

# **SCHOOL HANDBOOK**



**kingdom academy**

Version 2.17.5.2

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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. Legal Entity

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

## 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 teachers, handbook and school board decisions.
  - 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 (See Appendix I). 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) the night of the school picnic or before.
- 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) the night of the school picnic or before.
- 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.

## 3.0. ACADEMICS

### 3.1. 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

### 3.2. Curriculum Description

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

### 3.3. Grades Offered

- 3.3.1. Preschool through 12th grade.
- 3.3.2. To be eligible for preschool, children should be 4 years old on or before June 1st.
- 3.3.3. To be eligible for kindergarten, children should be 5 years old on or before June 1<sup>st</sup>.

### 3.4. Grade Reports

3.4.1. The school year is divided into four grading periods. Grade reports will be available approximately one week after the end of each session.

3.4.2. The grading scale will be as follows:

Kindergarten through 12<sup>th</sup> 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

3.4.3. Progress reports will be issued midway through the grading period.

3.4.4. In grades 1-8, yearly failure will be based on the second semester grades. Three subject failures will be grounds for grade retention.

3.4.5. 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.

## 3.5. Graduation Requirements

<b>Subject</b>	<b>Classes</b> *List may not be completely inclusive	<b>Indiana Core 40 Diploma</b>	<b>Academic Honors Diploma</b>
<b>Language Arts</b>	Includes Language Arts 9-12 and Speech	<b>8</b>	<b>8</b>
<b>Mathematics</b> (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	<b>6</b>	<b>8</b>
<b>Science</b>	Includes Biology, Chemistry or Physics, Marine Biology, Physical Science, Advanced Chemistry, Advanced Biology, Human Anatomy	<b>6</b>	<b>6</b>
<b>Social Studies</b>	Includes U.S. History, U.S. Government, Economics, World History, Geography	<b>6</b>	<b>6</b>
<b>Directed Electives</b>	Includes Spanish I, 2 & 3, Music, Art, Keyboarding, Computer Literacy 1 & 2, Wiring, Auto Trades, etc.	<b>5</b>	<b>6-8 Foreign Languages + 2 Fine Arts</b>
<b>Physical Education</b>	Includes Physical Education	<b>2</b>	<b>2</b>
<b>Health and Wellness</b>	Includes Health	<b>1</b>	<b>1</b>
<b>Electives</b>	Includes Consumer Math, Business, Home Economics, Publications, Creative Writing, etc.	<b>6</b>	<b>6</b>
<b>The Bible: How It Changes Everything</b>	Required Sophomore and Junior Year – 4 Semesters Total	<b>2</b>	<b>2</b>
<b>Total Credits</b>		<b>42</b>	<b>47-49</b>

\*\*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

### 3.6. High School Credits

- 3.6.1 One semester class is worth one credit. No credit will be given for a class for which a student has failed.
- 3.6.2 With a teacher's permission and parental approval a class may be dropped within one week of the beginning of the semester.
- 3.6.3 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.
- 3.6.4 Seniors who take a dual credit course will receive one high school credit for each college semester class.
- 3.6.5 Home school credits may be accepted based on achievement tests administered by Kingdom Academy, which may include End of Course Assessments.

### 3.7 Early Graduation or Decreased Course Load

- 3.7.1 Seniors will be allowed to graduate early if all graduation requirements are met.
- 3.7.2 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.

### 3.8. Extracurricular Activities

No athletics will be offered.

### 3.9. Field Trips, Guest Speakers and Special Days

Field trips, guest speakers, and special days will supplement classroom education. A parent or guardian will need to sign a permission slip and medical release form prior to each trip.

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.

## **4.0. SCHOOL DAY PROCEDURES**

### 4.1. 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.

### 4.2 School Absences

- 4.2.1 Student absences should be limited as much as possible.



