

POLICY MANUAL



Version 1.16.08.08

Kingdom Academy

Of Bluffton, Inc.

225 Ferguson Park Court
Bluffton, IN 46714

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1.0 INTRODUCTION

1.1. Purpose

The purpose of Kingdom Academy is to provide an education in the subjects mandated by the state of Indiana at an academic level, which challenges each student to achieve his/her highest potential. At graduation students should be fully equipped to meet any academic challenges facing them in the future.

1.2. Mission Statement

With God's grace and wisdom, Kingdom Academy will strive to develop young men and women with an education, character and strong values that will allow them to be a light and witness wherever God places them. "Let your light so shine before men that they may see your good works, and glorify your Father, which is in Heaven." Matt. 5:16.

1.3. Philosophy of Education

"Lo, children are an heritage of the Lord: and the fruit of the womb is His reward." (Psalm 127:3) Along with this rich God-given blessing to parents is the responsibility of training their children in the fear of the Lord and in a manner consistent with God's Word. (Deut. 6:6,7)

Kingdom Academy of Bluffton, Inc. will support parents in their responsibility of educating children by using teachers and curriculum with values which exemplify the teachings of God and his Son, Jesus Christ. Kingdom Academy desires to help children achieve academically with the awareness that "Thy Word is truth" (John 7:17) and "the fear of the Lord is the beginning of knowledge" (Proverbs 1:7). The school environment should enhance the early years of learning to help children fulfill their God-given purpose here on earth and learn the value of service to mankind.

Curriculum used will be consistent with the Word of God, and will give God the glory and honor for His truths and creation. Each school day, the teachers and assistants will provide an atmosphere conducive to learning Biblical principles, respect for others and discipline. Although doctrine will not be discussed in a planned manner, the school will uphold the statement of faith of the Apostolic Christian Church of America, Inc.

1.4. Legal Entity

The school is a non-profit corporation, which qualifies for tax-exempt 501(c)(3) contributions under IRS code.

As part of our application for recognition of exemption from federal income tax, we agree to the following guidelines as mandated by the Internal Revenue Service.

- a. Kingdom Academy of Bluffton, Inc. is organized exclusively for educational and religious purposes under section 501(c)(3) of the Internal Revenue Code.

- b. No part of the net earnings of Kingdom Academy of Bluffton, Inc. shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by:
- An organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - An organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.
- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

2.0. Admissions

2.1. Qualifications

- 2.1.1. In order to maintain a high level of moral conduct and educational excellence, Kingdom Academy of Bluffton, Inc. is open to students whose parents or guardians agree to:
- a. Provide a nurturing home environment for their children's soul and mind while eliminating unwholesome entertainment. The school board will have the authority to decide on these specifics.
 - b. Monitor their children's homework habits. Encourage and help them learn to their fullest potential.
 - c. Support the handbook, school board decisions and teachers.
 - d. Provide volunteer assistance to the school.
 - e. Attend the Apostolic Christian Church of America, Inc. on a regular basis and be in agreement with the Statement of Faith of the Church. The Board, on a case-by-case basis, will consider each application for admission and special considerations may be given to extenuating circumstances.
- 2.1.2 If students have the above qualifications change during the school year their eligibility will be reviewed at the end of the semester.
- 2.1.3 Kingdom Academy of Bluffton, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs or other school-administered programs.

2.2. Procedures

- 2.2.1. Interested parents should read the school handbook carefully.
- 2.2.2. Families who have children already attending Kingdom Academy should let the school administrator know by June 1 if they will not be sending their children the following school year. Parents should complete and submit the Admission Package(s) no later than August 1st.
- 2.2.3. Families who have children already attending Kingdom Academy should let the school administrator know by June 1 if they will be sending additional children the following school year. Parents should complete and submit the New Student Admission Package(s) no later than August 1st.
- 2.2.4. Families who do not currently have children attending Kingdom Academy should submit a letter of application before July 1.
- 2.2.5 The school board will interview parents. The child may be asked to be present. All applications will be considered by the school board and be determined on an individual basis.

2.3. Non-Discrimination Policy

The following must be published in at least one local newspaper each year prior to the enrollment for the school.

