

# PARENT / STUDENT HANDBOOK

UNCHANGING  
*Truth*  
2024 - 2025

"Jesus Christ is the same yesterday  
and today and forever."

**Hebrews 13:8**

AGAPE CHRISTIAN ACADEMY

360-833-0558 | [www.goacalions.org](http://www.goacalions.org)

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## **APPENDIX**



# 1. School Information

## 1.1 Campus Information

Grace Campus	NorthLake Campus	Lacamas Campus
<i>Preschool-2nd Grade</i>	<i>3rd-7th Grade</i>	<i>8th-12th Grade</i>
8:20am - 3:15pm	8:25am - 3:15pm	8:10am - 3:15am
717 SE Everett St.	500 NE Everett Rd.	4727 NE Everett Dr.
Camas, WA 98607	Camas, WA 98607	Camas, WA 98607
360-833-0558 x 1	360-833-0558 x 2	360-833-0558 x 3

## 1.2 Mission Statement & Core Values

### Mission Statement

Our mission is to develop unshakeable faith and God-given purpose in each student.

### Core Values

**Biblical Truth** - standing on the Bible as our foundation

**Character & Community** - helping students develop high moral and ethical standards while providing and modeling a loving community

**Individual Academic Excellence** - individualized education with high expectations.

Helping students and parents see and achieve potential in every student

## 1.3 Educational Philosophy

### 1.3.1 Purpose of Life and Christian Education Revised 10/20/22

At ACA, we believe that the ultimate purpose of life is to fulfill the two greatest commandments: “Teacher, which is the greatest commandment in the Law?” Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”(Matthew 22:36-40). We believe that once we enter into a relationship with the Father, we become part of His body at work on this earth and His representatives, called to be salt and light shining before others (Matthew 5:13-16).

We believe that Christian education includes a focus on leading students to a saving relationship with Jesus, and as His disciples, becoming imitators of God, walking in the same manner as He walked. (1 John 2:5-6) We believe that the purpose of Christian education is to help our students learn that God has a plan and purpose for everyone. Then, in discovering and cultivating their God-given gifts, to bring glory and honor to our heavenly Father (Ephesians 2: 10). We

believe that it is the responsibility of our students to learn to stand firm in biblical truth without compromise (1 Peter 3:15). A biblical worldview, taught through a Christian education, enables them to engage with current culture and see clearly how all of life fits together from God's perspective (Colossians 1:28).

We believe that the goal of Christian education is to provide the highest level of instruction, "to train up a child in the way he should go" (Proverbs 22:6), by addressing the needs and development of the mind, the heart, the spirit, and the body. This is achieved through a commitment to the holistic development of each child: addressing what a child knows, what a child values, and what a child is able to do.

Therefore, we believe in always educating the child in spiritual matters as well as academics (Romans 12:2). As Romans says, renewing of the mind to think spiritually as well as academically, students will become more transformed into His image; thinking, feeling, living and loving as He teaches in the scriptures (1 John 2:5-6).

A Christian education also develops skills which enable students to apply their knowledge as they discover their gifts and talents through creative exploration and active engagement in the world around them and reminds them that "God is at work in each of them" (1 Thessalonians 2:13).

### *1.3.2 Importance of a Biblical Worldview of Subject Matter & Curriculum*

We believe the Bible to be the inspired, absolute Word of the One true living God (2 Timothy 3:16) (Mark 12:32). We believe in integrating a biblical worldview into all content-area curriculum and all extra-curricular enrichment activities and events. There is no aspect of the ACA educational program or our expected student outcomes for all students that fall outside our commitment to intentional biblical worldview development. It is the guiding foundational principle for helping them to navigate life (1 Corinthians 2:12). We acknowledge the reality that our current culture does not value a biblical worldview yet, rather actively works to undermine and reject biblical truth at every turn. Agape Christian Academy is committed to instilling in our students love for God and His Word and a commitment to looking at all aspects of life through a biblical worldview (Colossians 2:8). We are committed to helping our students become critical thinkers who can articulate boldly the reason for the hope they have within (Peter 3:15).

We believe that teaching all content areas and programs from a biblical worldview is vital and non-negotiable. At ACA, our students will be taught to build their foundations of learning and knowledge using biblically integrated curriculum in support of achieving high academic standards. They will be encouraged to think critically as they apply their Biblical worldview to all subjects, thus teaching students not just what to think but how to think (Colossians 2:8).

We believe a biblical worldview provides the purest and most accurate perspective on God and His creation, including the purpose of humanity. Instilling each student with firm foundational beliefs will enable them to successfully continue their educational pursuits and eventually enter the workforce. They will be equipped to skillfully, humbly, and excellently work for the common good, and more importantly, for the glory of God (Colossians 3:17).

### *1.3.3 Nature of Learning and Learners*

We honor and respect that each individual student is fearfully and wonderfully made in God's image (Psalms 139:14) and are created to WANT to learn and grow. We believe it is our responsibility as educators to promote engagement through curiosity, wonder, and awe in all learning.

We utilize differentiated instruction to meet the needs of each individual, actively teaching to different learning styles and developmental abilities. ACA believes in fostering a safe learning environment for each student.

Staff at ACA work together to meet our creative, imaginative, and resourceful students where they are. We teach to the whole child; addressing academics, social emotional skills, spiritual formation, and physical growth. As Christian educators, our role is to ensure students are on their path to discover their God-given gifts and abilities at a developmentally appropriate level. ACA teachers deliberately promote Godly principles in a way that will advance God's kingdom to bring Him glory and honor (Colossians 3:23). With all of this in mind, we believe in developing lifelong learners by engaging every student, developing critical thinking skills, and working as a community of learners. The goal of our instructional program at ACA is to lead students to reach their highest potential (Ephesians 2:10, John 15:8). Ultimately, we strive to teach each student how to become a contributing member of their society by recognizing their need to serve others and serve God (1 John 3:18, Galatians 5:13).

### *1.3.4 Community: the role of teachers, administrators, parents, and students and how they should and will relate to one another.*

We believe that community is an essential part of culture. Administrators work to provide guidance to teachers and maintain positive relationships among staff, parents, and students. We believe that all teachers should work to cultivate learning and creativity among their students and build positive relationships in their classroom environments to maximize the learning experience for each student. While biblical virtues are taught explicitly in the classroom, including "... joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" teachers also strive to actively model this in each interaction they have with students, administrators, and other staff (Galatians 5:22-23).

We believe that parents are the first educators of their children. They should strive to maintain positive relationships with the school personnel and their children, remembering that "whoever disregards discipline comes to poverty and shame, but whoever heeds correction is honored" (Proverbs 13:18).

Students are expected to be part of the body of Christ at ACA, striving to build one another up to love and good deeds, not letting any unwholesome talk come out of their mouths, and acting as peacemakers whenever possible (Hebrews 10:24, Ephesians 4:29, Matthew 5: 8-10). At ACA students are expected to respect the staff and leadership of the school and obey their parents (1 Peter 5:5, Ephesians 6:1-3).

At ACA, we believe that we should "outdo one another in showing honor", so we are committed as a community to honor excellence and achievement whenever possible. We strive to walk in forgiveness and grace, remembering to "love each other deeply because love covers a multitude of sins" (1 Peter 4:8). Be devoted to one another in love. Honor one another above yourselves." (Romans 12:10). Finally, in pursuit of healthy and God-honoring relationships, we strive to live out

these verses:” For if you forgive men for their transgressions, your heavenly Father will forgive you. But if you do not forgive men, then your heavenly Father will not forgive you (Mt. 6:14-15). “Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” (Colossians 3:13-14).

*Matthew 5:13-16 - “You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled underfoot. You are the light of the world.... In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.”*

*1 John 2:5-6 - “But if anyone obeys his word, love for God is truly made complete in them. This is how we know we are in Him: Whoever claims to live in Him must live as Jesus did.*

*Ephesians 2:10 - “For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.”*

*Peter 3:15 - “But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.”*

*Colossians 1:28 - “We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ.”*

*John 15:8 - “This is to my Father’s glory, that you bear much fruit, showing yourselves to be my disciples.”*

*Proverbs 22:6 - “Train up a child in the way he should go: and when he is old, he will not depart from it.”*

*Romans 12:2 - “And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect.”*

*1 Thessalonians 2:13 - “And we also thank God continually because, when you received the word of God, which you heard from us, you accepted it not as a human word, but as it actually is, the word of God, which is indeed at work in you who believe.”*

*2 Timothy 3:16 - “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.”*

*Mark 12:32- “... God is One and there is no one else but Him.”*

*1 Corinthians 2:12 - “What we have received is not the spirit of the world, but the Spirit who is from God, so that we may understand what God has freely given us.”*

*Colossians 2:8 - “See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the elemental spiritual forces of this world rather than on Christ.”*

*Colossians 3:17 - "And whatever you do, whether in word or deed, do it all in the name of the Lord, giving thanks to God the Father through Him."*

*Psalms 139:14 - "I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."*

*Colossians 3:23 - "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."*

*1 John 3:18 - "Dear children, let us not love with words or speech but with actions and in truth."*

*Galatians 5:13 - "You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love."*

*Hebrews 10:24 - "And let us consider how we may spur one another on toward love and good deeds."*

*Matthew 5: 8-10 - "Blessed are the pure in heart, for they will see God. Blessed are the peacemakers, for they will be called children of God. Blessed are those who are persecuted because of righteousness, for theirs is the kingdom of heaven."*

*Ephesians 6:1-3 - "Children, obey your parents in the Lord, for this is right. Honor your father and mother so that it may go well with you and that you may enjoy a long life on the earth."*

*1 Peter 5:5 - "In the same way, you who are younger, submit yourselves to your elders. All of you, clothe yourselves with humility toward one another, because God opposes the proud but shows favor to the humble."*

#### *1.4 Statement of Belief*

- ★ We believe in the one true God, our eternal Creator, the infinitely perfect Being, existing in three persons: Father, Son, and Holy Spirit. (Isaiah 40:28; 44:6-8; Matthew 28:18; Hebrews 1:10-12)
- ★ We believe in God the Father, the Ruler of the universe and our heavenly Father. (1 Timothy 6:15-16; Hebrews 1:3-4, 2:5-9)
- ★ We believe in Jesus Christ, the only begotten Son of God, truly God and truly man, our crucified and risen Savior and Lord. We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His literal bodily resurrection, ascension to the right hand of the Father, and His personal bodily return in power and glory. (John 1:1-18; Isaiah 7:14, 9:6; Matthew 1:18-24; 1 Corinthians 15; 2 Corinthians 5:21; Hebrews 1, 9, 10)
- ★ We believe in the Holy Spirit, the third person of the Triune God, who indwells us when we place our trust in Christ. (Ephesians 1:13; Ephesians 4:30; 2 Corinthians 1:22)
- ★ We believe the Bible to be the inspired and only infallible, authoritative, all sufficient Word of God. (2 Timothy 3:16; 2 Peter 1:21)
- ★ We believe that Jesus Christ died, bearing the penalty for our sins, and was buried; that He rose again providing forgiveness, and eternal life, by God's grace alone, for all who trust in Him. (1 Cor.15: 1-7; Romans 10:9-10)
- ★ We believe God has a plan and purpose for every person which is only to be found in Jesus Christ. (Ephesians 2:10)
- ★ We believe God created human beings as either male or female. (Genesis 1:27, 2:21-22; Mark 10:6-9)



- ★ We believe marriage is instituted by God and is between one biological male and one biological female. (Genesis 2:23-24; Matthew 19:4-6)
- ★ We believe in the grace of God, who has saved us, not because of who we are or what we have done, but as a gift received by faith alone. (Ephesians 2:8-9; Titus 3:4-7)
- ★ We believe that Christ has commissioned us to make disciples of all nations, including our children and grandchildren to posterity. (Matthew 28:18-20; Mark 16:15)

### *1.5 Accreditation*

As of December 2012, Agape Christian Academy has received full accreditation by COGNIA formerly AdvancED. As we strive for the best possible school, we will continue to focus on school development in all areas to continue to hold our accreditation. Reaccreditation was approved in May 2018 for another 6 years.

### *1.6 Handbook Disclaimer*

This handbook does not constitute an expressed or implied contract with the student or parent. The school reserves the right to revise or add to the handbook/policies at any time, with or without parent notice.

## **2. Staff Directory**

### *2.1 Administrative Staff*

- ★ Cindie Boyles – Head of School
- ★ Ashley Schlauch – Principal
- ★ Lisa Dieker – Vice Principal
- ★ Nicholas Mancillas – Lacamas Admin Interim/Athletic Director
- ★ Katie Case - Lacamas Admin Interim/Spiritual Formation Director
- ★ Diane Finchum - Finance Director
- ★ Juliana Sarmiento - HR Coordinator
- ★ Beth Teas – Admissions Director
- ★ Joy Corse – Development Assistant/Northlake Front Office Temp
- ★ Amy James – Nurse/Northlake Front Office Temp
- ★ Cher Schmidt – Preschool Director
- ★ Stacey Silva – Arts Director
- ★ Coral Lehman - St
- ★ Nicole Jones – Tech Coordinator
- ★ Jessie Paulson – Counselor
- ★ Denese Lawson – Development Director
- ★ Laura Crang – Grace Lead Teacher
- ★ Becca Fischer – Northlake Lead Teacher
- ★ Amy Roy – Website/Assistant Arts Director
- ★ Coral Lehman – Staff Childcare Coordinator
- ★ Krista Combs – Grace Front Office
- ★ Cassandra Morse – Lacamas Front Office

## *2.2 Elementary and Middle/High School Teaching Staff*

- ★ Candi Chriss – Kindergarten/1st Grade
- ★ Madison Bertrand – Kindergarten
- ★ Alex Blanchard – 1<sup>st</sup> Grade
- ★ Laura Crang – 2<sup>nd</sup> Grade
- ★ Leia Gonzalez - 2<sup>nd</sup> Grade
- ★ Michelle Vollmuller – 3<sup>rd</sup> Grade
- ★ Angel Esrael – 3<sup>rd</sup> Grade
- ★ Laura Cojocararu – 4<sup>th</sup> Grade
- ★ Anne Flagg – 4<sup>th</sup> Grade
- ★ Kate Royce – 5<sup>th</sup> Grade
- ★ Breanna Archibald – 5<sup>th</sup> Grade
- ★ Tiffany Knutson - English/Bible/Science
- ★ Corinne Johnson - Math
- ★ Leigh Edwards - Social Studies/English
- ★ Yvette Dykema - Bible
- ★ Becca Fischer – Language Arts
- ★ Jason Knutson - Social Studies/Bible/Debate
- ★ Henry Liu - Math
- ★ Allene Goshey – Science
- ★ Wyatt Poland - Science/Robotics
- ★ Nicholas Mancillas – Social Studies
- ★ Katie Case – Bible
- ★ Kylene Slagle - English/Health

## *2.3 Preschool Staff*

- ★ Cher Schmidt – Transitional Kindergarten
- ★ Kerry Keast - 3 Year old AM Classes
- ★ Victoria Madrid - PreK AM & PM Classes

## *2.4 Specialist Staff*

- ★ Scott Baiar - Music Education
- ★ Karah Huld – Dance
- ★ Nicole Jones – Physical Education
- ★ Allene Goshey – Band
- ★ Amy Roy – Dance/Hip Hop/Drama
- ★ Marc Roy - Hip Hop/Video
- ★ Renee Sanders – Physical Education
- ★ Stacey Silva – Dance
- ★ Mike Sayer – Woodshop
- ★ Erin Waller - Drama
- ★ Jamie Smith - Home Economics/Culinary/Horticulture
- ★ Coral Lehman - MS Home Economics
- ★ Douglas Huegli - Art/Photography/Year

- ★ Mark Wade - Worship Team

### *2.5 Support Staff*

- ★ Kellee Bleth
- ★ Kelly Birkeland
- ★ Mike Crang
- ★ Monica Gilberg
- ★ Sara Lape
- ★ Amanda Sullivan
- ★ Julie Smith
- ★ Paige Zwiers
- ★ Kathryn Jenks
- ★ Tony Birkeland
- ★ Nina Green
- ★ Rebecca Jones
- ★ Melissa Soldati
- ★ Rebekah Tourbin
- ★ Katie Jenks
- ★ Heather McFadden

## **3. Enrollment/Registration Process, Tuition & Fees**

### *3.1 General Requirements/Non-discrimination Statement*

Students are expected to pursue spiritual, academic, social, and personal goals as well as contributing to the well-being of other students. ACA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, and other school-administered programs.

