

Abundant Life Christian Academy

Over 40 years of Quality, Christian Education

2021-22

Student Handbook



9200 Highway 107 Sherwood, Arkansas 72120

(501) 835-3120 Fax (501) 835-4428

<http://www.alca-owls.com>

Revised August 2019

TABLE OF CONTENTS

WELCOME TO ABUNDANT LIFE CHRISTIAN ACADEMY	7
SCHOOL SCRIPTURE	7
MISSION STATEMENT	8
Philosophy	8
Statement of Faith	8
Bible	8
God	8
Jesus Christ	8
Salvation	9
Church	9
SCHOOL ORGANIZATION	9
ACCREDITATION	9
GENERAL OBJECTIVES	9
PATRIOTISM	10
ADMISSIONS AND PERFORMANCE POLICIES	11
ADMISSIONS POLICIES AND PROCEDURES	11
RE-ENROLLMENT POLICY	11
ENROLLMENT PROCEDURE	12
BIRTH CERTIFICATE/IMMUNIZATION REQUIREMENTS	12
VOLUNTEER POLICY	12
ABUNDANT LIFE CHRISTIAN ACADEMY PUBLICATIONS	13
REPORTING TO PARENTS	13
ATTENDANCE POLICY	13
TARDY POLICY	14
CHECK-IN PROCEDURES	14
CHECK-OUT PROCEDURES	14

CAMPUS POLICIES	14
WITHDRAWAL	15
CONFIDENTIAL RECORDS	15
EMERGENCY CLOSING	15
HEALTH SERVICES	15
MEDICATION	16
HEALTH SCREENING/TESTING	17
HEAD LICE	17
COMMUNICABLE DISEASES	17
VISITORS	17
FIELD TRIPS	18
ARTICLES PROHIBITED FROM SCHOOL	18
ELECTRONIC COMMUNICATION DEVICES	18
STANDARDIZED TESTING	19
COMPLAINTS	19
MATTHEW 18 PRINCIPLE	19
BULLYING, CYBER-BULLYING, AND HARASSMENT	19
NON-CUSTODIAL PARENTS	20
SUSPENSION	21
EXPULSION	21
GRADES 4K-4TH	22
GRADING SYSTEM	22
4K/5K	22
ELEMENTARY GRADING SYSTEM: 1ST - 4TH GRADES	22
ALL CONDUCT	22
HONOR ROLL	22
CRITERIA TO REPEAT A GRADE	23
Kindergarten	23
Grades 1-4	23
Homework (Grades 4K-4)	23

DISCIPLINE POLICIES	23
Discipline Philosophy	23
General Regulations	24
Discipline for 4K	24
Corporal Punishment	24
Disciplinary Steps	24
According to Minimum Licensing Requirements	25
DISCIPLINE POLICY FOR 5K-4TH GRADE	25
Areas of offense	25
ELEMENTARY DISCIPLINE PROCEDURES	25
GENERAL DRESS CODE GUIDELINES	26
4K-4TH REQUIRED UNIFORM FOR BOYS	27
4K-4TH REQUIRED UNIFORM FOR GIRLS	27
INVITATIONS	27
SECONDARY ACADEMIC INFORMATION	28
Graduation Requirements	28
Honor Graduates	28
COMMUNITY SERVICE	28
SECONDARY GRADING SCALE	29
SEMESTER TEST EXEMPTION	30
MAKE-UP WORK POLICY	30
HONOR ROLL	31
GUIDANCE SERVICES	31
SCHEDULE CHANGES AND COURSE WITHDRAWAL	31
SEARCH AND SEIZURE	31
5TH - 12TH GRADE DISCIPLINE POLICY	32
STUDENT INCOMPATIBILITY	32
UPPER SCHOOL MAJOR OFFENSES	32
Harassment/Bullying/Cyber-Bullying/Assault	32
Lying to School Faculty or Staff	32

Possession of Obscene/Occult Material	33
Use of Profanity or Vulgarity	33
Sexual Misconduct	33
Stealing and/or Willful Destruction of the Property of Others	33
Using Tobacco in Any Form, Including Vaping	33
Truancy; Skipping School	33
Possession of Weapons of Any Kind	33
Possession of Firearms	33
Vandalism and/or Harassment (including Bomb Threats) Directed Toward School Personnel	33
Drinking Alcoholic Beverages	33
Cheating on Tests, Quizzes, Copying Homework, & Other Acts of Extreme Dishonesty	34
Missing Assigned Detention Hall	34
Gross Disrespect or Disobedience (directed toward Administrators, faculty, or staff) That Overtly Challenges Those in Authority or School Staff Personnel	34
Unsafe Driving, Speeding, etc. on School Grounds	34
Possession of, Selling, or using Illegal Drugs, or Drug Paraphernalia	34
Fighting	34
Pregnancy	34
STUDENT EXPECTATIONS (also see pgs. 42-44)	35
Student Dress Code	35
General Dress Code Guidelines For All Secondary Students	35
Guidelines For All Students	36
Guidelines For Boys	36
Guidelines for Girls	36
7th-12th Grade Chapel Dress Code	37
Closed Campus	37
CELL PHONE USE POLICY	37

THREATS OF VIOLENCE WITH INTENT TO HARM	37
THREATS OF VIOLENCE WITHOUT INTENT TO HARM	38
PROHIBITED DRUGS, ALCOHOL POLICY, & SCREENING TEST PROCEDURES	38
SEARCH AND SEIZURE	39
STUDENT INCOMPATIBILITY	39
HUMAN SEXUALITY AND MARRIAGE	40
CONCURRENT COLLEGE CLASSES	40
UNAUTHORIZED USE OF SCHOOL NAME	40
EDUCATIONAL OBJECTIVES	41
Regarding Authority of the Scripture	41
Regarding Evangelism	41
Regarding Discipleship	41
Regarding Discipline	41
Regarding Learning	41
Regarding Citizenship	41
Regarding Submission to Authority	42
Regarding Ministry	42
Regarding Parental Responsibility	42
EXPECTED STUDENT OUTCOMES	42
Spiritual Formation	43
Biblical Worldview Development	43
Academic/Intellectual Development	43
Skills Development	44
ACCESSING ParentsWeb (FACTS)	44

WELCOME TO ABUNDANT LIFE CHRISTIAN ACADEMY

Since 1977, Abundant Life Christian Academy has endeavored to educate the boys and girls of our community to emerge as academically well-prepared men and women of truth and responsibility. To this day, we seek to challenge our students to be critical thinkers with a solid foundation of Biblical values.

Abundant Life Christian Academy is first and foremost an educational institution with specific goals for our graduates. We train the mind and challenge the heart of each and every student. Not only do we facilitate learning and train critical thinking skills, we commit ourselves to truth and to passing it on. We work in partnership with the home, the church, and the community to instill the values necessary for making a successful life and living.

Our academic program is challenging and prepares students to succeed in college and beyond as lifelong learners and achievers. From preschool through high school, our expectations are high. Our students grow and graduate as men and women equipped to be responsible, ethical, hard workers whether going to college or entering the workforce. The daily environment of our school is conducive to teaching and learning. Ours is a place where structure and orderliness go hand in hand with love and close relationships between teachers and students. At Abundant Life Christian Academy, everyone works together for the success of the student.

