



**Anchor Christian Academy
5th-8th Grade**

Parent/Student Handbook

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Welcome to Anchor Christian Academy!

The hope and vision for our children here is rich and multi-faceted, involving these three things:

- *Joy- For it is our strength! (Nehemiah 8:10)*
- *The best teachers, the best curriculum, and the best learning/maturing environment we can possibly provide.*
- *All the treasures of wisdom and knowledge are hidden in Jesus Christ. (Colossians 2:3)*

It is our prayer that Anchor Christian Academy will assist you in achieving your goals for your son or daughter. We look forward to working with you towards that end. We trust that this Parent/Student Handbook will help clarify the daily functions of the school. Please review all the contents carefully. We look forward, with much anticipation, to a great year together with you.

Above all, it is our desire that Christ will be glorified through our efforts.

In His Service,

ACA School Board

Educate, Strengthen, Love!

Anchor Christian Academy is a Christ centered learning community that equips and inspires students to thrive in God's world.

We accomplish this by honoring and supporting God's established institutions (family and church) without competing with them. We also accomplish this by providing a happy environment where students love to learn.

1. We are Christ-centered. The ACA community is united in the truth of Psalm 24:1: "The earth is the LORD's, and everything in it. The world and all its people belong to him." All of our activities, curricular and co curricular, seek to magnify the triune God.

2. We are a learning community. The students, teachers, parents, staff, and administration of ACA partner in life-long learning to create and live in a relational environment conducive to optimal educational experiences for the whole child.

3. We equip students. The ACA community relentlessly pursues exemplary and effective academics by teaching and developing students' tools, skills and foundations in an engaged, Biblically integrated learning environment.

4. We inspire students. The ACA community affirms students as individuals and encourages them to solidify their identity in Christ, take ownership of their learning, and develop their unique character and talents while growing as image bearers of God (Col. 2:2-3).

5. We share a goal of seeing our students thrive in God's world. The ACA community, in prayer and practice, desires that our students flourish in living passionate and fulfilled lives using their gifts to impact Christ's kingdom while at ACA and wherever they are called (John 10:10).

Doctrine Statement

We believe in God the Father, Creator and Sustainer of the heavens and the earth, Who prepared this life for us and beckons us into His future.

We believe in God's only Son, Jesus Christ, who was sent to provide for us an access to the fullness of God. Only through Him is eternal life possible, and then to everyone who receives Him as Savior and Lord.

We believe in God's Holy Spirit, given by Jesus Christ to all His people as a source of strength until His return. We believe in the gifts the Spirit brings as a sign of His presence with an emphasis on no particular gift but openness to all of them. Only as individuals allow the Spirit to work in a particular way through their lives is the church all that God intends it to be.

We believe that the Bible, God's Holy Word, sets the pace and is the standard for living. It is the final authority for us as a rule of "faith and practice."

In the family of Jesus, we want to avoid arguing or disputing over minor doctrinal matters. If you have questions regarding what is taught in a Bible class, please discuss the matter with the teacher.

ADMISSIONS POLICIES
SECTION I

TEST SCORES

The academic adviser may examine achievement test scores for new students before the year begins to see special individual areas of need, general strengths and weaknesses of the class. All students must have current standardized test scores available for both reading comprehension and math computation. If a test score falls below an acceptable level, the student should:

1. Be required to be tutored to bring the score up and be re-tested before admittance; or
2. Be more closely examined to see if he/she is capable of the work; or
3. Be refused admittance.

ACA does not have the resources to educate students who fall significantly below the range of the regular classroom instruction model, whether due to cognitive or behavioral reasons. A probationary enrollment period may be considered.

NEW STUDENTS

Students seeking admission to Anchor Christian Academy during the school year will be admitted one full school day after registration. This time period is necessary to prepare materials and programs for the new student.

STUDENT WITHDRAWAL

Parents, who must withdraw their children from Anchor Christian Academy during the year, are asked to notify the office at the earliest possible date. If the withdrawal is after the first 30 days of the beginning of the school year, a letter must be written to the board. It is our desire to make a student's adjustment to a new school as smooth as possible. All cumulative records must be mailed to the new school and cannot be transferred via the parent.