Acceptance is based on former school records, an enrollment interview, a student visitation, reference letters, and completed initial MAPS assessment. Academic aptitude and emotional health will also be considered as we assess social/emotional interaction during student visitations.

### *3.2 Class Size and Campus Capacity*

**Preschool:** Class sizes typically range from 10-14 students per teacher and teacher assistant. Classes are capped at 14 students.

**For Kindergarten-12th Grade:** Class sizes typically range from 14-20 students per teacher. Classes are capped at 20 students.

In the event a student desires to enroll in a class which has reached its maximum class size, the student will be put on a waiting list and placed into the class in chronological order of their placement on the waiting list. It is of the utmost importance at Agape Christian Academy to continually provide individualized and personalized instruction for all of our students to maintain our small class sizes is a critical piece in allowing us to maintain this vital piece of our culture. The administration reserves the right to increase class size in our Preschool-12th Grade program as needed when parameters

permit. Additional aide support may be added to facilitate growth.

### *3.3 Enrollment Process*

The first step in the enrollment process is to complete an inquiry form online [www.goacalions.org](http://www.goacalions.org). You will then be contacted by our Registrar who will discuss the enrollment process and provide a link to apply. The enrollment process is complete once the following is received/completed in this order:

- ★ Online application
- ★ Required documents detailed in the application
- ★ Application Fee Paid
- ★ Parent Interview & Facilities Tour
- ★ Student Visitation with MAPS assessment
- ★ Confirmation of Acceptance
- ★ Enrollment fees (non-refundable)
- ★ Payment plan selection and completed ACH Agreement Form

### *3.4 Immunization Requirements*

The Washington State Health Department requires that all preschool and school age children be immunized before or within 30 days of enrollment. Before a child may attend a school or childcare center, a parent or guardian must provide proof of the required immunizations, Certificate of Exemption (COE), or immunity using a department approved Certificate of Immunization Status (CIS) Form. The CIS may be printed from the WA Immunization Information System (IIS). A parent can also print a CIS by signing up with MyIR. If a hardcopy form is used, it must be medically verified by either a health care provider signature or by attaching medical immunization records to the completed CIS, so school or childcare staff can verify it for accuracy.

## 3.5 Tuition and Fee Schedule



# AGAPE CHRISTIAN ACADEMY

## Tuition, Fees, and Payment Plan Options 2024-2025 School Year

TUITION RATES						
Payment Plans	ANNUAL TUITION	1 PAYMENT (Feb 1 <sup>st</sup> -6%)	1 PAYMENT (June 1 <sup>st</sup> -4%)	2 PAYMENTS (June 1 <sup>st</sup> & Dec 1 <sup>st</sup> )	10 PAYMENTS (July-April)	11 PAYMENTS (July-May)
<b>PRESCHOOL</b> *annual tuition cost includes supply fee						
3yr Preschool, 2 day am- T/Th	\$3,500	\$3,290	\$3,360	\$1,750	\$355	\$323.18
3yr Preschool, 3 day am- M/W/F	\$5,000	\$4,700	\$4,800	\$2,500	\$505	\$459.55
4yr Preschool, 4 day am- M/T/W/F	\$6,000	\$5,640	\$5,760	\$3,000	\$605	\$550.45
4yr Preschool, 4 day pm- M/T/W/F	\$6,000	\$5,640	\$5,760	\$3,000	\$605	\$550.45
PreK/TK, 4 Day Full Day- M/T/Th/F	\$9,975	\$9,377	\$9,576	\$4,987.50	\$1,002.50	\$911.82
<b>ELEMENTARY K-6<sup>TH</sup> GRADE</b> *annual tuition cost includes supply/book fee						
K- 6 <sup>th</sup> Grade	\$11,025	\$10,364	\$10,584	\$5,512.50	\$1,107.50	\$1,007.27
<b>MIDDLE SCHOOL</b> *annual tuition cost includes supply/book fee and class elective fees (excludes Athletic, Dance and Drama Fees)						
7 <sup>th</sup> -8 <sup>th</sup> Grade	\$11,875	\$11,163	\$11,400	\$5,937.50	\$1,192.50	\$1,084.55
<b>HIGH SCHOOL</b> *annual tuition cost includes supply/book fee and class elective fees (excludes Athletic, Dance and Drama Fees)						
9 <sup>TH</sup> -12 <sup>TH</sup> Grade	\$13,975	\$13,137	\$13,416	\$6,987.50	\$1,402.50	\$1,275.45
<b>PRESCHOOL &amp; KINDERGARTEN ENROLLMENT FEES</b>						
NEW AND RETURNING STUDENTS going into Preschool-Kindergarten						
Preschool Enrollment Fee	\$215- non-refundable					
Kindergarten Enrollment Fee	\$300- non-refundable					
<b>CONTINUOUS ENROLLMENT FEE</b>						
CURRENT ACA STUDENTS going into 1 <sup>st</sup> Grade- 12 <sup>th</sup> Grade						
By February 15 <sup>th</sup>	\$150 per student- non-refundable					
By March 15 <sup>th</sup>	\$250 per student- non-refundable					
By April 15 <sup>th</sup>	\$350 per student- non-refundable					
<b>NEW STUDENT FEES</b>						
Application Fee	\$50- non-refundable					
Enrollment Fee	\$300 (1 <sup>st</sup> grade - High School)- non-refundable					
<b>SIBLING DISCOUNTS</b>						
Sibling discounts apply to students entering Kindergarten-12 <sup>th</sup> Grade ONLY						
1 <sup>st</sup> Child (oldest)	Full Tuition					
2 <sup>nd</sup> Sibling	20% off					
3 <sup>rd</sup> Sibling	30% off					
4 <sup>th</sup> Sibling	40% off					

*Payment Methods - Per Board policy, ALL accounts are required to have a payment method on file via an ACH agreement, regardless of payment plan*

- ★ 1 Payment: cash, check or credit card (3% fee when paying with credit card) - paid in full discount applies
- ★ 2 Payments: cash, check, or credit card (3% fee when paying with credit card)
- ★ 10 Payments, July-April: ACH via a checking or savings account - *includes \$5 monthly processing fee*
- ★ 11 Payments, July-May: ACH via a checking or savings account - *includes \$5 monthly processing fee*

*Enrollment Policy*

- ★ Agape Christian Academy students, Kindergarten and above, will be continuously enrolled through the completion of 12th Grade, or if necessary, until the student chooses to opt-out.
- ★ A continuous enrollment fee is applied to every student, unless the student has opted-out, and will be processed via an ACH in February.
- ★ A \$30.00 fee will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.
- ★ If tuition is past due at the end of the school year, official transcripts will be withheld and not transferred until the account is brought current.

### 3.6 Additional Fees

ELEMENTARY 1-6 <sup>TH</sup> GRADE CLASS FEES not included in tuition	
Arts Fees- Lyrical & Hip Hop 6 <sup>th</sup> Grade	\$25- per class per semester
Outdoor School- 6 <sup>th</sup> Grade	\$225
MIDDLE SCHOOL 7 <sup>TH</sup> & 8 <sup>TH</sup> GRADE CLASS FEES not included in tuition	
Arts Fees- Drama, Lyrical & Hip Hop	\$50- per class per semester
Athletics Fee	\$95- per season per sport
Fall Apologetics Conference- 8 <sup>th</sup> Grade	\$150
Spring Skip Trip- 8 <sup>th</sup> Grade	\$150
*DC Trip Opportunity- 8 <sup>th</sup> Grade	\$2,900 (*optional)
Annual Field Trips	\$10-\$15- end of the year field trip
HIGH SCHOOL CLASS FEES not included in tuition	
Arts Fees- Drama, Lyrical & Hip Hop	\$50- per class per semester
Athletics Fee	\$150- per season/per sport
Faith Building Conference	\$200
*Kenya Serve Trip Opportunity	\$2,600 (*optional)
Annual Field Trip	\$20-\$30- beginning & end of the year field trips
ADDITIONAL MATERIALS REQUIRED not included in tuition	
Band 5 <sup>th</sup> - 6 <sup>th</sup> Grade	Instrument rental & book
Band 7 <sup>th</sup> -12 <sup>th</sup> Grade	Band specific performance outfit, Instrument rental & book
Choir 7 <sup>th</sup> - 12 <sup>th</sup> Grade	Choir specific performance outfit
Dance 1 <sup>st</sup> -5 <sup>th</sup> Grade	Make-up, undergarments, shoes & tights
Drama 7 <sup>th</sup> -12 <sup>th</sup> Grade	Make-up, undergarments & partial costumes
Hip Hop 7 <sup>th</sup> -12 <sup>th</sup> Grade	Make-up, undergarments & practice clothes
Lyrical 7 <sup>th</sup> -12 <sup>th</sup> Grade	Make-up, tights, shoes, undergarments & practice clothes
ALL SCHOOL FUNDRAISING	
Fund Run- October	\$150 individual student goal (no minimum required)
Auction- March	\$200 basket, \$350 monetary fee or \$500+ large item (required per family)
GiveBig- May	\$500 family goal (no minimum required)

### 3.7 New Students

Prior to admittance, all students will need to complete the Enrollment Application process. All new students are on a probation period of 120 days.

Students with IEPs (Individualized Education Plans) or 504 Plans, academic difficulties, behavioral issues or defined learning challenges will be accepted only if ACA can provide a specific program that meets their needs. In some cases, students with significant academic disabilities may be accepted after counseling with parents outlining the limited program and reduced expectations for academic progress. Parents may desire the atmosphere of Christian education more than the focused academic help provided by public school programs.

### 3.8 Refund & Withdrawal Policy

- ★ In the case of your withdrawal from our program, a prorated tuition amount will be refunded, if applicable, within 60 days of notice.
- ★ Enrollment fees are non-refundable unless your family relocates outside of a realistic commute distance prior to the start of school.
- ★ There is a \$250 withdrawal fee per student, for Kindergarten-High School if your student withdraws at any point after enrollment.
- ★ In addition to the withdrawal fee, if it is after June 1st, 10% of the annual tuition amount is non-refundable. This helps cover preplanned, set expenses for the school year, such as insurance, curriculum, and supplies.

## 4. Schedules and Office Hours

### 4.1 School Office Hours

The Agape Christian Academy offices are open from 7:45am to 3:45pm on school days. During non-school days, hours will vary; please contact the office for open hours during these times.

### 4.2 Before & After School Care

#### 4.2.1 Preschool – 2<sup>nd</sup> Grade Grace Campus/3<sup>rd</sup>-6<sup>th</sup> Grade NorthLake Campus

- ★ ACA students in Preschool through 6th grade MUST be under the direct supervision of an ACA Employee at all times when on campus and MUST be checked into ACA's Before Care and/or After Care Services if on school property before and/or after the official school day start and end times.
- ★ A parent/guardian MUST make prior arrangements with the ACA office, through a Parent Square sign-up for their child to attend Before Care and/or After Care (on either a daily, periodic, or on-going basis).
- ★ Before Care and After Care Services are \$10/hour per student and will be billed monthly. Childcare invoices MUST be paid monthly to remain in good standing and remain eligible for this monthly service.

Monthly Cost Caps	Number of Children
\$450	1
\$550	2
\$650	3

- ★ You MUST walk your child into the school and personally check them into the Before Care Classroom if arriving on campus between 7am & 8am.
- ★ Before Care will be offered on the Grace Campus and the NorthLake Campus.
- ★ Students will NOT be accepted into Before Care, on either campus, before 7:00am or after 8:00am.



- ★ After Care services are available on the Grace Campus from 3:15pm until 6:00pm and NorthLake Campus for students from 3:15pm until 4:00pm. Those students at Northlake who are in aftercare past 4:00pm will be transported over to After Care at the Grace Campus from 4:00pm until 6:00pm. Students will be transported in the school van by ACA staff approved drivers.

#### 4.2.2 NorthLake (7th grade) and Lacamas Campus (8th-12th grade)

There is no Before Care or After Care offered at NorthLake for 7th grade or Lacamas Campus. Students can be dropped off at their campus as early as 7:45am and must be picked up before 3:45pm. There is no direct supervision for 7th-12th grade students after 3:15pm. Please note, the buildings will be closed at 4pm.

#### 4.3 Daily Hours / Schedules

Age or Grade Level	Time	Days
Preschool 3 year – 3 day	8:20am-11:20am	3 days M/W/F
Preschool 3 years – 2 day	8:20am-11:20am	2 days T/TH
PreK 4 year – AM	8:20am-11:20am	4 days M/T/W/F
PreK 4 year – PM	12:15pm-3:15pm	4 days M/T/W/F
PreK / TK	8:20am-3:15pm	4 days M/T/Th/F
K-2 <sup>nd</sup> Grade	8:20am-3:15pm	5 days M/T/W/Th/F
3 <sup>rd</sup> -7 <sup>th</sup> Grade	8:25am-3:15pm	5 days M/T/W/Th/F
8th-12th Grade	8:10am-3:15pm	5 days M/T/W/Th/F

#### 4.4 Snow / Inclement Weather Schedules

In inclement weather, we will take into consideration the Camas School District transportation decisions. If we have a delayed start, our FULL DAY TK-12th grade students will attend, but the AM preschool will be closed. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpasses the risk that may be involved in transporting for one day of school. In the event of early release due to inclement weather, parents will be notified via the ParentSquare phone application.

## 5. Transportation, Security & Attendance

### 5.1 Building Security – Grace, NorthLake, and Lacamas Campus

To maintain a safe campus, all doors are to remain locked to the best of our ability at all times, on all campuses.

All adult foot traffic is to enter the front doors at each facility and will be directed to the main office to sign in. Push the doorbell when you arrive, and a staff member will open the door.



### 5.2 Drop Off and Pick Up Procedures

These are strategic and have been thought and planned out based on actual number of students and number of cars, please follow these guidelines to keep everyone safe.

- ★ Please note that for drop off & pick up, we need parents who have students on multiple campuses to be dropping off and picking up at the three campuses in this order always:

**1. Lacamas, 2. Grace & 3. NorthLake**

#### 5.2.1 Lacamas Campus

##### **DROP OFF:**

When dropping off on the Lacamas Campus, all drivers must ALWAYS enter through Everett Drive and follow the line East to West exiting out past the mobile home onto Everett Street. We ask that drivers stay in their vehicle at all times and do NOT park.

- ★ All 8th - 12th grade students MUST be dropped off in front of the Lacamas Campus on Mondays, Tuesdays, Thursdays, and Fridays at the “student entrance” between 7:45am-8:05am; whereupon they will wait in common spaces until classrooms open at 8:00am. Classes start promptly at 8:10am.
- ★ 8<sup>th</sup>-12<sup>th</sup> grade students are to be dropped off at the NorthLake Campus every Wednesday between 7:45-8:05am for Chapel. Please follow MAP B (5.2.3) for NorthLake front carline information.
  - If your 8th - 12th grade student has a younger sibling at NorthLake, after dropping off your student for chapel, please follow MAP A (5.2.3) for normal daily drop off.

**NO PARKING** in the Lacamas parking lot during morning drop-off (7:45am-8:10am) and afternoon pick-up (3:00pm - 3:45pm) windows due to the lack of space.

- ★ If you need to contact the office, you may call us or park and come into the office during the school day; 8:10am - 3:00pm. The parent and visitor main office entrance is now on the east side of the building.



### PICK UP:

All students in 8<sup>th</sup>-12<sup>th</sup> grade may be picked up on any of the 3 campuses depending on their daily class schedule. Please check your student's class schedule (7th & 8th period) for pick up locations as they are noted on the schedule (i.e. Lacamas, Grace, NorthLake). *All 8th - 12 grade students will be picked up at the Lacamas Campus on Wednesdays.*

- ★ LACAMAS Pick Up - Traffic flow is the same at pick up, East to West and drivers are asked to stay in their vehicle at all times. If you are the first in line, please pull up behind the orange cones to form 3 separate lines for pick up.
- ★ GRACE Pick Up - If you have younger children (in preschool – 2<sup>nd</sup> grade) on the Grace Campus, 8<sup>th</sup>-12<sup>th</sup> grade students may join their younger siblings in the back breezeway carline for pick up. Otherwise, Lacamas students may walk out to their parents in the back parking lot at Grace Church; please follow the Grace Campus PICK UP procedures (5.2.2). You must park FACING NORTH; no backing up, only moving forward.
  - Students who are driving themselves will park in the FRONT parking lot while taking classes on the Grace Campus.
- ★ NORTHLAKE Pick Up - If you are picking up an 8th - 12th grade student on the NorthLake Campus at the end of the day, please follow pick up MAP B (5.2.3) unless you have a 3<sup>rd</sup> - 5<sup>th</sup> grade student in which case you will follow your normal pick-up routine and your older student will join your younger student (MAP A 5.2.3).