STUDENTS NON-DISCRIMINATORY POLICY

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

3.0 Corporate Board

3.1. Qualifications and Responsibilities

- A. Qualifications. The membership of this Corporation shall consist of:
 - 1. The members of the School Board
 - 2. Persons who are at least 18 years of age or older and meets at least one of the following:
 - a. Parents whose children attend the school.
 - b. Persons who regularly support the school financially.
 - c. Persons who regularly volunteer time and support the philosophy and purpose of the school.
 - d. Persons who pray for the work of the school; share in promoting the aims and objectives of the school; are supportive of the Board.
 - e. Persons who have a strong interest in the education of children.

- B. Membership List. The corporation shall maintain a list containing the name and address of each member. The School board shall periodically review the list of membership and remove members who are not meeting the requirements.
- C. Termination. Any member may, by notice in writing to the Board of this Corporation, resign from membership. This termination shall be recorded in the membership book.
- D. Responsibilities. The members of this Corporation shall:
 - 1. Submit names for election of Board Members.
 - 2. Explain the purposes of the Corporation to others.

3.2. Meetings of Members

- A. Annual Meetings. The annual meeting of the members of this Corporation shall be held in June each year in combination with the regular board meeting at a specified time and place. Nominations for new board members will be accepted at this time.
- B. Special Meetings. Special meetings of the members may be called by the President, or in the case of his absence, death, or disability, by the Vice President or a majority of the board.
- C. Notice of Meetings of Members. Members will be informed of the time, place and purpose of the meeting at least 5 days in advance.
- D. Voting. All members are entitled to vote at any meeting of the Corporation. (Husband and wife shall be entitled to one combined vote.)
- E. Quorum. A majority of the membership shall constitute a quorum for the transaction of business at any annual or special meeting.

4.0. School Board

4.1. Responsibilities

- 4.1.1. Provide and maintain school property, hire all teachers and employees, supervise the finances, approve selection of curriculum materials and texts, establish school calendar and have general supervision of the school.
- 4.1.2. Provide assistance to teachers in maintaining respectful discipline and a good classroom environment for learning.
- 4.1.3. Schedule and hold monthly, special, and annual business meetings.
- 4.1.4. Appoint committees as needed.
- 4.1.5. Update policies and handbooks as necessary.

4.2. Board Members and Officers

- 4.2.1. The board consists of five elected members. Each member shall have one vote. A quorum of three members is necessary to conduct business, and a simple majority of members present shall determine an issue. One minister from each of the Bluffton Churches may be on the board in an advisory, church liaison capacity.
- 4.2.2. At the first regular meeting in July the board shall:
- a. Announce newest board member
 - b. Elect a board President.
 - c. Elect a board Vice-President.
 - d. Elect a board Treasurer.
 - e. Elect a board Secretary.
 - f. Elect a board Advisor.
 - g. Set meeting dates and times.
- 4.2.3. Duties of officers of the board:
- a. President – shall have charge of all meetings and sign all legal school documents upon board approval.
 - b. Vice-President – shall assist the President and shall assume his duties in the President’s absence.
 - c. Secretary – shall record the proceedings of all meetings and activities of the board.
 - d. Treasurer – shall keep an accurate account of all financial activity and is the official keeper of the treasury. The treasurer is responsible for receiving all monies and issuing all disbursements upon authorization of the board. He shall produce financial statements and reports for the benefit of the board and the public, and shall advise the board concerning financial matters.
 - e. Advisor – shall coordinate information among other private schools and be on the agenda committee for the National School meeting.

4.3. Qualifications of Board Members

A School Board member must be a Brother in good standing of the Apostolic Christian Church of America, Inc. and support the policies of the school handbook.

4.4. Terms of Board Members

Board members will be elected to five-year terms with at least one year between terms. Each board member’s term will start August 1st of his elected year and end July 31st five years later.

4.5. Board Meetings

- 4.5.1. Special meetings are called as needed by the president. Individuals desiring to have items on the agenda for a meeting should contact the board president at least one week prior to the meeting.

- 4.5.2. All board meetings will be open to the public except when the board meets in executive session.
- 4.5.3. Board members will receive an agenda for a meeting at least 4 days in advance of the meeting.

