two weeks, the missing work will be given a zero grade and will be averaged accordingly. A student may also be placed on academic probation for a period of time if low or failing grades persist.

#### 534.11 Interscholastic Athletics/Activities – ACTIVE

Periodically teachers will be asked to keep administrators and coaches/directors abreast of student grades for eligibility. (See Athletic/Extra-Curricular Eligibility Policy)

#### 534.12 Late Homework Assignment Policy – BOE Approved 8-06

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. Also, one “grace pass” will be issued by a teacher per student, per semester, per course in which a late assignment will be allowed to be turned in the next class period without penalty. Parents can give a written explanation as to why the assignment was not completed on time due to extenuating circumstances. After the written parent explanation is received, the teacher and the administrator will determine a decision about how to handle the late work.

#### 534.13 Makeup Work Policy - BOE Revised 5/07

If absent two days (Monday and Tuesday) then two full days are given to make up homework (Wednesday and Thursday) and due in class upon arrival the following day (Friday) unless other arrangements are made with the teacher. It is requested that a student arrange for make-up work with

individual teachers prior to leaving for a family vacation or approved absence.

#### 534.14 Parent-Teacher Conferences

Parent-Teacher conferences other than the conferences following the 1st & 3rd quarters are normally scheduled by appointment only. A conference form should be filled out, signed, and filed in the student's cumulative folder.

Following a parent-teacher conference, the administrator should be informed of any problems/concerns.

#### 534.15 Athletic/Extra-Curricular Eligibility Policy-BOE Approved 08/06, BOE Revised 10/08

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 co-curricular eligibility policy will have the secondary student maintain a cumulative C-average or higher and no F's.

- For athletic purposes ACA will follow Iowa High School Athletic Association (IHSAA) rules. Athletes academically ineligible will not be allowed to play in competitions beginning on the Monday following the Friday that grades are released. The student athlete may practice with the team, but cannot participate in any inter-school competitions.
- Students in non-athletic co-curricular activities who are academically ineligible will result in a reoccurring Saturday school, (8 am – 11 am) session on the Saturday one week after grades are released. The student may still attend practice and be allowed to perform in performances. The Saturday school ineligibility will continue for one week. If a student is ill and unable to attend their scheduled Saturday school, they must have a doctor's note to be excused. Saturday school may only be rescheduled in emergency cases with the approval of the principal of Administrator. Students that miss their Saturday school will be removed from events and given in-school suspension, which makes them ineligible for extra-curricular activities. After four weeks or with a semester grade of "F", Fine Arts participation will be reconsidered.

Students who have been or are currently ineligible will have his/her grades checked weekly until he/she has passed the next scheduled grade check (mid-term, quarter, and semester)

Note: Students who have been or currently are ineligible will be closely monitored to assist them in maintaining or achieving eligibility.

#### 534.16 Academic Probation Policy – BOE Approved 7/09

All students new to ACA begin their enrollment on Academic Behavioral Probation for one year.

All students who appear on the academic deficiency list for three (3) consecutive reporting periods (i.e.: combination of mid-term and end of the quarter) may be placed on Academic Behavioral Probation.

Students who exhibit poor and/or inappropriate academic behavior will be recommended to the administrator for conference with parents/guardians and possible withdrawal from school.

#### 535 Graduation Requirements - BOE Revised 2/08, 7/08, 7/09

##### Minimum Courses Requirements for Graduation

Bible	4	(or 1 year for each year enrolled)
English	4	
Math	3	(effective for students entering high school after 2003-2004)
History	3	(effective for students entering high school after 2004-2005)
Science	3	(effective for students entering high school after 2007-2008)
Physical Ed	1	(See item #7 below)
Computer Lit	0.5	
Health	0.5	

Electives \_\_\_\_\_ 5 (students graduating before 2012 would need 6 electives if did not take 3 Sciences)

Total Credits 24

#### Specific Requirements

Bible—1,2,3,4

English—English 9, English 10, English 11, English 12

History—World History, US History, Government/Economics

Science—Physical Science, Biology

#### Other Course Offerings

Bible—Philosophy, Bible Psychology

Math—Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, Accounting, Business Math, and Consumer Math

History—World Geography, Current Events

Science—Chemistry, Physics

Spanish—Spanish 1, Spanish 2, Spanish 3, Spanish 4

Business—Accounting, Business Math, Consumer Math, General Business

Computer—Computer Graphics, Computer Applications, Yearbook

Fine Arts—Art, Band, Chapel Team, Ensemble, Speech/Drama

Physical Education—Offered every year

Teacher/Office Assistant

1. Twenty-four academic credits are required for graduation
2. Special Accreditation requirement – For our Special State Accreditation in secondary it is required that our seniors complete applications for acceptance to an accredited 4-yr college/university before receiving their diploma. Copies of acceptance letters are to be turned into the ACA office.
3. A student must have 6 credits to be classified as a 10th grader; 12 credits to be classified as an 11th grader; 18 credits to be classified as a 12th grader.
4. Freshmen, sophomores and juniors are expected to carry a minimum of 6 credits per year. Number of credits carried by seniors will be evaluated on an individual basis.
5. Students may complete some courses in Summer School at a public school. Not more than 1 credit will be accepted in any one summer, with a maximum of three such units counting toward graduation. Prior approval must be obtained from the Administration. Approval of these credits will be based on the following :
  - a. Is it a make-up of a class due to failure?
  - b. Is it an enrichment course that ACA does not offer in their program?
6. Though ACA does not provide a Driver's Education course, students may receive 0.5 credit toward graduation if they provide the office with proof that they have successfully completed the course elsewhere.
7. P.E. Credits – BOE Approved 7/09
  - a. Transfer Students  
Students transferring from any school district where the P.E. classes were not awarded for credit would be recognized for their P.E. class (s) participation and the ACA P.E. requirement could be waived with Administrator approval.
  - b. Students Participating in Year-Round Sports  
Student-athletes who participate in year-round (i.e. fall, winter, spring) extra-curricular sports will be given a .5 P.E. credit.

Grades earned from all subjects in the 9th through 11th grades and through the first semester of the 12th grade are used to compute the student's rank in class.

536 Class Rank and Valedictorian and Salutatorian Policy – BOE Approved 2/08, BOE Revised 7/08, 7/09

A. Class Rank

1. Class Rank is determined by GPA. If there is more than one student with the same GPA they will have equal rank and those following will be subsequent. (i.e.: 3 students with a 4.0 rank all 11', the student with 3.99 would have a rank of 4).
2. Grades earned from all subjects in the 9th through 11th grades and through the first semester of the 12th grade are used to compute the student's rank in class. (BOE Revised 2-08)

B. Valedictorian and Salutatorian

1. The student only qualifies for the Valedictorian and Salutatorian if they have been at Ankeny Christian Academy for their final two years of high school with a minimum of 10 credits obtained from ACA. (BOE approved 2-08)
2. Valedictorian and Salutatorian are determined by *GPA*. In a case of a tie, Valedictorian and Salutatorian will be determined by calculating the percentage grade for the non-elective graduation required ACA core classes. One or more recipients for Valedictorian and or Salutatorian may be awarded. Minimum cumulative grade percentage is 90%. Implementation for the policy will be for the graduating class of 2009.