### 5.2.2 Grace Campus

#### DROP OFF:

- ★ Carline drop off is open in the back of the building from 8:05 am-8:15am and only when a staff member is outside and then again at 12:10pm for PM preschool. If a staff member is not outside to receive students, please do NOT drop your student off, as the doors will be locked. You must pull around to the front, park in the front parking lot and walk students to the door to be checked in.
- ★ For the safety of our students and staff, please do not get out of your car for any reason in the carline, and refrain from using your cell phone while in the carline. Carline drop off will be strictly adhering to the closing of the carline at 8:15am. If you are not already in the line, staff will be heading in the door as support staff have additional responsibilities in assisting students in the building. If you see that the car line is closed, please pull to the front of the building, park and walk your child to the front office.

- ★ As a reminder, students can start being dropped off to wait with staff on the breezeway from 8:00am to 8:05am for kindergarten through second grade ONLY (NO PRESCHOOL STUDENTS AT THIS TIME). Open window for drop off for everyone is from 8:05am to 8:15am. DO NOT DROP OFF IF THERE IS NOT A STAFF MEMBER PRESENT.
- ★ All *adult* foot traffic is to enter the building through the school office double doors. DO NOT drive up and drop preschool/elementary age students off in the front of the building.
- ★ Any preschool or elementary students being dropped off before 8:00am for Before Care, need to be checked in with Before Care staff. You must park and enter through the front office doors and walk them to their Before Care destination.
- ★ Also, please remember that school starts for all preschool and elementary students promptly at 8:20am and students who are not in their classrooms at this time are considered tardy.

**\*DO NOT DROP OFF STUDENTS ON THE BACK BREEZEWAY IF STAFF IS NOT PRESENT.**



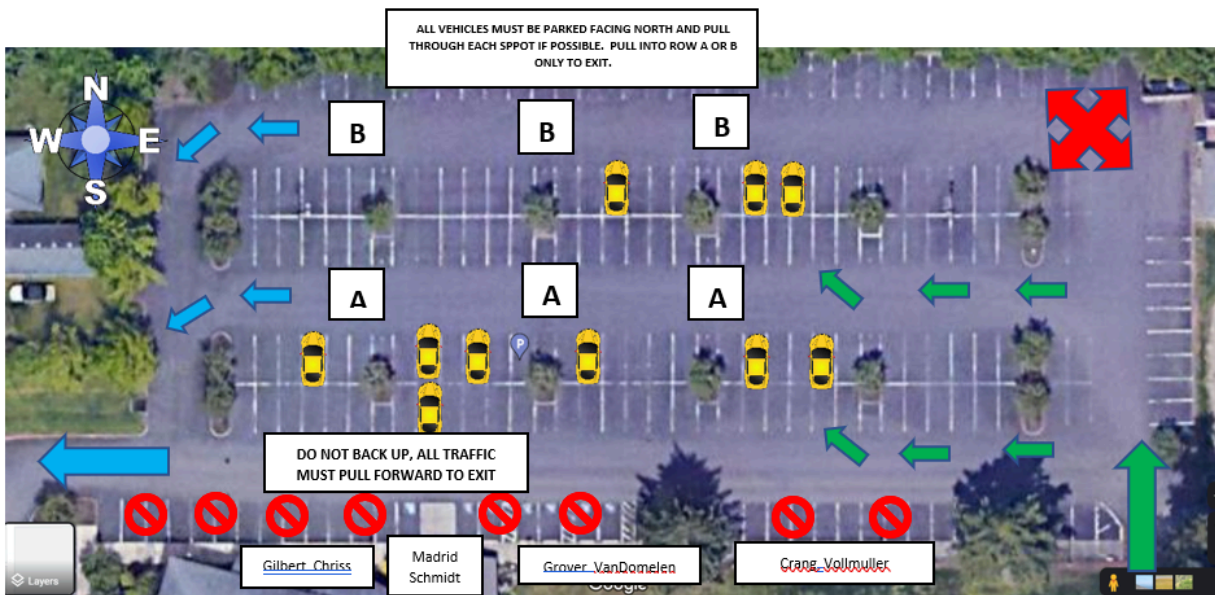






**PICK UP:**

Arriving on time and being parked is essential to help with the flow of traffic. Please use caution when entering the parking lot and refrain from driving at fast speeds. We ask that parents are parked in the parking lot no later than 3:05 pm. Please see the map below for how to park and how to exit:

- ★ DO NOT GO BACKWARDS ON THE ONE WAY ROAD.
- ★ Park only facing North.
- ★ No backing out of parking spots, only forward movement and no exiting through the entrance.
- ★ Please be sure to hold your child's hand while in the parking lot as a safety precaution as cars will be moving and exiting the lot at various times.
- ★ There is no inside pick-up.
- ★ No adults are allowed on the back breezeway except for school staff at drop of or pick up. If you need to have a conference with your child's teacher, please make arrangements to do so outside of pick up and drop of times.
- ★ Students scheduled for After Care will be checked in by their teacher after pick up.
- ★ If the enrolling parent(s) are not picking up, the office must be notified so that we can change your pick up arrangements for that day. This must be done daily UNLESS you have a regularly scheduled person to pick up on certain days of the week. Anyone may be asked to show photo identification at pick up.
- ★ We will not release a student to anyone other than the enrolling parents unless we have prior permission. We will call the parent if permission was not given before allowing the child to leave with another adult. If contact can not be made, we will take your child to the office until we are able to make contact.

**Students scheduled for After Care will be checked in by their teacher after pick up.**



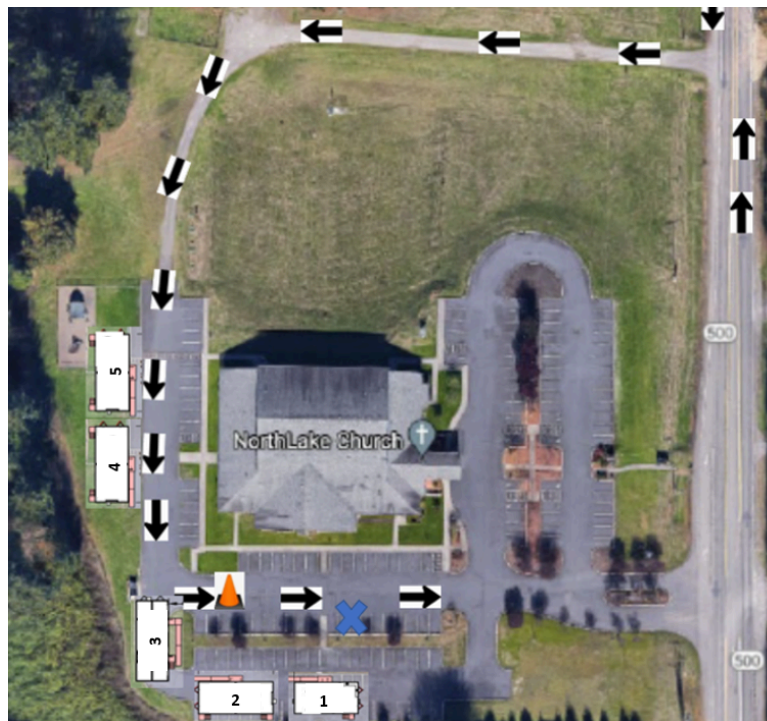
	NO PARKING in this row
	EXIT ONLY, <u>All</u> vehicles must exit out this direction
	ENTER ONLY, <u>Do</u> not exit out this one way road
	DO NOT ENTER

**DROP OFF:**

When dropping off at NorthLake, please follow the black arrows on Map A and the white arrows for Map B for AM drop off. If you are the first car, pull all the way up to the cone. For safety purposes, please do not pass any vehicles at any time.

- ★ Map A is for parents who have students in 3rd-7th grade and Map B is for parents who only have 6th & 7th graders on the NorthLake Campus.
- ★ DO NOT let any students out of the cars until the staff signal you to at 8:10am sharp.
- ★ The drop of window is from 8:10-8:20am and ONLY when staff are outside supervising.
- ★ Once drop off begins, if you're stopped anywhere on the pavement, your child should exit the vehicle on the passenger side and walk directly to class between the yellow lines.
- ★ IF YOU ARRIVE AFTER 8:20AM, YOU WILL NEED TO PARK NEAR THE ORANGE CONE AND WALK YOUR STUDENT INTO PORTABLE 4 FOR LATE ARRIVAL CHECK IN.
- ★ On Wednesdays, 7th grade carline will open at 7:45-8:05 for chapel drop off. Please follow the white arrows on Map B for 7th grade only drop off. If your 7th grader has a younger sibling at NorthLake, after dropping off your 7th grader for early chapel, please follow Map A for normal daily drop off.

**Map A - Families with 3rd-7th Grade students**



**Map B - Families with 6th & 7th Grade only (you do not have 3rd-5th graders)**



**PICK UP:**

Pick up starts at 3:15pm and is a stop and go line. If you arrive early, please pull all the way up to the orange cone. A staff member will let cars go once loaded.

- ★ For safety purposes, turn off your engine while in line and please do not pass any vehicles at any time.
- ★ If you are running late for any reason, please call the office at 360-833-0558 as soon as possible.
- ★ Map A is for parents who have students in 3rd-7th grade and Map B is for parents who only have 6th & 7th graders on the NorthLake Campus. If your 6th or 7th grader has a younger sibling at NorthLake, please follow the carline instructions for your youngest student. 6th and 7th grade students will join their younger siblings for easy carline pick up.
- ★ All students in 7th grade may be picked up on any of the 3 campuses depending on their daily class schedule. Please check your student's class schedule for pick up locations as they are noted on the schedule (i.e. Lacamas, Grace, NorthLake).
  - GRACE - If you have younger children (in preschool – 2nd grade) on the Grace Campus, 7th grade students may join their younger siblings in the back breezeway carline for pick up. Otherwise, 7th grade students may walk out to their parents in the back parking lot at Grace Church; please follow the Grace Campus PICK UP procedures (5.2.2). You must park facing NORTH and use FORWARD movement only. Do not back up!
  - LACAMAS - If you are picking up a 7th grade student on the Lacamas Campus at the end of the day, please follow the Lacamas pick up map (5.2.1).

### Map A 3rd-5th Grade

Please be sure to be in line A or B by grade and teacher. If you have multiple students, please get in line by your youngest student.

**Line A:**  
All 3rd Grade  
& 5th Archibald

**Line B:**  
All 4th Grade  
& 5th Royce



### Map B 6th & 7th Grade only families (do not have 3rd-5th grade)

Please pull forward to the cone. Your Student will come to your car from the sidewalk. Please wait in line until the carline moves. DO NOT pass cars in line.



### 5.3 Authorized pick ups

Only authorized adults may pick Preschool - 6th grade students up from school. Special permission may be given for other adults to pick up children only by written request, by a personal phone call to the administration, or an email sent to the



office, made by the child's legal guardian. Any authorized adults picking up a student(s) must show valid ID at the main office before receiving them. On a daily basis, enrolling parents/guardians must alert the office staff if someone other than the enrolling parent is picking up.

#### *5.4 Sign-in/Late Arrival*

If a student is arriving late and no staff members are outside, the student must be WALKED IN to the building and SIGNED IN at the school office. For the safety of our students, do not drop off a student outside the building if a school staff member or an identified parent volunteer is not outside.

#### *5.5 Sign-out/Early Departure*

If a student must leave early, please notify the office in writing the morning of the planned departure. A parent MUST stop by the office and complete the SIGN-OUT sheet before picking up your student.

#### *5.6 Personal Activities/Appointments*

Please do your best to schedule all outside-school activities and appointments before or after school hours.

#### *5.7 Attendance & Tardy Policy*

At Agape Christian Academy, being at school daily and on time is vital to academic success. It is the responsibility of each family to assure that the student is in the classroom on time every day. The following policy has been put in place to deter tardiness issues and allow ACA actions that are meant to improve a student's chronic absences or tardiness. Making up assignments, while necessary, is not a substitute for attendance.

Parents are responsible to fill out and submit an "Attendance/Health Screening" to include absences for any reason including illness, late arrivals, and early pickups for your student(s). If a student misses more than 20 days of school during the year, the administration reserves the right to retain that student due to lack of attendance or expel the student following the 20th absence. Each student will be handled on a case-by-case basis with consideration being given to the circumstances warranting the absences and the student's grades.

#### **Unplanned Absences:**

It is important that we know where students are when they are absent. On the day of an unplanned absence, parents/guardians are to contact their campus front office and teacher.

#### **Prearranged Absences:**

- ★ 1-3 days of a prearranged absence:
  - If you know ahead of time that your student(s) will be absent from school for a period of 1-3 days, we ask that you call the main office, where your child attends, BEFORE the day(s) they plan to be absent in order to let the office staff know they will be absent for the specific days planned.
- ★ 4+ days of a prearranged absence:
  - If you know ahead of time that your student(s) will be absent from school for a period of

- 4 or more days, we ask that you:
  - Complete and submit ACA's "Extended Time Away Information Form" a minimum of 14 days before the planned absence. This form can be found in the "files" section of Parent Square.

In the event of a prearranged absence, not only should parents follow the above policies and procedures, but students should see their teachers ahead of time in order to keep up with their work and as a courtesy to the teacher (it requires additional work for teachers to support student learning when absences occur). Students and parents/guardians should keep in mind that any absence from school, except for school-sponsored activities, will be counted in determining the potential loss of credit. Any assignments due during the time of the pre-approved planned absence are expected to be turned in the first day when the student returns to school unless the teacher/admin makes other arrangements with the student/parent. Making up missed tests is determined by each campus admin.

### **Tardy Policy:**

- ★ First and second tardies will receive a verbal warning directed to the parents of TK-6th grade students and directly to the students in 7th -12th grade.
- ★ Third and fourth tardies will result in an email home in addition to lunch detention for 7th -12th grade students.
- ★ Fifth tardy will result in a parent meeting in addition to after-school detention for 7th-12th grade students.
- ★ Once the parent meeting has occurred, tardy warnings will begin at the first step with the goal that no further warnings or detention will be necessary.
- ★ Greater than 20 tardies in a grading period may result in further discipline.

Agape Christian Academy reserves the right to deny extracurricular activities (including clubs, plays, field trips, sports, etc.) due to excessive tardies or absences.

### **Field Trips and After-School Activities & Sports: *Programs/Productions/Competitions***

In order to attend field trips or participate in after-school activities or sports, students must attend school for a minimum of a ½ day (minimum of 4 hours on the day of the event/game). Participation will not be permitted unless a student is present for 4 or more hours during the school day.

## **6. Curriculum**

### *6.1 Standards and Learning Goals*

We use a combination of learning goals and benchmarks to ensure that students receive a complete education. As a Christian school, our highest goal is to filter all standards through a biblical worldview as the highest standard. Through evaluation of curriculum guides, the Essential Academic Learning Requirements (referred to as the EALR's) as previously outlined by the state of Washington and the Common Core State Standards as a baseline to plan our entire curriculum at Agape Christian Academy. We have developed our own Grade-Level Standards and Benchmarks for K-12th grade.

We choose to keep an individual focus so that all our students can have the opportunity to excel and grow at individual rates. All curriculum is available for review upon request.

ACA utilizes its own academic standards that lead students to perform at a higher level than either the Common Core or Washington State Standards.

There is a strong commitment in our staff development program at ACA to stay current in our profession and ministry. ACA staff regularly attend workshops, read professionally, and work collaboratively to improve as educators. As part of this work, we do carefully review existing standards to make sure our students are equally or more prepared than students at schools who are following the Common Core standards.

## *6.2 Chapel*

Each month we focus on a different biblical attribute during chapel and class, such as friendship, obedience, trust, or other positive Christian traits that come together to create the Body of Christ. In addition to reciting the Pledge of Allegiance to the American Flag and Pledge to the Christian Flag, chapel will include topical scripture reading, biblical lessons, singing (hymns, contemporary Christian, and children's songs) and drama presentations by the students and/or teachers. Guest speakers are sometimes invited to share, as well.

