



Aurora Christian Academy

2017-2018 Family Handbook

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Purpose and Opportunity

The purpose in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a:

"And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children..."

And Proverbs 22:6:

"Train up a child in the way he should go: and when he is old, he will not depart from it."

Teaching is training, and must include training for eternity.

A Christian school is an extension of the Christian home: it's designed to train young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to disciple Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

This school stands without apology for the infallible Gospel and the highest standards of Christ-like behavior.

Church Affiliation

Acts 2:42 says, "And they continued steadfastly in the apostles' doctrine and fellowship, and in breaking bread, and in prayers." God's word clearly teaches that involvement in a Bible-believing fellowship is critical to the growth of a believer. Therefore, we encourage students to not just *attend* a church, but choose to *invest* in it through relationship-building, studying God's word, and prayer.

It is important to understand that a student who doesn't attend and connect with a church fellowship regularly will have a difficult time with the policies, rules, and the guidelines of this school. Because of this, we strongly believe the student – and at least one parent – should belong to a Bible-believing fellowship. This fellowship must hold to the same belief as the statement of faith.

Statement of Faith

1. We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. (Isaiah 28:13, Nehemiah 8:8, John 17:17, 2 Timothy 3:16-17, Hebrews 4:12, 1 Peter 1:23-25, 2 Peter 1:3-4 and 1:21)

2. We believe that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; Who created all, upholds all, and governs all things. (Genesis 1:1, Deuteronomy 6:4, Isaiah 44:8 and 48:16, Matthew 28:19-20, John 10:30, Hebrews 1:3)

3. We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people and personal, visible return to earth. (Isaiah 7:14, Micah 5:2, Matthew 1:23, Mark 16:19, Luke 1:34-35, John 1:1-2, 8:58 and 11:25, 1 Corinthians 15:3-4, 1 Timothy 3:16, Hebrews 1:8, 1 John 1:2, Revelation 1:8)

4. We believe in the person of the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; (Acts 1:8, 2 Corinthians 3:18, John 16:8-11, Romans 8:26, Romans 15:13,16, Hebrews 9:14), We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. (John 6:13, 14:16-17 and 16:8-11, Romans 8:26)

5. We believe that all people are sinners by nature and choice, falling short of God's standard and breaking His commandments – and therefore are under God's righteous judgment. Yet God saves and gives new life to all who come to Him in repentance and faith, trusting in the Person and work of Jesus Christ, through grace alone. (Romans 3:23, Acts 3:19, Acts 20:21, Ephesians 2:1-3, Ephesians 2:8-9, 1 John 2:2, John 3:16, Matthew 11:28, Revelation 22:17).

6. We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope, and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Psalm 9:17, Matthew 5:3, 5:22, 18:9 and 25:31-34, Mark 9:42-49, Luke 12:5, John 3:18, Hebrews 12:23, 1 Peter 1:4, Revelation 14:10-11 and 20:11-15)

7. We believe that God created man and that He created them male and female. As such He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. (Genesis 2:24, Matthew 19:4-6, John 4:16-18, Romans 1:18-32, I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9, Galatians 5:19-21, Ephesians 5:3-7, 1 Timothy 1:9-11)

Admission Policies

Aurora Christian Academy (ACA) recognizes that it cannot meet the educational needs of all students. It is a school offering high-quality Christian training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in typical school children. While we love and recognize that some children are challenged or emotionally unstable, the school is not equipped to meet these needs. Some children do not adjust well to a disciplined academic environment and find excuses to criticize the policies and decisions of the staff and administration. ACA reserves the right to refuse application for admission.

In such cases, the school reserves the right to have full discretion in discipline, to place such students on probation for a reasonable corrective period of time, and to dismiss any student who does not cooperate with the total educational process.

Parents must realize that from time to time, children take issue with actions they do not agree with, and they might take statements out of context. This being possible for children, parents must pledge that should such occur, they will not support the criticism, that they will correct their children, support the school personnel, and call the school for full details at any time they may have questions concerning an incident. Parents must further realize that building strong relations with the children's supervisor, to aid in the training of their children, is as much the parents' responsibility as it is the school's. Parents must commit to praying for the staff and program, and agree to cooperate with them in discipline, accepting their judgment in all such matters.