- 4.2.2 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.
- 4.2.3 School work normally due during a planned absence should be scheduled with the teacher in advance.
- 4.2.4 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](mailto:kaofbluffton@gmail.com)
- 4.2.5 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.
- 4.2.6 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.
- 4.2.7 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.
- 4.2.8 Make-up work is required for absences. Make-up work must be returned by the number of days absent plus one.
- 4.2.9 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.

### 4.3. 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.

### 4.4. Pledge of Allegiance

The pledge will be recited each morning.

### 4.5. Recess

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

#### 4.6. 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.

#### 4.7 End of Day

School dismisses at 2:30 p.m. Monday through Friday. Students should be picked up promptly. Vehicles should not enter the carports until dismissal time.

#### 4.8 Parking per Fire Code

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

#### 4.9 Security

Doors will remain locked during school hours.

### 5.0. FINANCIAL

#### 5.1. Tuition

Tuition for grades 1<sup>st</sup> through 12th is \$2,300 for the oldest student from a family. The second child can be enrolled at a 20 % discount. The third and fourth child can be enrolled at a 40% discount. Tuition is capped at 4 students (1st-12th grade). No discounts will apply for a Preschool or Kindergarten student. Tuition may be paid in full when school starts, or annually in ten (10) equal installments beginning in August.

**Note:** For seniors not carrying a full course load their tuition will be calculated based on the number of classes. For families with a part time senior, the first full time student will pay the full tuition and the part time senior will be given the highest discount.

Children	Discount	Tuition	Total
Preschool	0%	\$ 600.00	\$ -
Kindergarten	0%	\$ 1,150.00	\$ -
1st child	0%	\$ 2,300.00	\$ 2,300.00
2nd child	20%	\$ 1,840.00	\$ 4,140.00
3rd child	40%	\$ 1,380.00	\$ 5,520.00
4th child	40%	\$ 1,380.00	\$ 6,900.00
5th child	100%	\$ -	\$ 6,900.00

The board reserves the right to make exceptions to the tuition policy. Any exception made by the board shall apply only to the particular instance under review.

If you have questions you can email the Treasurer at [katreasurer01@gmail.com](mailto:katreasurer01@gmail.com)

## 5.2. Book/Registration Fees

Preschool registration fee is \$60. Grades K through 6 book fees are \$175 and grades 7 through 12 book fees are \$225. Book/registration fees are due when school begins.

## 5.3. Tuition Assistance

Tuition assistance is confidential and available through a special fund. For information regarding assistance, contact Jim Bloomfield (260) 273-0294.

## 5.4. Refunds

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

## 5.5. Donations

Donations to the school are tax deductible per IRS guidelines.

## 5.6. Stacy Fiechter Scholarship

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

# 6.0. STUDENT STANDARDS

## 6.1. Required Conduct

- 6.1.1. Obey the policies and standards of the school and respect teachers and others.
- 6.1.2. Maintain Biblical standards in courtesy, kindness, language, morality and honesty.
- 6.1.3. Refrain from disruptive behavior.
- 6.1.4. Respect the property of the school and of others.

## 6.2. Conduct which will not be tolerated

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

### 6.2.1. 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.

#### 6.2.2. 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 (high school students are allowed to chew 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

### 6.3. Communication Devices

6.3.1 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.

- 6.3.2 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

## 6.4 Discipline

- 6.4.1. Parents shall support and assist in disciplinary action.

- 6.4.2. 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 (In School Suspension) and OSS (Out of School Suspension)
- expulsion

- 6.4.3. 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.

- 6.4.4. 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.
- 6.4.5. Any disciplinary action taken by the board shall apply only to that particular case under review.
- 6.4.6. To reaffirm exceptionally good behavior, reward systems may be used to motivate individuals or the class.