We urge you to make Abundant Life Christian Academy your school, a school which has been a stable influence in our community for over 40 years; a school which has never lost sight of the proven ingredients of successful teaching and learning; and a school whose families are committed to providing the very best education for their children.

SCHOOL SCRIPTURE

"I came that they might have life, and have it abundantly."

John 10:10

MISSION STATEMENT

Abundant Life Christian Academy exists to glorify God by assisting parents as we

- Nurture the heart with Biblical truth
- Equip the mind through academic excellence
- Train Christian students to make disciples for Jesus Christ.

PHILOSOPHY - Our philosophy of education is to provide a Bible-based, Christ-centered approach that leads the student to a relationship with Jesus Christ. This approach should equip the student with knowledge, skills, and attitudes to be an effective Christian in today's world.

STATEMENT OF FAITH - As a ministry of Sylvan Hills First Baptist Church, the statement of faith for Abundant Life Christian Academy is not different than that of the church. The following statement of faith is not inclusive of all we believe. It does include those areas vital to maintaining the historical and Biblical view of the Christian faith so that those from a non-Christian background might understand the basis for our teaching of the Scriptures.

BIBLE - We believe the Bible to be the inerrant, inspired Word of God. It consists of sixty-six books, from Genesis to Revelation. It is God's complete revelation of Himself and His will for mankind. It is the only standard by which to establish and evaluate the historic Christian faith. (II Timothy 3:16-17, II Peter 1:19-21, Acts 1:16)

GOD - We believe there is one and only one true God. God has revealed Himself in His Word as the Godhead consisting of three persons identified in Scripture as the Father, the Son (Jesus Christ) and the Holy Spirit. This is known historically as the Trinity. They are equal in every divine perfection and execute a distinct, but harmonious office. (Exodus 20:2-3, Genesis 17:1, John 4:24, Ephesians 4:6)

JESUS CHRIST - We believe Jesus Christ is the virgin-born Son of God. He was begotten of the Holy Spirit and born of Mary. Jesus Christ pre-existed in eternity past and is co-equal with the Father and the Holy Spirit. Christ took upon Himself a human body for the purpose of giving His life, the sinless perfect sacrifice, as a ransom for the sins of mankind. His death on the cross and blood atonement were part of God's plan of salvation. Jesus experienced a physical resurrection from the grave and now sits on the right side of the throne of God. One day Christ will return to the earth and rule over it as King of Kings and Lord of Lords. (Revelation 17:14, John 3:16, Matthew 1:18-25, John 8:58, Luke 24:1, I Timothy 2:6)

SALVATION - We believe as a fallen and sinful creature, man must by faith alone, receive for

himself the sacrifice for sin provided freely by Jesus Christ. It was necessary the sacrifice be a blood atonement for it to be genuine. Salvation is also referred to as being "born again". Salvation frees man from the penalty of hell and promises him unconditionally a home in heaven. (Romans 10:9-10, Ephesians 2:8-9, John 3:16, I Peter 1:18-19, Hebrews 9:22)

CHURCH - We believe the church is a congregation of born again believers, associated by a covenant of faith and fellowship. The church meets for the purpose of worship, teaching, discipling, and exercising the two ordinances of the church: baptism and the Lord's Supper. The only true head of the church is Jesus Christ who calls men by the Holy Spirit to be under-shepherds and lead the church. (Eph. 5:23-24, I Cor. 11:2, Matt. 28:19-20, Eph. 1:22-23)

SCHOOL ORGANIZATION

The school is governed by a School Board selected from Sylvan Hills First Baptist Church membership. The Head of School and Administrator(s) oversee the day-to-day operations of the school.

The school is composed of three divisions: elementary, which includes 4k-4th grades; middle school which includes 5th-8th grades; and secondary, which includes 9th -12th grades. Classes in the elementary division are self-contained, with the teacher being responsible for most academic subjects. The middle school and secondary students are departmentalized, with students changing classes for each course period.

ACCREDITATION

Abundant Life Christian Academy is fully accredited by the Arkansas Nonpublic Schools Accrediting Association (ANSAA) and is an associate member of the Association of Christian Schools International (ACSI).

GENERAL OBJECTIVES

- To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually deprived.
- To promote in our students a God-centered orientation to life.
- To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
- To promote the development of moral character consistent with the principles of the Bible.
- To promote a high level of literacy and academic achievement per the ability of the student.
- To promote understanding of man's purpose of being, which is to bring glory to God.

- To foster relationships and develop partnership between the home, school, and church.
- To develop in students the ability to critically analyze the world's interpretation of the truth from God's Truth.

In summary, Abundant Life Christian Academy's Philosophy of Education, Statement of Faith and General Educational Objectives are intended to instill the following qualities in each student:

- A student who is concerned about his/her personal relationship with Jesus Christ and his/her daily walk with Him.
- A student who is concerned about the spiritual welfare and development of others.
- A student who understands and accepts the consequences of his/her behavior.
- A student whose speech reflects a disciplined Christian life.
- A student who daily seeks the will of God in his/her life.
- A student who is daily becoming a more mature witness for Christ.
- A student who exhibits a Biblical sense of right and wrong.
- A student who is challenged and eager to learn, utilizes that knowledge to enrich his or her life, and in turn enrich the lives of others.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

PATRIOTISM

The flag is displayed and given proper respect in every classroom. The following pledges are recited daily:

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word I will make it a lamp unto my feet, a light unto my path, and will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

ADMISSIONS AND PERFORMANCE POLICIES

It is the mission of Abundant Life Christian Academy to strive to develop Godly character, grounded in a Biblical worldview, in order to equip this generation of young people with the knowledge and skills to impact their world with what really matters. Because ALCA is a ministry of Sylvan Hills First Baptist Church, we will accept a student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs, we will not accept the child in our system.

ADMISSION POLICIES AND PROCEDURES

- ALCA does not discriminate on the basis of race, sex, color, handicap, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship or loan programs, athletic, and other school administered programs.
- The specific procedures for new student admission is outlined in the "New Student Enrollment Packet" which may be obtained by calling the main office.
- Students who have been suspended or expelled from another school will not be accepted at Abundant Life Christian Academy.
- All new students must be interviewed by administration prior to acceptance. All new students enter on a probationary basis.
- All students enrolled at ALCA are required to have health/medical insurance provided by their parent(s)/guardian(s).
- All family financial accounts must be kept current. Students will not be allowed to attend school if their account is more than 60 days past-due.

RE-ENROLLMENT POLICY

Abundant Life Christian Academy believes that a positive and constructive working relationship between the school, student, and the student's parent/guardian is essential to the accomplishment of the school's educational mission. The school, accordingly, reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of the student and/or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. This takes precedence over any other policy.

- Re-enrollment for current students begins in the spring semester.
- A student will not be re-admitted if there is any outstanding balance from the previous year. All family financial accounts must be kept current.

ENROLLMENT PROCEDURE

The following materials must be in the school office prior to final admission:

- Application/Registration form
- Immunization record
- Birth certificate
- Achievement test scores from previous school
- Registration and testing fees and all tuition to date
- Transcript request form

The following are age requirements for 4K -1st Grade

- 4K students must be four years old on or before August 1st.
- 5K students must be five years old on or before August 1st.
- Grade 1 students must be six years old on or before August 1st.