Parents agree to instill Biblical training and follow through with work assignments or slips to be signed. Parents will see that children reach school on time, send written excuses for absence or tardiness, and cooperate in training their children to respect the school property. Parents will compensate for irregular abuse of the property, attend all parent functions, and assist in publicizing the school and its programs among the community. Parents must be invested in the ministry for it to thrive.

Parent conferences promote a good understanding between parents or guardians and the faculty of this school. Every parent is strongly encouraged to participate in these informative and helpful programs.

The first such meeting will be held in August. Individual meetings will be scheduled throughout the school year.

All students must have the following immunizations, unless a shot exemptions form is filled out and signed by the parents: diphtheria, polio, measles, and rubella. In instances where a student needs medical attention, the principal will call the parent, emergency contact, or family doctor (in that order).

Tuition and Fees

Tuition

1 st student in family	\$2,600 yearly
2 nd student in family	\$2,450 yearly
3 rd student in family	\$2,300 yearly
4 th or more in family	\$1,000 yearly

Curriculum fees are billed separately and vary depending on the child's grade level. The curriculum fee includes all the course work a student will complete during the school year. However, if a student has to rework any unit of study, the family may be billed for the individual unit. Curriculum fees are as follows:

K4-1 st grade	\$250
2 nd -6 th grade	\$300
7 th -12 th grade	\$350

If a student needs to take additional coursework beyond what would be considered a normal academic load, ACA will consult with the family and bill accordingly.

Students leaving prior to the end of a month will forfeit tuition for that month. If a student leaves, and any tuition has been prepaid, refunds will be issued accordingly. There will be no refunds for curriculum or books and the books.

Payment Options for Tuition

Plan #1 – A single annual tuition payment by August 1st. A 5% discount will apply.

Plan #2 – Two semester payments, due August 1st and January 1st. A 5% discount will apply.

Plan #2 – Ten monthly payments. First payment due August 1st, last payment due May 1st.

For the monthly payment plan, all tuition payments will be billed on the 1st of the month. Any payment not received by the end of the month will result in parents being asked to remove the student(s) from school until the balance is brought current.

If a check is returned to our office due to insufficient funds, a \$25 fee will be charged, parents will notified to pick up the check, and make cash payment for the amount of the returned check.

Students will not be registered in classes or able to return for a new school year if an account is delinquent. Student records and diplomas will not be released for students having delinquent accounts.

Fees

1. Non-refundable Enrollment fee – Before June 1st, \$80 per student. Includes placement testing fees and must accompany enrollment form. After June 1st, \$100.
2. Non-refundable Re-enrollment fee – Before June 1st, \$60 per year per student. Must accompany re-enrollment form. After June 1st, \$100.
3. Graduation Fee - \$30 for Kindergarten students, \$50 for High School students.
4. Any misplaced or damaged books will be replaced at student expense

- School trips, science lab, athletic participation, academic contest participation, fine art contest participation, and miscellaneous fees may be assessed throughout the school year on an as needed basis.

Academics

Graduation Requirements

Each student must earn a minimum of 25 credits to graduate.

<u>Subject</u>	<u>#Courses</u>	<u>Credits</u>
Bible	4 full courses	4.0
English	4 full courses	4.0
Math	4 full courses	4.0
Science	3 full courses	3.0
History & Geography	3 full courses	3.0
Foreign Language	1 full course	1.0
Physical Education	1 full course	1.0
Fine Arts	1 full course	1.0
Practical Arts	1 full course	1.0
Health	½ course	0.5
Electives	3 ½ courses	3.5
Totals	25 courses	25

Honors

High school students may work toward the following honors to be bestowed during high school commencement:

Valedictorian: Highest cumulative GPA in graduating class.

Salutatorian: Second highest cumulative GPA in graduating class.

Honors Scholar: Students with a cumulative GPA of 3.85-4.0 qualify.

Scholar: Students with a cumulative GPA of 3.70-3.84 qualify.