## 6.5. Dress Code

- 6.5.1 The students' dress at school should reflect the biblical principles of modesty and gender distinction. Appearance should not distract from the learning environment. It is the parent's responsibility to insure that the students leave home well groomed and in compliance with the dress code.
- 6.5.2. General Dress Code (Some cases may allow for temporary permission to deviate from some rules per teacher discretion.)
- 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. Baggy basketball shorts that go to the knees are also allowed for gym class.
  - f. Shirts and blouses must have sleeves, come near the neckline (not low-cut) and down below the waist (even when hands are raised).
  - g. Boys must wear long, well-fitted pants (not baggy).
  - h. Students should not wear jewelry or use nail polish.
  - i. Any makeup worn should be natural in appearance (not flashy/showy).
  - j. Hair accessories, if worn, shall be small and appropriate.
  - k. Hair shall be worn in a modest, gender-appropriate style.
  - l. 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.
  - m. Sisters and female converts are required to wear head coverings.
  - n. Brothers and male converts are to have short, neatly trimmed hair with no facial hair or long sideburns.
  - o. All undergarments and tattoos/ink on skin should be completely covered.
  - p. Hats and sunglasses are not allowed to be worn inside the school building.
  - q. Sleepwear/loungewear is not permitted.
- 6.5.3. Student Standardized Dress Code  
The school board reserves the right to establish a policy on school uniforms and general dress code.
- 6.5.4 Dress code violations handling
- a. A Teacher and the Administrator will confront the student together.
  - b. The parent will be called and asked if they want their student to wear provided shirt/skirt or if they'll bring a change of clothes for them immediately.
  - c. Until parent brings clothes, student will return to class with provided shirt/skirt.
  - d. Lunch detention for first dress code violation, after school detention for second, ISS for third, OSS for fourth.

## **7.0. Volunteers**

Teacher helper volunteers are welcome based on teacher requests for assistance. The volunteer will be subject to direction from the teacher they are assisting. Volunteers will be expected to follow the general dress code.

## **8.0. PARENT – SCHOOL RELATIONS**

### **8.1. Health Insurance**

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

### **8.2. Parent/Teacher Conferences**

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

### **8.3. 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 Administrator. If needed the Administrator will contact the Board. School problems should not be discussed at church.

### **8.4. 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.

## **9.0. MEDICAL INFORMATION**

### **9.1. 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 vision examination is highly recommended for kindergarten students.

### **9.2. Immunizations**

9.2.1. Immunizations required by law must be current.

9.2.2. 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.



### 9.3. Communicable Diseases

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

### 9.4. Emergency Contacts

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

### 9.5. Prescription Medication

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

## **10.0. MISCELLANEOUS**

### 10.1. School Closings

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.