### *6.2.1 Flag Pledges*

#### **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.

#### **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 to all who believe.

## *6.3 Christian Character Development*

### *6.3.1 Preschool*

The following attributes are taught throughout the year:

- |                |                |
|----------------|----------------|
| ★ Kindness     | ★ Love         |
| ★ Courage      | ★ Compassion   |
| ★ Thankfulness | ★ Faithfulness |
| ★ Joy          | ★ Patience     |
| ★ Self-Control | ★ Obedience    |

### *6.3.2 Elementary, Middle School, & High School*

Our curriculum contains a character education piece that is focused on developing positive attributes within our students. It is supported biblically and includes memory verses from the Bible. In addition, classes will bless their food before eating snack or lunch.

#### *6.4 Biblical Worldview*

Biblical truths and principles are integrated into every area of the curriculum. Secular materials are evaluated in the light of God's Word. We teach students to evaluate stories, scientific information, and social studies concepts from a biblical perspective.

At ACA, we avoid the use of things such as ghosts, zombies, monsters, magic, and witches. It is up to parents to decide on the appropriateness of the use of such holiday symbols in their own homes.

#### *6.5 Enrichment - Preschool & Elementary*

Our music and dance instruction is structured to allow students to build on skills as they progress through our program. No doubt, students will love what they are learning, but parent involvement at home is a must for our enrichment to be effective and long-lasting.

**Music:** Various instructional materials guide preschool - 6th graders, creating a systematic, skill-building approach to teaching music to children. All preschool through 6th graders receive weekly music instruction. All elementary students will have choral instruction during the day. Recorders will be used with some age groups. Additionally, 5th & 6th grade students participate in band. It's the parent's responsibility to obtain an instrument outside of ACA. PLEASE ensure that your student practices as expected; doing so will help them progress at the same rate as their peers. All students will participate in various musical productions and outreach performances throughout the year.

**Dance:** All students at ACA have the opportunity to participate in dance enrichment. Students who are 3yr-6th grade receive dance instruction once a week. Preschool students need to wear comfortable clothes so that they can easily participate in physical activity.

#### *6.6 Electives - Middle School & High School*

Available electives change from semester to semester. A list of electives will come out prior to the upcoming semester and may or may not have an associated fee.

#### *6.7 Reading Support*

Students who are identified and qualify for reading support services may access tutoring weekly on campus during school hours. This additional one-on-one or small group support can be provided for an additional cost to the student's family.

#### *6.8 Holidays*

During the year, we will teach, celebrate, and observe the following holidays: Veterans Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Easter, Valentine's Day, Presidents Day, Saint Patrick's Day, Mother's Day, Memorial Day, and Father's Day.

### *6.9 Additional Educational Resources*

Each student's local public school district is able to provide educational evaluation and resources to students who attend private schools. If a student needs a referral, the school can provide the parent with information regarding the process for arranging this assistance. Testing can be done in the areas of learning needs, attention deficit, reading, speech therapy, psychological evaluations, and other special needs. Upon request, the school can provide information regarding additional outside services for testing and counseling, as well as special tutoring resources. Depending on this evaluation, ACA may implement a 504 plan or a Behavior Intervention Plan (BIP) to help the student be successful in the classroom.

### *6.10 Homework*

Homework is a necessary part of a student's educational experience. Teachers must be able to assess, through homework, a student's understanding of information presented in class. Each student should expect to complete approximately 10-15 minutes of homework per day per grade level. Students will receive a hardcopy of ACA's Homework Policy at the beginning of each school year. Students will bring this policy home for both the parent and student to sign and will be turned back into the teacher.

### *6.11 Middle & High School Late Work Policy*

**Daily homework assignments:** Daily homework will be considered "on time" only when turned in at the beginning of the period. Unfinished homework may be turned in on-time but graded accordingly or may be turned in the following day with a late penalty. If we go over answers to the previous night's homework in class, you should copy answers while we check homework to save as a review, but you will not get credit for the questions you did not previously answer. If the homework is collected without answers being given in class, you may turn it in the following day with a late penalty or submit it on-time yet unfinished.

**Large assignments or projects:** Large assignments or projects MUST be turned in on time to avoid late penalties. Larger graded assignments may be turned in late with a ten percent penalty for each day late.

**Long term assignments:** Long term assignments are assignments given 2 or more weeks in advance. Long term assignments must be turned in on the due date to avoid late penalties. If a student is absent on the day the assignment is due (due to an excused absence) the assignment is due the first day of the student's return to avoid late penalties. If you are in school but excused from this particular class on this day, you must turn in long term assignments between classes or at the beginning of lunch time in order to avoid late penalties.

### *6.12 Academic Dishonesty*

Academic dishonesty includes, but is not limited to the following list:

- ★ Cheating
- ★ Tampering with or falsifying records
- ★ Working together when not approved by the teacher
- ★ Plagiarism

- ★ Creation of an unfair advantage
- ★ Any other form of academic dishonesty

In the result of academic dishonesty, the following consequences may occur:

- ★ A formal warning
- ★ Required completion of the assignment or similar assignment during break or lunch time
- ★ A zero or “F” on the assignment

### 6.13 Elementary Progress Reports and Report Cards

#### 6.13.1 Preschool

Developmental Reviews will be provided twice a year. Developmental Reviews will be sent home with students in February and mailed to families in June. They will use the following student performance indicators for a grading scale:

Needs Support	1
Developing	2
Demonstrates Consistently	3

#### 6.13.2 Kindergarten and Elementary

Report Cards will be provided two times a year on a semester system. Report Cards will be sent home with students in February and mailed to families in June. They will use the following student performance indicators for a grading scale:

Needs Support	-
Developing	/
Demonstrates Consistently	+

### 6.14 Middle & High School Grading and Report Cards

Report Cards will be provided two times a year on a semester system. Report Cards will be sent home with students in February and mailed to families in June. Middle school and high school grades are weighted 60% for summative work and 40% for formative work. They will use the following grading scale:

*6.14.1 Grading scale:*

Student Percentage Grade	Student Letter Grade	Student GPA
93-100%	A	4.0
90-92%	A-	3.67
87-89%	B+	3.33
83-86%	B	3.0
80-82%	B-	2.67
77-79%	C+	2.33
73-76%	C	2.0
70-72%	C-	1.67
67-69%	D+	1.33
63-66%	D	1.0
60-62%	D-	.67
0-59%	F	0.0

*6.14.2 Honor Roll*

Students in grades 6th-12th may make the Honor Roll. The Honor Roll, computed on a 4.0 scale, will be compiled after each grading period. In order to be on the Honor Roll, the student must maintain a GPA of 3.5-4.0 in core academic classes and be in good academic standing.

*6.14.3 Incomplete Work/Failing Grades*

An Incomplete becomes an F at the end of two weeks after the grading period if all incomplete work is not made up. Following each grading period, the parents of any student who has received a failing grade in any subject may be required to have a conference with the teacher, principal, and student.

*6.15 Parent-Teacher Conferences*

All parents of Elementary and Middle/High School students will have a scheduled conference with the classroom teacher during the first semester. Additional conferences may be requested at other times during the school year as deemed necessary by teachers or the parents.

### *6.16 Handling Complaints and Criticism*

If a parent has a concern about a teacher or classroom situation, the parent needs to talk with the teacher first. Face-to-face discussion between parties is the best approach. Parents who come to the office with complaints about a teacher will be asked to talk directly with the teacher first. (If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. Matthew 18:15-16.) When the Campus Admin's attendance is desired, schedule an appointment with the Campus Admin through the school office.

### *6.17 Awards Certificates*

Students will have the opportunity to earn tickets for good behavior awards throughout the school year. Awards can be earned by demonstrating Godly kingdom character, responsibility, respectfulness, etc. and can be given by any ACA staff member. Students will also be presented with awards at Award Ceremonies following each semester, including on the last day of school. Awards will be given out for each specialist class (P.E., Dance, Music, etc.) as well as different subject areas (Math, Reading, Writing, Bible, etc.) and behavior (Most Improved, Responsibility, etc.)

### *6.18 Assessments & Testing*

ACA uses a variety of tools, assessments, and strategies to monitor student academic progress. In the classroom, teachers use formative and summative assessment tools to check for understanding and concept mastery. In addition to classroom assessments, ACA uses the MAP Growth assessment three times throughout the school year. MAP Growth measures what students know and informs what they're ready to learn next.

By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. ACA uses assessment data to drive individual, group, and whole school planning and instruction.

## **7. Student Guidelines**

### *7.1 ACA Modesty Policy*

Uniform Dress Code Requirements and Modesty Policies are established based on Agape Christian Academy's commitment to provide each of our students with the tools needed to be successful. ACA strives to create an educational atmosphere that first and foremost honors God and maximizes learning for all students. Our uniform policy at ACA is in place for the following reasons: (1) to ensure student attire remains modest, biblical, and honoring to the Lord, (2) to help keep student focus on learning, (3) to maintain discipline, and (4) to reflect neatness, orderliness, and consistency. Modesty, moderation, neatness, self-respect, and cleanliness are the overriding principles of the ACA dress code/modesty policies and are values and guidelines expected to be embraced and followed by all ACA students whenever at school or at any off-campus, school-related activities. All Agape Christian Academy students are to arrive at school in compliance with the Dress



Code/Modesty Guidelines and remain thus throughout the day, and at all school-related activities (including Before Care, Aftercare and after school classes) and events.

We believe that our Dress Code & Modesty Policy helps educate our students on the importance of taking pride in their own appearance while at the same time creating unity among their peers. We recognize that learning to dress appropriately for any given academic/learning environment improves self-discipline and helps students focus their attention upon learning while reinforcing their identity in Christ and who God created them to be as an individual. Modesty is very important at ACA. Uniform and clothing choices should ALWAYS reflect a concern for others over calling attention to oneself. We believe that our dress code and modesty policy specifically helps guide and support students in learning to make conscious choices to dress modestly and appropriately. In turn, this evokes in them a greater sense of self-respect and in-turn results in a physical representation of the respect they have for those around them.

Should a student not be dressed in appropriate P.E. attire they will receive a total of 2 warnings per semester before being issued the needed P.E. clothing pieces by the office. Parents will be billed accordingly per item.

All wardrobe/dress code related decisions are at the discretion of school administration.

(See ACA's "2023-2024 Uniform Policy" document for grade specific uniform and clothing requirements.)

### *7.1.1 Body/Face Piercings*

Students at ACA are not permitted to wear nose rings, eyebrow rings, tongue rings, lip rings, or any form of facial piercing at any time, costume, fake, or other. ACA also prohibits any body piercings that may be deemed excessive, extreme, distracting, or inappropriate for their age. Gauge style earrings are not permitted at any time. All piercing related decisions are ultimately at the discretion of the school administration.

## 7.1.2 Dress/Appearance Code – TK, Kindergarten &amp; Elementary

2024-2025 School Uniform Policy- TK-6<sup>th</sup> Grade



Two days a week- <b>ALL</b> Physical Education Attire	Two days a week - <b>GIRLS</b> Performance Dress Attire <i>"one day a week for TK"</i> <i>Lands End School Code 900134610</i>	Two days a week - <b>BOYS</b> Performance Dress Attire <i>"one day a week for TK"</i> <i>Lands End School Code 900134610</i>	One day a week- <b>ALL</b> Daily Dress Attire <i>"may wear performance dress"</i>
<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Logoed PE Shirt- available for purchase at Back-to-School Night and at the school office following the start of the school year. <i>These are the ONLY shirts allowed to be worn for PE.</i></li> </ul> <p><b>Athletic Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Uniform PE pants and shorts will be available for purchase at Back-to-School Night and at the school office following the start of the school year. <i>These are the ONLY pants/shorts allowed to be worn for PE.</i></li> </ul> <p><b>Shoes- Athletic Shoes:</b></p> <ul style="list-style-type: none"> <li>Plain as possible-white, grey, black or navy preferred</li> <li>No lights, sparkles, sounds, etc.</li> <li>Velcro preferred for TK</li> </ul> <p><b>Socks- Athletic Socks:</b></p> <ul style="list-style-type: none"> <li>Solid white, grey, black, or navy</li> </ul> <p><b>Sweatshirt:</b></p> <ul style="list-style-type: none"> <li>Solid navy or grey sweatshirt</li> <li>Zip or pullover sweatshirt style</li> <li>School logoed sweatshirt</li> </ul>	<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue or white shirt, long or short sleeve (short sleeve preferred for TK &amp; Kindergarten)</li> </ul> <p><b>Jumper:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform in CLASSIC NAVY PLAID</li> <li>5<sup>th</sup> &amp; 6<sup>th</sup> Grade- May wear a Lands' End school uniform plaid skirt in the CLASSIC NAVY PLAID (must be knee length or longer) <i>"multiple styles to choose from"</i></li> </ul> <p><b>Sweaters:</b></p> <ul style="list-style-type: none"> <li>Girls may wear sweaters in solid navy, grey, white or tan/brown</li> </ul> <p><b>Tights/Knee Socks/Leggings:</b></p> <ul style="list-style-type: none"> <li>Navy, grey or white</li> <li>Tights, leggings, or bike shorts must be worn under jumpers at all times</li> </ul> <p><b>Shoes/Boots:</b></p> <ul style="list-style-type: none"> <li>Brown, black, navy or grey dress shoes or dress boots (no UGG style boots)</li> <li>No tennis shoes, sandals, sparkles or light up shoes</li> </ul> <p><b>Hair Accessories:</b></p> <ul style="list-style-type: none"> <li>Silver, gold, white, grey, black, navy, light blue and yellow only</li> </ul> <p><b>Hair &amp; Make-Up:</b></p> <ul style="list-style-type: none"> <li>No non-natural hair color is allowed</li> <li>No makeup may be worn at school (exception: special performances &amp; spirit days)</li> </ul>	<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue or white shirt, long or short sleeve. (short sleeve preferred for TK &amp; Kindergarten)</li> </ul> <p><b>Bowtie: TK - 6<sup>th</sup> Grade</b></p> <ul style="list-style-type: none"> <li>Plain Navy- may be purchased anywhere</li> </ul> <p><b>Necktie: 5<sup>th</sup> &amp; 6<sup>th</sup> Grade (optional)</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform plaid tie in CLASSIC NAVY PLAID</li> </ul> <p><b>Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Navy dress pants/shorts- plain or pleated front. May be any brand as long as they are solid dark navy</li> </ul> <p><b>Sweater/ Sweater Vest/Belt:</b></p> <ul style="list-style-type: none"> <li>A dark colored belt must be worn if not wearing a sweater vest</li> <li>Sweaters may be worn in solid navy or grey (no belt needed)</li> </ul> <p><b>Dress Socks:</b></p> <ul style="list-style-type: none"> <li>Plain black, navy or dark grey only</li> <li>Short crew socks in the above colors may be worn with shorts</li> <li>NO white socks</li> </ul> <p><b>Shoes:</b></p> <ul style="list-style-type: none"> <li>Brown, black, navy or grey dress shoes</li> <li>Tennis shoes may be worn if they are completely black, no white or other colors and no sandals may be worn</li> </ul> <p><b>Hair:</b></p> <ul style="list-style-type: none"> <li>No non-natural hair color is allowed</li> </ul>	<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Solid color polo shirt in navy, grey, white or light blue or PE Shirt</li> </ul> <p><b>Girls: Pants, Shorts, Skirts, Dresses:</b></p> <ul style="list-style-type: none"> <li>Solid navy, grey, or denim</li> <li>May also wear skirts in Lands' End CLASSIC NAVY PLAID</li> <li>NO PE pants</li> <li>NO LEGGINGS AS PANTS, can ONLY be worn under dresses or skirts</li> </ul> <p><b>Boys: Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Navy or grey "Docker-style" pants or shorts. Belt optional</li> <li>NO PE pants</li> </ul> <p><b>Shoes:</b></p> <ul style="list-style-type: none"> <li>Dark dress/casual shoes or plain dark tennis shoes</li> <li>No heels or sandals</li> <li>Velcro preferred for TK</li> </ul> <p><b>Girls Socks/Tights:</b></p> <ul style="list-style-type: none"> <li>Anklet socks, knee socks, or tights in solid navy, grey or white</li> </ul> <p><b>Boys Socks:</b></p> <ul style="list-style-type: none"> <li>Solid white, grey, navy or black</li> </ul> <p><b>Jeans: Denim color only</b></p> <ul style="list-style-type: none"> <li>Jeans can only be worn when accompanied by a school logoed polo shirt or PE shirt</li> </ul> <p><b>Sweatshirt:</b></p> <ul style="list-style-type: none"> <li>School logoed sweatshirt</li> <li>Plain navy or grey sweatshirt</li> </ul>

7.1.3 TK – 6<sup>th</sup> Grade Modesty Policy

All PreK – 6<sup>th</sup> grade ACA students are expected to embrace and abide by the uniform guidelines detailed in the 2024-2025 Uniform Policy document at all times while attending daily scheduled classes as well as when participating in a school related function, activity or field trip on or off-campus. Clothing should be clean, neat, and appropriately sized at all times. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. Modesty is very important. These guidelines and requirements include, but are not limited to: skirt length, footwear choices, approved accessories, clothing colors, etc. All wardrobe related decisions are ultimately at the discretion of school administration.