Early Graduation Requirements

The ability to graduate early is afforded to all students at Aurora Christian Academy. Students wishing to graduate early must declare their intention to do so no later than the end of the first semester of their sophomore year. The ability to pursue early graduation will be awarded if the student has earned a cumulative GPA of 3.0 or higher, received approval from the teaching staff, and received approval of the administrator. Students and parents should be aware that graduating early does not allow for fewer credits in order to earn a diploma. Students will be earning the full extent of credits needed to graduate, but will do so in a shorter amount of time.

Students opting for early graduation are eligible for the same honors as other graduates. Valedictorian and Salutatorian honors require the majority of credits to be earned at Aurora Christian Academy.

Grade Placement

For high school, grades 9-12, the following number of credits earned will determine grade placement

- 7 credits earned – classification as a sophomore
- 14 credits earned – classification as a junior
- 21 credits earned – classification as a senior

Report Cards

Report cards will be mailed home or handed out at Parent/Teacher conferences at the conclusion of each quarter. Quarter and semester grades will be determined according to the following descriptions or percentage ranges:

- A – 90% and above, excellent achievement
- B – 80% to 89%, proficient achievement
- C – 70% to 79%, satisfactory achievement
- D – 60% to 69%, limited achievement
- F – 59% and below, unacceptable achievement

Grade Point Average

In calculating cumulative grade point, all four (4) years of high school are included. Colleges and Universities along with many scholarship programs will use this information and standardized test scores to determine entrance and scholarship possibilities.

The following chart lists the points to each letter grade. The grade point average is calculated using the points assigned.

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
B+	3.3	C+	2.3	D+	1.3	F	0.0

Honor Roll

Students with a 3.0 GPA or higher and no more than one C grade will qualify for Honor Roll. This is determined at the end of each quarter. Calculation for Honor Roll is based on the scoring listed above.

Progress Reports

May be sent home at any time during the school year if a student needs encouragement or assistance with their studies. Teachers are encouraged to send notes home to parents at other times as well.

Cell Phones, Personal Electronic Devices

The school day is intended for spiritual and academic growth. To minimize distractions, the use of cell phones, music players, and game devices is prohibited between 7:45 a.m. and 3:30 p.m. on school property.

Devices can be left in the office at the beginning of the school day and picked up at the end of the day. Any devices brought to class or not left in the office will be confiscated and returned to parents at the end of the day. Use of a cell phone, not authorized by a staff member, during school hours is deemed a willful defiance of authority and will result in the following disciplinary action:

- First offense – Lunch detention
- Second offense – Two-hour in-school suspension
- Third offense – Additional consequences as determined by ACA administration

Transcripts

Semester grades are recorded on the student's transcript and become part of the student's permanent record.

Dropping Courses

Courses may only be changed with the permission of the Principal. Any course dropped after the first two weeks of a semester will be noted as a failing grade on the high school transcript.

Homework

Homework is an integral part of the academic emphasis at Aurora Christian Academy. It should always be done neatly, accurately, and on time. It is assigned by teachers for a specific purpose and each student is expected to complete the assigned homework.

Student Life

Bible Study

Bible Study will be held on Tuesday of each week. Students are expected to be respectful and attentive in Bible Study.

Romance

It is a natural and good part of God's plan for people to become affectionate toward each other. ACA strongly encourages parents to talk with their children about boy-girl relationships. Inappropriate public displays of affection, such as kissing, hugging, and caressing, will not be tolerated.

Sickness or Injury

In the event a child becomes ill or is injured while under school supervision, the following steps will be taken:

1. Contact a parent/guardian of the student and follow instructions on how to proceed.
2. In the event that neither parent can be reached, contact the student's physician and follow his or her instructions.
3. In the event that the student's physician cannot be reached, the staff will use their own discretion in contacting a properly licensed physician and follow that physician's instructions.
4. If the staff of ACA feels that the illness or injury is severe enough to warrant, they will seek emergency medical treatment for the student.

Emergency first aid is available in the office. The medical forms in the enrollment packet should note any special or potential problems a student may have. Any medication needed must be distributed by the office with the consent of the parent. Students are not to distribute any kind of medications including aspirin, Ibuprofen, and Tylenol. If a student is ill, they may come to the office to call home and wait in the office for someone to pick them up.

Telephone Usage

The telephones in the school are maintained for office use, not student convenience. Students must receive staff permission to use the phone.