537 Graduating Early –BOE Approved 6/09

No early graduation will be allowed except for special circumstances approved by the Administrator and the Board of Education

537.1 Core Diploma Policy – BOE Approved 7/09

A 'core diploma' would be awarded to student graduating who has had an alternative educational program specially designed for their individual's capabilities

537.2 Graduation Date – BOE Approved 5/09

Graduation will be held on Saturdays unless Board approval per a special request for change to Sunday (i.e. school athletic events).

538 Grade Skipping Policy - BOE Revised 7/09

Only under the most extenuating circumstances will grade skipping be permitted. Such a request should be supported by at least five factors:

1. The student's chronological age
2. The student's physical size
3. The student's social and emotional maturity
4. The student's academic excellence (achievement)
5. The student's I.Q. must exceed 125.

The following procedures will apply, not necessarily in this order, but all must be observed:

1. The student must excel in every subject academically as indicated by the report card.
2. The student must be tested, at parent expense, and score in the upper 25% of the class to which he is being admitted based on the spring achievement test score for Ankeny Christian Academy. Example: A first grade student, in order to skip second grade, must take the spring second grade achievement test and score in the upper one-fourth of the class.
3. The student must be tested, at parent expense, psychologically, to determine social and emotional readiness and I.Q. on a WISCR.
4. Recommendation come from the administrator to the Board for final approval BOE Revised 7/09

Finally, the Board reserves the right to deny the request even when requirements 1, 2, and 3 have been met.

### 539 College Bound Students

College bound students should plan a minimum of the following:

4 years of English	2-4 years of Foreign Language
3-4 years of Mathematics	1 year of Computer Literacy
3-4 years of Social Studies	1-2 years of Fine Arts
3-4 years of Science	

Colleges recommend that at least a “C” average be maintained, even though "D" is passing at ACA. The following is recommended for college bound students:

Sophomores—Start planning, take PLAN in the fall (administered at ACA).

Juniors—Take PSAT and NMSQT in the fall (administered at ACA).

Take ACT and/or SAT in the spring.

Seniors—Start applying for colleges and scholarships early in the fall.

Retake ACT and/or SAT to improve scores.

Fill out FAFSA as early as possible. (usually January)

It is emphasized that along with the academic record, colleges are interested in characteristics of the student, including, but not limited to, the following: seriousness of purpose, industry, initiative, social acceptability, responsibility, concern for others, emotional stability, community service, and involvement in extra-curricular activities.

### 540 College Testing

ACT National Testing Dates: During their sophomore year students should start to consider taking the ACT exam needed for college placement starting their junior year. The exam can be taken as often as a student wants. “The ACT Assessment<sup>®</sup> is designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas: English, mathematics, reading, and science” (<http://www.actstudent.org/index.html>). ACT registration packets may be picked up in the office or from the Administrator/Principal as paper copies are available.

### 541 College Dual Credits – BOE Approved 5/06, BOE Revised 7/07, 4/08

ACA high school students who enroll and complete advanced placement (AP)/college level courses will be eligible to also receive high school credits based on evaluation of courses and upon approval of the Administrator. The dual enrollment program is intended to give high school students an opportunity to gain a controlled exposure to college courses. This also allows the student to take a class in a specific field of interest not currently offered at ACA. All required courses for graduation are to be completed at ACA unless it is a makeup course for a class that was failed, to keep a student in curricular sequence, advance and/or compact classes for high potential learners. Tuition reduction will only be given per core class that is not offered at ACA with approval of the Administrator.”

### 542 Dual Enrollment

Parents may wish to dual enroll their child in a public school in order for their child to receive *specialized instruction*. Parents who choose to dual enroll their child should indicate such wishes on the ACA application and should notify both schools involved. Parents are fully responsible for arranging transportation necessary to dual enroll. Schedules should be arranged to minimize time missed from classes and activities at ACA.

### 543 School wide rules - ACTIVE

- a. Radios, headsets, cassette/CD players, and laser pointers are not allowed during school. If seen by a teacher or staff member they will be confiscated and turned over to the administrator.

- b. Toys, trading cards, comic books, catalogs, magazines, or books containing objectionable or controversial material can not be brought to school or any school events.
- c. No inappropriate public display of affection (this *may* include, but is not limited to hand holding, hugging, kissing, arms around another person, or other inappropriate touching.).
- d. Students are not allowed to use cell phones during school hours. If a cell phone is seen, heard, or used, it will be confiscated and turned over the administrator, designee, or office and the student will be issued a detention. This applies whether the cell phone is turned on or off. The phone will only be returned to the child at the end of the day.

#### 544 Lunch Procedures

Hot lunch is available every full day of school. Lunch tickets and drink tickets may be purchased in the office. Drinks available include 2% milk, chocolate milk, orange juice and lemonade. Students will order lunch every day before 8:30 AM with the exception of pizza day, which needs to be ordered the day prior. Parents wishing to eat with their child must order under the same guidelines.

Students may bring their own cold lunch. Cutlery, plates, napkins, and other utensils should be included with their lunch. Microwaves are available for student use with teachers or volunteers assisting younger students. Food to be heated must be ready to go and require no preparation. (can opening, mixing with water, etc.) Microwave heating is limited to 2 minutes per student. Students are expected to keep the microwave clean.

Students will be instructed as to appropriate lunchroom behavior the first week of school and will also be taught the lunchroom procedures for their class. Students are not to bring sharp knives, paring knives, or table knives to school. Students will be expected to clean up after themselves.

Notices are sent home with DK-3<sup>rd</sup> students when their tickets are nearly gone.

Teacher lunches are the same price as student lunches and are ordered at the same time.

#### 545 Lunchroom:

- a. Line up in an orderly fashion as directed by the teacher or lunchroom supervisor. All elementary teachers must accompany their class to the lunchroom.
- b. No running in the lunchroom.
- c. Elementary students should secure their teacher's permission should they need to use the restroom.
- d. Students may talk to their friends around them in quiet voices. There will be no loud shouting or yelling to someone at another table.
- e. To avoid accidents, students should never stand up at their table while eating. Students will remain seated at the table until dismissed by their supervisor.
- f. Remember to say "thank you" and "please" at the appropriate times.
- g. Dismissal should be orderly, without running, or other confusion.
- h. Students should not bring sharp knives, paring knives, or table knives to school. Cutlery, plates, napkins, and other utensils should be included with their lunch from home.
- i. The supervisor will dismiss a few students to throw away their trash and get in line. This avoids many trips to the garbage and making messes. The students have to pick up their trash from their seat, table and floor. If not, the supervisor will call them back to the table.
- j. Students are responsible to wipe lunch tables. Water bucket and cloths are provided.
- k. Elementary students need to raise their hands to leave their seat.
- l. Secondary students need to receive permission from the supervisor to leave the lunchroom.
- m. Hall passes are needed to dismiss a student to a teacher. Students must bring the pass with them to the lunchroom. They will not be allowed to go get one.

#### 546 Food Policy - BOE Approved 7/08

At Ankeny Christian Academy our goal is to provide a healthy school where students can learn and grow. The most common mode of transportation of Hepatitis A is person to person resulting from fecal

contamination or oral ingestion, transmission by eating contaminated food. Given the August 1, 2007 recommendation to set a school health policy in hopes of avoiding an outbreak of Hepatitis A by the Polk County School Administrators, Health Administrators and School Nurses, ACA has adopted the following food/health guidelines:

- Treats brought to school for students during school hours may be homemade or purchased from a commercial bakery.
- Special cooking experiences at the school will require that all students thoroughly wash their hands prior to preparing food for consumption. Proper hand washing techniques is covered in ACA's Health curriculum.
- All food service volunteers/employees will wash their hands and wear gloves prior to serving food. Any one experiencing diarrhea should not be allowed to serve food.
- Students are encouraged at lunch, snack time, and when food is available for educational purposes to not share or touch other people's food or drink.
- Restrooms are supplied at all times with soap and toilet paper so that prior to meal/snack time students will wash their hands.