BIRTH CERTIFICATE/IMMUNIZATION REQUIREMENTS

A copy of your child's birth certificate and immunization record must be provided before entering school. The State Department of Health requires that all children entering school be in compliance with the state law regarding the number and timing of immunizations. Please refer to the following site or visit with our school health official for the most updated information regarding immunization requirements:

<https://www.healthy.arkansas.gov/images/uploads/rules/ImmunizationRequirements.pdf>

VOLUNTEER POLICY

Any person who desires to volunteer in any capacity must fill out a volunteer application and background check at least one week prior to volunteering. These must be approved by the administration. Each applicant will have a criminal background check done annually. After an applicant is accepted, he/she will be notified, and his/her application will be kept on file in the main office. The following will also be required:

- Volunteers are expected to abide by the Teacher Code of Ethics outlined in the Personnel Policy Manual.
- Volunteers will support the philosophy, doctrinal statement, and Board policies of Abundant Life Christian Academy and Sylvan Hills First Baptist Church.
- The Head of School or Board may terminate the volunteer relationship at any time during the course of a school year if the Head of School or Board feels it is determined to be in the best interest of the school.
- A hearing with the Board may be requested in writing within ten days.
- **Board decisions are final.**

ABUNDANT LIFE CHRISTIAN ACADEMY PUBLICATIONS

Abundant Life Christian Academy may take photographs or videos of daily activities or special events to be used in promotional publications for the school. This may include the school website, the school's Facebook page, school brochures, and school videos. If you object to your child's picture being used in this manner, please notify Administrator in writing before the school year begins.

REPORTING TO PARENTS

- Parents are strongly encouraged to keep track of student performance at any time at <http://www.factsmgmt.com> (see page 44) or through the link provided on the school website. Call the office for your username and password to access this site.
- Parents will receive Quarterly Reports at the end of 9 weeks, Semester Reports, and reports at the close of each semester. Only semester grades will be recorded on student transcripts.
- Parent-Teacher conferences will be conducted during the first grading period and are mandatory. Parent-Teacher conferences will be conducted during the third grading period upon request by the teacher or parent. Parents are encouraged to attend these conferences to better understand their child's progress.
- Additional communication between parents and teachers is encouraged. Parents are encouraged to initiate conferences as needed throughout the year by calling the school office or emailing the teacher directly.
- Abundant Life Christian Academy encourages the use of daily progress checks through the use of assignment notebooks.

ATTENDANCE POLICY

It is important that students attend school every day. Circumstances occasionally prevent this, and students do miss school from time to time. If your child will be absent, please call the school office before 9 am.

Proper documentation from your child's physician is needed for consideration to make exceptions in cases of multiple or long-term illnesses. Administrative approval will be required with any exception made.

Documentation forms are available in the office if a student will miss more than one day of school for a family trip. Parents are encouraged to submit this completed form to the office at least one week prior to the trip. This allows teachers to supply any assignments that will be made while the student is absent.

TARDY POLICY

- 4K- 4th Grades
 - Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent ½ day.
 - Three tardies will count as a 1/2 day absence and a teacher contact. Six tardies will result in a parent/Administrator contact.
- 7th-12th Grades
 - Students more than 20 minutes late to any class period will be counted absent.
 - Three tardies will count as one absence in the course. Cumulative tardies start over each semester. Six tardies will result in a parent/Administrator contact.

A 4k-4th grade student who has accumulated twenty-four (24) days of absence during the school year may be required to repeat the grade.

A 7th-12th grade student who has accumulated twelve (12) days of absence in a semester for a specific class may be required to repeat the course.

CHECK-IN PROCEDURES

There is an office in both buildings.

Students arriving at school after 8:00 a.m. are required to check in through the appropriate office and receive an admit slip before attending class.

CHECK-OUT PROCEDURES

- Parents shall be required to check out their students **at the office** at the time of departure.
- Students will only be dismissed **through the office** when checked out by a parent/guardian.
- **No phone call check-outs will be allowed.** Parents must report to the office to check out all students. Drivers who check out early must have a written note from their parents turned in at the office.
- Parents must seek administrative approval in order to check their child out of school in the event of recurring appointments of any kind.

CAMPUS POLICIES

ALCA students may enter the building no earlier than 7:30 a.m. Early room will be available for

those students arriving before 7:55 a.m. At 7:55 students will be dismissed to their classrooms.

Students who have not been picked up from school by their designated pickup time will be taken to After-School Care and must be picked up there. Parents will be charged for this service. Abundant Life Christian Academy will not be responsible for any student on campus before 7:30 a.m. or fifteen minutes after school is dismissed.

Afternoon pick up times:

- 4K-2nd 3:00-3:20 pm
- 3rd-4th 3:15-3:30 pm
- 7th-12th 3:30-3:50 pm

WITHDRAWAL

Notice of intended withdrawal for any reason should be given to the school at the earliest possible time. **Student's records will not be forwarded to the new school until all obligations have been met.** If a child attends any portion of a month, the entire month's tuition must be paid.

CONFIDENTIAL RECORDS

According to the Family Educational Rights and Privacy Act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parent(s)/guardian(s), or to the student himself/herself, if he/she has attained the age of eighteen (18), at times pre-arranged with the Administrator and the student.

1. Parents will sign a release before a student's records are forwarded to another school.
2. Upon request, parents may be given the student's records to carry to another school.
3. The school will forward education records to other educational institutions that have requested records.
4. Permanent records and high school transcripts may be withheld by administration in the event a student has not completed the withdrawal process and cleared all financial accounts.

EMERGENCY CLOSING

If school is closed due to inclement weather or other reasons, parents will be notified through text alerts, local television outlets, and/or the "Abundant Life Christian Academy" facebook page.

HEALTH SERVICES

Children who become ill or hurt at school will be brought to the office:

- If your child is in much discomfort, you will be called and asked to come and take your child home.
- If your child's temperature is 100 degrees (oral) or over, he/she will need to go home. He/she should not return to school until he/she is fever-free without medication for 24 hours.
- If your child throws up or has diarrhea, he/she will be sent home immediately and should not return to school until he/she has been free of symptoms without medication for at least 24 hours.
- In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged.
- Students are not permitted to help themselves to First Aid materials.

MEDICATION

Parents and physicians are urged to schedule the administration of all medicine at home. However, when home consumption is not possible, medication will be administered at school under the following conditions:

1. Parent or guardian should **first and only** communicate the need with the school health official.
2. The parent or guardian will fill out a medication permit.
3. All medication will be kept in a locked container under the supervision of the school health official.
4. All medication must be in its original container with the following pharmacy printed information:
 - Child's name
 - Doctor's name
 - Date of prescription
 - Name of drug
 - Directions for administering the medication
5. If there is a need for medication (prescription) on a long-term basis (more than two weeks), a doctor's statement is required.
6. No oral medication will be administered by the school without written instruction from a parent.

HEALTH SCREENINGS/TESTING

Each year the school will conduct hearing, vision, and scoliosis screenings. You will be notified of the screenings at least one week prior and may opt out in writing.