Severe Weather Conditions

In case school is canceled or delayed in starting due to weather conditions, announcements will be made on local radio and television news stations. In the event school is closed for severe weather, missed days will be made up on a Friday of the same quarter when possible.

School Attendance

Regular attendance is of the utmost importance. Students are expected to be in school every day. Absences should be limited to illness and unavoidable emergencies. ACA has high expectations concerning attendance, and we encourage parents and students to make regular attendance a high priority. To assist, we have provided the following policies and guidelines.

School is a student's full time job. Regular attendance teaches them dependability and promptness, as well as teaching them to be good stewards of God's gifts. In addition, regular attendance is the single greatest predictor of academic success.

If, in the opinion of the administration, the absences are unnecessary, the student will be considered absent.

Arrival and Dismissal

Parents may deliver students at 7:30 a.m. School starts promptly at 7:45 a.m. Parents who need to deliver their students before 7:30 may do so by making arrangements with the office.

If someone other than the parent or designated person is given permission to pick up a child, parents must give written notice to the school. We want to take every precaution to protect your children. The school office may request proof of identification or contact the parent to verify the change in pick up.

Parents are asked to pick up students promptly at the time of their dismissal. Any student remaining after 3:40 p.m., who is not participating in an after school activity or who is not in detention, will have a \$5.00 fee added to their account.

Parents who need to pick up a student before the normal dismissal time must first go to the office in order to sign the student out and have them sent to the office by the teacher.

Students participating in after school activities should be picked up promptly at the conclusion of the activity.

Leaving the School Grounds

No student will be permitted to leave the school grounds during school hours without a signed note or phone call from the parents. High school students leaving with written parental permission must check out at the office prior to leaving the school grounds.

Absences

Excused absences are for reasons such as illness, medical appointments, death in the family, family emergencies, court appearance, or approved pre-arranged absences.

Students will be given opportunity to make up work. Students are responsible to make arrangements with their teachers to complete any missed work. Generally, make up work should be completed in a time period directly proportional to the number of days absent. Previously assigned homework is due the day the student returns.

- A parent must call the school office prior to 7:45 a.m. to report the student's name and reason for absence.
- Upon returning from absence, even though the parent has called the school the day before, students must submit a dated, written note from the parents validating the reason for each absence.
- Absence excuses will be retained on file during the school year.
- Without a note, any absence is automatically recorded as unexcused.

Appointments

Parents must notify the office, by written note, of appointments made during the school day. The time, date, and nature of appointment must be stated. Appointments for hair, nails, shopping, and lunch dates will not be accepted. The note should be presented in the office at least one day in advance. The student must sign out at the office before leaving, and sign in upon returning.

Students are responsible for making arrangements with teachers for missed work. This should be done ahead of time. Failure to do this may result in loss of credit for missed work.

Pre-arranged or Anticipated Absences

These absences are arranged by parents prior to the absence from school. A parent signed note explaining the nature and date of the absence needs to be presented to the school office at least three days prior to the absence.

Examples include an out of town medical appointment, family vacation, church retreat, or college visits.

Three days prior to the absence, the student or parent must obtain an "Arranged Absence Form" from the school office. The student must obtain signatures from each of his/her teachers. This is to ensure the student has made arrangements to make up work. The student must return the form to the office prior to the requested absence. Failure to comply will result in the absence being unexcused. Please contact the office in case of emergency.

ACA has the right to not excuse the absence based on previous attendance records and/or academic performance.

Unexcused Absences

This includes absences for all reasons other than those listed for excused absences. A student may not receive credit for make-up work.

Tardiness

1. Teachers will keep track of and issue all tardy detentions.
2. Two warning tardies per quarter. Tardies will be recorded with no penalty.
3. On the third tardy, one hour of after school detention will be assessed and the parent notified.
4. Detentions will also be assigned for the fourth and fifth tardies.
5. On the sixth tardy, one day of in-school suspension will be served.
6. Suspensions will be given for all subsequent tardies thereafter.

Missed Assignments

If an absence occurs, the student is responsible to request and complete all missed assignments.

Total Absences

A student missing more than five days in a quarter will result in the parents and student meeting with school administration to determine if the student should remain enrolled at ACA and/or whether credit can be awarded for the quarter.