7.1.4 Dress/Appearance Code – Middle School

7.1.4.1 Middle School Uniform Policy - Boys

	<p align="center"><b>2024-2025 School Uniform Policy-Boys</b></p> <p align="center">Middle School 7<sup>th</sup>-8<sup>th</sup> Grade</p>		<p align="center">7<sup>th</sup> &amp; 8<sup>th</sup> Spirit Day: Casual ACA gear may be worn on Mondays</p> 
<p align="center"><b>2 days per week – Tuesdays/Thursdays</b> Daily Dress Attire</p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>Polo-style or collared dress shirts in any color, stripes, or pattern</li> <li>All daily dress shirts may be long or short sleeved and MUST have a collar</li> <li>Must be free of all graphics, cartoons, and ads (small logos are ok)</li> </ul> <p><u>Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Navy, grey, khaki or black "Docker-style" dress pants or dress shorts ONLY</li> <li>NO athletic pants/shorts, jeans/denim, cargo pants, or corduroy</li> <li>Shorts must be no more than 2" above the knee in length</li> </ul> <p><u>Shoes and Socks:</u></p> <ul style="list-style-type: none"> <li>Appropriate coordinating clean dress/casual shoes with coordinating socks (tennis shoes may be worn)</li> <li>No sandals, slip-ons, or open toed shoes (no crocs)</li> </ul> <p><u>Sweaters &amp; Cardigans:</u></p> <ul style="list-style-type: none"> <li>May be worn with daily dress; may be any color/pattern; jean jackets ok</li> <li><b>NO (non-ACA) sweatshirts of any kind</b></li> </ul> <p><u>School Logoed Hooded Sweatshirts:</u></p> <ul style="list-style-type: none"> <li>School logoed sweatshirt ONLY in navy or grey, zip or pullover may be worn</li> </ul>	<p align="center"><b>1 day per week (Wednesdays ONLY)</b> Performance Dress Attire</p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li><b>Lands' End</b> school uniform <u>OXFORD</u> light blue or white shirt, long or short sleeve</li> </ul> <p><u>Necktie:</u></p> <ul style="list-style-type: none"> <li>Ties MUST be worn: Lands' End school uniform plaid tie in the <u>CLASSIC NAVY PLAID</u></li> <li>May also wear a plain NAVY bowtie-may be purchases at any store</li> </ul> <p><u>Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Navy dress pants or shorts only - plain or pleated front. May be any brand as long as they are solid dark navy</li> </ul> <p><u>Sweater/ Sweater Vest/Belt:</u></p> <ul style="list-style-type: none"> <li>A dark colored belt must be worn</li> <li>Sweaters may be worn in solid navy or grey</li> <li>NO sweatshirts of any kind (including ACA sweatshirts)</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>Dress shoes in brown, black, navy or grey</li> <li>Plain dark colored socks in black, navy or dark grey only (no white)</li> <li>Tennis shoes may be worn if they are completely black, no white or other colors and no sandals may be worn</li> </ul>	<p align="center"><b>As applicable</b> Physical Education Attire</p> <p><i>*to be brought in a separate PE bag and changed into prior to PE</i> <i>**PE clothes MUST be worn on Spirit Days as well</i></p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>Logoed PE Shirt- available for purchase at Back-to-School Night. Will also be available at the school office following the start of the school year. <i>These are the ONLY shirts allowed to be worn for PE.</i></li> </ul> <p><u>Athletic Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Uniform PE pants (sweats) and shorts will be available for purchase at Back-to-School Night. Will also be available at the school office following the start of the school year. <i>These are the ONLY pants/shorts allowed to be worn for PE.</i></li> <li>Shorts must be no more than 2" above the knee in length</li> <li><i>Shorts may NOT be rolled at the waist</i></li> </ul> <p><u>Athletic Shoes:</u></p> <ul style="list-style-type: none"> <li>Clean/gym floor ready tennis shoes MUST be brought to school on PE Days along with PE clothes to wear during the scheduled PE time</li> <li>Shoes are to be as plain as possible (white, black, navy or grey are preferred)</li> </ul> <p><u>Athletic Socks:</u></p> <ul style="list-style-type: none"> <li>Students MUST bring athletic socks to be worn on PE Days</li> <li>Solid white, grey or black ONLY</li> </ul> <p><u>School Logoed Hooded Sweatshirts:</u></p> <ul style="list-style-type: none"> <li>May be worn to PE; Navy or grey only</li> </ul>	<p align="center"><b>1 day per week (Fridays ONLY)</b> Casual Dress Attire</p> <p><i>*may also wear performance dress or daily dress in addition to casual dress</i></p> <p align="center"><b>All clothes must fit our modesty policy per our handbook.</b></p> <p><u>Sweatshirts/Hoodies:</u></p> <ul style="list-style-type: none"> <li>In addition to school gear students may wear a sweatshirt, hoodie, or jacket of your choice as long as it is school appropriate</li> </ul> <p align="center"><b>Additional Weekly Dress Requirements</b></p> <p><u>Hair, Hoods &amp; Hats</u></p> <ul style="list-style-type: none"> <li>No non-natural hair color allowed</li> <li>No hats are allowed to be worn inside; may be worn outside if not a distraction</li> <li>NO hoods worn inside the building</li> </ul> <p><u>Jackets</u></p> <ul style="list-style-type: none"> <li>Outer wear will not be allowed to be worn inside the classrooms on any day</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>No nose rings or other visible body piercings (except ears)</li> <li>Crocs may be worn on Fridays ONLY</li> <li>NO Pajama pants or slippers may be worn any day</li> </ul> <p><u>School Logoed Hooded Sweatshirts</u></p> <ul style="list-style-type: none"> <li>May be worn any day except Performance Dress days</li> </ul> <p><u>Other Sweatshirts</u></p> <ul style="list-style-type: none"> <li>Non-ACA sweatshirt may ONLY be worn on Fridays</li> </ul> <p align="center"><b>Hip Hop</b></p> <p>Students in Hip Hop will be given practice dress requirements directly from their teacher</p>



7.1.4.2 Middle School Uniform Policy - Girls

 <p>Logo</p> <p>Description automatically generated</p>	<p>2024-2025 School Uniform Policy-Girls</p> <p>Middle School 7<sup>th</sup>-8<sup>th</sup> Grade</p>		<p>7<sup>th</sup> &amp; 8<sup>th</sup> Spirit Day: Casual ACA gear may be worn on Mondays</p> 
<p>2 days per week</p> <p>Daily Dress Attire</p>	<p>1 day a week (Wednesdays ONLY)</p> <p>Performance Dress Attire</p>	<p>As applicable</p> <p>Physical Education Attire</p>	<p>1 day a week (Fridays ONLY)</p> <p>Casual Dress Attire</p>
<p><b>Dress Shirts:</b></p> <ul style="list-style-type: none"> <li>Dress shirts in any color, plaid, stripes, or pattern may be worn – loose fitting only; no thin tank tops; no low-cut front or back</li> <li>No bra straps or bralettes can show at any time</li> <li>Must be free of graphics, cartoons, and ads (small logos ok)</li> <li>No puffy vests. Dressy or nice jean vests ok</li> <li><b>NO (non-ACA) sweatshirts or t-shirts (short sleeved or long sleeved) of any kind</b></li> </ul> <p><b>Dresses/Skirts/Skortts:</b></p> <ul style="list-style-type: none"> <li>If worn with leggings, dresses/skirts must be fingertip length or longer.</li> <li>All dresses/skirts must be non-form fitting (<b>length must be 1" above the knee or longer if worn with bike shorts or tights</b>)</li> <li>Tights, leggings, or bike shorts must be worn under skirts at all times</li> <li>Loose fitting t-shirt style dresses may be worn ONLY if accompanied by a sweater/vest/jacket over</li> </ul> <p><b>Pants &amp; Dress Shorts:</b></p> <ul style="list-style-type: none"> <li>Loose fitting dress pants in any color, pattern that are non-form fitting (no athletic pants/shorts, corduroy, cargo pants, jeans/denim, or PJ pants)</li> <li>Dress Shorts must be no shorter than 3" above the knee and be non-form fitting</li> </ul> <p><b>Shoes and Socks:</b></p> <ul style="list-style-type: none"> <li>Appropriate coordinating clean dress/casual shoes w/ coordinating socks/tights. No UGG style boots</li> <li>No open toed shoes or platforms of any kind</li> <li>2" or less heels/wedges are acceptable (no crocs)</li> </ul> <p><b>Sweaters &amp; Cardigans &amp; Nice Jean Jackets</b></p> <ul style="list-style-type: none"> <li>May be worn with daily dress</li> </ul> <p><b>School Logoed Hooded Sweatshirts:</b></p> <ul style="list-style-type: none"> <li>School logoed sweatshirt ONLY in navy or grey</li> </ul>	<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue or white shirt (long or short sleeve) ONLY; loose fitting</li> </ul> <p><b>Skirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform plaid skirt in the CLASSIC NAVY PLAID (length must be 1" above the knee or longer) <i>"skirts offered in "below the knee" styles are best for middle school</i></li> <li>If worn with leggings, dresses/skirts may be fingertip length or longer</li> <li>No jumpers allowed in middle school</li> </ul> <p><b>Sweaters:</b></p> <ul style="list-style-type: none"> <li>Sweaters and cardigans may be worn in solid navy, grey, white, or tan/brown ONLY</li> <li>No sweatshirts of any kind are allowed</li> </ul> <p><b>Tights/Knee Socks/Leggings:</b></p> <ul style="list-style-type: none"> <li>Navy, grey, black, or white ONLY</li> <li>Tights, leggings, or bike shorts must be worn under skirts at all times</li> <li>NO over the knee socks are allowed</li> </ul> <p><b>Shoes/Boots:</b></p> <ul style="list-style-type: none"> <li>Dress shoes or dress-boots in brown, black, navy, tan or grey ONLY</li> <li>No open toed shoes or platforms of any kind</li> <li>2" or less heels/wedges are acceptable</li> <li>No tennis shoes, UGG style boots, or sandals</li> </ul>	<p>To be brought in a separate PE bag &amp; changed into prior to PE <i>"PE clothes MUST be worn on Spirit Days as well</i></p> <p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>School Logo PE Shirt- available for purchase at Back-to-School Night and will also be available at the school office following the start of the school year. <i>These are the ONLY shirts allowed to be worn for PE.</i></li> </ul> <p><b>Athletic Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Uniform PE pants and shorts will be available for purchase at Back-to-School Night and will also be available at the school office following the start of the school year. <i>These are the ONLY pants/shorts allowed to be worn for PE.</i></li> <li>Shorts MUST be no more than 2" above the knee</li> <li>Shorts may NOT be rolled at the waist</li> </ul> <p><b>Athletic Shoes:</b></p> <ul style="list-style-type: none"> <li>Clean/gym floor ready tennis shoes MUST be brought to school on PE Days along with PE clothes to wear during the scheduled PE time</li> <li>Shoes are to be as plain as possible (white, black, navy or grey are preferred)</li> </ul> <p><b>Athletic Socks:</b></p> <ul style="list-style-type: none"> <li>Students MUST bring athletic socks to be worn on PE Days; black, white, or grey ONLY</li> </ul> <p><b>School Logoed Hooded Sweatshirts:</b></p> <ul style="list-style-type: none"> <li>May be worn daily, except on Chapel days</li> <li>Navy or grey only</li> </ul>	<p><i>"may also wear performance dress or daily dress in addition to casual dress</i></p> <p><b>All clothes must fit the modesty policy per our handbook.</b></p> <p><b>Jeans:</b> may be worn on Casual Dress Days: no holes above the knees (unless no skin is showing through) and no holes bigger than a softball (3.5" in diameter)</p> <p><b>Sweatshirts/Hoodies:</b> In addition to school gear students may wear a sweatshirt, hoodie, or jacket of your choice as long as it is school appropriate</p> <p><b>Pants:</b> Leggings may be worn ONLY with a top/shirt/dress/skirt that reaches to fingertip or longer.</p> <p><b>Additional Weekly Dress Requirements</b></p> <p><b>Hair, Hoods &amp; Hats:</b></p> <ul style="list-style-type: none"> <li>No non-natural hair color allowed</li> <li>No hats are allowed to be worn inside; may be worn outside if not distracting</li> <li>NO hoods worn inside the building</li> </ul> <p><b>Modesty:</b></p> <ul style="list-style-type: none"> <li>No spaghetti straps/thin tank tops (less than 3 fingers width)</li> <li>No crop tops; No midriff skin may show at any time; even when arms are raised</li> <li>No bra straps or bralettes may show at any time</li> <li><b>NO off the shoulder, open back, or shear/mesh shirts/tops/dresses/etc.</b></li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>Outer wear/jackets will not be allowed to be worn inside the classrooms on any day</li> <li>No excessively long fingernails</li> <li>No nose rings or other visible body piercings (except ears)</li> <li>School Logoed Hooded Sweatshirts may be worn any day except Performance Dress days</li> <li>SHOES: No open toed shoes, slippers, or platforms of any kind; 2" or less heels/wedges are acceptable</li> <li>Crocs OK on Fridays only</li> <li>NO Pajama pants may be worn on any day</li> </ul>
<p><b>Hip Hop &amp; Lyrical Dance Team</b></p> <p>Students in Hip Hop &amp;/or Lyrical Dance Team will be given practice dress requirements directly from their teacher</p>			

7.1.5 7th – 8th Grade Modesty Policy

- ★ 7th – 8th grade students are invited to dress professionally as guided by the example of their teachers and the ACA administration. The intent of these guidelines is to allow some variety of tastes within the wardrobe framework of modesty, decency, and appropriateness. Each student is expected to embrace and abide by the uniform guidelines detailed in the 2024-2025 Uniform Policy document at all times while attending daily scheduled classes as well as when participating in a school related function/activity/field trip, on or off campus.
- ★ Modesty is very important. Students must always be in modest dress while on campus or off campus when attending school events or participating in co-curricular activities. This means that, in addition to following the uniform policy guidelines, daily clothing choices should ALWAYS reflect a concern for others over calling attention to one's self. Clothing should be clean, neat, and appropriately sized at all times. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. Modesty Guiding Principle...it is a violation of the dress

code to show underwear, bra straps, midriff, lower back, or cleavage at any time (including while leaning over or raising the arms).

- ★ 6th – 8th grade ladies ONLY may wear dresses, skirts, shorts or dress shorts of modest length (lower thigh or longer) or loose, non-tight, dress pants with appropriate professional dress tops. No skinny style or form fitting slacks or leggings of any kind may be worn without a dress tunic that falls at least to the lower thigh.
- ★ Outerwear worn inside the classroom should follow a professional model (e.g., no sweatshirts or hoodies unless it is an ACA issued school logoed sweatshirt or for performance dress days). Shoes should be coordinating dress shoes, Vans, etc. not athletic tennis shoes of any variety. Students will be required to wear dress “performance” uniforms on Wednesdays and at some school events/programs; yet students are always welcome to wear “performance” uniforms on daily dress days as well. Dress shoes or all black tennis shoes MUST always be worn with Performance Dress.
- ★ Clothing and/or any pictures, drawings, symbols, or values advertising/promotional material that promote drugs, alcohol, tobacco, anti-Americanism, racism, or sexual promiscuity is not allowed.
- ★ Students are expected to arrive daily within dress code compliance and remain in said attire until they depart from school for the day. Parental review and support before a student leaves for school is an important aspect of meeting dress code standards.
- ★ These guidelines and requirements include, but are not limited to: skirt length, footwear choices, approved accessories, clothing colors & sizes, etc. All wardrobe related decisions are ultimately at the discretion of school administration.