### 547 School Parties

Holidays should **NOT** include the use of Jack-o-lanterns, witches, ghosts, or goblins at Halloween; Santa at Christmas; leprechauns for St. Patrick's Day; or bunnies at Easter time. The emphasis at these times should be on Harvest Time in October, Christ's birth and the Nativity scene for December, President's Day in February, Christ's Crucifixion and Resurrection for Easter.

A party is defined as a time set aside to exchange gifts/cards, play games and enjoy refreshments. Parties must be supervised by the teacher. Room mothers may be invited to help organize and assist. Be very careful with food in the classroom! The teacher is responsible for cleaning up the room after the party.

Christmas and Valentine are the recommended celebration parties for the year. Other suggested parties would be: Harvest, Thanksgiving, 100<sup>th</sup> Day, (no Halloween). These other parties are at the individual teacher's discretion. Parties are to be Christ-honoring as we reflect on our Christian heritage.

The Christmas party is to be held during the last hour before school is dismissed for vacation. A gift exchange may be done at the teacher's discretion. Teachers will need to set guidelines for the gift exchange i.e. price and method of exchange. Make sure decorations and activities focus on the true meaning of Christmas.

The Valentine Party is to be held during the last hour on Valentine's Day. When Valentine's Day falls on a weekend, the party will be held the Friday before. Elementary students will exchange valentines. Teachers must provide each student with a class list.

Birthday treats are allowed. Teachers need to choose the least intrusive time to serve them. Good times are lunch, recess or the end of the day. Those students with summer birthdays may celebrate sometime throughout the year.

The class may honor teachers for their birthdays. Room mothers discreetly try to arrange for this. Smile and enjoy.

### 548 Visitation Policy - BOE Approved 05-07

School Visits - ACA welcomes parents, grandparents, or other family members and adult friends, such as pastors, to visit our school. Appointments are preferred, but they are not required. Anyone who is not a staff member, board member, or student of the school shall be termed "visitor," and any business that brings you into ACA will be termed a "visit." In order to protect our students, ACA requires visitors to follow these guidelines:

1. All visitors are asked to sign in at the office upon entering the building and indicate the nature of their visit or errand in the building.
2. If you are visiting a classroom, or volunteering in the building, please get a visitor or volunteer tag to wear.

3. When your visit or business is done in the building, please return to the office to sign out, then leave the school.
4. Formal Conferences (outside of regular fall or spring conferences) with teachers need to be prearranged.

School-age students that are not enrolled at ACA will not be allowed to attend classes during the school day. An exception will be made for students who are interested in enrolling or those who the Administrator grants permission. Student visits require permission from the administrator and are limited to two visitors at a time per class.

#### 549 Classroom Visits

ACA invites parents to visit their children's classrooms to see a specific lesson in language arts, reading, or mathematics. Visits should be limited to a specific time period of the class and usually not last for more than 40 minutes. In addition, the following policy applies:

1. No more than two parents (mother and father) per visit.
2. No more than two visits per week.
3. Visits are to be scheduled through the administrator (or designee) or teacher.
4. Visits should be encouraged for mid-week rather than Monday and Friday.

#### 550 Search/Inspection of Student Lockers and School Facilities

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item; the possession of which constitutes a criminal offense under State Law.

Students are required to keep lockers neat and orderly. Periodic inspections may be done to insure compliance.

#### 550.1 Tobacco Policy – BOE Approved 3/09

School facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school premises immediately. It is the responsibility of the administration to enforce this policy. In accordance with state law the school will post no-smoking signs at all entrances. School employees will ask anyone who is smoking to stop or to leave the area. Failure to comply with the law may result in a civil fine of \$100, \$200, or \$500 depending on the number of violations.

#### 551 Halls and Restrooms:

- a. Running in the halls is not permitted. Students should stay to their right in the halls.
- b. Use indoor voices inside the school. Avoid any unnecessary noise in the halls.
- c. When classes are in session, only talking in a very low voice will be permitted.
- d. Students shall not just stand around in the halls or locker area.
- e. Students shall not cut through lines of other classes.
- f. Students shall be courteous.

#### 552 Hall Passes

Students DK-12<sup>th</sup> grade must have a 'hall pass' to be in the hall during class time. Students may not interrupt classes to get hall passes from teachers.

#### 553 Lockers

- a. Keep lockers neat and tidy.
- b. Only magnets may be used to fasten objects to the inside of lockers.

- c. Only photos, calendars, mirrors and organizational material may be displayed in lockers. Any other materials need administrative approval.
  - d. Inspections will be done periodically.
- Students may not store anything on top of their lockers except a bag that is too big to fit in the locker.

#### 554 Classrooms

- a. Talk, communicate, or leave seats only when given permission.
- b. Students must not speak out or make a noise to get attention. Raise hand only.
- c. Keep an orderly, neat bin, desk, and/or table.
- d. Students are encouraged to maintain correct postures. No sitting on desks or tables.
- e. Failure to have equipment as required will be the same as not having assignments in on time.
- f. Feet should be out of the aisle so as not to cause tripping.
- g. Chairs must be kept flat on the floor at all times.
- h. Save on school supplies. Don't waste.
- i. Writing in textbooks is not allowed. All hardback textbooks are to be covered.
- j. The classroom teacher will assess fines.
- k. Eating is allowed in the cafeteria only, except if it is an activity planned by the teacher or permitted by the administrator.
- l. Encourage respect for others' property (bins, pencil, boxes, etc. are entered only by owner unless given permission).
- m. Students may not lounge/lie on the floor.

#### 555 Playground

- a. Students are to line up quietly. They are to keep hands, feet and body to themselves.
- b. No running or loud voices on the ramp. Recess starts on the cement.
- c. Encourage students to watch where they are going so that they do not hurt anyone. "Be kind and respectful to others. How we treat others is how we treat Jesus."
- d. The students should be encouraged to play organized games during the recesses.
- e. Students should not touch the trees or bushes.
- f. No throwing of wood chips, rocks, or snowballs.
- g. Students are not to jump off tall equipment or climb on top of equipment.
- h. One person should use the slide at a time. Students should slide down sitting with feet first.
- i. Footballs, softballs, hardballs and bats are not allowed.
- j. Equipment is to be used for its intended purpose. (i.e. jump rope)
- k. These activities are not allowed: football, king of the mountain, climbing trees, kissing, hugging, or other inappropriate contact. Wrestling, fighting, general fooling around, or any activity that is deemed inappropriate or too aggressive by the recess monitor is not permitted.
- l. Immediately stop any behavior that fits under sexual harassment
- m. Students should care for equipment as if it belonged to them personally. Playground equipment must be returned to its proper location at the end of the last recess.
- n. If a ball is kicked over the fence, an adult must retrieve it. Students may not leave the fenced in area.
- o. Ball throwing and all playing will stop when the whistle is blown the first time. On the second whistle students are to line up.
- p. Students who disobey and do not cooperate should be disciplined (stand silently "on the wall" or miss their next recess). They may be referred to the administration if needed
- q. Dress guidelines - coats, mittens or gloves, and hats must be worn on cold days. On snowy days boots and snow pants are also required to play in the snow.
- r. Monitors/teachers may not be standing together; they must be supervising separate areas of the playground.