TUITION

Due Dates: Payments for tuition are due on the 10th business day of each month. Payments received after the 10th of the month will be considered past due unless previous arrangements have been made in writing. It is the responsibility of the parents to notify the school in writing, or in person to work out an agreeable arrangement.

Past Due Accounts: If your account becomes past due, we will allow you 10 days to clear your account or make arrangements with the school. If the account is not cleared and the school has not been contacted within 10 days, your children will be withdrawn from school.

Late Fees & Charges: Accounts that are past due will be assessed a \$25.00 charge on the amount not paid. Any unpaid balance in tuition or other fees at time of withdrawal or the end of the school year will preclude the release of report card(s) and cumulative records. There will be a \$40.00 added charge for all returned checks. Accounts 20 or more days past due can be sent to a collection agency.

Class List: Tuition accounts must be current and remain current (this includes any other school-related fees) in order to register your child for the subsequent school year. Accounts must remain current through the spring and summer months to keep your child on the class list.

Communicate: If for some unforeseen reason you will not be able to meet your monthly tuition payment by the 10th, please call the school and make arrangements. As God meets your financial needs for tuition this year, share these answers to prayer with us. We can rejoice together!!

NON-CONSUMABLE BOOKS: Non-consumable books will be identified at the beginning of the year by your child's teacher. These are usually our literature books that are numbered and assigned to the student. *Damaged or unreturned books will be billed to parents/guardians.*

GENERAL INFORMATION

SECTION II

CLOSING SCHOOL

Anchor Christian Academy generally follows the Warrenton/Hammond School District for weather related closures. Your teacher or administrator will make the announcement via ClassDojo. *Note: Even if ACA is open, please use your own discretion in getting your child(ren) to the school campus. If the weather and road conditions are unfavorable in your area, use your own judgment whether to stay home or attend school for the day.*

CHAPEL AND ASSEMBLIES

Chapel is held on the first day of each school week. Parents are welcome to attend our chapel services. Our purpose here is to lead students into a group worship experience based on God's Word and to enrich their spiritual lives. Assemblies are used to highlight special speakers or occasions. These will be announced during the year as they approach.

SCHOOL PICTURES

Announcements will be sent home with the date and time. Individual and class pictures will be available.

VOLUNTEERS/PTA

Volunteers are a very important and necessary part of our school. One reason Anchor Christian Academy is a great school is because of all the volunteer help parents provide. Whether monitoring recess, tutoring, coaching, being a room parent or sub, there are so many ways to get involved. *An approved background check must be on file with the school before volunteering with ACA students. Volunteers are not allowed to be alone with a student.*

ACA also has a parent-teacher association. This is a wonderful group of parents and guardians who believe in promoting community at our school. They host fun activities and events for our parents and teachers, and one community wide event at the end of the school year. There is a PTA sign up available on our website: anchorchristianacademypnw.com.

Volunteers are to maintain the personal appearance guidelines we hold our students to. Refer to our **Personal Appearance Guidelines**.

Parent Conduct

Our parents greatly influence the learning environment at our school. Constant conflict with teachers or other parents may lead to the dismissal from our school.

Sports

Whether we can have a sports team is based on participation and volunteerism. In order to have an ACA sports team, we need enough eager participants who want to play and a couple volunteers to coach. Please reach out to the administration as soon as possible to establish that your child is interested, and/or you are interested in coaching.

PERSONAL APPEARANCE GUIDELINES

Because it is the desire of ACA to maintain an appropriate environment, **CLEANLINESS, NEATNESS AND MODESTY** are basic goals. Clothing or hairstyles that distract from the educational process are not appropriate. Emphasis should be placed on appropriate clothes rather than extreme fashions or fads. Extremes in fashions are considered inappropriate and distracting. Examples: excessively baggy pants on boys or girls, large accessories, lack of clothing, and anything else that causes distractions.

We at Anchor Christian Academy feel that it is of utmost importance that parents teach their children what God's word has to say in regard to "freedom in Christ" as well as Christian modesty.