If attire is not appropriate, the student will be required to change into suitable clothing in order for the student to continue the day of classes. Students will not be permitted to attend class until they are in an approved wardrobe. Consequences for not following the dress regulations will result in discipline outlined by ACA's Administration. The administration is the final authority in determining and interpreting dress code policies including, but not limited to, the definitions of modesty, moderation, neatness, appropriate size, and cleanliness.

Please feel free to contact the ACA office with any questions that you may have regarding our uniform dress code and modesty policy.

## *7.2 Student Expectations & Disciplinary Policies*

“For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life.” Proverbs 6:23 NIV

### *7.2.1 General Discipline Policy & Steps*

Agape Christian Academy supports a safe environment for all students and staff. Respect for others, self, and property is upheld through positive instruction, example, and clear procedure for handling challenges. It is our goal to provide a caring atmosphere where directions are given in a positive manner so that students may make appropriate choices and solve problems independently. Physical reprimands, restriction from snacks, or extended isolation are never used as a means of discipline.

### Disciplinary Steps:

1. Give Instruction - We explain what is expected of the child and will give an example and demonstrate when appropriate.
2. Warning - The child is reminded of what is expected of them and is told that the next time their behavior is unacceptable, they will have to leave the activity for an appropriate amount of time.
3. Time-Out - The child will be moved away from the other children for a private conversation about the unacceptable behavior. The child is removed from the activity and can return when ready to participate in a positive manner.

### Further Disciplinary Steps:

1. Parent Contact - If the behavior continues the child will lose privileges and a parent will be contacted. This may include leaving early so that we do not compromise our standards.
2. Detention – Depending on the age of student, the teacher and/or campus admin may issue a lunch or after school detention based on the severity of the circumstances. For the specific detention and suspension policies please inquire at the school office for more details.
3. Conference - Parents will conference with their teacher and campus admin to come up with a behavioral plan that is child specific and agreed upon by all.
4. Suspension - If the behavioral plan fails then a child may be suspended from class. Suspension can range from one day to the remainder of the school year.
5. Expulsion – The school reserves the right to expel a student.

### *7.2.2 Weapons Policy- Possession/Threat/Use of Weapons*

Students who possess a weapon or carry, exhibit, display, draw, or threaten any of these items apparently capable of producing harm in a manner which, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

In compliance with Washington RCW 9.41.280 and Federal law, ACA has a zero-tolerance policy regarding the possession of dangerous weapons and firearms or threat to use violence or a weapon on any ACA property or at any ACA sanctioned event. This includes the parking lot, ACA transportation vehicles, and ACA sanctioned buildings.

**A copy of Washington RCW 9.41.280 is attached hereto as reference (see appendix).**

Allegations of any violation of this Policy will be fully investigated. All violations of this Policy, as determined by ACA Administration and/or the Board, will result in notification of local law enforcement and administrative discipline of the offender. Violations may also result in immediate termination of employment.

### *7.2.3 Prohibition of Harassment, Intimidation, and Bullying*

ACA is committed to maintaining a school environment in which all individuals treat each other with dignity and respect which is free from all forms of intimidation, including provoking, exclusion, mean teasing, exploitation, disparaging social media posts, and harassment, including sexual harassment. Bullying or harassment is defined as verbal, visual, or intimidating physical conduct that denigrates or shows hostility or aversion toward an individual for any reason. ACA will treat allegations of harassment or bullying (including cyber bullying) seriously and will review and investigate such allegations in a prompt and thorough manner.

**Bystanders:** Bystanders are encouraged to attempt to constructively stop those involved in bullying and are expected to report the incident to a staff member.

**Retaliation:** Retaliation against a person for reporting or participating in aggressive behavior will result in disciplinary action.

**False Reports:** Intentional false reporting of aggressive behavior or harassment will result in disciplinary action.

### *7.2.4 Cheating/Plagiarism*

You must document all of your source material. If you take any text from somewhere else, you must make it clear the text is being quoted and where the text comes from. You must also cite any sources from which you obtain numbers, ideas, or other material. Plagiarism is a serious offense and will not be treated lightly.

Cheating occurs whenever a student copies another student's work, allows his/her own work to be copied, does another student's work for him or her, turns in material as his/her own work, uses AI generated work as their own or material copied from another source without proper documentation.

Corrective action can include, but is not limited to, automatic loss of credit, in-school suspension, out-of-school suspension, and immediate parent notification.

### *7.2.5 Drug, Alcohol, Vaping, Tobacco, e-Cigarette Use*

ACA is a drug, alcohol, and tobacco free campus. Any use or possession of these substances, look-a-likes, or other harmful materials will not be tolerated and will result in an automatic suspension of at least 3 school days. We consider student smoking, vaping, or any other form of tobacco or tobacco alternative use as a serious offense and will not tolerate such actions by students or parents on school property, at school events, or any other time while enrolled as a student.

Students who bring tobacco or alcohol related items to school shall be subject to discipline up to and including expulsion.



### 7.3 Hall Passes

All students in the hallways when classes are in session are required to have a visible hall pass or tardy slip issued by a teacher or the office staff. The one exception is for a bathroom trip with a buddy.

#### 7.3.1 Buddy System (Elementary Students)

When students are not in the classroom with an ACA teacher, staff, or volunteer (i.e., using the bathroom, running an errand, etc.) then students must use the Buddy System, in which at least two students are together. This includes before and after school care, as well as field trips and ACA sponsored activities.

### 7.4 Playground Rules & Discipline – Grace and NorthLake Campuses

- ★ Tackling is not allowed at any time.
- ★ Stay on the playground. If a ball goes into the road or in the trees, students notify the recess monitor, and he/she will return it to the playground.
- ★ Stay out of the bushes and no climbing or hanging on the trees.
- ★ Keep your hands and feet to yourself. Respect the rights of others and treat them as you would like to be treated. No fighting or rough play.
- ★ Throwing rocks, sand, bark chips, or any object other than balls, Frisbees, etc., is not allowed. Keep sand and bark chips in designated areas and out of grass.
- ★ No hanging on volleyball poles or nets.
- ★ Stop playing immediately when signal is given (i.e., whistle or hand clap). Place balls/equipment in the appropriate place, and quietly line up.

#### 7.4.1 Play-Structure Area:

##### Slides:

- ★ Slide down the slide one person at a time by sitting on their bottom with feet forward. • Once they get to the bottom of the slide, clear the area so others can slide down.
- ★ No climbing up the slide or sliding down headfirst.

##### Climbing apparatus:

- ★ Hold on with both hands while climbing.
- ★ No jumping from apparatus.
- ★ No climbing on the top of the structure

#### 7.4.2 Playground Discipline:

- ★ 1st Warning: The first time a student breaks a playground rule they are reminded of the rule and asked to repeat the rule.
- ★ 2nd Warning: On a second infraction, the student is asked to sit in timeout on the bench for an appropriate

amount of time. The rule is talked about and repeated by the child for reinforcement. Depending on the problem, the student may also have to do some work on the playground such as picking-up garbage.

For serious problems such as physical acts (fighting) or continued willful disobedience, the student will be removed from the playground and sent to the principal's office.

### *7.5 Playground Rules & Discipline – Lacamas Campus*

- ★ Students may play soccer, volleyball, and football on the side grass field, but not on the black top. We do not allow balls to be kicked on the blacktop area. Basketball and tetherball may be played on the blacktop.
- ★ All food and food garbage MUST be responsibly consumed and put into the trash if eating outside.
- ★ Tackling is not allowed at any time.
- ★ Stay within the predetermined “play area” during breaks and lunchtime. If a ball goes past the designated area, students notify the supervising adult, and he/she will return it to the playground.
- ★ No climbing or hanging on the fence.
- ★ Keep your hands and feet to yourself. Respect the rights of others and treat them as you would like to be treated. No fighting or rough play.
- ★ Throwing rocks, sand, bark chips, or any object other than balls, Frisbees, etc., is not allowed. Keep sand and bark chips in designated areas and out of grass.
- ★ No hanging on basketball or volleyball poles or nets.
- ★ Stop playing immediately when signal is given (i.e., whistle or hand clap). All equipment must be put away after each break/lunch time. Place balls/equipment in the appropriate place, and quietly return to the building.

### *7.6 Internet/Technology and Cell Phone Use*

#### *7.6.1 ACA Parent - Student Technology Agreement K-12<sup>th</sup> 2024-2025*

Students at ACA are provided access to technology in the classrooms. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology. The use of ACA's technology resources is a privilege, not a right. Inappropriate use of these resources will result in disciplinary action. Students are not allowed to use personal electronics during lunch, recess, or breaks without specific permission from their teacher.

##### *7.6.1.1 Student/Parent Responsibilities*

- ★ Students and parents are responsible to ensure the following:
- ★ Students may not use their school-issued devices in any inappropriate manner towards another person, such as the use of videos, messaging, or other forms of communication.
- ★ All technical services will be addressed by the ACA Administration Team and the Technology Department.
- ★ Students are responsible for taking reasonable care of the devices to ensure they are not damaged, lost, or stolen.
  - Never leave the computer in extreme temperatures
  - Never allow food or drink to be consumed near the computer
  - Never attempt to repair a computer

- Never download unauthorized software onto the computer
- ★ Students in K-12<sup>th</sup> grade who have a school issued Chromebook must provide a case that fully zips and fits the Chromebook securely before taking possession of the device.

### *7.6.1.2 Financial Responsibility*

It is highly recommended that parents/guardians purchase Chromebook insurance through the school website for \$35.

- ★ If insurance is not purchased, parents will be financially responsible for the full cost of repairs up to \$400 to repair or replace the lost, stolen, or damaged device.
- ★ If Chromebook chargers are lost or not returned, parents will be charged \$25 to replace them.

#### **Chromebook Insurance**

Chromebook insurance is optional but provides an inexpensive solution for parents to lessen the financial burden if an accident occurs. Parents/guardians may opt out of the Chromebook insurance but will be fully responsible for any associated cost for loss, damage, or theft. Chromebook insurance will cover one school year and is non-refundable. If a student leaves the school but does not return an issued device, a fine for the full replacement cost of \$400 will be placed on the student's record.

Please Note: Chromebook insurance must be purchased prior to students receiving their device. If Chromebook insurance is not purchased prior to students receiving their device, the device will no longer be eligible for insurance.

Chromebook Insurance covers the following:

- ★ Two accidental incidents per year
- ★ Manufacturer defects
- ★ Damage due to minimal accidental drops or liquid spills
- ★ Cracked screens

Chromebook Insurance does NOT cover the following:

- ★ Lost or stolen Chromebooks or components (i.e. AC adapter, case, etc.)
- ★ Cosmetic scratches and dents
- ★ Damage caused intentionally or through ongoing neglect
- ★ Any device that indicates an attempt to remove or the removal of the tamper proof labels
- ★ Tampering with or any attempt to repair devices (hardware & software)

When a school issued Chromebook needs repair, your student must bring the device into the office at the campus they attend. The student will be issued a temporary loaner device if one is available. Once the repair is complete, your student will be contacted to receive his/her original device back.

\*\*\*A loaner device will NOT be issued if the damage was deemed intentional or due to neglect until the repair fees have been paid in full.

Determination of whether damage is considered intentional or due to neglect will be made by the school administration.

### *7.6.1.3 Student Agreement*

#### **Students must agree to the following conditions:**

- ★ Students will bring Chromebooks to school each day fully charged. Chargers must remain at home.
- ★ Students are to use the Chromebooks for school use only. They may only sign into the Chromebook using their ACA issued Google account.
- ★ The school's network filters will be applied to the internet connection and the student shall not make any attempt to bypass them.
- ★ Chromebooks are the property of ACA. All necessary app extensions will be loaded onto the Chromebooks.
- ★ The Chromebook will not be used to cheat on assignments/tests.
- ★ The Chromebook may only be used for instructional purposes unless permission is given by the teacher to access non-instructional applications.
- ★ The student must comply with the teacher's direction at all times, including but not limited to shutting down the computer or closing the screen.
- ★ Downloading personal applications is prohibited.
- ★ Downloading personal items, including but not limited to pictures, music, videos, etc. to an ACA device is prohibited.
- ★ Pictures or videos are not allowed to be taken anywhere on campus unless permission has been granted by the teacher or administrator.
- ★ Student's Chromebook activity will be tracked by the teacher and administration using GoGuardian. This web-based service allows staff to see student screens during class time and flags activity for administrative review as needed.
- ★ Chromebooks must remain free from any writing, drawing, stickers, paint, tape, adhesives, and labels, except those put on by ACA. Students may not remove any labels that are on the device.

### *7.6.1.4 Privacy*

Since the use of ACA technology is intended for educational purposes only, students shall not have any expectations of privacy on any ACA devices. Administration may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook and/or student Gmail account students agree to such access, monitoring and recording, etc. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of ACA technology cannot be erased or deleted.

### *7.6.1.5 User Accounts/Email*

- ★ All ACA students have a school-provided email and Google account.
- ★ All communications (emails, documents, chats) should be in accordance with the guidelines and principles of ACA.

When a student withdraws from ACA or graduates, their accounts are removed from our systems immediately. If there is any coursework or documents that a student wishes to retain, it is their responsibility to save those items to a personal account prior to withdrawal.

### *7.6.1.6 Violations*

Violations of this policy may result in:

- ★ Suspension of network, technology, or Chromebook privileges
- ★ Notification to parents
- ★ Detention or suspension from school and school-related activities
- ★ Legal action and/or prosecution

### *7.6.2 High School BYOD Laptop Agreement*

If participating in the 1:1 bring your own device (BYOD) laptop program, the student agrees to bring a laptop to school or to online learning each day that meets the recommended specification (see attached). The device should be fully charged upon arriving to school each day and charging cords should be left at home. Agape Christian Academy cannot be held accountable for lost or stolen BYOD items. The student understands that they are responsible for all repairs and upkeep on the device and that there is no technology support provided at school for BYOD devices.

In the event repairs need to occur, ACA may be able to provide a loaner Chromebook pending the availability of devices. All school expectations for technology apply to a BYOD, which includes an understanding that certain behaviors and actions may result in the confiscation of the BYOD to be held for parent pick-up. Students can opt into ACA's 1:1 Technology (Chromebook) Program as needed.

As a school, ACA uses GoGuardian to monitor all school issued devices and BYOD via the student's ACA issued email. On a student's personal device, when not using their school issued email, their device will not be monitored.

#### *7.6.2.1 Classroom & Online Learning Expectations*

- ★ Bring your fully charged device to school every day. Chargers are to be left at home.
- ★ Student devices will not be used to cheat on assignments/test/etc.
- ★ Follow all directions given by teachers.
- ★ Convey to a teacher as quickly as possible, without discussing with other students, any identified security problems/potential online safety issues, and/or inappropriate content.

#### **Overall Safety**

- ★ Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### 7.6.2.2 High School BYOD Laptop Specifications & Recommendations

ACA recommends that all laptops used by students meet the minimum requirements below to ensure suitability for curriculum-based activities.

#### Devices Accepted at School

- ★ Laptops capable of running Windows 10 Home or better running the latest update.
- ★ Apple Laptops running Mac OS 10.15+ Catalina or newer.

#### When Purchasing your Device

- ★ All warranty and service issues will be the parents' responsibility.
- ★ We strongly recommend that protection plans are purchased with all devices. Accidents do happen so having a warranty and an accidental damage protection plan to cover the device for the duration of its life is advisable.
- ★ We encourage families to consider future proofing your investment by considering the subjects chosen and the device requirements for these. For example, graphics programs or video editing software imposes higher demands on devices.