4.6. Termination

Failure to attend three consecutive meeting of the board, without acceptable excuse shall be considered a resignation. Vacancies by death, resignation or refusal to serve, shall be filled for the expired term by a majority vote of the board.

5.0 Academics

5.1. Courses of Study

- a. Language Arts, including spelling, grammar, literature and composition
- b. Mathematics
- c. Social Studies, including history, government and current events
- d. Science, including health
- e. Physical Education
- f. Art and Music
- g. Computer
- h. History
- i. Foreign language and other electives

5.2. Curriculum Description

- 5.2.1. Curriculum is chosen carefully to emphasize a Biblical belief system and life-style consistent with Biblical teachings.
- 5.2.2. Parents are invited to review the curriculum and encouraged to give their comments to the School Board.
- 5.2.3. If there is an interest, classes for home schooled or part-time students will be considered by the Board.

5.3. Grades Offered

- 5.3.1. Preschool through 12th grade.
- 5.3.2. To be eligible for preschool, children must be 4 years old on or before June 1st.
- 5.3.3. To be eligible for kindergarten, children must be 5 years old on or before June 1st.

5.4. Grade Reports

- 5.4.1. The school year is divided into four grading periods. Grade reports will be available approximately one week after the end of each session.
- 5.4.2. The grading scale will be as follows:

Kindergarten to 12th grading scale

A+ = 100-98	A = 97-92	A- = 91-90
B+ = 89-88	B = 87-82	B- = 81-80
C+ = 79-78	C = 77-72	C- = 71-70
D+ = 69-68	D = 67-62	D- = 61-60
F = 59 and below		

- 5.4.3 Progress reports will be issued midway through the grading period.
- 5.4.4 In grades 1-8, yearly failure will be based on the second semester grades. Three subject failures will be grounds for grade retention.
- 5.4.5 High honor roll – Student must receive all letter grades of A for the grading period. Honor roll – Student must receive all letter grades of A and B with over 50% of the grades being A's.

5.5 Graduation Requirements

Subject	Classes List may not be completely inclusive	Indiana Core 40 Diploma	Academic Honors Diploma
Language Arts	Includes Language Arts 9-12 and Speech	8	8
Mathematics (all students are required to take a math or physics during junior or senior year)	Includes Algebra 1, Geometry, Algebra 2, Advanced Math, Trigonometry, Calculus	6	8
Science	Includes Biology, Chemistry or Physics, Marine Biology, Physical Science, Advanced Chemistry, Advanced Biology, Human Anatomy	6	6
Social Studies	Includes U.S. History, U.S. Government, Economics, World History, Geography	6	6
Directed Electives	Includes Spanish I, 2 & 3, Music, Art, Keyboarding, Computer Literacy 1 & 2, Wiring, Auto Trades, etc.	5	6-8 Foreign Languages + 2 Fine Arts
Physical Education	Includes Physical Education	2	2
Health and Wellness	Includes Health	1	1
Electives	Includes Consumer Math, Business, Home Economics, Publications, Creative Writing, etc.	6	6
Total Credits		40	45-47

**To be eligible for an Academic Honors Diploma, students must:

1. Earn a grade of "C" or above in courses that will count toward the diploma.

2. Have a grade point average of “B” or above.
3. Complete one of the following:
 - Academic, transferable dual high school/college courses resulting in 6 college credits.
 - Score of 1750 or higher combined SAT with a minimum of 530 in each section.
 - Score a 26 composite ACT

5.6. High School Credits

- 5.6.1 One semester class is worth one credit. No credit will be given for a class for which a student has failed.
- 5.6.2 With a teacher’s permission and parental approval a class may be dropped within one week of the beginning of the semester.
- 5.6.3 If a student retakes a class, only one credit will be earned. The second grade is used to calculate the GPA, but both are recorded in the transcript. Classes may not be taken out of academic order.
- 5.6.4 Seniors who take a dual credit course will receive one high school credit for each college semester class.
- 5.6.5 Home school credits may be accepted based on achievement tests administered by Kingdom Academy, which may include End of Course Assessments.