If the Anchor Christian Academy staff deems any attire “inappropriate” (immodest or attracts excessive attention) to others, parents will be called and appropriate clothing will be required to be brought to school at that time in order for the student to be admitted to class..

GENERAL GUIDELINES:

1. The dress code will apply to all students during and at **ALL SCHOOL SPONSORED FUNCTIONS** such as school programs and field trips.
2. The responsibility for compliance with these guidelines lies primarily with the student’s parent or guardian.
3. The staff will ensure compliance with the guidelines.
4. When classes travel as representatives of ACA, the administration and advisor shall be responsible for maintaining a standard of dress appropriate for the occasion.
6. Appropriate dress for after school athletic practices is expected. Coaches will be responsible for maintaining the basic goals of modesty, neatness and cleanliness. For example: tight fitting or short-shorts are not modest and torn or baggy shirts are not neat.

DRESS CODE

Matters of dress are primarily a family and personal responsibility. Our purpose is not to be legalistic, but modest, neat, clean, and functional. In cases of violation of the personal appearance guidelines, the staff will be the final authority.

Questions to Consider:

Does my dress for today respect myself and others before God?

Does it draw attention away from the learning environment?

1. Pants
 - Pants must fit properly, not excessively baggy or uncomfortably tight.
 - Pants that show skin through the upper thigh must not be worn.
 - Leggings must be worn with a top that completely covers the student’s bottom at all times.
 - Shorts must fall below fingertips. No spandex or ultra tight shorts.
 - Skirts must fall at least 1” above the knee and/or be accompanied by shorts that fall below the finger tips.
2. Tops
 - Tops should cover at least 3” of shoulder, and arm holes are small enough not to allow excessive skin and/or bra appearance.
 - Shirts must have a positive message in accordance with school principles, and not promote secular bands and music artists, pop culture influencers, etc. (when in doubt, don’t wear it).
 - Tops are not to be see-through.
3. Hair
 - Hair should be well kept and out of the eyes so it’s not a distraction.
 - Hair color should be of natural color (no pink, purple, or other unnatural coloring).
4. Piercing(s)
 - Earrings should not be large and distracting.
5. Hats and Hoods
 - No hats or hoods are to be worn in the building or classrooms.
 - They can be worn on the playground or when outside.
6. Shoes
 - Shoes must be functional. No high heels, flip flops, wheelies, or soft soled shoes. (Birkenstock & crocs acceptable.)
 - Only non-skid shoes are permitted in the gym. Bring athletic shoes for PE and indoor recess.

LOST AND FOUND

Please put labels in all your children's clothing, lunch boxes, etc.! Unclaimed items will be given away every few months or when the Lost and Found Box is full.

OFFICE PROCEDURES **SECTION III**

SCHOOL HOURS

School hours are from 8:15 a.m. to 3:15 p.m. for 1st grade to 8th grade, and 8:15 a.m. to 3:00 p.m. for K3-K5 grades. Our school office opens at 8:00 a.m. and closes at 3:30 p.m.

Students are to arrive no earlier than 8:15 a.m. (unless in our before care program) and are to be picked up within 15 minutes of their designated pick-up time. Students must be with parents or carpool no later than 3:30.

½ DAYS AND EARLY DISMISSAL

Parents will be notified before an early dismissal day in order to give them adequate time to arrange for transportation after school. All students must be picked up at 12:00 p.m. Anchor Christian Academy cannot be responsible for children left on school grounds after 12:15 p.m., so please keep yourself posted on early dismissals. See school calendar.

BEFORE AND AFTER SCHOOL CARE PROGRAM

Our Before and After School Care Program is available to provide care for your child(ren) before school starts if care is needed prior to 8:15 a.m., and after school, if care is needed after 3:30 p.m.

Before Care is \$10/student +\$5 per sibling. After Care is \$25/Student +\$5 per sibling discount.