### 556 Student Use/Care of School Equipment

Students should always respect the treatment of tables, chairs, desks, lockers, books, and other school equipment. Students should not sit on top of the desks, lounge on the floor during class time or video viewing or throw any item across the room.

Desk/coat-rack/locker inspection will be made periodically and students with a messy desk/locker will clean their area. Materials deemed appropriate by the administrator may be hung in the lockers with magnets. (no tape or adhesive). Lockers are school property and may be searched periodically. Secondary lockers will be locked at all times. The fee is for wear and tear on the lock. Students may not store anything on top of their lockers except a bag that is too big to fit in the locker. Staff members will turn in items left lying around or on top of the lockers (except a too big bag).

### 557 Recess

Classroom teachers are responsible for their own indoor recess in their room or in the gym if it is available.

DK-6<sup>th</sup> grade students are scheduled for recess times on the playground. During rainy days or extremely cold days, recess is indoors. If recess is in the gym, students will need to have socks, since street shoes are not allowed on the gym floor. In winter months, children should have hats, mittens or gloves and coats. On snowy days boots and snow pants are also required to play in the snow.

### 558 Gym Rules

- a. No street shoes on the gym floor. Only non-marking gym shoes or socks are permitted. (no bare feet)
- b. No chairs are permitted on the playing floor.
- c. Only cushion tipped chairs and tables are permitted on the tarp.
- d. No food or drink is permitted during the school day.
- e. No wheeled vehicles are permitted (tricycles, wagons, etc.)
- f. Gum chewing is not allowed.
- g. Hanging on the basketball rim is not permitted. No dunking is allowed.
- h. Only indoor soccer balls may be kicked in the gym.
- i. Do not put any tape on the floor or backboards.
- j. Equipment should not be dragged across the floor
- k. When bleachers are closed, do not allow anyone to climb on them.
- l. Only adults are allowed to adjust the portable BB hoops.
- m. Pull-up bar can only be used when there is a spotter.
- n. When pulling out the bleachers, make sure the front wooden panel is lifted all the way so scratching of the gym floor does not occur.
- o. Make sure lights are off and doors are locked at the end of the day.

Gym usage outside of the school day must be scheduled with the administrator and must be well supervised.

Students are asked to refrain from activities that would mar the gym floor. Food and drink are not allowed in the gym during the school day. There is to be no dunking of basketballs.

### 559 Athletics

ACA offers girls' volleyball, boys' basketball and girls' basketball. Students in grade 7<sup>th</sup>-12<sup>th</sup> are eligible and welcome to participate in these sports. ACA also offers JH football. Students will receive information concerning practice times, game times, expectations, and player responsibilities. Students will be required to have an annual physical examination. Forms for this are available in the office. The office as well as the coach of each sport will need a copy of the physical form when completed. Students will be charged a fee per student per sport to participate.

### 560 Locker Room Rules - ACTIVE

### 561 Physical Education

Realizing that our bodies are a “temple of the Holy Spirit,” Physical Education classes are offered at ACA. P.E. classes are required for students in Developmental Kindergarten through eighth grade. High school students are required to have two years of Physical Education to graduate. Students will only be exempted from P.E. classes with note from a parent (one time) or a doctor’s note (extended period of time).

DK-6th grade students wear regular school clothes for physical education classes. 7th-12th grade students must change into P.E. uniforms (distributed to students the first week of school). Jogging outfits will be allowed during cold days—to be determined by the P.E. instructor. All students are to have a pair of supportive athletic shoes (with non-marking soles) at school to be worn exclusively in the gymnasium.

### 562 Telephone/Cell Phone Usage - BOE Revised 6/08

Telephone Use—Students are only allowed, with permission, to use the office phone.

Cell Phone Use on Campus - All 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. If a cell phone is seen or used, it will be confiscated and turned over to the administrator or office personnel. The phone will only be returned to the student at the end of the day. Consequences for subsequent offense(s) are at the discretion of the administrator.

Cell phone use off campus – At the discretion of official school personnel restrictions may be added for school events.

### 563 Messages and Deliveries Procedure

Teacher phone messages will be put through to voice mail. Teachers are to check their phone messages regularly. Deliveries will be placed in the teacher’s box or kept in the office and notification given to the teacher.

Student messages are passed to the student through the teacher. Deliveries will be given to students at the end of the day whenever possible. Time sensitive messages will be delivered as soon as possible.

Messages and deliveries from home are relayed through the office and should be kept to a minimum. The office staff will make every effort to ensure that the message/item is delivered to the student in a timely manner.

### 564 Music Policy - BOE Approved 5/05

Ankeny Christian Academy is a non-denominational Christian school, representing a diverse collection of families, denominations and worship styles. The Board of Education of ACA takes the position that the choice of music for chapel and music programs should represent the diversity of our Association, and that music selections are a matter of preference, not conviction. We also believe all truth is God’s truth, and that truth may be found in the lyrics of music. We believe that the lyrics, not the style of music, make any particular selection “Christian” or “non-Christian.” Music has tremendous power to move the heart. It is our desire to use music as a tool to reach the hearts, mind and spirit of our students, in order for them to develop their own spiritual relationship with Him. We also intend to use drama, multi-media technology and a full range of instrumentation.

ACA provides general music classes for DK-6<sup>th</sup> grades and a 7<sup>th</sup>-8<sup>th</sup> Grade Choir, which includes all students in those classes. Fifth and sixth grade students have the opportunity to be involved in Beginner Band and take band lessons. High school singers can participate in Ensemble, as well do solo and small group work. Students 7<sup>th</sup>-12<sup>th</sup> in grades who play band instruments can participate in Band. Solo and small group performing opportunities exist for instrumentalists as well.

### 565 Library Usage

Each class DK-6<sup>th</sup> grade is scheduled to visit the school library once a week. Students are encouraged to check out and read books. The librarian will be available to help students and to process the check out of the books and materials selected.

Students in 2<sup>nd</sup>-12<sup>th</sup> grade may receive permission to go to the library in small groups for research purposes under the supervision of a teacher, volunteer, or an associate. These are not to interfere with other classes' scheduled library times. If students do not use their time wisely, they will be sent back to their classroom.

### 566 Computer - BOE Approved 7/08

#### Personal Computer

No personal computers are allowed to be at 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.

### 567 Internet/Email Policy

For Students-Ankeny Christian Academy offers access to the school computer network for educational use of the Internet. To gain access to the Internet, all students must obtain parental/guardian permission. The permission form will need to be signed and given to their homeroom teacher before students will be allowed to use the Internet. There is a four step filtering system: the Internet is only used with a teacher present in the room monitoring, computers are password protected, software filters are installed, and an Internet filter is on the router software. Ankeny Christian Academy supports and respects each family's right to decide whether or not to apply for access.