HEAD LICE

Your child may be screened for head lice during the school year. Should lice be found, your child will be sent home for treatment and may not return until they are nit free.

COMMUNICABLE DISEASES

Parents of students diagnosed as having a communicable disease are required to notify the administrator within 24 hours of the diagnosis. The determination of whether a student diagnosed with a communicable disease is to be permitted to attend classes or participate in school activities shall be made on a case-by-case basis by a team composed of the treating physician, a physician selected by the administrator, an attorney selected by the administrator, the student's parents or guardian, public and school health officials. Final determination will be made by the administrator. If the student is admitted, the administrator will periodically re-evaluate the decision based on prevailing circumstances.

In making its determination, the school shall consider (a) the behavior, neurological development, and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting.

The following efforts shall be the institutional intent, and shall be adhered to, whenever appropriate:

- The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- The number of school personnel who are aware of the student's condition shall be determined by the administrator as needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase.
- ALCA will follow rules and regulations recommended by the AR Dept. of Health regarding communicable diseases and the control of these diseases.

VISITORS

- Parents/Family members and church ministers are welcome to visit the school and must check in at the front office and receive a visitor badge.
- Administration and the office staff will not permit visitors to the classroom unless they have been notified in advance of the appointment with the teacher.
- Families will not be permitted to drop things off in the classroom. Any items dropped off for students must be left in the office.

- Former students and alumni are not allowed on campus unless accompanied by an administrator or designee.
- Although we do have an open door policy, it is never permissible for parents to drop-in for observation or conference without first making an appointment with the teacher and clearing it with the Administrator.
- Any person convicted of any crime involving sexual contact of any kind and/or any crime against a minor, including but not limited to any crime arising under Ark. Code Ann. 5-14-101, et seq. may NOT enter campus for any reason whether during the hours of a school day or for any school sponsored event that is not part of the school day. This includes off campus events such as field trips, etc. Any entry in violation of this policy is a criminal trespass and will be prosecuted to the full extent of the law and will be considered a breach of the family's agreement to comply with this handbook.
- Any parent/teacher conference will occur by appointment only and will only take place in private. Administrators may be present at the request of the parent or teacher.

FIELD TRIPS

Field trips are planned during the year to coordinate with your child's area of study.

- You must have on file in our office a signed permission slip for field trips.
- All students must wear their "Field Trip T-shirt" unless specified differently by the teacher leading the field trip.

ARTICLES PROHIBITED FROM SCHOOL

Items such as dangerous toys or other items, questionable literature/media, and weapons are not permitted at school at any time and will be confiscated. Discipline will occur per policy.

ELECTRONIC COMMUNICATION DEVICES (also see pg. 37)

4K-4th grade: Electronic devices are not allowed. Extenuating circumstances will be left up to the discretion of the classroom teacher.

7th-12th grade:

- Electronic devices such as cell phones, tablets, laptops, etc. can only be used for educational purposes when a student is given permission by the teacher.
- Students are not allowed to use their electronics in between classes.
- The use of headphones will only be permitted when permission is given by a teacher.
- Electronics used without permission will be confiscated by the teacher and turned in to the Administrator.

STANDARDIZED TESTING

ALCA administers standardized testing to students in grades 5K-11th. Results will be placed in the student's permanent records and made available to parents or guardians.

COMPLAINTS

MATTHEW 18 PRINCIPLE: If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person. If there is no reconciliation after consulting together and praying for mutual understanding, then they should agree to go together to counsel with the Administrator or person directly over him/her, but never before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Head of School. If the matter cannot be resolved there, it should be taken to the president of the School Board to meet with the Board for final disposition of the matter.

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will first contact the school office to set up an appointment with the teacher to seek a solution to the problem. This will be done before discussing the matter with other patrons.
2. If the matter cannot be resolved satisfactorily, the two parties will agree to meet with the Administrator.
3. If no solution is found to the problem, the matter will be referred to the Head of School.
4. School Board members will not attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a Board member is approached, he/she will notify the Head of School.

BULLYING, CYBER-BULLYING, AND HARASSMENT(also see page 32)

Abundant Life Christian Academy takes all reports of meanness, bullying, relational aggression, cyber-bullying, and/or harassment seriously. While all acts of meanness are not considered bullying, ALCA will address all bullying-type behavior using their best judgment and due process. All reports of bullying-type behaviors will be documented and investigated before making a final verdict and taking action.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a student or school employee or damage to the student's or school employee's property
- Substantial interference with a student's education or with a school employee's role in education
- A hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

Bullying/harassment can occur directly, indirectly, and through cyberspace. Examples of what might constitute an act of bullying or harassment include but are not limited to the following:

- Rude comments, teasing, name calling, mocking, humiliating
- Spreading rumors, blackmail
- Exclusion
- Threats
- Pushing, hitting, biting, kicking, pulling hair, blocking access, etc.

Students, parents, faculty, and administration all have a responsibility to report suspected bullying/harassing-type activities. The administration will investigate all reported claims of bullying/harassment using a prepared form. Appropriate action will be taken by using the following:

- Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- The student's previous disciplinary offenses will be considered in determining the appropriate disciplinary action.
- Consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Abundant Life Christian Academy provides a form for students to report bullying/harassment issues. Students may identify themselves or report anonymously. Forms can be turned in to a teacher, administrator, or the lock box.

NON-CUSTODIAL PARENTS

- Non-custodial parents are not to use the school as a meeting place to visit with their children.
- In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office.
- A Administrator will allow a non-custodial parent to take the child as specified in the court order.
- A copy of the child's report card may be given to the non-custodial parent.

SUSPENSION

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the Administrator in consultation with the Head of School.

- Students may be suspended by the Administrator for serious reasons for a period of time not to exceed ten (10) days.
- The Administrator will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.
- Students may be placed on probation at the discretion of the Administrator.

EXPULSION

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the joint decision of the Head of School and the School Board. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s). Expelled students will not be allowed on campus or to attend any school events.

Abundant Life Christian Academy

GRADES 4K-6TH

Grading System

4K/5K Kindergarten students receive report cards at the end of each nine weeks. The evaluation scale is indicated as follows:

O - Outstanding S - Satisfactory I - Improving N - Needs Improvement

ELEMENTARY GRADING SYSTEM: 1ST – 6TH GRADE

All grading will be based on percentages in a given marking period, as percentages offer the fairest and most accurate system of averaging and calculation of grades. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

Students will be on a nine week grading system.

Percentage Letter Grade:

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Below Average
59-below	F	Failing
	I	Incomplete

ALL CONDUCT

S - Satisfactory N - Needs Improvement U - Unsatisfactory

HONOR ROLL

The Honor Roll will be recognized each grading quarter. Students with all "A's" will be named to the Administrator's Honor Roll. Students with grades no lower than "B" will be named to the Academic Honor Roll. Students who achieve the Honor Roll for the year will be recognized at the end of the year awards assembly.

CRITERIA TO REPEAT A GRADE

Kindergarten -- A conference will be held with parents whose student does not meet the

standards for First Grade. These factors include personal development, maturity, reading readiness, and number readiness. A decision will be made by the parent, the teacher, and the Administrator that will best benefit the child.