5.7 Early Graduation or Decreased Course Load

- 5.7.1 Seniors will be allowed to graduate early if all graduation requirements are met.
- 5.7.2 If, during the senior year, requirements for graduation are being met and a student does not have a full course load, he/she may be dismissed early provided he/she has a parental permission allowing early dismissal.

5.8. Extracurricular Activities

No athletics will be offered.

5.9. Field Trips, Guest Speakers and Special Days

Field trips, guest speakers, and special days will supplement classroom education. Permission slips and medical release forms filled out at the beginning of the year are to be taken along on field trips.

These activities, and any resulting exceptions to the dress code, will be discussed between the teachers and the school board the month prior to the activity.

6.0. SCHOOL DAY PROCEDURES

6.1. School beginning.

Parents should have their children at school no earlier than 7:45 a.m. and no later than 7:55 a.m. Students need to be ready for class to begin by 8:00 a.m.

6.2 School Absences

- 6.2.1 Student absences should be limited as much as possible.
- 6.2.2 If parents wish to have their child/children absent from school, they must inform and have permission from each of the student's teachers. Teachers should be contacted at least two weeks prior to the absence.
- 6.2.3 School work normally due during a planned absence should be scheduled with the teacher in advance.
- 6.2.4 If there is an unplanned absence, parents need to either call the school (260-824-5590) between 7:30 and 8:00 a.m. on the day of the absence, contact the teacher in person, send a note or email kaofbluffton@gmail.com
- 6.2.5 If a student needs to leave the school during school hours a written notice must be sent to the school. In an emergency, a phone call is acceptable.
- 6.2.6 Students absent more than 3 hours will be considered absent for the day. If a student is not present when the day starts or class begins he/she will be considered tardy. Five tardies will result in one unexcused absence.
- 6.2.7 An excused absence includes illness, necessary medical appointments (medical appointments should be scheduled to avoid conflict with school hours) funerals, family emergencies or other absences with administrative approval. All excused absences require notification from the parents. All other absences will be considered unexcused. Parents (guardians) will be contacted if an absence is considered unexcused.
- 6.2.8 Make-up work is required for absences. Make-up work must be returned by the number of days absent plus one.
- 6.2.9 Students are allowed 3 unexcused absences per semester. After 3 days, 1% per subject per day will be subtracted from their semester grade. The administrator may, at his/her discretion, allow up to two additional unexcused days without a grade deduction. The administrator may also require the student to give an approved presentation to the school. A one-month notification must be given to the school for this exception.

6.3. Devotions

The school day will be opened with a prayer that will ask for God's direction and guidance throughout the day. Prayer will be led by a Brother of the Apostolic Christian Church, Inc. Prayer will be allowed in classrooms. The devotion period will include scripture memorization using the King James Version of the Bible, songs of worship, and/or Bible stories. The school board will set the parameters for devotion content.

6.4. Pledge of Allegiance

The pledge will be recited each morning.

6.5. Recess.

Kindergarten through sixth grades will have a morning and noontime recess. Teachers may extend recess length at their discretion.

6.6. Lunch.

A lunch will be available for students on most full school days. Meals are payable in advance. For those who choose to pack a lunch, a refrigerator and microwave will be provided.

6.7. End of Day.

School dismisses at 3:00 p.m. Monday through Thursday and at Noon on Friday. Students should be picked up promptly. Vehicles should not enter the carports until dismissal time.

6.8. Parking per Fire Code.

No long term parking between the carports or under the carports.

6.9. Security

Doors will remain locked during school hours.

7.0. FINANCIAL

7.1. Tuition

Refer to the School Handbook for the tuition fee schedule.

7.2. Book/Registration Fees

Refer to the School Handbook for the book fee schedule.

7.3. Tuition Assistance Fund

Objective

To provide monetary assistance for tuition for children whose parent's may be experiencing financial difficulty and find the amount prohibitive for their children's attendance. Recipients are anonymous except to the trustee of the fund and the Board Treasurer.

Trustee

The Trustee of the Tuition Assistance Fund is **Brother James Bloomfield** of Bluffton. All funds will be received and dispersed at his discretion.

Funding

Funding is provided through donations.