#### 567.5 Email Etiquette Rules:

- Be concise and to the point, avoid long sentences
- Answer all questions and answer them swiftly
- Use proper spelling, grammar & punctuation
- Make it personal
- Use templates for frequently used responses
- Do not attach unnecessary files
- Use proper structure & layout
- Do not overuse the high priority option, and avoid using URGENT and IMPORTANT
- Do not write in CAPITALS-IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING
- Don't leave out the message thread-when you reply to an email, you can include the original mail in your reply, in other words click 'Reply', instead of 'New Mail'
- Proof read the email before you send it
- Do not overuse Reply to All
- The Bcc:field (blind carbon copy). Some people place all the email addresses in the To: field. There are two drawbacks to this practice: (1) the recipient knows that you have sent the same message to a large number of recipients, and (2) you are publicizing someone else's email address without their permission. One way to get around this is to place all but one address in the Bcc: field. You must have an address in the To: field (many people use their own address).

- Take care with abbreviations and emoticons-In business emails, try not to use abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient might not be aware of the meanings of the abbreviations and in business emails these are generally not appropriate. The same goes for emoticons, such as the smiley :-). If you are not sure whether your recipient knows what it means, it is better not to use it.
- Be careful with formatting-Remember that when you use formatting in your emails, the sender might not be able to view formatting, or might see different fonts than you had intended. When using colors, use a color that is easy to read on the background.
- Do not forward chain letters
- Do not copy a message or attachment without permission
- Do not use email to discuss confidential information
- Use a meaningful subject in the subject line
- Don't reply to spam
- Use cc: field sparingly

The web site from which this information was gathered: <http://www.emailreplies.com/#rules>

### 568 Textbooks

God has placed us as stewards over the books and materials He has given us. To insure the wise stewardship of these items and aid in the teaching process of responsibility, a charge will be assessed for books or equipment that has been damaged or lost. Students are urged to refrain from placing objects such as pencils inside their books, as this is very damaging to the bookbinding. Book covers are required for all hardback textbooks for grades 4-12. Soft covered books should be covered with clear contact paper. Fines will be assessed for damage such as torn pages, broken binding, pencil/pen markings or general mistreatment. Books that are lost, water soaked, have pages torn completely out, or have pages missing will cost the student the prorated value of the book.

### 569 Personal Property at School

Students are responsible for their own possessions and should mark personal property clearly for easy identification. Valuable items should be left at home. Grades 7-12—Items not being taken to class must be locked in the student's locker. If the student's bag is too big to fit in the locker, it may be placed above the locker. Articles left over the summer will be given to a charitable organization.

### 570 Pets at School

Students bringing pets from home should have the animal's rabies certificate, if applicable, with them and have permission from the classroom teacher.

### 571 School Pictures

Pictures will be taken in the fall each year. Parents will be notified of the exact dates and will have an opportunity to order pictures from the photographer.

### 572 Senior Trip - BOE Approved 1/08

School Senior Trip is to include Christ centered activity, education, and recreation with final approval made by the Board.

### 573 Sex Education

Ankeny Christian Academy leaves sex education to the family to teach.

#### 574 Lost and Found

Items left on top of lockers, in the cafeteria, on the playground, in the auditorium; in the gym or anywhere else that they do not belong will be put in the lost and found box near the lunchroom. Teachers can assist the office with this process.

#### 575 Student Accident Insurance

Student Accident Insurance is available through ACSI for school day and events, as well as optional 24-hour coverage. An informational flier that includes an application is available in the office, or you may enroll online at [www.acsihealthlink.com](http://www.acsihealthlink.com).

#### 576 Transportation/Bus Rules - BOE Approved 2/08

If a bus is provided by ACA, the following rules are to be followed:

1. Students are to obey the Bus Driver.
2. Students are to remain properly seated on the bus
3. Nothing is to go outside of the bus windows—thrown items or hanging limbs.
4. Students must be courteous and respectful.
5. Students are not to do anything that would endanger others or the safety of the school bus.
6. In the secondary school, boys and girls are to be in separate seats.
7. School bus evacuations drills will be held.

At times ACA will provide transportation to athletic events and other school activities. Parents will be notified if the bus will be taken and if fees will be required. When ACA DOES provide school bus transportation to an event, these policies will apply:

1. All participants must ride the school bus to the event.
2. Parents wishing to have their child ride home from an event with them must notify the sponsor before leaving the event.

Whether using a bus or parent-provided transportation, students are subject to the ACA discipline policy.

All ACA bus trips will be under the direction of a qualified member of the faculty or a designated chaperone. The faculty member or designee in charge of the trip will be on the bus with the students.

#### 577 Student Pick-Up By Parents - ACTIVE

Parents needing to come into the building must pull out of the carpool line and park. Parents coming into the school building must report immediately to the office. If parents approach teachers while they supervising the car pool line, teachers need to ask the parent to wait until your duty is done, or ask another teacher to be responsible for the rest of your duty and then meet with the parent. For carpool, students will line up outside starting with DK by the Childcare/Pre-School door. Kindergarten will be beside them, continuing on toward the main entrance, which will be 5<sup>th</sup> and 6<sup>th</sup> grades. Secondary students will be picked up on the west side of they gym. Families with more than one child will be asked to pick up their children together by the class of the oldest child. A teacher will escort elementary students to the gym door if they have secondary siblings.

#### 578 Student Driving Policies

Students may drive to school when they have a valid drivers license or school permit. All cars must be registered in the main office. The student parking area is off limits during the school day unless the administrator or his designee grants permission. The above is the same for those who drive mopeds and motorcycles. The following policies govern student drivers at ACA:

1. Student drivers must have registered their vehicles with the main office and filled out permission forms to drive to school. These forms may be obtained from the office.
2. Students driving to school, once they have parked their cars, may not leave in them until normal dismissal, or by written permission from their parents. If leaving the school early, follow normal check out procedures.

3. Student drivers must use extreme caution on the school's parking lot and driveway. The established speed limit is 10 mph. Pedestrians always have the right of way.
4. Reckless driving, speeding, leaving school without proper authorization or failure to follow these established policies will result in a suspension from driving on school property for a period of time.
5. Students should park on the south end of the gymnasium.

### 579 Child Abuse/Mandatory Reporter

ACA requires that all teachers remain current on Child Abuse/Mandatory Reporter training. The school will provide the means for this, either through providing a class or by bearing the cost of training.

The Code of Iowa requires mandatory reporters (licensed school employees, teachers, coaches and paraeducators) to report to the Department of Human Services all instances of suspected child abuse involving students. The law further states that any mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor, and may also be subject to civil liability for damages caused by the failure to report. The code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report. (It is not necessary to get a release of information for any written/oral documentation given to the special investigator.)

Mandatory reporters are required to report if:

- The victim is a child, defined as any person under the age of 18 years.
- The child is subjected to one or more of the eight categories of child abuse defined in Iowa Code 232.68:

Physical abuse	Child prostitution
Mental injury	Presence of illegal drugs
Sexual abuse	Manufacturing/possession of dangerous substance
Denial of critical care	Bestiality in the presence of a minor

- The abuse is the result of the acts or omissions of the person responsible for the care of the child.

All mandatory reporters at ACA will follow the procedure outlined below when child abuse is suspected. This process should be held in the strictest of confidence, not to be discussed with other faculty, parents, or students.