Extracurricular Activities

A student must be at school on the day of an extracurricular activity in order to participate in that activity.

Truancy

A student who misses school without his or her parent's knowledge will be considered truant and must serve a one day in-school suspension. Schoolwork missed due to skipping may not be made up.

Miscellaneous

Visitors

Students who wish to bring friends on campus must receive permission from the Principal before bringing a guest on campus. The visitor, once approved, must check into the office to obtain a visitor pass before going to class. All visiting students must comply with the rules and guidelines of ACA.

Child Custody

In families with child custody arrangements, ACA must be provided with a copy of the legal agreement pertaining to the care of the student. This includes specifics on who may pick up a child, days and directions specific to your family situation as well as the address(es) to which report cards and school information is to be sent. When any official changes are made to such agreement, ACA must have all current legal information relevant to the education and care of the student.

Field Trips

Field trips are an important part of education and are regarded as extensions of the classroom. Students will participate throughout the year in various field trips. Permission for students to

participate in field trips is covered under the blanket permission form secured upon enrollment. However, ACA will inform parents of the details of each field trip at least one week prior to the trip. If you do not wish for your child to attend a field trip, the parent must notify ACA in writing prior to the field trip and the student will receive an absence for the day.

When parents are asked to drive the following conditions must be met:

- Any approved drivers must be at least 21 years of age.
- Approved drivers must hold a valid driver's license and provide a copy of the license for school records.
- Proof of current auto insurance must be on file prior to driving for the event.
- Vehicles used must have the appropriate number of working seat belts per student
- Teachers may ask for parent chaperones to assist on field trips. Chaperones must be willing to supervise students according to the teacher's directions, and remain with the group for the entire duration of the field trip. We ask that parents recognize the teacher is in charge of the activity at all times, and expect that the instructions of the teacher be followed.
- Students that are not members of the class are not allowed to go on field trips.

Conduct and Discipline

Conduct Policy

Aurora Christian Academy students are expected to behave in a Christ-like manner. All words, actions, and activities should be glorifying to God. Ephesians 4:29 tells us, "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."

Parents should maintain responsibility for, and an interest in, the conduct of their sons and daughters while at school or school events. They should ensure that their children complete homework and assignments. Beyond that, parents should impose appropriate punishments for incomplete homework, tardies, improper clothing, foul language, fighting, use of alcohol or drugs, etc. The school and home should be powerfully consistent in attitude and approach at such key points.

The school will encourage proper conduct in both the positive and negative sense. Doing right should be the main focus for guiding conduct, but institutional integrity required the exercise of disciplinary action. Students will need to abide by classroom and school rules and principles. Our school should be free of offensive behavior or language.

Oral or written reprimands, removal from class, detentions, suspensions from school and extracurricular activities, and in-school suspensions may be given by ACA for activities such as those that follow:

- Disruptive, disrespectful or disobedient behavior
- Crude, vulgar or profane language
- Leaving classes or school during the day without permission
- Unexcused absences
- Cheating or stealing
- Fighting
- Use or possession of tobacco, drugs, and alcohol

- Harassment or conduct that subjects other persons to unwanted comments or actions because of race, national origin, age, sex, physical characteristics or disability

Students who violate the principles of godly conduct during school hours or at school events will be subject to school discipline. Although the school will not discipline students for violating the conduct rules outside of school or school events, students involved in a public misdemeanor may lose the privilege of representing the school. The school board and administration reserves the right to suspend or expel a student based on the criminal action in which they have been involved. A school event is understood to be an event involving our students and given direction by, or sponsored by, a staff member.

The school maintains an interest in non-school events involving members of our school family since such events help to characterize our school. Students, staff and parents are always ambassadors of our school and our Lord. Even if not at school sponsored events, our actions and talk help define our school in the larger community. If members of the school are active participants in improper activities, our school fails to show a whole-hearted commitment to Jesus Christ.

Plagiarism and Cheating

Plagiarism means the act of using, without acknowledgement, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own.

- For example: failure to use quotation marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would also apply to themes, poems, musical compositions, research reports, reviews, or to any other work done in preparation for school assignments.
- Penalty: Includes but is not limited to a letter grade penalty, and could include disciplinary action.