Records

The Trustee is required to keep a log of donations and cash disbursements. This log will be kept confidential and is only to be made public to the IRS in case of an audit. This log will be given to the Treasurer upon request. The Trustee will maintain a checking account at The First Bank of Berne for receiving and distributing all funds.

Receipts

The Trustee will issue a receipt to all donors for tax record purposes. The IRS recognizes all donations as tax deductible under the 501(c)(3) not-for-profit status issued to Kingdom Academy of Bluffton, Inc.

Distributions

The Trustee will make any distributions directly to the Board Treasurer.

7.4. Refunds

Refunds can be given for tuition paid in advance if a student stops attending school. Book/registration fees are not refundable.

7.5. Donations

Donations to the school are tax deductible per IRS guidelines.

7.6. Stacy Fiechter Scholarship

Students graduating with a GPA of 3.5 or above and attending post-secondary education will receive a \$750 scholarship.

8.0. STUDENT STANDARDS

8.1. Required Conduct

- 8.1.1. Obey the policies and standards of the school and respect teachers and others.
- 8.1.2. Maintain Biblical standards in courtesy, kindness, language, morality and honesty.
- 8.1.3. Refrain from disruptive behavior.
- 8.1.4. Respect the property of the school and of others.

8.2. Conduct which will not be tolerated

Rules are in effect for all students while on KA property, including after school activities

8.2.1. Major Offenses

- a) Foul or profane language
- b) Deliberate disregard for school policies and standards
- c) Viewing or enabling the viewing of inappropriate material including “sexting”, “pornography”, “lewd jokes or material”
- d) Fighting or loud arguing
- e) Theft
- f) Guns, ammo, knives, weapons or bombs used or in possession of a student
- g) Deliberate damage to school or other people’s property. The offending student will pay for any such damage.
- h) Sexual misconduct including sexual harassment and inappropriate contact between students
- i) Bullying including cyber bullying or intimidation
- j) Defiant attitude toward authority
- k) Possession or use of drugs, tobacco, alcohol or paraphernalia
- l) Endangerment of self or others
- m) Participating in illegal activities
- n) Intentionally interfering with the ability of a teacher to conduct educational functions
- o) Failing to report any action or plans for actions by another person engaging in a major offense

Suspicion of violation of any of the above items may result in searching of student, vehicles, lockers, etc.

8.2.2. Minor Offenses

- a) Matches or lighters (including toy guns)
- b) Arguing church differences
- c) Littering on school grounds
- d) Belittling other students
- e) Chewing gum

- f) Cheating, lying or plagiarism
- g) Unauthorized use of electronic devices
- h) Being in the halls without permission
- i) Minor disruptions to the class room
- j) Dress code violations

8.3. Communication Devices

8.3.1 During school hours student's cell phones, PCs or other personal and/or communication devices must be turned off and in the student's locker. Any of these devices found outside the locker will result in discipline unless a teacher has given permission for its use.

-Discipline for this policy (Number of offenses do not start over until the next school year)

- First offense, phone either left in car/at home or given to teacher immediately after entering building for 1 week (phone given back to student at the end of each day if given to teacher)
- Second offense, 1 day of ISS along with following discipline for first offense. ISS teacher will be paid by student/students' family.
- Third offense and beyond, 2 days of ISS along with discipline for first offense.

8.3.2 The Internet is provided at the school for scholastic purposes. Students are not to use the Internet for personal web browsing, email or instant messaging unless given temporary permission by their teacher.

-Discipline for this policy

- First offense, student not allowed to use computer for 1 day
- Second offense, student not allowed to use computer for 1 week
- Third offense, student not allowed to use computer for remainder of 9 week grading period or semester per discretion of the teacher or administrator
- If student is required to do computer work, but is being disciplined as per above offenses, the student will still be required to do assigned computer work but will need to do so at home, etc. outside of school