### 10.2. Telephone

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

### 10.3. Soliciting

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

### 10.4. School Visits

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

## APPENDIX I - STATEMENT OF FAITH

1. The Bible is the inspired and infallible Word of God to man. The New Testament serves as the foundation of the doctrine of the Apostolic Christian Church. The authorized King James version is embraced. John 1:1, II Tim. 3:16, II Pet. 1:20-21, Rev. 22:18-19.
2. There is one eternal God, the Creator of all things, who exists in three persons: the Father, the Son and the Holy Spirit. Gen. 1:1, Matt. 28:19, Col. 1:16-17, Rev. 1:8.
3. Jesus Christ, the Son of God, was begotten by the Holy Spirit and born of the Virgin Mary. He lived a sinless life. Is. 1:14, Matt. 1:23, Heb. 1:1-8, Heb. 7:26
4. Man was created in God's image, but by his transgression, he became separated from God. All who reach the age of accountability are responsible for their sinful deeds. Gen. 1:26, Gen 3, John 3:3, Rom. 3:10,12,23.
5. Jesus Christ gave His life on Calvary's cross and His precious blood was shed as a ransom for all. He was buried, and He rose again the third day for our justification. Rom. 4:25, Rom. 5:8, I Cor. 15:3-4, I Tim. 2:6, I Pet. 1:18-19.
6. Both the saved and the lost will be resurrected; the saved unto eternal life and the lost unto eternal damnation. Dan. 12:2, John 3:16, John 5:28-29, II Pet. 3:7-9, Rev. 20:12-15
7. Faith in Christ's redemptive work on Calvary (which results in repentance) is the beginning of a true Christian life. The fruits of repentance are a humble and contrite heart, prayer, godly sorrow, confession to God in the presence of man, forsaking of all sin, restitution and a forgiving spirit. Ps. 34:18, Prov. 28:13, Matt. 3:6-8, Matt 18:21-35. Luke 14:33, Luke 19:8, Acts 17:30, Acts 19:18, II Cor. 7:10, Eph. 2:8-9, Heb. 11:6, I John 1:9.
8. A true conversion is evidenced by a spiritual rebirth, restoration of peace with God and man, the fruit of the Spirit and obedience to God's Word. Rom. 5:1, Gal. 5:22-26, I Pet.1:23, I John 2:3-6.
9. Following a testimony of faith and conversion, a covenant of faithfulness to God is made. Baptism of faith (by immersion) is administered in the name of the Father, Son and Holy Ghost. Matt. 28:19, Rom. 6:3-4, Heb. 10:16-17, I Pet. 3:21.
10. The believer is sealed with the Holy Spirit of promise. This is acknowledged and symbolized in a prayer of consecration (following baptism) by the laying on of hands of the elder. As a member of the body of Christ, the believer experiences spiritual growth and edification within the church. Rom. 12:5, Eph. 1:13, Eph 4:15, I Tim 4:14, Heb. 6:1-2.
11. The New Testament Church appears in two distinct aspects:
  - a. A fellowship of converted men and women (known as Brothers and Sisters), with Christ as Head, functioning in accord with New Testament teachings. Matt. 18:20, I Cor. 1:10, Col. 1:18.
  - b. The glorious Church, the Bride of Christ, including all saints of all ages, to be manifest fully at the return of Christ Jesus. I Cor. 15:52, Eph. 5:27, I Thes. 4:16-17.
12. Brethren who are sound in faith, doctrine, and example serve as elders, ministers and teachers. They are chosen from the congregation for the furtherance of the Gospel of the grace of God to all people. Matt. 28:19-20, Eph. 4:11-12, II Tim. 2:2, Heb. 13:7,17.
13. The bread and the fruit of the vine in Holy Communion symbolize the body and the blood of Christ. A closed communion is observed by the church, following self-examination by the members. I Cor. 10:16, I Cor. 11:17-32, II Cor 6:14-18.
14. The Holy Greeting, a kiss of charity, is practiced among brethren as a symbol of love for one another. Rom. 16:16, I Cor. 16:20, I Pet. 5:14.
15. Sisters wear a veil or head covering during prayer and worship as a symbol of their submission according to God's order of Creation. I Cor. 11:1-16.

16. The believers live separated, sanctified lives and are not conformed to the world. Discipline of erring members is administered for their spiritual welfare and for the preservation of the church. Matt. 18:15-17, John 17:14-16, Rom. 12:2, I Cor. 5, Gal. 6:1, I Thes. 5:22, II Thes. 3:6, 14-15, James 1:14-15, 4:4, I Pet. 1:14-15, I John 2:15-17.
17. Governmental authority is respected and obeyed. Members serve in a non-combatant status in the military. Oaths are not taken, but truth is affirmed. Matt. 22:21, Luke 3:14, Rom. 13:1-10, I Tim. 2:1-2, Heb. 12:14, James 5:12, I Pet. 2:12-14.
18. Marriage is a lifelong union ordained of God in which a man and a woman of like mind, faith and fellowship are united in the Lord in Holy Matrimony. Mark 10:9, I Cor 7:39, Eph 5:21-33, Col. 3:18-19, Titus 2:2-6, I Pet 3:1, 7.
19. Although the gift of eternal life is a present possession of every true believer, it is possible for a believer of his own free will to forsake his faith, return to sin and consequently forfeit eternal life with Christ. Matt. 25:24-30, John 3:36, John 15:1-7, Rom. 6:16, Rom. 8:35-39, I Cor. 9:27, I Tim. 1:18-20, I Tim 4:1, II Pet. 2:22, I John 5:11-13, Rev. 2:10, 3:5, 16:21.
20. Built upon the Lord Jesus Christ, the church is a closely knit body of believers sharing each other's joys and sorrows in the true spirit of brotherhood. The church seeks to grow in the love of Christ and the understanding of His Word. The church extends a gracious invitation to all to come and worship in spirit and in truth. Luke 24:47, John 4:24, I Cor. 1:10, I Cor. 12:25-26, Eph. 4:16, Phil. 1:21.