1. The reporter will log information with dates and a detailed, objective description.
2. The reporter, with the advice and counsel of the administrator, will decide on a proper course of action.
3. If child abuse is suspected, the reporter is required by Iowa law to make a report. (not the administrator)
  - Oral reports shall be made by telephone within twenty-four hours by calling 283-9222 (Des Moines area) or 1-800-362-2178.
  - Written reports shall be made within 48 hours of the oral report.
  - If a child is in imminent danger, call law enforcement to provide immediate assistance to the child. After you have notified law enforcement, then call DHS.
4. Finally, the reporter will need to provide the administrator a copy of any documentation provided to DHS.

Oral and written reports should contain the following information, if it is known:

- The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
- The child's present whereabouts.
- The child's age.
- The nature and extent of the child's injuries, including any evidence of previous injuries.
- The name, age, and condition of other children in the same household.

- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect of the child.
- The identity of the person or persons responsible for the abuse or neglect of the child.
- Your name and address.

It is not the responsibility of ACA staff to prove that a child has been abused or neglected, and staff shall not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The DHS has the responsibility to follow up on reports. Use caution and good sense in identifying child abuse. Every parent makes errors in judgment and actions sometimes. But when it becomes plain that it is a pattern or is becoming one, then it is time for help.

580 – Student Harassment Policy, (Reference 103,407.3) BOE Revised 4/09, 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, nor any other basis 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.

Students should not engage in behaviors which could be interpreted as sexual harassment (i.e. hugging, innuendoes, comments, touching, play acting). No student either female or male should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, per Title VII of the Civil Rights Act of 1964. Any action construed as sexual harassment should be reported to the Administrator or designee immediately; this includes student to student harassment as well as adult involved harassment. As Christians we must always be above reproach in these areas.

Definitions.

Harassment and Bullying including sexual harassment are defined as any electronic, written, verbal, emotional or physical act or conduct student to student, adult to student, which could include but is not limited to behaviors that would be considered harassment – excessive teasing, pestering, name calling, threats of violence, inappropriate touching, sexual degrading words to describe an individual, suggestive or obscene letters, notes or invitations.

1. Based on any actual or perceived trait or characteristic of the student defined above.
2. Creates an objectively hostile school environment that meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by the school.
3. No student either female or male should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical per Title VII of the Civil Rights Act of 1964.
4. The follow activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
  - a. Instruction and participation in lessons and worship services.
  - b. Discussions and debate concerning issues important to Christian faith.
  - c. Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious tests, music, and opinion.

d. Witnessing and faith-sharing.

Reporting - Suspected incidents of harassment and bullying should be reported to the Administrator or designee within 24 hours. The Administrator is responsible for receiving reports and ensuring the Student Harassment Policy is implemented. The school investigations plan of the Administrator will then be put into action. Ankeny Christian Academy will respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent reasonably possible.

Investigation - Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators – Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. Consequences for harassment will follow the regular discipline procedures and may include:

- Written report/appropriate consequence deemed by Administrator or BOE.
- Student and parent conference with administration deemed by Administrator or BOE
- Out of school suspension/expulsion

This policy shall be published in the handbook as well as on the website.

580.1-Hazing BOE Approved 7/10

Hazing is considered any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of the person's willingness to participate. Hazing will not be tolerated. Students engaged in such activities are subject to state laws and school discipline. A violation of this policy will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report such activities to a teacher or school administrator.

580.2 Sexting BOE Approved 7/10

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing picture text messages or emails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

581 Family Lifestyle Policy – BOE Approved 2008

In light of the many social changes in our nation, the ACA Board of Directors must clarify and take a stand on the definition of marriage and family: We believe that the biblical definition of marriage is strictly limited to the covenant relationship between one man and one woman. (Genesis 2:18-25)

Given this definition, the ACA Board of Directors requires that each family enrolling children in ACA must sign and declare the following statement on an annual basis during enrollment:

We certify that the foundation of our family is one of the following;

- 1) A biblical marriage as defined by this policy
- 2) A single parent or single guardian in biblical relationships only

At least one parent or guardian must engage a positive Christian lifestyle.

## 582 Good Citizenship and Conduct

The school encourages good citizenship and conduct. Each elementary teacher is to promote this by rewarding good citizenship and conduct by giving positive compliments points. Secondary teachers will find more success in encouraging appropriate behavior by complimenting individual students on a one-on-one basis

## 583 Crisis Management - ACTIVE

### 584 Student Discipline and Conduct Code - BOE Revised 5/06, 5/08, 7/08

ACA desires to help students grow spiritually, to think and act as Christians. Therefore, the ACA Board and Administration, in order to develop and maintain a distinctive Christian atmosphere and quality educational program, have set forth these policies. It is expected that students will abide by these policies. All DK-12<sup>th</sup> grade parents and students in grades 5 -12 will be required to sign a statement of cooperation each year. School conduct standards apply on and off-campus throughout the entire calendar year.

ACA is responsible before God to first create in each student an awareness of misbehavior and then to help the students avoid such behavior. At the beginning of each school year, individual teachers will establish classroom rules and disciplinary procedures. School wide rules, that all students must be aware of, include but are not limited to the following:

1. Disturbing or distracting noise or action. (Examples: getting out of line, burping, screaming, loud talking, pencil tapping, rattling papers, eating in class, pouting, etc.)
2. Homework assignments not turned in on stated dates and time; forgetting books, supplies, gym equipment, musical instruments, etc.
3. Discourteous action effecting staff, teachers, and peers. (Examples: name calling, teasing that purposely offends, insults, rudeness, bad manners, etc.)
4. Any talking without permission from the time the bell rings at the beginning of the period until the end of the period. Note: Talking will be permitted only after the teacher or other person in charge recognizes a raised hand. At times, blanket permission may be granted to talk, such as during a class that requires much communication and movement.
5. No inappropriate public display of affection (this may include, but is not limited to hand holding, hugging, kissing, arms around another person, or other inappropriate touching).
6. Use of personal electronic communication devices (including but not limited to CD/MP3 players, iPods, handheld games) and laser pointers are not allowed during school hours. At the discretion of official school personnel further restrictions may be added for school event.
7. Toys, trading cards, comic books, catalogs, magazines, or books containing objectionable or controversial material cannot be brought to school or any school events.
8. Eating in classrooms is limited to special occasions.
9. Gum chewing by Elementary students is not allowed during school hours. Secondary students may chew gum if it is not seen or heard during school hours (except for in the gym).

### 584.1 Disciplinary Procedures - BOE Approved 5/06, BOE Revised 3/09

Procedures that are followed in the event of continued inappropriate behavior:

1. The teacher will conference one-on-one with the student(s) detailing expected and appropriate behavior.
2. If this behavior continues, the teacher contacts parents and describes the behavior.
3. If this behavior continues, the student will be referred to the Administrator.

The following are serious violations, which are referred to the Administrator:

- intentional disobedience
- rebellious spirit or attitude
- lying
- bullying/harassment

- fighting
- cheating and plagiarism
- stealing
- written or verbal profanity
- gambling
- extortion
- vandalism
- use or possession of weapons (firearms, knives, fire-crackers, lighters, etc.)
- use or possession of alcohol, tobacco, illegal drugs or substances (counterfeit or real) or abuse of prescription drugs.
- participation in any immoral act as defined by the Scriptures

Consequences of the above actions vary from notifying parents, conference with the Administrator, detention, suspension (in or out of school), or expulsion.