8.4. Discipline

- 8.4.1. Parents shall support and assist in disciplinary action.
- 8.4.2. The school will maintain discipline, which is firm, fair, consistent, and tempered with love. Disciplinary procedures will be up to the school administration, teacher's/teacher's aides' discretion and may include any of the following:
- name on the board
 - time out
 - missed recess
 - letter sent home to parents
 - work detail
 - detention – student sits by themselves during lunch
 - written or oral non-scripture assignments
 - corporal punishment
 - suspension including ISS and OSS
 - expulsion
- 8.4.3. Discipline for major offenses will be handled as follows:
The administrator is called in and decides the magnitude of the offense. If administrator recommends ISS, or corporal punishment they will consult with parents and inform the board by phone or email. If the offense requires OSS the administrator will inform the parents of offense and consult with the school board thru phone or email. Parents will be informed of the board's decision. If the offense requires expulsion, a special meeting will be held with the board, parents and student to discuss options. The decision must be made to expel the student or put them on a last chance notice for the remainder of the school year. If another major offense happens in the same school year then another special meeting will be held and the board will decide the fate of the student.
- 8.4.4. Teachers will handle discipline for minor offenses. If violation(s) are considered habitual by a teacher then the following process should be followed:
1. Note or call to the parents by teacher.
 2. Administrator called in to council the student- Parents are informed
 3. Administrator called in, councils the student and decides ISS or corporal punishment - Administrator will consult with parents beforehand and inform the board by phone or email. If ISS is required the student's family will pay for the sub.
 4. Administrator called in and is handled as a major offense.
- 8.4.5. Any disciplinary action taken by the board shall apply only to that particular case under review.
- 8.4.6. To reaffirm exceptionally good behavior, reward systems may be used to motivate individuals or the class.

8.5. Dress Code

- 8.5.1 The students' dress at school should reflect the biblical principles of modesty and gender distinction. It is the parent's responsibility to insure students leave home well groomed and in compliance with the dress code.
- 8.5.2. General Dress Code
- a. Everyone shall be neatly and modestly attired.
 - b. No tight fitting or figure-revealing clothing allowed.
 - c. All clothing must be clean and in good repair.
 - d. Girls must wear skirts or dresses, knee length or below. Dresses or skirts should not have front slits.
 - e. Split skirts are allowed for gym class or when appropriate.
 - f. Shirts and blouses must have sleeves.
 - g. Boys must wear long, well-fitted pants (not baggy).
 - h. Students should not wear jewelry or use nail polish.
 - i. Hair accessories, if worn, shall be small and appropriate.
 - j. Hair shall be worn in a modest, gender-appropriate style.
 - k. Dress pullover shirts are permitted, although they must have nothing on them, which is derogatory or unsuitable for a Christian. Pictures of rock groups, athletes, singers, or other celebrities are not permitted on t-shirts or any clothing article.
 - l. Sisters and female converts are required to wear head coverings.
 - m. Brothers and male converts are to have short, neatly trimmed hair with no facial hair or long sideburns.
- 8.5.3. Student Standardized Dress Code
- The school board reserves the right to establish a policy on school uniforms and general dress code.

9.0. STAFF

9.1. Administrator Requirements

- 9.1.1. The Administrator must be appointed by the school board and be a member of the Apostolic Christian Church of America, Inc., unless exempted by the board.
- 9.1.2. The Administrator must agree with the purpose of the school, and to support the Board, policies and handbooks.
- 9.1.3. The Administrator will dress in accordance with student dress code in Section 8.5.
- 9.1.4. Job Description:

The Administrator will answer to the board and carry out the board directives in the school. The Administrator will attend executive meetings but will not have a vote or hold a position on the board. If the parents are polled, he/she will be allowed to vote if he/she is a parent. The position should be considered long-term in order to provide stability to the school.

The Administrator will oversee all the activities within the school. The teachers will work under his/her leadership and report to him/her any concerns. Responsibilities of the Administrator also include: scheduling of classes, reviewing field trips, resolving conflicts, teacher evaluation and goals, communicating to the board when necessary, and upholding the standards set and expected by the board. Since volunteers report to the teachers they will interact with the Administrator only if necessary.

The Administrator will keep informed of any discipline or conflicts over and above what would normally be involved in the classroom even if the situation has been resolved.

The Administrator will work to provide available resources for teachers, and seek out possibilities for alternative classes.