2024-2025 – BYOD Specifications – Windows and Mac Devices		
	Minimum	Recommended
Operating System	Windows 10 (64-bit) or Windows 11 (64-bit), Mac OS 10.15+ (Catalina or newer)	
Processor	Intel Quad Cor Processor, equivalent or better	Intel i5 Processor, equivalent or better
Memory	4GB RAM or more	8GB RAM or more
Storage Capacity	128 GB SSD or higher	256GB SSD or higher
Screen Size	11” display or higher	13” display or higher
Graphics		1 GB minimum
Battery Life	The battery should be able to last the school day without needing to be recharged (at least 6 hours)	
Wireless Connectivity	Must be able to connect to WiFi	
Browser Capability	Browser capable of internet access (e.g. Internet Explorer, Chrome, Safari)	
Suggested Software	Antivirus	At a minimum an Antivirus software solution <i>should</i> be installed on a student's laptop and regularly updated. <u>Please Note:</u> There are several free options for both Windows and Mac.
Protection/Accidental Damage Plan	Device protection plans (both warranty and accidental damage insurance) are strongly recommended with all laptops and should be discussed at time of purchase.	
Google Apps	Ability to access Google Apps for Education through the web browser or apps. Google Apps for Education include Google Classroom, Google Drive, Google Email, and other similar apps. The school will provide a Google account for each student.	
Other	Built-in camera, microphone and speaker	
Case		A protective case or padded bag for their devices

### *7.6.3 Student Cell Phone Use*

ACA discourages cell phones on campus. However, if parents deem it absolutely necessary for their child to have a cell phone while at school, the following rules must be adhered to:

- ★ Cell phone use is limited to communication between the student and the parent(s) BEFORE AND AFTER school times ONLY.
- ★ Any communication during the school day needs to be done through the school office. Cell phones are to be turned off and stored during the school day.
- ★ Cell phones must be stored in the student's backpack or cubby.
- ★ Students may NOT carry their cell phone on their person.
- ★ Student use of cell phones at ACA after school activities are for parent communication only.

If the student does not comply with these rules, the cell phone will be confiscated and must be picked up by the student's parent. The student will lose the privilege of having a cell phone at school if there are repeated violations during the school year.

Cell phone use may be permitted during middle school videography/photography elective class ONLY if the teacher gives direct instruction to do so. If so, teachers will manage and monitor all use. Students are expected to follow all of the teachers' instructions and will lose the right to use a cell phone during photography class if they fail to adhere to the rules and guidelines set forth.

### *7.6.4 Smart Watches*

The use of smart watches is strictly prohibited for all students through sixth grade. Middle school students may be in possession of smart watches if they follow the policy regarding personal technology and store the watch in their backpack during the school day.

## *7.7 Middle & High School Policies*

### *7.7.1 Displays of Affection*

Students need to be respectful of others' bodies and space while acting in a Christ-like manner. We encourage students to use positive words of affirmation, side hugs, high five and such.

Students may not display physical affection towards a "boyfriend" or "girlfriend" at ACA. Students are not to display affection in a physical way by holding hands, embracing, kissing, etc. We recognize that, while it is developmentally appropriate for feelings to begin to develop at this age, the boyfriend/girlfriend relationship is not age appropriate in a Christian school setting and will not be tolerated.

### *7.7.2 Lockers / Cubbies*

Lockers, or cubbies, are the property of ACA and the school reserves all rights to inspection, search of contents, maintenance, etc. Money and valuables should not be kept in the lockers/cubbies. No trash or open food or drink should be left in lockers/cubbies due to the risk of attracting ants and/or mice. Lockers/cubbies are at no time to be used for storage of objects that are illegal or that could be harmful to individuals in the school. The school cannot be responsible for articles taken out of lockers/cubbies.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, or student lockers/cubbies, and may seize any illegal, unauthorized, or contraband materials discovered in the search. The principal or another staff person designated by the principal may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **8. Sports and Activities**

### *8.1 Statement of Purpose*

Middle & High School ACA Athletics are an essential element of the education of students as they foster the development of character, life skills, sportsmanship, and teamwork. In addition, ACA's athletic programs strive to develop a positive self-image, encourage physical activity as a part of a healthy lifestyle, and most importantly to glorify God through all that we do. ACA athletics serve as a source of school pride and help to maintain a positive relationship between schools and our communities. While we recognize the pride in winning, it does not supersede the spiritual goals of athletics at Agape Christian Academy

### *8.2 Parent/Student Athletic Agreement*

Students participating in any ACA sport, will be required to sign and submit the school issued Athletic Agreement before being allowed to participate.

#### *8.2.1 As a Student Athlete*

As a student athlete, I:

- ★ understand my responsibilities for participating in Agape Christian Academy athletic programs
- ★ understand there will be consequences for violating any of the expectations outlined in this agreement
- ★ commit to my sport schedule by attending all practices and competitions and communicating my schedule to my employer, teachers, and parents
- ★ will communicate any conflicts with my coach immediately
- ★ commit to my team by striving to contribute to the program, follow the training rules, and exercising sportsmanship at all times, and I fully understand that my actions directly represent ACA and more importantly our Father In Heaven



### 8.2.2 As a Parent/Guardian

As a parent/guardian, I pledge to:

- ★ commit to my student-athlete's practice and competition schedule to minimize conflicts between family schedules and the athletic schedules and ensure that my student-athlete attends all practices, competitions, and special events
- ★ support my student athlete by attending team meetings, competitions, and special events as much as my schedule will allow
- ★ discuss issues of concern with my athlete and the coach before they become a problem
- ★ respect the coach and understand that it is his/her responsibility to determine strategy and player selection (any questions or concerns should be directed to the coach in a private meeting)
- ★ work cooperatively with coaches, other parents, and school personnel to ensure a wholesome and successful athletic program for the school
- ★ encourage and model good sportsmanship by demonstrating positive support for all players, coaches, fellow parents, ACA community members, and officials at every practice, competition, or special event
- ★ Support my student athlete's efforts toward success
- ★ Work to promote a positive environment that is conducive to the development of the student athlete
- ★ Become familiar with and review the rules and regulations with their student athlete
- ★ Communicate any concerns in a timely manner
- ★ Treat all coaching personnel, fellow parents, and all ACA community members with courtesy, respect, and insist their student athlete do the same

### 8.3 Sports Offered

Sports offered at ACA will occur during the following seasons.

#### Fall:

- ★ Girls Volleyball
  - 5th/6th
  - 7th/8th
  - High School
- ★ Co-Ed Soccer:
  - 6th/7th/8th
- ★ Boys Football:
  - High School
- ★ Cross Country:
  - High School

#### Winter:

- ★ Girls and Boys Basketball
  - 5th/6th
  - 7th/8th
  - High School

**Spring:**

- ★ Track:
  - (6th/7th/8th)
- ★ Track & Field:
  - High School
- ★ Golf:
  - High School

*8.4 Parent/Student/Coach Communication & Expectations*

*8.4.1 Parent/Student/Coach Communication Plan*

Both parenting and coaching are extremely difficult roles. By establishing an understanding of each position, we are better able to support the actions of the other and provide greater benefits to our student-athletes. As parents, when your student-athlete becomes involved in Agape Christian Academy Athletics, we want you to be fully aware of the expectations that we have for your child as an ACA athlete. This begins with clear communication from our athletic department and coaching staff.

*8.4.2 Communication you can expect from your ACA Athletic Department:*

- ★ Expectations we have for your student athlete as well as all the players on the team
- ★ Locations and times of all practices and contests
- ★ Team requirements, i.e. practices, special equipment, out-of-season conditioning
- ★ Discipline that may result in the denial of your student athlete's participation

*8.4.3 Communication coaches expect from parents:*

- ★ Concerns must be expressed directly to the coach first
- ★ Notification of any schedule conflicts well in advance

As your student athlete becomes involved in ACA Athletics, they will experience some of the most rewarding moments of their lives. We recognize there may be times when things do not go the way you or your student athlete anticipate. If any concerns arise, discussion with the coach is encouraged at an appropriate time.

#### *8.4.4 Appropriate concerns to discuss with coaches:*

- ★ The treatment of your student athlete
- ★ Ways to help your student athlete's behavior

It is very difficult to accept your student athlete not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes involved and for the team as a whole. As you have seen from the above list, certain things can be and should be discussed with your student athlete's coach. Other things, such as those following, must be left to the discretion of the coach.

#### *8.4.5 Issues not appropriate to discuss with coaches:*

- ★ Playing time
- ★ Team strategy
- ★ Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures must be followed to help promote a resolution to the issue or concern.

#### *8.4.6 If there is a concern to discuss with a coach, the procedure you must follow:*

First, please encourage your student athlete to speak directly with the coach. Many times, the matter can be taken care of at that time. Secondly, if needed, call to set up an appointment. If the coach cannot be reached, call the athletic department. They will assist you in arranging a meeting. Please do not attempt to confront a coach before or after a game night or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. Lastly, if the meeting with the coach did not provide a satisfactory resolution, call, and set up an appointment with the athletic director to discuss the situation.

#### *8.4.7 Athletic Director Contact*

Mr. Mancillas - ACA Athletic Director, [nmancillas@goacalions.org](mailto:nmancillas@goacalions.org), 714-989-3409

### *8.5 Sports Eligibility*

#### *8.5.1 Academic Eligibility*

- ★ Student athletes must always maintain a GPA of 3.0 or above to maintain eligibility for sports participation
- ★ Student-athletes cannot have ANY F's during any athletic season

### *8.5.2 Citizenship*

- ★ Any student dealing with behavioral issues (detention, in-school suspension, at-home suspension) that may cause them to miss practice will be subject to dismissal from the team at the discretion of the Athletic Department.

### *8.5.3 Athletic Participation Fee:*

- ★ All participation in a sport will have an athletics fee of \$150. Plus any specific equipment needed to safely participate in the chosen sport.

## **9. Parent Involvement**

### *9.1 Teacher Communication*

We encourage parents to talk to the teachers regarding questions, concerns, or comments. However, this should be done by first making an appointment with the teacher. These discussions should take place by appointment before students arrive in the morning, during a teacher's prep time, or after school. Parents may ParentSquare a message to teachers with questions, concerns, or comments.

#### *9.1.1 ParentSquare*

We require that at least one parent actively use ParentSquare so that each family is kept up to date with ongoing school communication. Daily, weekly, monthly, and yearly communication will all go through ParentSquare. ParentSquare is our main method of communication, and it is imperative that each family keeps up to date with school issued communication and responds in a timely manner. We ask that ALL posts are "appreciated" within 24 hours of receipt. This is how the ACA administration and teaching staff know you received the information and are responsible for the content.

#### *9.1.2 Weekly Note/Newsletter*

When the school needs to inform parents that their involvement in school activities is needed, about school events, classroom events, or other communication, a ParentSquare post or message will be sent out to parents. Each week classroom teachers will post a ParentSquare classroom newsletter to parents specific to their classroom. ParentSquare will be used for ALL communication this school year.

### *9.2 Service Hours & Tracking*

All families are required to serve for a minimum of 10 hours for preschool, or 20 hours for K-12th each school year. Each family should indicate their service preferences on the Parent Handbook Acknowledgement and Service Form. Hours can be earned in any or all of three different environments: Classroom Helper/Room Parent, Office/Event, and Fundraising. All

service hours should be recorded and tracked on Parent Square. If service hours are not fulfilled, parents will be charged at \$15 an hour to pay aide staff for hours needed to make all ACA activities and events a success. Service hours can be completed at any campus - you are not limited to serving on your child's campus.

### *9.2.1 Room Parent*

The Room Parent is selected by the classroom teacher. They work with the classroom teacher to help organize, inform, and involve other class parents with special events, field trips and fundraisers in the classroom. This role helps to organize class parties as requested by the teacher such as Christmas and Valentine's Day. They also organize the teacher's birthday class gift, Christmas gifts, Teacher Appreciation Week and other events. These positions are filled at the beginning of the school year.

### *9.2.2 Classroom Helper*

Classrooms benefit greatly from parents' help. Whether parents read to a class weekly, assist with food (warming sack lunches or dividing snacks), or are part of a special project in class, parents are highly encouraged to help in the classroom, anywhere from once a week to once a year, if possible.

Doing this creates a good home-to-school connection between teachers, parents, and students. We also welcome any grandparents or other significant family members of your choice to help. Each adult who works in the classroom must submit a WATCH (Washington Access to Criminal History) form prior to helping in the classroom. Classroom Helpers must sign-up with classroom teachers and specialists in advance.

### *9.2.3 Office/Event/Committee Helper*

Our school-wide weekly, monthly, and annual events require volunteer power. Many different tasks need to be completed; some from your own home, some in small groups. Many tasks can be done ahead of time and others the day of each event. Our needs cover a wide range of skills and talents, including (but not limited to) desktop publishing, data entry, or sewing.

#### **Some specific needs include the following:**

- ★ Book Fair
- ★ Christmas Programs
- ★ Coordinating Volunteers
- ★ Decor/Planning
- ★ Game Day with Dad
- ★ Grandparents Day
- ★ Annual LITE Auction
- ★ Sport-A-Thon
- ★ Fund Run
- ★ Luncheons/ Meeting Prep.
- ★ Mother's Day Tea
- ★ Open House
- ★ Organizing Uniform Swaps
- ★ Preschool Feast
- ★ Production Coordinating
- ★ Production Costumes
- ★ Production Props/Sets
- ★ Talent Show
- ★ Father Daughter Dance
- ★ Website Editing
- ★ GiveBIG Fundraiser
- ★ Mother Son Event

### 9.2.4 Field Trips

ACA values enrichment opportunities such as field trips. These are made possible through parent chaperones and drivers. Preschool offers parent attended field trips 2-3 times a year. Elementary and Middle School field trips will be scheduled by age level and/or classroom basis throughout the year and often require parent transportation. In addition to leaving the school for educational opportunities, we may have various visitors on campus such as firefighters, police officers, dentists, veterinarians, or parents with special talents.

Students who do not yet meet Washington State height requirements must be seated in a booster seat for transportation to and from the field trip. Parents are responsible for providing booster seats for their student if applicable. Parents may also drive for any event at any campus. A background check, copy of license, and insurance must be online for all adults.

### 9.2.5 Background Checks

All parents/guardians will have a basic background check done through WATCH (Washington Access To Criminal History). Parents who volunteer in the classroom, help with events, attend field trips, etc. will have a more in-depth background check through CRIS (Criminal Information Services). Parents will be asked to complete a background check form which will include their SS#, DL#, DOB, and all previous names.

### 9.3 School Visitors

Upon arrival at an ACA campus, volunteers must sign in at the campus ACA office and wear a volunteer name tag. All campus guests/visitors, including parents, relatives, friends, and former students must sign in and out at the campus ACA office. A guest sticker, lanyard/badge, or name tag must be worn by all guests/visitors while on campus.

### 9.4 Fundraising Activities

ACA operates as a 501c3 nonprofit organization (not state funded). Fundraisers (and donor financial gifts) are a vital part of our school's working budget, and **they are our lifeline.**

ACA cannot do what we do without our families partnering with us by actively participating in each fundraiser we do. Together, we can make a huge difference that impacts our school community and the lives of our students. In addition, our enrichment programs are not included in the tuition rates, so our fundraising events help keep costs down for our families..

This year we will have four fundraising/giving opportunities, each with their own goal and mission.

#### ★ ACA Fund Run (expected participation) - **October Event:**

- Each student (not family) will receive a "Fund Run Sponsor Form" to track their individual online and manual donations.
- Families will create a personal peer fundraising page for each student (not a family page) on the website so students can share their personal link with their family, friends, etc., to receive online donations.
- Each student will have the opportunity to earn prizes at a tiered donation level.

- Donations can be made as a single donation or by per lap amount (via cash, check, or online donation).
- The suggested goal for each student is \$150.

★ **Giving Tuesday** (required participation) - **December Event:**

- Families will share the link to ACA's fundraising page with family, friends, and on social media for this global event.

★ **L.I.T.E. Auction** (required participation) - **March Event:**

- Each family must choose one of the three following options on their "Family Auction Form" (due September 30, 2024). This form will be available at the Mandatory Meeting for "New Parents." In addition, each ACA family will receive a copy of this form in a fundraising packet early in September:
  - **Option #1: Silent Auction Basket**
    - Theme sign-up will be in a mid-October ParentSquare post
    - Minimum basket value is \$200 (must include crinkle paper and a basket/container)
    - Baskets are due January 15, 2025, at our Northlake campus office
  - **Option #2: Large Single Item/Service:**
    - The minimum value per item/service is \$500 (Fishing guide business, vacation homes, etc.)
    - The item/gift certificate with promotional materials and information are due January 31, 2025
  - **Option #3: Monetary Donation:**
    - \$350 Donation (if Option 1, 2, or 4 are not met) payable through our ACA website ([www.goacalions.org](http://www.goacalions.org))
    - Due by November 15, 2024
  - **Option #4: NEW! Purchase an Auction Table for 8 people (host a table for you, your friends or family "outside of our current ACA community")**
    - \$550 auction table fee payable through our ACA website ([www.goacalions.org](http://www.goacalions.org))
    - Due by November 15, 2024
- For "Option 1 & 2", who do you know? Do you know a business owner who would be willing to donate products or services?