Children may be dropped off/picked up as early as 7:00 a.m. and as late as 6:00 p.m. If special arrangements are necessary due to an emergency, please contact the front office as soon as possible. **If a child is picked up later than scheduled 3:30 dismissal, they will automatically be sent to after care and a late fee of \$25 will apply per child.**

CAMPUS POLICIES

EVERYONE ENTERING THE ACA CAMPUS AT ANY TIME OF THE DAY IS REQUIRED TO SIGN IN AT THE OFFICE AND RECEIVE A VISITOR NAME TAG. (no exceptions)

PERMANENT RECORDS: Parents of currently enrolled or former pupils have the right to see any and all pupil records related to their children, which are maintained by private schools. Therefore, any parent or legal guardian should notify the office four days in advance to review these records.

ACA encourages parents to be involved in their student's school affairs, and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting school records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody.
2. Authorizing emergency medical, dental, psychological, psychiatric, or other health care for the student if

the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. The student will not be released during the school day to the non-custodial parent, nor shall the non-custodial parent be granted visitation or phone access to the child during the school day, unless such release or visitation or contact is approved in writing by the custodial parent, or is provided by court order or by a parenting plan approved by the custodial parent.

HEALTH RECORDS: Student health records are kept in each student's cumulative file. Immunization shots need to be reported to the school office when they take place.

ATTENDANCE/TARDIES: Regular attendance is important for your child and his/her academic success. If a child will be tardy or absent, his/her guardian must inform the school by calling 503-994-1696 and leaving a message, or emailing office@acapnw.com by 9:00 am on the day of the tardiness or absence. It is the position of Anchor Christian Academy that no student can be habitually tardy or absent from his or her studies without running the risk of damaging academic progress. Excessive tardies may lead to lunch detentions, suspension, and, eventually, expulsion. Absences for reasons of illness or family emergency are excused; however, even these excused absences put the child behind and force the teacher to construct an individualized program to help the child catch up. This creates more challenges for the child and puts them at risk of being held back.

PLANNED ABSENCES: The school must be notified, in written form, at least three (3) days in advance (more, if known) of any planned absences due to family events, etc., so the teacher can prepare work for the student to do during the absence. This is so the student will not get behind or miss any major tests. Work will need to be turned in to the teacher before the student is readmitted into class. (Note: Major tests are given every three (3) weeks in A Beka curriculum in the upper grades. They are given every week in the primary grades.) Teachers are not required to prepare work if notice is given less than three days in advance of planned absence.

UNPLANNED ABSENCES: Students are responsible for work missed due to absences. If an excused absence occurs, the student will have the same amount of time to make up their work as days they were absent. Teachers are *not* required to have your child's schoolwork prepared the same day as the unplanned absence occurs.

CHANGE OF ADDRESS/PHONE NUMBER: Please notify the school office as soon as possible if you have a change of address or phone number. In case of an emergency, we need to have current information on your child.

COMPLAINT PROCEDURES: Any person having a disagreement with another person should settle that problem without involving others. For example, if a conflict develops between you and a teacher or perhaps another parent, every effort should be made to discuss and resolve the conflict in a discreet, timely manner. No one else should be consulted until this has been done. If you should find yourself in a negative conversation about a third party, **STOP!** The two of you must go to that person to continue the conversation. Should it not be settled there, the two should go to the next in line of authority to arbitrate the difficulty. Christians are to use Christian methods in solving their problems. (Please see: Matthew 18:25; Galatians 6:1,2; I Peter 1:22,23; James 5:16).

CONFIDENTIALITY: Confidentiality is essential for building trusting relationships between school employees, children, and families. Parents should refrain from discussing any child or employee of the school through any email, social media platform, or group forums. *This type of communication may result in immediate dismissal from the program.*

HEALTH POLICY Due to changes in state and federal law, school officials/staff are NOT allowed to administer ANY medications (prescription drugs or over-the-counter medicines, including aspirin) without "written, current and un-expired requests and instructions for the administration of medications at school" from parent/guardian and the

child's physician or dentist for prescriptions. Medication must be in its original packaging.

In the event of an outbreak of lice, scabies, conjunctivitis (pink-eye) or other infectious diseases in a classroom, each child shall be observed and/or examined to determine if the infestation has spread. A notice will be sent home with the children in affected classes explaining correct measures to combat the outbreak and **NO** child will be allowed to return to class without office approval.