9.2. Teacher Requirements

- 9.2.1. Teachers must hold a teaching degree from a recognized college or university and be a member of the Apostolic Christian Church of America, Inc., unless exempted by the board.
- 9.2.2. Teachers must agree with the purpose of the school, and support the Board, policies and handbooks.
- 9.2.3. Teachers must support and follow the guidelines in the Teacher's Manual.
- 9.2.4. Teachers will dress in accordance with the student dress code in Section 8.5.

9.3. Payroll

- 9.3.1 Paychecks will be issued on the last day of the month with the exception of Saturday, Sunday or a Monday holiday. In these situations a check will be available the Friday prior to the last day of the month.
- 9.3.2. If a staff member has any questions regarding their pay or deductions, they should contact the Treasurer of the School Board.

9.4. Board Approval

The Board reserves the right to dismiss a staff member who does not comply these polices.

9.5. Assistants

- 9.5.1. A teacher's assistant does not need to hold a teaching degree.
- 9.5.2 An assistant must be a member of the Apostolic Christian Church of America, Inc., unless exempted by the board. If an assistant is a member of the Apostolic Christian church he/she must have the support of the local elder. Assistants must agree with the purpose of the school, and support the Board, policies and handbooks. They will also be expected to follow the student dress code in Section 8.5
- 9.5.3 An assistant must follow the guidelines in the teacher's manual.

9.6 Volunteers

Volunteers are welcome based on teacher requests for assistance. The volunteer will be subject to directions from the teacher they are assisting. Volunteers are expected to follow the dress code in Section 8.5.

10.0. PARENT – SCHOOL RELATIONS

10.1. Health Insurance

Student's health insurance will be the responsibility of the parents.

10.2. Parent/Teacher Conferences

Parent/teacher conferences can be requested by either the teacher or parents and should be arranged to avoid conflicts with school. Regularly scheduled conferences occur once each school year or as needed.

10.3. Problem Solving Procedure

Care should be taken to follow the proper procedure as outlined in Matthew 18:15-17. Parents should discuss problems with the teacher before contacting the Board. School problems should not be discussed at church.

10.4. Transportation

Transportation to and from school will be the responsibility of the parents. Parents should notify the teacher if someone other than the parent is picking up the student.

10.5. Job Assignment List

Each family will be given a job assignment list before the start of each school year.

11.0. LIBRARY BOOK SCREENING GUIDELINES

11.1. Recommended Content

1. Positive real-life situations.
2. Educational reading (historical, biographical).
3. Value-teaching stories.

11.2. Unacceptable Content

1. Taking the Lord's name in vain.
2. Swear words.
3. Slang words that are modifications of swear words or of taking the Lord's name in vain.
4. Slang words that refer to something holy or sacred
5. Magic and witchcraft when depicted in an acceptable or condoning manner.
6. Violent killing.
7. Child evangelism.
8. Disrespect toward parents, peers, or authority (or country).
9. Descriptive or explicit romance.

10. Evolution or implications that God did not create the world.
11. Any lifestyle or practice contrary to God's word (divorce, abusive relationships, drinking, smoking, etc.) that is the central theme of a book and/or is portrayed in an acceptable or positive way.
12. Animals or inanimate objects discussing spiritual themes.
13. References to or descriptions of the beliefs and practices of different "faiths" that portray that "faith" as equal or desirable.
14. Graphic pictures pertaining to any of the above.

12.0. MEDICAL INFORMATION

12.1. Physical Examinations

Physical examinations by a licensed physician are not required for students entering school. However, a medical history report must be filled out and signed by the parents. This report must be kept on file with the school. A visual examination is highly recommended for kindergarten students.

12.2. Immunizations

- 12.2.1. Immunizations required by law must be current.
- 12.2.2. Exemptions from immunizations required by law can be granted on the basis of religious objection, or medical reasons authorized by a doctor. A signed waiver must be on file at the school office.

12.3. Communicable Diseases

The teacher must be notified if a student has a communicable disease.

12.4. Emergency Contacts

Emergency contact names and phone numbers are to be provided by the parents and updated as necessary.

12.5. Prescription Medication

A teacher must administer prescription medication taken by a student at school. All medications must be in possession of a teacher.