Academic cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the product of the students.

- For example: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part of the work as a product of the student.

Penalty: Inclusive of, but is not limited to, letter grade penalty and/or disciplinary action.

Dress Standards & Personal Appearance

Aurora Christian Academy strives to maintain high standards of conduct and appearance. These standards are for safety and uniformity. We must adhere to Christ's standard and not the standards of the world for what is acceptable attire. Dress codes and high standards help prevent offense and result in higher discipline and higher academic performance, all while improving a student's self-image. Dress codes reduce yearly clothing costs, reduce the daily decision of what to wear, eliminate competition in dress between potential social climbers, while enhancing individualization of internal values.

Personal Hygiene

ACA strongly encourages parents to be involved with their children's appearance and personal hygiene. The school expects parents to respect and enforce the dress code.

All clothing and dress should be neat, clean, in good repair, modest fit, and length. The following uniform policy has been established.

Class C attire for both girls and boys will consist of a school branded shirt, jeans and tennis shoes.

Boys

- Clean-shaven: no stubble, mustaches, goatees, etc.
 - Shoes must be clean and in good repair.
 - Pants should touch shoe tops.
 - Hair should be neat and trimmed – off the collar, off the ears, and out of the eyes. Sideburns should be no longer than the opening of the ear. No highlights or dyed hair.
- ❖ **Class B**
- Polo shirts with 2-3 buttons and collar or dress shirt. Only top button may be unbuttoned.
 - Dress pants or jeans with belt worn over the hips. Jeans must not drag the ground, have holes/tears, or have frayed hems.
 - Shoes and socks are to be worn at all times. Tennis shoes are allowed. No open toe shoes, sandals, flip flops, etc.
- ❖ **Class A**
- Dress pants with belt.
 - Nice dress shirt, tucked-in.
 - Tie, worn covering the top button.

Girls

- Makeup should be limited, and not obvious.
 - No unnaturally colored hair. Highlights are allowed, provided they are a natural color.
 - Spaghetti straps are not allowed at any time.
- ❖ **Class B**
- Polo shirt with collar and 2-3 buttons or dress shirt. Only the top button may be unbuttoned.
 - Skirt to the bottom of the knee with slit no higher than the bend of the knee. Please wear shorts underneath for modesty.
 - Shoes with socks, hose, or tights. Heels should be no more than 2 inches. Tennis shoes are allowed. No open toe shoes, sandals, flip flops, etc.
 - Camisoles or undershirts may not show below the polo shirt tail or at the neck of the outer shirt.
- ❖ **Class A**
- Dress skirt (no denim) and dress shirt or a dress.
 - Scarf, girl's cross-tie, 1" ribbon, girl's tie – available in a variety of colors at most school uniform supply companies such as www.frenchtoast.com

Incentive Program

Level A Responsibilities

- Obtain signature from each teacher
- Share a “nugget” from the weekly church sermon and the application to your life
- Accumulate no more than 45 minutes of detention the preceding week
- Memorize four previous week’s Bible selection

Level A Privileges

- Forty minutes extra break during the week
- May read approved literature or listen to approved music in office after daily goals are completed
- May engage in approved extracurricular activities (e.g. crafts, puzzles, games, approved music, and computer) after school work is completed

Level C Responsibilities

- Obtain signature from each teacher
- Provide a nugget from weekly church sermon and the application for your life
- Accumulate no more than 30 minutes detention the previous week
- Memorize four previous week’s Bible selections
- Present a monthly one-page typed report on an approved interest area or book

Level C Privileges

- Sixty minutes extra break time during the week
- May read approved literature or listen to approved music in office after daily goals are completed
- May engage in approved extracurricular activity in office or other assignments outside of the Homeroom
- May be out of seat without permission in the Homeroom
- May serve on approved projects (e.g. errands, office, and student tutor)

Level E Responsibilities

- Obtain signature from each teacher
- Provide a nugget from weekly church sermon and the application for your life
- Accumulate no detention the previous week
- Memorize four previous week’s Bible selection
- Present a monthly two-page typed report on an approved interest area or book or deliver a five minute presentation
- Must be engaged in some community services on a regular basis (e.g., music, drama, visiting widows/widowers/shut-ins) or church related service (e.g., bus ministry, evangelism, music, ushering, junior church, janitorial work, etc.).