Our full communicable disease policy is available at the main office and on our website at anchorchristianacademypnw.com

ACADEMICS SECTION IV

REPORT CARDS Report cards will be issued to each enrolled student at the end of each quarter. A copy of the report card will be signed by the parent at the Parent-Teacher conference with a final, hard copy retained for the student's cumulative folder.

PARENT - TEACHER CONFERENCES Parent - Teacher Conferences are scheduled in November. This meeting is mandatory. Each teacher will have a schedule for his/her room. We encourage meeting with parents on an as-needed basis for the rest of the year.

HONOR ROLL Honor Roll will be awarded at the end of each quarter. The GPA needed for Honor Roll will be 3.5 or higher with all subjects having equal weight in determining overall grade point. Honorable Mention will be given to students with a 3.0 to a 3.4 GPA. Honor Roll students will be recognized at special award assemblies.

STATE TESTS Students shall be annually tested using a nationally normalized ACHIEVEMENT TEST called IOWA. These annual tests shall be given in the spring of the year and results become available in June. Results will be filed in student records, and available upon request for parents to view.

GRADING: In a typical unit of instruction, students will be assigned a series of practice assignments (e.g., homework, in-class assignments) and then will be asked to demonstrate proficiency on a unit test, quiz, project, or another teacher-approved method. Grades will be determined from assigned work and assessments developed from course standards.

PROFICIENCY GRADING is based on the following letter grades and corresponding percentages:

Grade	Proficiency	Key	Description
A	Above Average	90 - 100	Student demonstrates an above average understanding level of the content standards at a 90-100% proficiency.
B	Meets	80 - 89	Student demonstrates understanding of the content standards at a 80-89% proficiency.
C	Nearly Meets	70 - 79	Student demonstrates some understanding of the content standards at a 70-79% proficiency.
D	Does Not Yet Meet	Below 70	Student does not meet the content standards yet . Scores reflect percentages below 70%.

RETENTIONS AND PROMOTIONS Anchor Christian Academy teachers and administrators will decide promotion and retention of students. Promotion is to be viewed and determined on two levels: academic performance and emotional and social readiness.

Students who show decided and documented lacks in both academic and social areas should be considered as prime candidates for retention. Retention decisions will be based upon the following:

1. Teacher-documented academic information.
2. Light's Retention Scale test scores.

If a teacher is considering retention, the parents and school administrator should be informed as soon as possible - but in any case, not later than the end of the third quarter. Notification should be made in writing as well as verbally during conferences. The school reserves the right to determine final placement of any student. Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in the norm with others of that class.

HOMEWORK It is sometimes the case that students will be required to do work at home. In every case, homework should follow these guidelines:

1. Homework is to be used as reinforcement and practice and is never to be used to teach new concepts.
2. Homework may be assigned each day, with a minimum on weekends. In some cases, long-term projects will require students to work at other times, but teachers will keep parents well informed of such projects and due dates so that parents can monitor student progress.
3. Homework should take no more than 1 hour to 1 1/2 hours. Parents are responsible to monitor the time needed to finish the work and if it is significantly and continually over 1 hour to 1 1/2 hours, parents are to contact the teacher.
4. Students are required to turn in homework as it will normally be used as part of the student's grade.

Homework is an important part of academic reinforcement and application. It also helps develop responsibility and independent study skills. We ask for your help and cooperation in seeing that all assignments are completed. Continued failure to complete homework assignments will result in the following:

3rd offense- inform parents via writing and phone call.

4th offense- Complete homework during lunch break.

5th offense- Lunch and recess detention

6th offense- student is not allowed in class and sits with the principal to complete all work.

7th offense – the student is suspended until all missing work and work missed during suspension is complete.

CLASSROOM INFORMATION
and POLICIES
SECTION V

FIVE SCHOOL RULES

1. Keep all communications honoring the Lord.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

CLASSROOM MANAGEMENT

COURTESY AND RESPECT: Children are expected to behave respectfully to both adults and peers in words and in actions. Student behavioral histories in other schools will be evaluated on an individual basis for admittance. A probationary period may be considered for some students.