## APOSTOLIC CHRISTIAN CHURCH GOVERNMENT

### Local

1. Christ is the head of the church, the chief Shepherd; and all authority flows from Him. Eph. 1:22-23, Col. 1:18-20, I Pet. 5:4.
2. Direction is sought from the congregation for filling teaching and leadership offices either by vote or personal suggestion. The decision for appointment rests with the elder, a responsibility given to Timothy by the Apostle Paul. II Tim. 2:2.
3. the qualifications given in I Tim. 3 and Titus 1:5-9. The congregation's sentiment for support of a ministering brother for such duties is obtained by ballot. The decisions for appointment of elders and ordained deacons rest with the national elder body. Acts 6:2-6.
4. Duties of elders and deacons:
  - a. An elder is the administrator of the spiritual matters of the church. He performs the rites (baptism, laying on of hands, communion, marriage), counsels converts and members and performs all ministerial duties. Heb. 13:7, 17, I Pet. 5:1-5.
  - b. A deacon serves as assistant to the elder and performs all ministerial duties. Acts. 6:1-6.
5. Discipline of erring members is administered for their spiritual welfare and for the preservation of the church. The elder is responsible for administering discipline in the assembly of believers with their support and for their benefit. I Cor. 5, Gal. 6:1, II Thes. 3:6, I Tim. 5:20.

### Denominational

1. There are approximately 60 active elders who meet semiannually to handle the national governance matters.
2. Doctrinal authority rests with this elder body, which depends on the inspiration of the Holy Spirit and the Word for guidance.

3. There is no hierarchy within the elder body. Each is of equal authority and responsibility except that a rotation committee of five elders elected by this body handles correspondence, prepares the agenda, conducts orderly meetings, and responds to special local congregational needs.
4. The elder body is responsible for the approval of elder and ordained deacon candidates and establishment of major church projects.
5. Extensive communication and cooperation exists among the elders. There is frequent interchurch visiting and assistance with duties such as communion, hearing of testimonies, ordination services and many other important matters.

**APPENDIX II – Board Members Terms Of Office**

School board members for 2016/2017

<u>Member</u>	<u>Length of term</u>	<u>Term Expires</u>	<u>Office</u>
Jeff Schaden	1 year	2017	Vice President
Jim Bloomfield	2 years	2018	Maintenance Coordinator
Aaron Isch	3 years	2019	President
Rich Pfister	4 years	2020	Secretary
Dave Moser	5 years	2021	Treasurer

## Revision History

### Revision 2.82 1/19/07

- 3.0 add i. foreign language and other electives
- 3.3.2 was “must” changed to “should”
- 3.4.5 added honor roll and high honor roll descriptions
- 3.5 add notation for graduating classes thru 2009
- 3.6.4 change from will be considered to are available
- 4.3 change last sentence from “must approve” to “will set parameters for”
- 4.5 change from 15 minute breaks to morning and noontime breaks. Remove 30minute lunch break
- 4.6 add “payable to Val Leman”
- 6.3.1 Add Communication Devices – whole section
- 6.4 was 6.3
- 6.5 was 6.4 change from Student Dress Code to Dress Code
- 6.5.1 underline parent’s responsibility
- 7.0 Was Staff change to volunteers, remove all staff references (see policy manual for this info)