ACA has designed this fundraiser to give our families the opportunity to produce items to avoid coming out of pocket to meet their auction requirement.

★ **GiveBIG** (expected participation) - **May Event:**

- This is a 48-hour giving marathon for all nonprofits in the state of Washington
- Each family will track their online and manual donations (more information will be provided closer to the event)
- The suggested family goal is \$250.

For more information about our ACA fundraisers, please contact Denese Lawson at [dlawson@goacalions.org](mailto:dlawson@goacalions.org) or through ParentSquare.

### *9.5 Change of Address, Email, & Phone Number*

It is extremely important that a parent notify the office immediately if their address, telephone number, and/or email changes. It is essential that all information be kept up to date for parent-school communication and office use. If this occurs, please call the office.

### *9.6 Lost and Found Locations*

- ★ Grace Campus: in the office
- ★ NorthLake Campus: in the office building
- ★ Lacamas Campus: in the Fellowship Hall in a container labeled “Lost and Found”

All found items will be placed in these locations. If your child has misplaced something, please check these locations. Unclaimed items will be donated throughout the year. It is highly recommended that you place names on all coats, sweatshirts, lunchboxes, water bottles, etc.

### *9.7 Birthday Invitations*

Everybody loves birthday parties, and no one likes to feel left out. If invitations are distributed at school, students need to invite the entire class or all classmates of the birthday child’s gender.

## **10. Food on Campus**

**\*Due to some cases of severe Peanut and Tree nut allergies, do not send nuts of any kind or in any form without checking with your classroom teacher. Peanut free zones will be established by classroom and as needed only.**

### *10.1 Birthdays*

We love to celebrate birthdays! The students are allowed to bring in special treats to celebrate their special day. Please check with your individual teacher in advance to avoid any allergies that may be in the classroom and to schedule the best time of day for treats to arrive.

### *10.2 Snack & Water Bottle*

**Preschool & Kindergarten:** Once a month, a snack list will go home with students containing a list of assigned snacks. These families are asked to send snack items on a specific date which will be shared among the younger students each day.

**Elementary & Middle/High School:** All students should pack an additional snack in their backpack which will be eaten during class snack time or break time. Throughout the year, individual teachers may plan creative cooking projects and will ask or assign kids to bring in specific items on those days. ALWAYS REMEMBER to CHECK with your classroom teacher regarding possible classroom allergies!



**All students are required to bring a reusable water bottle/thermos to school each day;** please label this with the student's name. Keeping children properly hydrated every day is essential to their overall health and wellbeing. Please clean and sanitize student water bottles regularly.

### *10.3 Lunch – Transitional Kindergarten, Kindergarten, Elementary, Middle & High School*

Our TK-12th grade students will need to bring a healthy sack lunch with them on each full day of school. The overall physical health of our students is very important to us. At ACA, we greatly emphasize the need to send each child to school with a size/portion appropriate, healthy lunch. Students need the right amount of proper fuel for their bodies to be able to perform to the best of their abilities, physically, academically, and mentally. Microwaves are accessible, but may ONLY be used to reheat, rather than cook food (max 1-minute per student) due to the high volume of students who may need to prepare food. Additional information will come home from the classroom teacher.

## **11. Health & Medication Policies**

### *11.1 Illness Policy*

*All illness policy related decisions are ultimately at the discretion of the school administration, including the school nurse.* For the health and well-being of your child and of the others at the school, keep your child home for the following symptoms:

- ★ Unusual fatigue or irritability
- ★ Fever (within 48 hours, without Tylenol)
  - Fever (a fever is considered 100.0 degrees or greater)
  - A student must be fever free (99.9 degrees or less) for a minimum of a FULL 48 hours (without fever reducing medication) before returning to school. The 48-hour window begins when all fever reducing medication has been metabolized and is out of their system.
- ★ Skin rash
- ★ Sore throat or colored runny nose
- ★ Nausea, vomiting, diarrhea and/or respiratory (within 48hrs)
- ★ Nausea, Vomiting, Diarrhea and/or Respiratory Issue (which may include, but is not limited to:
  - Coughing
  - Wheezing
  - Shortness of breath
  - Abnormal breathing
- ★ A student must be free from any of the above symptoms for a minimum of a FULL 48 hours before returning to school
- ★ Students who get sick at school will need to be picked up within one hour. Students with a temperature of 100.0 or more will be asked to go home and follow our illness guidelines to return to school

### *11.2 ACA – Covid-19 Response*

ACA takes health and safety very seriously and will follow the recommended guidelines from WA State Department of Health regarding illness policies in regards to COVID-19. Updates are made regularly by the state based on CDC guidelines and ACA will monitor and update policies as needed. Additional information regarding ACA's current COVID-19 response policy is available upon request.

We fully recognize that many of the Covid-19 symptoms are commonly related to other illnesses and/or are symptoms that many of us and our children have experienced on a regular basis prior to Covid-19. Therefore, the ACA administration, along with parent input and evaluation, will assess student health concerns together on a case-by-case basis should symptoms arise.

### *11.3 Accidents/Injuries*

Minor cuts, bruises or bumps will be treated at ACA. If further attention is needed, the office will call the student's home or emergency number(s) on file in the office. In an immediate emergency, the office will call 911 and the student's home or emergency number(s).

### *11.4 Allergies*

Please be sure to notify us of any allergies that your student may have. If your student has a severe allergy, please turn in a completed "Medical Explanation Form" (found in the "file" section of ParentSquare) along with a detailed explanation and/or a doctor's note). This information is distributed among teachers and classrooms.

### *11.5 Medication Dispensing Policy*

By state law, the school cannot administer any form of medication (including aspirin or other non-prescription medications) to students without a previously signed statement or verbal permission from the parent or guardian. Prescription medication will only be dispersed after the school has received written permission from a licensed physician. Medications must be in their original containers, clearly labeled with the student's name and dosage requirements. Non-prescription/over-the-counter medication may be dispersed to the student during the school day with written parent explanation/directions and signature. Parents/adults are to bring the medication to the school office.

Students are not to carry any medication with them at school. (Exceptions to this rule will be on a case-by-case basis. These may include inhalers and epi-pens, and students must have written permission submitted to the campus office and a health care plan in place prior to carrying their medications.)

All medication, including physician prescribed and over-the-counter, will be sent home at the end of the school year. Medical explanation forms and physician permission are required to be updated annually at the beginning of the school year.

### 11.6 Communicable/Contagious Diseases

ACA cooperates with the Public Health Department if there is an outbreak of a communicable disease. A communicable disease (contagious disease) means an illness caused by an infectious agent that can be transmitted from one person, animal, or object to another person by direct or indirect means, including transmission via an intermediate host, vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to, chickenpox, conjunctivitis (pinkeye, bacterial), measles, mumps, hepatitis A, influenza, scabies, and tuberculosis. Please keep your child home from school if he/she has a communicable/contagious disease and notify the school immediately. The following regulations are in effect for the more common diseases:

- ★ Chicken pox: Exclusion from school until free of symptoms and until all the vesicles have crusted (usually 5-6 days). Face and hands should be free of scabs.
- ★ Conjunctivitis (pinkeye): A person with inflammation of the eye or eyelid shall be excluded from school until (1) the inflammation has cleared, or (2) a physician certifies that the student does not have conjunctivitis in an infectious stage, usually 24 hours after prescribed medication is given.
- ★ Impetigo: Exclusion from school while lesions remain, or until a physician certifies the student is under adequate and continuing treatment. The student must have 24 hours of appropriate treatment prior to being admitted back to class.
- ★ Mononucleosis: Medical release statement required to return to school.
- ★ Meningitis: Medical release statement required to return to school.
- ★ Hepatitis A, B, or C: Medical release statement required to return to school.
- ★ Scabies: Student may return to school after 24 hours of prescribed treatment. (Please provide proof of treatment.)
- ★ Pertussis (whooping cough): Student may return to school after five full days of proper antibiotic therapy and with a medical release statement.
- ★ Strep Throat: Student may return to school after 24 hours of prescribed treatment and when free of fever. • Ringworm: The student may return to school after 24 hours of prescribed medication treatment. The area affected by ringworm should be covered while at school until treatment is complete. (Please provide proof of treatment.)
- ★ Rubella (German Measles); Rubeola: Medical release statement required.
- ★ Influenza A/B & Covid-19: Quarantine at home as recommended and not returning to school until quarantine period is over in addition to being symptom free.

### 11.7 Head Lice

ACA has a no nit policy. This means that any person with lice or nits will be excluded from school until adequately treated and all nits are removed. Nits, the eggs, are small, oval shaped specks that look like dandruff and are attached to each hair strand. They may be gray, white, brown, or black.

### *11.8 Chronic Disease/Life-threatening Illness*

If your child has severe allergies, a chronic disease, or life-threatening illness, please inform the office staff and teacher. A written health care plan, signed by a nurse/physician, needs to be on file in the office. A health care plan determines the action that needs to be taken if your child has a health emergency or need. This plan is shared with staff on a need-to-know basis and will include training of the staff as needed.

### *11.9 Parent-Child Separation – Preschool*

Separation is often harder on the parents than the child. For many of our preschool families, this will be the first time that you have left your child in a formal school setting. Although this can be a sentimental time for parents, please keep in mind that your smile, eyes, and body language communicate a lot. If a child senses any type of apprehension on your part, his own feelings of uncertainty will be enhanced. It is not unusual for a child to become teary when separated from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. We will be quickly reassuring your child as we get him/her focused on new and exciting activities.

## **12. Emergency & Legal Policies**

### *12.1 Communication with Families in Separated or Divorced Situations*

Teachers are not required to meet with both parties in student custody cases. Please note the following policy: The board, teachers, and staff at ACA understand the difficulty that arises in many families due to divorce. It has been our experience that communication between parents in this situation is not always what it should be. However, for the sake of the child, who is our main concern, positive communication between parents must take place.

As a school, we believe our primary responsibility is to the primary enrolling parent. When someone other than the primary enrolling parent picks up the child from school, school communication will be sent home with that person on that day. When parent/teacher conferences are scheduled, only one conference will be scheduled for each student. It is the responsibility of the primary enrolling parent to coordinate schedules with others who should attend the conference. Each parent shall have full and equal access to the educational records of the child absent unless there is a court order that states to the contrary. Neither parent may veto access requested by the other parent. Educational records are limited to academic, attendance, and disciplinary records of public and private schools in all grades K-12th and any form of alternative school, for all periods, for which child support is paid or the child is the dependent in fact of the parent requesting access to the records.

The teachers and staff at ACA are aware of the difficult circumstances that arise when parents are working through custody issues over their children; however, it is important that we remain neutral in these issues. For this reason, we do not write statements in support of either parent.

### *12.2 Child Abuse Reporting*

ACA staff and volunteers acknowledge that they are fully aware of his/her obligation under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations. Please notify the administrator immediately of any child abuse concerns.

### *12.3 Fire Drills/Earthquake Drills*

The purpose of fire drills is to train teachers and staff the correct procedure for clearing buildings so that in case of an emergency, it may be done with no confusion. Fire drills are also to familiarize students with the evacuation process. Great emphasis is placed upon the execution of each drill. They should be quick, quiet and orderly in manner. Running and talking are prohibited.

During an earthquake drill, teachers have students drop to the floor (drop), get under their desks (cover), and hold on with one hand to one leg of the desk while placing the other hand over the back of their head and neck (hold). Students are to remain silent during a drill so they can listen to the teacher's voice and directions.

### *12.4 Emergency Evacuation, Lockdown, or Flee Procedure*

If a determination is made that the safety and health of students and staff are in jeopardy, an alert will be issued to the staff. Upon receiving this message, the staff will implement an evacuation, lockdown, or flee response based on the admin or emergency response teams directions.

## APPENDIX

### WASHINGTON RCW 9.41.280 POSSESSING DANGEROUS WEAPONS ON SCHOOL FACILITIES

(1) It is unlawful for a person to knowingly carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, areas of facilities while being used exclusively by public or private schools, or areas of facilities while being used for official meetings of a school district board of directors:

(a) Any firearm;

(b) Any other dangerous weapon as defined in RCW [9.41.250](#);

(c) Any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;

(d) Any device, commonly known as "throwing stars," which are multi pointed, metal objects designed to embed upon impact from any aspect;

(e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or

(f)

(i) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or

(ii) Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

(2) Any such person violating subsection (1) of this section is guilty of a misdemeanor. Second and subsequent violations of subsection (1) of this section are a gross misdemeanor. If any person is convicted of a violation of subsection (1)(a) of this section, the person shall have his or her concealed pistol license, if any revoked for a period of three years. Anyone convicted under this subsection is prohibited from applying for a concealed pistol license for a period of three years. The court shall send notice of the revocation to the department of licensing, and the city, town, or county which issued the license.

Any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW [28A.600.010](#). An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Upon the arrest of a person at least twelve years of age and not more than twenty-one years of age for violating subsection (1)(a) of this section, the person shall be detained or confined in a juvenile or adult facility for up to seventy-two hours. The person shall not be released within the seventy-two hours until after the person has been examined and evaluated by the designated crisis responder unless the court in its discretion releases the person sooner after a determination regarding probable cause or on probation bond or bail.

Within twenty-four hours of the arrest, the arresting law enforcement agency shall refer the person to the designated crisis responder for examination and evaluation under chapter [71.05](#) or [71.34](#) RCW and inform a parent or guardian of the person of the arrest, detention, and examination. The designated crisis responder shall examine and evaluate the person subject to the provisions of chapter [71.05](#) or [71.34](#) RCW. The examination shall occur at the facility in which the person is detained or confined. If the person has been released on probation, bond, or bail, the examination shall occur wherever is appropriate.

Upon completion of any examination by the designated crisis responder, the results of the examination shall be sent to the court, and the court shall consider those results in making any determination about the person.

The designated crisis responder shall, to the extent permitted by law, notify a parent or guardian of the person that an examination and evaluation has taken place and the results of the examination. Nothing in this subsection prohibits the delivery of additional, appropriate mental health examinations to the person while the person is detained or confined.

If the designated crisis responder determines it is appropriate, the designated crisis responder may refer the person to the local behavioral health administrative services organization for follow-up services or other community providers for other services to the family and individual.

(3) Subsection (1) of this section does not apply to:

- (a) Any student or employee of a private military academy when on the property of the academy;
- (b) Any person engaged in military, law enforcement, or school district security activities. However, a person who is not a commissioned law enforcement officer and who provides school security services under the direction of a school administrator may not possess a device listed in subsection (1)(f) of this section unless he or she has successfully completed training in the use of such devices that is equivalent to the training received by commissioned law enforcement officers;
- (c) Any person who is involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed;

(d) Any person while the person is participating in a firearms or air gun competition approved by the school or school district;

(e) Any person in possession of a pistol who has been issued a license under RCW [9.41.070](#), or is exempt from the licensing requirement by RCW [9.41.060](#), while:

(i) Picking up or dropping off a student; or

(ii) Attending official meetings of a school district board of directors held off school district-owned or leased property;

(f) Any nonstudent at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;

(g) Any nonstudent at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school; or

(h) Any law enforcement officer of the federal, state, or local government agency.

(4) Subsections (1)(c) and (d) of this section do not apply to any person who possesses nun-chu-ka sticks, throwing stars, or other dangerous weapons to be used in martial arts classes authorized to be conducted on the school premises.

(5) Subsection (1)(f)(i) of this section does not apply to any person who possesses a device listed in subsection (1)(f)(i) of this section, if the device is possessed and used solely for the purpose approved by a school for use in a school authorized event, lecture, or activity conducted on the school premises.

(6) Except as provided in subsection (3)(b), (c), (f), and (h) of this section, firearms are not permitted in a public or private school building.

(7) "GUN-FREE ZONE" signs shall be posted around school facilities giving warning of the prohibition of the possession of firearms on school grounds.

(8) A school district board of directors must post signs providing notice of the restrictions on possession of firearms and other weapons under this section at facilities being used for official meetings of the school district board of directors.