#### 584.2 Detention - BOE Revised 5/06

Detention is a predetermined time period to be served after school as a consequence for misbehavior. Detentions will be handled with written notice sent to the parents prior to the time the detention is to be served. Students must serve on the afternoon assigned. No scheduling of detentions will be done around student schedules. Parents are responsible for the transportation of their students. Detentions missed due to illness will be rescheduled.

#### Detention (3:15 PM-4:15 PM, Monday through Friday)

Detentions will be given for things such as:

- excessive tardiness:  
 Three unexcused tardies will be allowed per quarter without penalty. If a student exceeds three, the following consequences will be assigned:  
 4 through 7 tardies – one half-hour detention each  
 8 or more tardies -- one hour detention each
- continual disregard for school policies
- continual violation of the dress code policies
- throwing snowballs
- blatant disrespect
- inappropriate use of school property
- other actions that fall under the Discipline System

Students may not do homework during detention. Discipline packets or alternate assignments will be given during detention. Uncooperativeness during detention will result in additional detentions being assigned.

Students who do not serve an assigned detention will be required to serve double detention. Repeated offenses in this area will result in Saturday detention or suspension. Detentions can be given on the last day of school and will be served in the same manner as stated above.

#### 584.3 Suspension

Suspension is removal of a student from school and/or school activities for no more than ten school days. Steps for suspension:

1. Written notice of intention to suspend and the reason(s) will be given to the student by the Administrator.
2. The student will be provided an opportunity to appear at an informal hearing before the Administrator to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
3. The decision to suspend or not to suspend is made.

4. If the decision is to suspend, within 24 hours, a written notification of suspension is sent to the parents or guardian. The notification of suspension shall include the:
  - Type of suspension: in-school or out-of-school
  - Reason(s) for suspension
  - Exact number of days of suspension - date of first and last day of suspension. Date student may return to class/school.
  - Right of the student, parent, or guardian to appeal to the Administrator or Board of Education.
  - Right of legal counsel or other representation at all appeals proceedings.

#### 584.4 In-school suspension

In-school suspension may result as a violation of any rule listed in the student conduct code. During this time:

- The student shall be given regular class assignments.
- Completed assignments shall be accepted and corrected by the teacher.
- The student shall take all tests.
- The student must follow the directions of the person in charge of the in-school suspension program.
- Credit will be given for makeup work completed satisfactorily.
- During the suspension period, students may not participate in extracurricular activities.

#### 584.5 Out-of-school suspension

Out-of-school suspensions may result as a violation of any rule listed in the student conduct code.

- No credit or makeup assignments shall be given for out-of-school suspension.
- Note: During the days a student is absent as a result of being suspended, assignments may be given, if requested by the student, and homework completed. Although credit for this work will not be given, it is to the advantage of the student to keep up with the class. Major tests are the only exception which may be made up by the student within 10 days after returning from the suspension. Credit is to be given for such tests. Routine quizzes are not included in this provision.
- During the suspension period, students may not participate in extra-curricular activities. Parents are responsible to monitor the student during out-of-school suspension.
- Teachers will be notified if a student will be out of class and will be asked to list assignments and take them to the office.

#### 584.6 Expulsion

Expulsion is the removal of a student from school and/or school activities for a period of time that may be for the remainder of the school year, but not less than the remainder of the current semester.

Procedure for expulsion:

1. Administrator will request from the Board of Education authorization to expel, if deemed appropriate, following a hearing with the parents.
2. Administrator will send a letter of intent to expel to the student and the parents and arrange a conference with the parents for the hearing. The letter of intent shall include:
  - Reason(s) for expulsion.
  - Date expulsion will begin and date student may return to school.
  - The right of the student, parent, or legal guardian to appeal to the Board of Education.
  - The right to legal counsel or other representation at all appeals proceedings.
3. The Administrator will conduct a hearing with the student and parents.
4. The Administrator will send a letter to the student and parents with the decision to expel or not to expel. If the decision is to expel, the details of the expulsion, the right of an appeal to

the Board of Education, and prerequisites for the re-enrollment will be included in the letter.

The Administrator has discretion as to appropriate disciplinary action.

### Effects of Expulsion

The academic penalty in cases of expulsion will be to lose credit for all incomplete work for the semester during which the expulsion took place. The Administrator will work with student and parents, to help alleviate the effects of the expulsion, by helping them to arrange alternate school situations.

### Appeal

The suspension or expulsion may be appealed to the Board of Education. The Board will set the date, time, and place for a hearing and notify the parents or guardians in writing. Parents have the right to legal counsel or other representation at all appeal proceedings. The final decision of the Board must be by majority vote of those members present.

The Board may affirm, reverse, or modify the suspension or expulsion.

The required notice, hearing, and right to appeal need to be given only where suspension or expulsion is contemplated. In the case of “normal disciplinary procedures” in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four hours, and is not subject to suspension or expulsion, the due process requirements do not apply.

### 584.7 Student Dress Code Policy -BOE Approved Spring 2005, BOE Revised – 06/07,5/08,2/09, 10/09

The purpose of the dress code is to provide a modest appearance. The dress code is not solely the responsibility of the school but also of the parents. Parents are expected to cooperate with the school in seeing that their students meet the dress code. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set guidelines for our school. Our goal is to encourage the wearing of modest clothes. *Romans 12:1-2* - “Therefore, I urge you, brothers, in view of God’s mercy to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.”

This goal is built around the following principles:

- Clothing not too tight or too baggy
- No undergarments showing at any time
- No back or midriff showing in any position
- Clothes should have no rips or tears that show skin or undergarments

Students should keep in sight the central truth that they should conduct themselves in a way that pleases God and glorifies the name of the Lord Jesus Christ. Cleanliness, neatness, and appropriateness for the occasion are expected. It is important that the dress code is in effect at all school-related activities as well as during the school day. The cooperation of the student, their parent(s), and the faculty in accepting and maintaining this code will greatly enhance the school’s effectiveness in serving its stated purposes as a Christian school.

### Clothes

Clothing should not be imprinted with questionable or offensive messages or pictures, or artists and bands, (those that would not be honoring to God) including, but not limited to, skull and crossbones, things that relate to death, liquor companies, drug paraphernalia, video games, Halloween items (witches, goblins, ghosts, Jack-o-lantern etc)

**Pants** – Dress slacks, cords, or jeans must be clean, neat and not tight-fitting (NO holes or stains). Only nylon sweatpants are allowed. Velour pants are also allowed. Fleece pants are not allowed (except for P.E. and athletic practice). Flannel pants are not allowed. Pants or shorts that have letters or extreme color contrast on the backside are not allowed. If baggy pants/shorts are worn, then a belt must secure the pant/shorts. Pants must be modest-fitting and appropriate in length (no dragging) and not too tight.

**Shorts** – Students may wear shorts. Length should be approximately halfway between the crotch and the top of the knee. No biking shorts are allowed.

**Shirts** – Sloppy sweatshirts, white T-shirts (designed to be worn as an undergarment), and tank tops may not be worn (see athletic wear). T-shirts designed to be worn as an outer garment are allowed. Shirts with buttons must be buttoned, except for the top shirt button and the sleeve buttons, unless the shirt is worn as an over shirt. Shirts should be neat-fitting (i.e. not sloppy or excessive in length).