### Revision 2.831 5/24/7

- 3.4.2 removed K-1 special grade scale
- 5.1 updated tuition was \$1550/student

### Revision 2.84 7/15/07

- 4.5 was First through 6<sup>th</sup> grades
- 5.1 was , or annually in ten (10) equal installments
- Appendix II -Removed Craig B, added Jeff Dotterer to board list

### Revision 2.9 5/3/08

- 2.2.2 Add existing families’ intent to enroll by June 1
- 2.2.3 Add new families’ letter of application by July 1
- 2.2.4 was 2.2.3
- 4.2.9 was 4.2.8 typo
- 4.6 was Val Leman now Genny Isch
- 4.7 add Mon-Thurs to dismissal time
- 10-1.2 Was weather related closings will follow Adams Central closings
- Appendix II was Trustee’s Term of Office,

### Revision 2.91 7-1-09

- 3.5 removed grad requirements prior to 2009
- 4.6 lunch money was payable to Ginny Isch,
- 5.1 tuition was \$1650 first full time student, updated table
- Appendix II updated board member list

### Revision 2.911 7-15-09

- 5.1 corrected tuition was \$1650 and \$825 now \$1750 and \$875

### Revision 2.11.7 7-19-11

- 4.7 Added “and Friday at Noon”
- 5.1 Increased Kindergarten tuition from \$875 to \$1250. Increased first full time student from \$1,750 to \$1,850.
- Appendix II updated board member list

### Revision 2.11.8 8-16-11

- Corrected email address for school in Section 4.2.4 and added “either” to “parents need to either call...”
- Removed prices from Section 4.6 Lunch and changed “will be available” to “will be provided”.
- Section 4.7 Added school dismisses at Noon on Friday and changed “that time” to “dismissal time”.
- Section 5.1 Changed Kindergarten tuition to \$925 and added email address for Board Treasurer.
- Reworded Sections 6.1.1, 6.1.4, 6.2 d), 6.5.2 b. and added 6.2 p)

### Revision 2.13.01

- Updated board members names and terms.
- Updated TV stations for cancellations

### Revision 2.13.05, 5-3-13

- General updates in several sections.

### Revision 2.13.06, 6-18-13

- Section 4.7 Changed time from 3:00 to 2:30pm and made schedule Monday through Friday.
- Removed Section 10.1.2

### Revision 2.13.06,01 6-21-13

- Section 5.1 Changed Preschool tuition from \$570 to \$510.

**Revision 2.14.05.09 5-10-14**

Section 5.1 Changed tuition amounts.

Appendix II Updated board member list

**Revision 2.14.07.21 6-21-14**

Appendix II Updated board member list

**Revision 2.14.10.17 10-17-14**

Defined discipline procedures for Sections 6.3.1 & 6.3.2

Added Letter sent home & Detention to discipline list Section 6.4.2

Appendix II Updated board member list

**Revision 2.15.02.19 2-19-15**

Updated discipline policy in Section 6.3.1

**Revision 2.15.08.03 8-3-15**

Appendix II Updated board member list

**Revision 2.15.11.21 11-21-15**

Section 4.2.9 changed from 5 unexcused absences per to 3 unexcused days per semester.

**Revision 2.15.11.25 11-25-15**

Section 4.2.9 changed 9 week grade to semester grade.

**Revision 2.16.06.11 6-11-16**

Section 5.1 increased tuition by \$100.

Section 6.2.2 high school students are allowed to chew gum

**Revision 2.16.08.08 8-8-16**

Section 5.1 changed pre-school tuition to \$600

**Revision 2.16.08.13 8-13-16**

Section 3.9 permission slips required for each field trip

Appendix II Updated board member list

**Revision 2.16.10.05 10-05-16**

Revised cover

**Revision 2.17.2.7**

Revised Dress code

Revised Class list

Revised School board roles

**Revision 2.17.5.2**

Added Dress Code Violation Handling