Grades 1-4 -- Generally, students failing two or more of the following subjects will not be promoted to the next grade: Math, Reading, Language, Science, Social Studies

Homework (Grades 4K-4) -- Each teacher is at liberty to give homework to aid each student in advancing his or her studies. Each child in grades 4K-4th grade will have a planner in which daily homework assignments and important notices are recorded. The parents are required to sign the planner daily to ensure communication. Students are expected to successfully complete their assignments each day. Generally, no homework will be required on Wednesday night. However, tests may be given on Thursdays if the teacher has given prior notice through test schedules or in the planner.

DISCIPLINE POLICIES

DISCIPLINE PHILOSOPHY

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Abundant Life Christian Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:14). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority as they.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. (Proverbs 3:11-12).
3. The school seeks to instill the following characteristics in our students:
 - Cheerful obedience to all in authority
 - Responsibility in doing assigned or expected tasks
 - Cooperation with others within and outside the classroom
 - Courtesy and respect for others
 - Cleanliness in person and property
 - Truthfulness and honesty in work and life
 - Respect for property that belongs to others
 - Promptness in attendance and assignments
 - Morally good conduct in respect to recreation, social relationships, and language

Good order and self-discipline by the students are to be expected. Emphasis is placed on positive values. When behavior violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the misconduct. A goal of Abundant Life Christian Academy is to successfully guide our students to achieve self-discipline.

GENERAL REGULATIONS

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis is placed on positive values rather than on punishment.
3. Students will be held accountable for any disorderly conduct or destruction of property.
4. Serious or continuous disciplinary problems will be referred to the Administrator.
5. In serious cases, if a student's behavior does not improve through any other means, the Administrator will follow the procedure for suspension or expulsion, as outlined below:

DISCIPLINE POLICY FOR 4K

Sylvan Hills First Baptist Church maintains a licensed day care center. Our 4K program falls under state regulations regarding day care, and as a result has specific guidelines to be followed which are mandated by the state. They are as follows:

CORPORAL PUNISHMENT - Corporal punishment will not be administered to 4K children due to state regulations. Disciplinary measures used will be age appropriate and will be handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavior problems.

DISCIPLINARY STEPS:

1. Talk to child.
2. Set apart from group.
3. Child will be taken to the Administrator for conference.
4. Parent(s) will be called and conference scheduled.
5. Parent(s) will be called to pick up a child who displays continued non-compliance or defiant, disruptive behavior. The student must be taken home within an hour of the call and will not be allowed to return to school the following day.
6. In extreme cases of non-compliance, a child may be asked to leave Abundant Life Christian

Academy.

ACCORDING TO MINIMUM LICENSING REQUIREMENTS: 4K children are subject to being interviewed by Child Care Licensing, DCFS (Division of Children and Family Services), Special Investigations, and law enforcement for investigative purposes and/or for determining compliance with licensing requirements.

DISCIPLINE POLICY FOR 5K-4TH GRADE

AREAS OF OFFENSE

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but the following is a list of certain general offenses:

- Disrespect to the teacher, toward any authority figure or another person will not be tolerated. Any student accused of insubordination toward a member of the faculty or staff shall, at the discretion of the Administrator, be suspended. Should such disrespect manifest itself in physical contact with the staff or faculty member, the student shall be suspended, or at the discretion of the Head of School and School Board, be expelled from the school system.
- Continuously talking without recognition, continuously interrupting the teacher or a class discussion
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom
- Fighting, lying, cheating, or stealing
- Leaving school grounds without permission
- Tampering with school or church equipment or destroying another's property in any manner - Parents will be held financially responsible for all damages incurred.

ELEMENTARY DISCIPLINE PROCEDURES

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parents
- Parent/teacher conference
- Written letter sent home

2. A major offense or any repeated minor offense (after above stated steps have been taken) results in a Administrator referral. The Administrator will have the following alternatives:

- Spiritual counseling and one or more of the following:
- Loss of privileges
- Corporal punishment or In-school suspension
- Out-of-school suspension
- Expulsion

GENERAL DRESS CODE GUIDELINES

1. Where judgments differ, the administration will make decisions as to the acceptability of student dress and will reserve the right to ask any student to change into appropriate clothing.
2. Frayed, ragged, oversized, or sagging clothing is not permitted.
3. Socks or tights are to be worn with shoes.
4. Only one earring can be worn in each ear. Girls in elementary school may not wear cosmetics.
5. Boys will not be allowed to pierce ears or wear earrings.
6. Only Abundant Life sweatshirts are allowed to be worn. ALS or ALCA T-shirts may be worn any day.
7. Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste, and in keeping with the school's philosophy.
8. Students should not wear any attire or hairstyle that would draw undue attention to themselves or obstruct vision. Boy's hair cannot fall below the ear or fall below the collar and must be kept neatly groomed. The Administration will have the final decision as to whether a hairstyle is acceptable, or not.
9. No visible tattoos – permanent or temporary.
10. Hoodies/Pullovers—Students may ONLY wear solid, ALS, or ALCA hoodies or pullovers.
11. Every Friday is SPIRIT DAY. Jeans may be worn with ALS or ALCA T-shirts of their choice.

4K-4TH REQUIRED UNIFORM FOR BOYS

Pants & shorts - Navy and khaki knee length shorts may be worn at the discretion of the parents

throughout the school year.

Shirts - Any solid color Jersey Knit polo may be worn.

Sweatshirts - All solid ALS or ALCA sweatshirts are acceptable.

4K-4TH REQUIRED UNIFORM FOR GIRLS

Slacks, Capris, & Shorts - Navy and khaki shorts may be worn at the discretion of the parents throughout the school year - (must be knee length)

Shirts - Long and short sleeve solid color Jersey Knit polos in any color

Blouses - Long and short sleeve blouses in yellow and white

Skirts--Box pleat in Navy, Khaki, or plaid - (must be knee length)

Skorts--Khaki, Navy, or plaid - (must be knee length)

Jumpers - Any style jumper in solid color or plaid - (must be knee length)

Sweatshirt - All solid, ALS or ALCA sweatshirts are acceptable.

Leggings - Navy, red or white - can only be worn with jumpers, skirts. (This includes tights and knee socks.)

Dresses - Polo style knit dress in any color - (must be knee length)

Bloomers or bike shorts -Navy (for wear under skirts or jumpers)

INVITATIONS

If you would like to send out invitations to a party through the school, then you must send an invitation to every student in the class. Otherwise, the invitations must be delivered outside of school. The only exceptions apply to "all boy" or "all girl" parties. In these cases, invitations must be sent to all the boys or girls in the class.

ABUNDANT LIFE CHRISTIAN ACADEMY

SECONDARY

GRADES 7th -12th

SECONDARY ACADEMIC INFORMATION

Graduation Requirements

In order to graduate from Abundant Life Christian Academy, students must complete all requirements of the Arkansas Board of Education as described by the Arkansas Nonpublic School Accrediting Association (ANSAA) available at <http://www.ansaa.com/legislativelaws.html>. Additionally, students must complete 4 credits of Bible and maintain a minimum Grade Point Average (GPA) of 2.00.