NOISE: Generally, a quiet and orderly room should be maintained with exception of planned activities, which requires more lively student interaction.

RAISE HANDS: In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats. Students are not to call out to teachers and administrators visiting their rooms.

STANDING: Students are to stand when speaking to their teacher and when reading or reciting in class.

ENTER AND EXIT: Children should enter and leave the classroom and church building in a quiet, orderly manner, taking care not to disturb others. Students are required to use the school entrance only.

DISMISSAL: All classes will be dismissed at 3:15 p.m. Students will be accompanied by their teachers to the car pool area and will remain with them until 3:30 p.m. At 3:30 p.m., all remaining students will be sent to after care and parents will be charged the subsequent fees.

SALUTES The Christian flag salute, U.S. flag salute, and Bible pledge is to be said in each classroom each day.

PARTIES Classroom parties are encouraged during holiday times and at the end of the year. Check with your child's teacher before supplying treats for the parties.

BIRTHDAYS: Parents may bring treats for the whole class on their child's birthday. Please make proper plans with the teacher well ahead of time. Allergies and food intolerances need to be taken into consideration. *The administrator and teachers ask that only invitations to parties that invite all of the classmates be issued at school. If the entire class is not invited to your child's birthday party please do not distribute invitations at school.*

ROOM PARENT Room Parents are a huge help to the teachers and students in each class. They serve a huge need and are very appreciated. If you would like to become a Room Parent or help with parties or special events in the classroom, please let your child's teacher know.

GUM CHEWING Gum chewing by students is **NOT** allowed at any time on campus.

ELECTRONIC EQUIPMENT No electronic equipment (ie. Cell phones, video game systems, etc...) are allowed to be used on school property or during school functions unless they are part of the planned curriculum.

FIELD TRIPS All field trips at Anchor Christian Academy must be approved by the school office. A field trip form must be filled out, along with a lesson plan from the teacher, and submitted to the office for approval at least two weeks prior to the trip. We encourage teachers to supplement and enliven their subject matter through the "hands on" experience field trips can provide.

TRANSPORTATION: Parents helping with transportation for any school sponsored activity must complete a background check, and have enough seat belts or safety restraining devices for each person riding in their vehicle. Students must use their safety-restraining device for the length of time they are in the car. Parents are responsible for providing their own adequate liability insurance when agreeing to transport students in their private vehicles.

ACA'S DISCIPLINE PLAN

provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. We will maintain a firm, fair, and consistent system for handling behavioral infractions.

Typical consequences for disrespectful, disruptive behavior:

- Time on the wall at recess. This means students spend up to 5 minutes on the wall before they are dismissed to the remaining recess.
- Lunch detention. Students spend their lunch period eating in the office.
- Recess detention. Students spend their recess time doing community service for the school.
- Suspension. Students are suspended from school for up to 3 days.
- Expulsion. Students are withdrawn from our school.

School-wide Behavioral Expectations:

- I will treat everyone with kindness and respect.
- I will keep my hands and feet to myself.
- I will not use inappropriate language toward anyone.
- I will never tease, cause harm, name-call or bully another student.
- I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Bullying occurs when someone repeatedly, with words or actions, hurts, frightens, excludes, and/or threatens. (Racial slurs, repetitive name-calling, comments regarding looks and ability, damaging others' possessions, pressure to conform or disobey, ridiculing, physical assault, etc.)

Level 1 Behavior Infraction Procedures

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan. Each individual classroom teacher will communicate their own classroom discipline plan to their students and parents.

Level 1 Behavior Infractions include:

Physical contact (minor pushing, shoving, horseplay)

Non-compliance

Dress code violation

Minor class disruption (excessive talking)

If the behavior persists, the classroom teacher must:

1. Conference with the student privately.
2. Document the behavior by completing a discipline referral form.
3. Contact the parent and send home the referral form for parents to sign and return.

Other behavioral consequences and interventions could include:

1. Meeting with the parent(s).
2. Lunch detention (assigned by the administrator).
3. Time out in another classroom.
4. Student behavioral intervention plan.