**Girls – Shirts, skirts/dresses** - Halter, tube and crop tops and spaghetti-strap dresses/tops (see formal wear) are not to be worn. Tight-fitting, clinging shirts and blouses may not be worn. No sleeveless shirts and dresses, or tank tops may be worn alone (a sleeved garment must be worn at all times). Neckline cuts must be modest. Appropriate shirts will prevent the exposure of the midriff and the small of the back in any position. Any sheer top or one you can see through needs to have a modest shirt underneath it (i.e. no spaghetti straps.) Shirts should have finished edges at neckline, sleeve holes and bottom edge. The outer shirt needs to cover the top edge of the student's pants. Skirts and dresses must be no more than 3" above the knee (measured from the bent knee) and not tight-fitting (this includes when worn over pants/leggings). Dress or skirt slits may not exceed 3" above the knee.

**Hats/Visors** – Caps and visors are to be worn outside only. Girls coordinating hats may be worn.

**Outdoor Wear** – No heavy coats may be worn in the classroom.

**P.E.** – All students must have separate clean, non-marking gym shoes. Grades 5-12 will wear required P.E. attire of shorts/sweatpants and t-shirt.

**Extracurricular Sports Activity Wear** - Cheerleading/Drill team skirts may be 6" above the knee when worn with matching tillies. Athletes' shorts should follow school dress code, but tank tops may be worn (with no undergarments showing). Game day dress will be as referenced in Athletic Handbook.

Special Activates:

**Formal Wear** – Spring Formal is a formal event. Other events may require formal attire.

- Gentlemen: Dress in a tie, dress shirt, and suit jacket, dress slacks and shoes. (No Tennis Shoes) Some like to rent a tux.
- Ladies: Dresses are to be modest and respectable formal wear. (No backless, strapless, minis or plunging necklines – **no cleavage should be showing**) Please advise any guests you bring of these guidelines. Those with unacceptable attire may be dismissed from the event.

**Hair** – BOE Revised – 06/07

No extreme style (i.e. Mohawk) and no unnatural color extremes are allowed (a style that has the only purpose of drawing attention to one's self). Hair should be kept out of eyes. Boy's hair should not be covering the earlobes and should be above the collar. No facial hair, except sideburns (cannot go below the earlobe) are allowed.

**Shoes**

Sandals may be worn in warm weather without socks. Flip-flops designed for beachwear or swimming pool shoes may NOT be worn by DK-6<sup>th</sup> grade during school hours (for the purpose of playground safety). Students may not be barefooted or sock footed in school, shoes must be worn. Be sure to have safe and protective shoes for recess.

**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 to school or school functions. Girls may have pierced ears but may wear only one earring per ear. Neck and wrist chains are allowed to be worn to school and school functions as long as they are not extreme or offensive in nature. No other chains are allowed.

## Chapel Dress

Students are to wear dress attire on weekly chapel days. Chapel dress must be worn the entire school day.

**Boys** must wear a shirt with a collar, a turtleneck, mock turtleneck, or nice sweater. All shirts with tails must be tucked in. Denim slacks or jeans are not allowed. Boys are to wear nice pants and elementary boys may wear dress shorts only during hot weather in August, September, and May.

**Girls** are to wear a dress, skirt or dress slacks with a nice top or sweater.

**Belts** are required with looped pants on chapel days for both girls and boys.

Special Dress may be requested at times throughout the school year (music programs, speech meets, science fairs, field trips, etc.).

## Outerwear

ACA wants students to be outside as much as possible (weather permitting), therefore, students need to have:

- Jackets or sweaters on cooler days.
- Heavy winter coats, hats, and gloves on cold days.
- Boots on snowy days.
- Snow pants to play in the snow.

## 584.8 Violations of Dress Code- BOE Revised – 06/07

1<sup>st</sup> Violation: Call to student's attention and written notification given to student and duplicate copy filed in the office.

2<sup>nd</sup> Violation: Notification sent home to parents and must be signed by parents and returned to office.

3<sup>rd</sup> Violation: Phone call to parents by Administrator or assigned detention.

Extreme violations or repeat offenses of dress code may be handled at the discretion of the administrator.

## 585 Volunteer Dress Code -ACTIVE

Volunteers are asked to follow the student dress code to be an example to the students. *That includes no cleavage for women and no extreme piercing and tattoos showing.*

## 586 Fire Drill Evacuation Procedures

In accordance with local and state fire codes, ACA will conduct regular fire drills. Teachers will assist students in identifying exits from each classroom, the cafeteria and the gym. A map is posted in every room/area with fire exit and tornado shelter information. It is the responsibility of each student to know all emergency procedures for each room in which he/she have class. The signal for a fire is a continuous alarm.

1. All students will walk silently single file out their assigned exits.
2. Do not push or shove.
3. Do not stop for belongings.
4. Shut the classroom windows and make sure the door is closed after the last student leaves.
5. No one is permitted to talk during a drill. All must listen to the teacher's directions.
6. Once outside, all classes are to stay in single file lines facing the building.
7. Teachers are to have class lists and take roll as soon as the students are lined up and a safe distance away from the building.
8. The names of missing students will be immediately reported to the administration.
9. The signal to enter the building will be given by the administrator/staff.
10. All teachers are responsible for seeing that their classes perform these routines properly.

In the event of an actual emergency, parents will be notified.

### 586.1 Tornado Drill Procedures

Periodic tornado drills are planned throughout the year. Teachers will assist students in identifying shelter areas for each classroom, the cafeteria and the gym. It is the responsibility of each student to know all emergency procedures for each room in which he/she have class. A map is posted in every room/area with fire exit and tornado shelter information. During a tornado drill, student conduct should be the same as with a Fire Drill.

The signal for a tornado drill is an intermittent alarm. Leave the door ajar as you exit. Have students stay away from windows and doors. Once in the shelter area have your students kneel, face the wall, and cover the back of their necks.

### 586.2 Inclement Weather Procedures for the School Day

If it is raining, if the temperature is below 10 degrees F., or if the wind-chill is below 0 degrees F., recess location will be changed. Colored reflectors are located just outside of the main office and the childcare office. This needs to be checked before sending your class outside.

RED - indoor recess

BLUE - outdoor recess

### 586.3 Cancellation of School –BOE Approved Spring 2004, BOE Revised 4/09

School closings because of severe weather will be announced over radio station WHO (1040 AM) and television stations KCCI Channel 8 and WHO Channel 13. There is a link on the ACA web site for closing information. Families can request to be notified via e-mail during the school day if there is an early dismissal. Meetings scheduled for that night will automatically be cancelled unless meeting chair feel the meeting is vital, he/she can reinstate the meeting at their discretion.

If school is dismissed early due to weather: There will be no practices or events (i.e.: fine arts or athletics) at any level (not immediately after school nor later in the day).

If school is cancelled: There will be no practices. The scheduled activity will be cancelled unless approved by the administrator and upon the advice of appropriate school personnel. In other words, if we do not have school, we could still possibly have the activity. If activities are scheduled on the day school is cancelled, the decision as to if they are allowed will be made on a case by case basis. Note: Often games will also be called off &/or rescheduled, but if the weather would clear up, there is still the possibility the games could be played.

### 587 Fundraisers and Advertising

All fundraisers and advertising must have written approved through the development office or promotions committee prior to contacting any business. When a fundraiser is in progress, all money should be given to the office daily. See 700 series for forms and more details on Fundraising and Advertising.

Adopted 4/05, Revised 7/06,8/07,8/08,4/09,7/11