All courses will have a 4 point GPA value except AP courses.

Concurrent college credits can only be counted as a 4 point GPA value and must follow the partnering college credit policy.

Community Service must be completed each year in order to graduate from Abundant Life Christian Academy.

Honor Graduates

Honor graduates will include any student with a GPA of at least 3.75.

Valedictorian and Salutatorian will be determined by the student's overall GPA and disciplinary record for grades 9-12. The disciplinary record must be exemplary with no "Major Offenses". To be considered for these honors, the student must have attended Abundant Life Christian Academy at least for their 11th and 12th grade years. In the event that Co-Valedictorians are named, there will not be a Salutatorian.

COMMUNITY SERVICE

Each student in grades 9-12 will be required to perform community service. This service can be done through your church, the school, the city, or other approved organization. Each student must submit their community service plans the Student Services Director for approval. Once approved, the student may begin. The following hours of community service apply:

- Grade 9 - 10 hours
- Grade 10 - 15 hours

- Grade 11 - 20 hours
- Grade 12 - 25 hours

SECONDARY GRADING SCALE:

A+	97-100	4.0
A	93-96	3.8
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	59-below	0

1. Incomplete, late assignments, and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline, or there is a major, prolonged illness.
2. Each teacher is allowed flexibility in establishing his or her individual incomplete/late work policy.
3. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade. Overdue assignments may be required to be completed without credit.
4. All work must be made up by the close of the grading period. If assignments are not

submitted by the end of the grading period because of some emergency situation, the student may receive an "incomplete" on his/her report card. In such cases, the student will confer with his or her instructor and Academic Advisor and will be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be re-computed and marked on the student's report card.

5. Grades 5-8: Any student failing more than one subject (yearly average) may be required to repeat the grade or be dismissed from ALCA at the discretion of the Administration. 9th-12th grade guidelines (below) apply to the 8th grade Algebra 1 course.

6. Grades 9-12: In the event that a student fails a course, it is the responsibility of the family to contact the Administrator to discuss arrangements to ensure credits for graduation. Non-ALCA courses must have prior approval for credit recovery. Any courses taken to recover credit for failures will be shown on the transcript. The failed course will not be removed from the transcript.

7. Abundant Life Christian Academy does not offer summer school courses. Summer school courses must be taken at an accredited, approved institution.

SEMESTER TEST EXEMPTION

In order to be eligible for semester test exemption, a student must have at least a semester average of a "B" AND have no more than 5 absences in the course during that particular semester.

- 9th grade: One test exemption
- 10th grade: Two test exemptions
- 11th grade: Three test exemptions excluding AP courses
- 12th grade: All tests excluding AP courses

MAKE-UP WORK POLICY

If a student is absent from school, classwork, homework, projects, and tests that were assigned before the absence will be due when the student returns. Parents may check FACTS or email teachers for assignments on the day of the absence to prevent the student from falling behind in the class.

Consideration will be given for students who miss several days in a row. In the case of extended illness, parents must contact the teacher to arrange for make-up tests.

HONOR ROLL

The Honor Roll will be published every 9 weeks.

- Students with all "A's" will be named to the Administrator's Honor Roll.
- Students with grades no lower than "B" will be named to the Academic Honor Roll.
- No exceptions will be made in the case of grades in 5 point GPA value courses

GUIDANCE SERVICES

God has given to many the task of directing young people into God's truth and His will for their lives. The guidance services at Abundant Life Christian Academy seeks to offer Biblically-based and responsible assistance in meeting the challenge.

Guidance services are available in three major areas:

1. Academic Advising
 - An academic advisor is available to all students in grades 7-12. The advisor regularly assists students with academic concerns.
2. College and career planning
 - The PSAT exam is offered to sophomores and juniors. Details as to these programs are available in the Academic Advisor Office.
 - College entrance examinations will be made accessible for juniors and seniors to take. Registration packets for both Scholastic Aptitude Test (SAT) and American College Testing (ACT) are available through your Academic Advisor.
 - Juniors and Seniors are also guided in applying for financial aid.
3. Testing
 - All Kindergarten-11th grade students are given yearly achievement exams. All dates are announced in advance, and the students are thoroughly briefed as to what is expected of them.

SCHEDULE CHANGES AND COURSE WITHDRAWAL

Once schedules are complete, changes will only be made if students are missing a required course. Other extreme, extenuating circumstances will be considered. In-Class and Online courses may only be dropped during the first two weeks of the course or at the semester break. A "Drop/Add Form" may be obtained through the Guidance Advisor or on the school website and must be completed before any change is made.

Search and Seizure (also see pg. 39)

Abundant Life Christian Academy respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct

searches of student vehicles, lockers, and desks when there is reasonable suspicion to believe that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy.

Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present.

If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

5th – 12th GRADE DISCIPLINE POLICY

Student Incompatibility

ALCA is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations, the Administrator may place the student on 3-week probation. Prior to this probation, the Administrator will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system.

Upper School Major Offenses (also see pgs. 37-38)

The following violations will result in the corresponding disciplinary action:

NOTE: ALCA is committed to fair and unbiased discipline. The disciplinary actions outlined in this document will be followed to the extent possible. However, due to the unique and unforeseen circumstances that can arise, ALCA Administration will exercise discretion in all matters of discipline.

HARASSMENT/BULLYING/CYBER-BULLYING/ASSAULT directed toward a student (also see pg. 19)

<u>First Offense</u>	Parent Conference; 1-5 days suspension; possible expulsion
<u>Second Offense</u>	1-5 days suspension; possible expulsion
<u>Third Offense</u>	Expulsion

LYING TO SCHOOL FACULTY OR STAFF

<u>First Offense</u>	Administrator's discretion
<u>Second Offense</u>	1-5 days suspension and/or parent conference
<u>Third Offense</u>	1-5 days suspension and/or parent conference

POSSESSION OF OBSCENE/OCCULT MATERIAL - on or off campus

<u>First Offense</u>	1-5 days suspension and/or parent conference
<u>Second Offense</u>	Expulsion

USE OF PROFANITY OR VULGARITY

First Offense _____ Possible suspension
Second Offense _____ 1-5 days suspension
Third Offense _____ Expulsion

SEXUAL MISCONDUCT - on or off campus

First Offense _____ Parent conference; 1-5 days suspension; possible expulsion
Second Offense _____ Expulsion

STEALING AND/OR WILLFUL DESTRUCTION OF THE PROPERTY OF OTHERS (school property of others included; on or off campus)

First Offense _____ Restitution; possible suspension
Second Offense _____ Restitution; 1-5 days suspension; possible expulsion
Third Offense _____ Expulsion

USING TOBACCO IN ANY FORM, INCLUDING VAPING - on or off campus

First Offense _____ 1-5 days suspension; parent conference
Second Offense _____ Expulsion

TRUANCY; SKIPPING SCHOOL

First Offense _____ 1-5 days suspension; parent conference
Second Offense _____ 1-5 days suspension
Third Offense _____ Expulsion

POSSESSION OF WEAPONS OF ANY KIND

First Offense _____ Suspension/possible expulsion
Second Offense _____ Suspension/possible expulsion
Third Offense _____ Expulsion