Level 2 Behavior Infraction Procedures

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with an administrator. An administrator will contact the parent to discuss the incident.

Level 2 infractions include:

Abusive/Inappropriate language toward a staff member.

Cheating

Fighting
Major pushing and shoving.
Major disrespect/insubordination
Major classroom disruption/tantrums
Major verbal altercation between students
Misuse of technology
Theft
Use of personal electronic devices
Habitual discipline of level 1 and 2 behavior

Possible Consequences and interventions could include:

Loss of privileges
Required Parent Conference
Out of school suspension

Level 3 Behavior Infraction Procedures

Students committing Level 3 behavior infractions will be immediately sent to the office with a referral and their parents will be contacted by administration. Level 3 infractions will receive an immediate RPC/Suspension for a specific period of time and possible expulsion.

Level 3 infractions include:

Bullying/threatening behavior
Bringing weapons to school of any kind
Discrimination (showing hostility or using defamatory language based on race, nationality, disability, gender, etc.)
Immoral conduct
Vandalism
Physical assault

Sexual Harassment Policy

Anchor Christian Academy is committed to maintaining a uniquely Christian working and academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

What To Do If You Experience Or Observe Sexual Harassment

- Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the school official designated below.
- Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to the school official designated below.

All complaints will be promptly investigated.

Where To Report Sexual Harassment

The following individual is specifically authorized to receive complaints and to respond to questions regarding sexual harassment: The Administrator.

Suspected Child Abuse Policy

The State of Oregon requires ACA to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred.

While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Facility Name	Anchor Christian Academy
Facility Address	796 Pacific Dr. / P.O. Box 188 Hammond, OR 97121
Facility Phone Number	503-994-1696
Facility Main Contact	Elisa Scull (Principal)
Emergency Kit Location(s)	Go Bags in each classroom
Number of Students (this number is subject to change due to enrollment)	95

	Contact Name	Phone Number	Email/Website
Fire/Rescue (911)	Warrenton Fire Department	(503) 861-2494	www.ci.warrenton.or.us/
Police (911)	Warrenton Police Department	(503) 861-2235	www.ci.warrenton.or.us/
Hospital	Columbia Memorial Hospital	(503) 325-4321	https://www.columbiamemorial.org/
Poison Control	Poison Center	1-800-222-1222	https://www.poison.org/

Emergency Plan	
In Case of Fire: Students will evacuate the building and gather in the parking lot across from the church building.	In Case of Shelter In Place (i.e. Tornado, Severe Storm): Students will gather in the main hallway until given the all clear, or instructions to evacuate.
In Case of Power Outage: Students will remain in the classroom. In the event of a long term outage, please follow the directions given for Warrenton Grade School if ACA is not specifically mentioned	In Case of Near Shore Earthquake/Tsunami: If water is immediately present on school grounds, the church building will be evacuated and everyone will gather on the upper level of the gym building.
In Case of Earthquake/Tsunami: Students will be evacuated to the assembly area on the corner of Jetty and Ridge Road (the northern entrance to Fort Stevens). If there is more than an hour's notice to evacuate, parents will be contacted to pick up their children. If we have time, we will continue on to the KOA parking lot as a second reunification location.	Evacuation Locations– Fire: Parking lot across from the church building Earthquake/Tsunami: Corner of Jetty and Ridge Rd (the northern entrance to Fort Stevens) Non-Earthquake/Tsunami Evacuation: If needed to evacuate off-site, we will evacuate to the old Hammond Library.

Notification Policies

In case of the need to evacuate, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Parent/Guardians are provided:

Information on evacuation site

Contact information for the teacher. Only to be used in case of emergencies

Parent/Guardians contact numbers are:

On classroom rosters provided in this plan

On student information cards stored in emergency "Go Bags"

Reunification:

Notices will be posted on all doors if possible. If there is more than one hour notice to evacuate, parents will be called to pick up students. If evacuated, school staff will call parents to let them know the status and location to pick up their students. If parents are unavailable, we will reach out to emergency contacts on student information cards.