13.0. MISCELLANEOUS

13.1. School Closings

- 13.1.1. Weather-related closings will be announced on the radio WBCL 90.3fm, TV21.1 and TV33.1, as well as on their websites. As a convenience WBCL offers text alerts.
- 13.1.2. If a 2 hour delay occurs on a Friday, then school will dismiss at 3:00 pm. Lunch will not be served on Fridays.

13.2. Telephone

Use of the school telephone is at the teacher's discretion. Student use is for emergencies only

13.3. Soliciting

The School Board must approve the sale of any items at school.

13.4. School Visits

School visits are encouraged but should be scheduled with the teacher.

Revision History

Revision 1.7, 1/8/08

Section 3.2A Add “Nominations for new board members will be accepted at this time”. Was “shall be held on first Monday in June each year..”

Section 4.2.2 was June now July.

Section 4.2.2A Add announce new board member

Section 4.4 Add “Each board member’s term will start August 1 and end July 31.”

Section 20. Add 20. Revision history section

Revision 1.8, 5-3-8

Section 2.2.2 Add existing families intent to enroll by June 1

Section 2.2.3 Add new families’ letter of application by July 1

Section 2.2.4 was 2.2.3

Section 13.12 was weather related closings will follow Adams Central closings

Revision 1.9, 6-11-09

Section 9.2. & 9.5 Was “see student dress code in Section 8.4.”

Section 9.2.5 Add “Button up dress shirts are considered appropriate for male teachers.”

Section 7.1 Tuition was \$1650 for 1st student, updated table

Section 6.6 was “checks made out to Val Leman”

Section 5.5 remove pre 2010 graduation requirements

Revision 1.91, 10-08-09

Section 6.2.9 added notation of 2 additional unexcused days with admin. approval & presentation

Revision 1.11.7, 7-19-11

Section 1.4 paragraph b changed spelling of inure to insure.

Added Section 5.4.5

Changed Section 6.7 to include dismissal times.

Section 7.1 Increased Kindergarten tuition from \$875 to \$1250. Increased first full time student from \$1,750 to \$1,850.

Section 7.2 under Distributions, distribution “to the family” changed to “to the Board Treasurer”.

Section 13.1.2 changed TV22 to TV33

Revision 1.11.8, 8-18-11

Removed the word “will” from Section 1.4

Reworded Section 3.1.A.2 and removed 3.1.A.2.d

Added “of his elected year” and “five years later” to Section 4.4

Section 5.2.3 changed “would” to “will”.

Corrected email address for school in Section 6.2.4 and added “either” to “parents need to either call...”

Removed prices from Section 6.6 Lunch and changed “will be available” to “will be provided”.

Section 6.7 Added school dismisses at Noon on Friday and changed “that time” to “dismissal time”.

Section 7.1 Changed Kindergarten tuition to \$925 and added email address for Board Treasurer.

Reworded Section 7.2 to correct Objective and Funding.

Reworded Sections 8.1.1, 8.1.4, 8.2 d), 8.5.2 b. and added 8.2 p)

Section 8.4.2 Removed “try to”.

Section 9.1.2 removed the tow words “it’s”.

Section 9.1.3 Changed the wording to include male or female Administrator and removed Section 9.1.4.

Section 9.2.4 Replaced “A Sister” with “Teachers” and removed “Scriptures and follow the”.

Removed Section 9.2.5

Reworded Section 9.6 to include follow the dress code in Section 8.5.

Revision 1.13.05, 5-3-13

General updates in several sections.

Revision 1.14.08, 8-13-14

Section 9.2.1 removed “If a teacher is a member of the Apostolic Christian church he/she must have the support of the local elder.”

Revision 1.14.10.17, 10-17-14

Section 7.1 Updated Tuition

Section 8.3.1 Defined discipline procedures

Section 8.3.2 Defined discipline procedures

Section 8. Added Letter sent home & Detention to discipline list

Revision 1.15.11.21 11-21-15

Section 6.2.9 changed from 5 unexcused absences per to 3 unexcused days per semester.

Revision 1.15.11.25 11-25-15

Section 6.2.9 changed 9 week grade to semester grade.

Revision 1.16.08.08 8-8-16

Section 7.1 refer to the School Handbook for tuition fee schedule

Section 7.2 refer to the School Handbook for book fee schedule

Revised cover