POSSESSION OF FIREARMS

First Offense _____ Expulsion

VANDALISM AND/OR HARASSMENT (including bomb threats) Directed Toward School Personnel

First Offense _____ Expulsion

DRINKING ALCOHOLIC BEVERAGES - on or off campus

First Offense _____ 1-5 days suspension; parent conference; possible expulsion
Second Offense _____ Expulsion

CHEATING ON TESTS, QUIZZES, COPYING HOMEWORK, AND OTHER ACTS OF

EXTREME DISHONESTY

First Offense _____ Student counseled; parent notified; zero for grade; possible expulsion

Second Offense 1-5 days suspension and parent conference; possible expulsion
Third Offense Expulsion

MISSING ASSIGNED DETENTION HALL

First Offense 2 hour detention
Second Offense 1-5 days suspension
Third Offense Expulsion

GROSS DISRESPECT OR DISOBEDIENCE (directed toward Administrators, faculty or staff) that overtly challenges those in authority or school staff personnel

First Offense 1-5 days suspension; parent conference; possible expulsion
Second Offense 1-5 days suspension; possible expulsion
Third Offense Expulsion

UNSAFE DRIVING, SPEEDING, ETC. ON SCHOOL GROUNDS

First Offense Administrator's discretion
Second Offense 1-5 days suspension and/or parent conference
Third Offense 1-5 days suspension and/or parent conference

POSSESSION OF, SELLING, OR USING ILLEGAL DRUGS, OR DRUG PARAPHERNALIA - on or off campus

First Offense Expulsion

FIGHTING

First Offense 1-5 days suspension
Second Offense 1-5 days suspension; possible expulsion
Third Offense Expulsion

Pregnancy: ALCA has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. Therefore, it is essential that all pregnant students report their pregnancy to the Administration as soon as the pregnancy is confirmed by medical authority.

NOTE: Any other offense of a major nature will result in disciplinary action consistent with the above. Final disposition of any offense will be left to the Administrator.

Expelled students will not be allowed on campus or to attend any school events.

STUDENT EXPECTATIONS

Student Dress Code

The purpose of the dress code is to establish guidelines by which all students are to abide. Careful consideration has been given to the formulation of the policies. Abundant Life Christian Academy students are expected to live and conduct themselves in a manner that will be

pleasing to God and glorifying to the name of Jesus Christ. (II Thess. 1:12)

An additional benefit of the dress code is the atmosphere created by well-dressed young people in a classroom setting. We have found that it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes will most likely behave in a way which corresponds with their attire. Our desire is to eliminate casualness in the classroom and replace it with a business-like atmosphere reflected in the dress of the student.

The cooperation of STUDENTS, PARENTS, and TEACHERS is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school. PARENTS are expected to cooperate with the school in monitoring their child's DAILY attire.

If, in the opinion of the Administration or its representative, the attire is immodest or inappropriate, corrective action will be taken. Dress is not for self-expression. It must be understood that hair and jewelry styles which are clearly identified with a segment of culture which is unwholesome or ungodly will not be allowed.

Any student violating dress code will be asked to correct the violation or contact their parents in order to receive new attire if necessary.

General Dress Code Guidelines for All Secondary Students

1. Students should not wear any attire or hair style that would draw undue attention to themselves or obstruct vision.
 - Boy's hair cannot fall below the ear or fall below the collar and must be kept neatly groomed.
 - Boys are not allowed to have facial hair.
 - Boys and Girls are not allowed to have hair that is unnaturally colored.
 - The Administration will have the final decision as to whether a hairstyle is acceptable.
2. Frayed, ragged, or sagging clothing is not permitted.
3. Girls should not wear excessive cosmetics or jewelry. Only two earrings per ear.
4. Boys will not be allowed to pierce ears or wear earrings or other excessive jewelry.
5. Hats, caps, and hoods may only be worn outdoors as protection from harsh weather. Any logos or markings must be in good taste and in keeping with the school's philosophy.
6. Students will be expected to dress modestly and in good taste at all school functions.
7. No visible tattoos - permanent or temporary.

8. All skirts or shorts **must be knee length**.

9. Hoodies/Pullovers - Students may **ONLY** wear solid, ALS, or ALCA hoodies or pullovers on non-chapel days.

Guidelines For All Students

1. Abundant Life Christian Academy or ALS t-shirts may be worn any non-chapel day.
2. Students may wear short or long-sleeved polo or dress shirts that are solid, striped, or plaid (no plaid on chapel days).
3. Students may wear any color solid, striped, or plaid crew-neck or v-neck sweaters (no plaid on chapel days).
4. Jeans may be worn on Friday if and only if accompanied by an approved Abundant Life top.
5. Any t-shirt worn underneath another shirt must be of a solid color with no writing or pictures.
6. Pants, shorts, or skirts must be a solid color and cannot be sagging or too tight.

Guidelines For Boys

1. All shirts must be tucked in, and a belt must be worn.
2. Boys may wear slacks, Bermuda shorts, or cargo shorts. No athletic shorts.
3. Sandals or flip flops cannot be worn.
4. Any necktie or bow tie except novelty ties (characters, cartoons, etc.) may be worn. Ties must be worn all day.

Guidelines For Girls

1. Girls are not required to tuck their shirts in.
2. Shirts should not be low-cut, sheer, or immodest in any way.
3. If a skirt has a sheer layer, the solid layers underneath must be knee length.
4. Girls may wear solid color leggings under their skirts. Leggings cannot be worn by themselves as bottoms.

7th-12th Grade Chapel Dress Code

1. On chapel days, girls must wear a solid-color button-up dress shirt or polo, and a black, khaki, or navy skirt.
2. On chapel days, boys must wear a solid color button-up dress shirt with a coordinating tie.

3. Any necktie or bow tie except novelty ties (characters, cartoons, etc.) may be worn. Ties must be worn all day.

4. Slacks for boys are required for chapel days and may be black, khaki, or navy.

5. Girls may wear slacks during the months of December, January, and February.

Students should avoid colors and styles that bring undue attention or are considered distracting. Final decisions about the appropriateness of an outfit rests with Administration.

CLOSED CAMPUS

Our school has a closed campus before, during, and after school. All doors will be locked after the tardy bell rings each morning. All students arriving after the bell will need to enter the campus through the appropriate office.

Students who are enrolled in class will not be allowed to leave school property without a signed permission slip from a parent/guardian. Seniors will be allowed to leave campus during their lunch time on the day that the Head of School selects. As stated above, all students must have a signed permission slip from a parent/guardian to leave campus, including Seniors leaving for lunch.

Minors not enrolled in ALCA will not be permitted to be on school property during the instructional day, which includes after school practices.

Cell Phone Use Policy (also see pg. 18)

Our cell phone policy states that students may not use their cell phone during school hours. The only exception is during an emergency. Students may have the cell phone on their person, in a backpack or in their locker, but it must be powered off and out of sight at all times. If it's visible, it will be taken up by the teacher and sent to the office until returned to a parent or student. Students may use their cell phones before and after school hours.