Level E Privileges

- Same as C privileges, plus:
- May leave office and Homeroom at will for approved projects when not committed to other responsibilities or functions
- May attend approved off-campus functions of a spiritual or educational nature (e.g., Bible conference, work for a political candidate who espouses godly values, etc.)
- PACE work must still be done during school hours. All daily goals must be completed before free time will be allowed.
- E level is a privilege that will be revoked if abused.

Application for Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status, and desire privilege status, should assume responsibility for requesting an Application for Privileges on the Thursday preceding their week of privileges. They should complete the form and submit it that day. During opening exercises on Monday, the monitors will display your privilege above your office for the week.

Disciplinary Actions

Demerits and Detentions

Demerits are given for incomplete work, missed assignments, violation of classroom and school rules, and unacceptable behavior. Three or more demerits in one day result in detention **before** school, as follows:

- 3 demerits = 30 minutes detention
- 4 demerits = 40 minutes detention
- 5 demerits = 50 minutes detention (15 min. at lunch, 30 min. after school)
- 6 demerits = 60 minutes detention (15 min. at lunch, 15 min. during breaks, 30 min. after school)
- All additional demerits will receive sentences that must be completed on break time.

Demerits are an indication a student may need direction in the development of principles of character in his or her life. Conferences with the teacher, Principal, and parents are sometimes necessary to assure this growth.

Suspensions

Suspension will be given based on the severity of the offense, and can only be assigned by the Principal. In School Suspensions (ISS) will be for one full day of class time, and will be supervised by the Principal. Depending on the offense and the number of occurrences, Off-Campus Suspension can range from one to five days. Participation in extracurricular activities on the same day as a suspension will not be allowed. Parents will be informed immediately when a suspension is issued.

Expulsion

Expulsion from ACA is an action taken by the Principal and school board and suspends, temporarily or permanently, the privilege of the student to attend school at ACA. The length of time will be determined by the Principal and school board. Students and parents will be appropriately notified when the processes leading to expulsion are initiated. Listed below are a few behaviors that could result in expulsion.

- A consistently negative attitude and behavior pattern detrimental to the goals of the school.
- Failure to respond positively to repeated effort at correction by the school staff.
- Possession or use of alcohol or illegal drugs.
- Possession of weapons.
- Vandalism to school, staff, or student property.
- Attacking or assaulting a school official.

Alcohol/Tobacco/Vapor/Drug Policy

Any student in possession, involved in using, or contributing to the use of alcohol, tobacco, vapor, or un-prescribed or illegal drugs at school or any school function shall be subject to suspension or further action.

Weapons Policy

Students who possess or claim to possess, use, or threaten to display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion. Possession includes, but is not limited to: having a weapon on school property or at a school sponsored event. This includes on the student's person or property, in a space assigned to the student, or a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to fire a projectile, sling shot, knives, any explosive device including fireworks, pepper spray, mace, or stun gun.

Student Dignity

Aurora Christian Academy intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics or disability, which robs the person of dignity, is not permitted.

Aurora Christian Academy does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or administration. Employees may report to administration or a school board member. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Child Abuse Policy

Aurora Christian Academy staff members have the responsibility and right to report any child abuse they may suspect or know is occurring with one of their students; this is to be reported immediately for further action, including reporting to authorities as is mandated by state law.

Acknowledgement

This handbook contains useful information to guide you and your student(s) successfully through Aurora Christian Academy (ACA). It is important that parents/guardians/students read and understand the items outlined in this handbook.

This handbook is subject to change, as needed, throughout the school year.

By signing and returning this to the ACA office, any issues which arise between home and school can be settled in an easier manner and with minimal conflict.

I have read and understand what is outlined in the Aurora Christian Academy handbook and hereby agree to abide by these guidelines, rules, and procedures.

Parent/Guardian – Printed

Parent/Guardian – Signature

Parent/Guardian – Printed

Parent/Guardian – Signature

Student – Printed

Student – Signature

Student – Printed

Student – Signature

Student – Printed

Student – Signature

Student – Printed

Student – Signature

Student – Printed

Student – Signature

Date _____