Threats of Violence With Intent to Harm (also see pg. 32-34)

Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school may immediately suspend or expel the student. Parents are advised that the school may contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to having a weapon in a locker, book bag, purse, or vehicle. If the school determines that a threat of violence is credible and specifically directed toward particular students or staff, the Administration will report to the student and/or staff member that a threat was made. The school will also report the threat to

appropriate authorities. Students making such threats could result in suspension or expulsion. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school Administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

Threats of Violence Without Intent to Harm

In those circumstances in which the school determines that the threat is likely not credible, the school will have a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school could recommend counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

Prohibited Drugs and Alcohol Policy and Screening Test Procedures (see pgs. 33-34)

Abundant Life Christian Academy is determined to have a drug and alcohol-free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention through education and disciplinary action. Drug screening tests may be only one procedure employed to enforce this policy. The school may take disciplinary action, including expulsion, without the necessity of a drug test. Any of the following actions constitutes a violation of this policy and may subject a student to disciplinary action as determined by the school in its sole discretion, including expulsion:

1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing alcohol or prohibited drugs (excluding prescription or over-the-counter drugs in accordance with medical treatment) or any other substance representing the foregoing, or any drug paraphernalia, or assisting another to do so anytime or anyplace.
2. Switching, adulterating, or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process.

When a school Administrator has reasonable suspicion that a student has violated this policy, he or she may require a drug screening test to be administered by an appropriate testing agency and/or search of the individual(s) in question. Reasonable suspicion may result from the following or other circumstances giving rise to reasonable suspicion: (a) observed behavior; (b) receipt of credible reports by two or more reliable witnesses; (c) detection of odor by a school employee; or (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access. In addition, the school reserves the right to conduct random drug screening tests at any time. Any student subject to the application of this policy shall be afforded "reasonable, fair, and appropriate procedures." Should the drug testing result be positive, the parent will be responsible for paying the testing fees. Should the random testing results be negative, the school will pay for the testing fees.

Should there be testing administered because of reasonable suspicion, the parent(s) and the

school will share the cost of the testing fees if the results are negative. Should the drug screening test results be positive in any category, the student will be subject to disciplinary action, including without limitation, expulsion.

The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factor shall be within the sole discretion of the school. Further, failure on the part of the student to adhere to a treatment and rehabilitation plan shall be grounds for disciplinary action, including without limitation, expulsion.

Search and Seizure (also see pg. 31)

Abundant Life Christian Academy respects the right of students to privacy and security against arbitrary invasion of their person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in the school. School authorities may conduct searches of students' backpacks, vehicles, lockers, cell phones and desks when there is reasonable suspicion to believe that stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, drugs, alcohol, tobacco, vaping equipment, or stolen property found in a search. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

Student Incompatibility

Abundant Life Christian Academy is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued, disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the Administrator may place the student on 3-week probation. Prior to this probation the Administrator will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system. A student who withdraws will receive purchased textbooks but will not receive any purchased testing materials.

Human Sexuality and Marriage

We profoundly believe that God created each human to first pursue intimacy with Him, and that He then calls some to pursue marriage, others to a life of singleness. We also believe God created people in His image and chose to give humans a partner to reproduce and inhabit the earth. Thus God created Adam and Eve, as referred to in the Holy Bible. By creating two distinct

genders, male and female, and that the intended biological gender is determined at the time of birth God then created a divine institution of marriage, a covenant relationship between one man and one woman. He calls for all husbands and all wives to sexual fidelity within the covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

Our position regarding human sexuality and marriage applies in all policies in the Abundant Life Christian Academy community. Any events involving members of the community or event held in an Abundant Life Christian Academy facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We require all community representatives and participants to live in accordance with our community beliefs regarding human sexuality and marriage.

Concurrent College Classes

Concurrent courses are given extra grade point weighting in order to distinguish students who take on the extra workload and academic rigor of college-level coursework. The grading scale is based on a 5.0

UNAUTHORIZED USE OF SCHOOL NAME

No student, or the student's parent or guardian, without the express prior written authorization of the ALCA Head of School may utilize the school's name, or identifying logo, for any purpose, including but not limited to the use of the school's name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation, or other accommodations
- To post on any website for any purpose including, but not limited to, support for social/political agenda or social networking (e.g. Facebook, Twitter, Snapchat, etc.)

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion.

EDUCATIONAL OBJECTIVES

In light of Abundant Life Christian Academy's Philosophy of Education, certain educational objectives have been established:

Regarding Authority of the Scripture

To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21). To help the student develop a Christian worldview by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).

To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

Regarding Evangelism

To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

Regarding Discipleship

To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9). To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; 1 Timothy 4:7).

To teach the student the biblical attitudes toward material things and his/her responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31).

To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22). To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

Regarding Discipline

To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; 1 Corinthians 9:24-27). To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (1 Corinthians 6:19-20).

Regarding Learning

To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7). To teach the student how to research and reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).

Regarding Citizenship

To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (1 Corinthians 10:11; Romans 13:1-7).

To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).

Regarding Submission to Authority

To teach the student the respect for and submission to authority from God's perspective (Romans 13:17; Hebrews 13:17; Ephesians 6:1-3).

Regarding Ministry

To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16). To teach the student to understand and use the fundamental processes of communicating and dealing with others such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).

To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).

To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

Regarding Parental Responsibility

To help parents understand ALCA purpose and program (Proverbs 29:18).

To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program (Mark 10:45). To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).

To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

Abundant Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

EXPECTED STUDENT OUTCOMES

As we strive to attain our vision, we will develop curriculum, programs, learning opportunities, and learning environments designed to yield student development in four general areas: spiritual formation, Biblical worldview development, academic/intellectual development, and skills development. We will endeavor to produce graduates who:

Spiritual Formation

1. have a growing, personal relationship with Jesus Christ as Lord and Savior.
2. know, understand, and apply God's Word.
3. are actively involved in a local Bible teaching church and engaged in spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
4. personally respond to carrying out the Great Commission locally and around the world in a

culturally sensitive manner.

5. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

6. embrace and practice justice, mercy, sound wisdom and peacemaking in family and society.

Biblical Worldview Development

1. can articulate, defend, and live their Biblical worldview while having an understanding of opposing worldviews.

2. possess apologetic skills to defend their faith.

3. are good stewards of their finances, time (including discretionary time), talents, treasures, and all other resources which are all given back to God in a way that adds value to the kingdom.

4. understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.

5. understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.

6. understand that all thoughts and choices have consequences; some positive, some negative.

Academic/Intellectual Development

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.

2. are proficient in mathematics, science, and problem solving

3. have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.

4. appreciate literature and the arts and understand how they express and shape their beliefs and values.

5. have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the ("alien" or "stranger").

6. are committed to lifelong learning.

Skills Development

1. have the ability and desire to investigate and find information and answers to questions on their own

2. know how to utilize resources including technology to find, analyze, and evaluate information.

3. have a strong work ethic; respect and relate appropriately with integrity to the people with whom they work, play, and live.

4. have the ability to present ideas and research in visual and/or auditory format with clarity and

quality.

5. treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.

6. have an appreciation for the natural environment and practice responsible stewardship of God's creation.

ACCESSING ParentsWeb

Here's how to access our easy-to-use **ParentsWeb**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgmt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code AL-AR**
- Click **Create New ParentsWeb Account**.

Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.

