



ALLENDALE CHRISTIAN SCHOOL

**ALLENDALE CHRISTIAN SCHOOL  
Parent/Student HANDBOOK**

**ALLENDALE CHRISTIAN SCHOOL  
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ESTABLISHED IN 1915

**MEMBER OF:**

- CHRISTIAN SCHOOLS INTERNATIONAL
- EASTERN OTTAWA CHRISTIAN SCHOOLS
- THE BARNABAS FOUNDATION

**ACCREDITATION:**

Christian Schools International (CSI)

## OUR MISSION STATEMENT

*The mission of Allendale Christian School is to equip students academically, spiritually, and socially to gratefully serve God in all aspects of life.*

## OUR BASIC BELIEFS

- God is the creator and sustainer of the universe.
- The Bible, the infallible Word of God, is the truth.
- We are all in need of salvation.
- Jesus Christ is the only way of salvation.
- The Holy Spirit brings sinners to Christ.
- The Holy Spirit empowers us to live a spirit-filled life.
- Our children belong to God.
- God requires parents to teach their children to serve Him in all areas of life.

This handbook is written to provide answers to questions most commonly posed by parents and students. Should a situation not be addressed or further clarification is needed, please feel free to contact either your child's classroom teacher or the administrator.

## ENROLLMENT

Enrollment at ACS is for children from all Christian families and denominations.

The Allendale Christian School 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 of the school. It does not discriminate on the basis or race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school- administered programs.

Enrollment can be accomplished via an enrollment form. In May enrollment forms are mailed to present school families. Students can be enrolled by returning the form, along with an initial enrollment fee, to the school. Students may also be enrolled during the year if they desire to attend ACS. The enrollment form includes an agreement where the parent/guardian signs to agree with the ACS enrollment standards and principles.

## FUNDING OF CHRISTIAN EDUCATION

**Tuition:** Various payment plans are available for paying Christian school tuition. At the time of enrollment, parents can meet with members of the Finance Committee to communicate the payment plan the family opts to use. In our K – 8 program there is a 20% reduction for the third child, and the fourth may attend ACS at an 85% reduction. The fifth child or more may attend for free.

**Church Support:** Some of the local churches regularly support ACS through the offerings taken during church services. Some churches provide support directly to the parents of children in Christian schools. If a parent experiences a need for financial assistance for Christian education, it is strongly suggested that the church be contacted first to help them.

**Tuition Assistance Fund:** A fund has been established to provide monies toward Christian education for those families not receiving assistance from their churches. Families needing financial assistance should apply for assistance through the F.A.C.T.S. program by March 31 for the following school year. Application are available in the office beginning in January or the application can be completed on line at <https://www.factstuitionaid.com>.

**Fund-raisers:** Because the tuition collected only covers a portion of the school's expenses, fundraising is a necessity. ACS has been blessed through the service and dedication of parents, grandparents, and friends of Christian education who assist our fundraising efforts. Parents are asked to assist in these events through their donations of time, donations of supplies, and participation in events. Parents are encouraged to invite their friends and relatives to the fundraising events not strictly to generate funds, but to enjoy the fellowship of our school families.

A variety of fund-raisers are held throughout the school year. Many of the fund-raisers are organized by the AC-PTA (parent) group. At the start of each year, a fundraising calendar is distributed listing the date of each fund-raiser.

**TRIP:** Participation in the Tuition Reduction Incentive Program is available to all parents considering Christian education or presently involved in Christian education. Local merchants participate by refunding a portion of their sales to Christian school parents. The TRIP Committee buys certificates at a discounted price and then sells them to parents who order and buy these certificates at face value. The discount or rebate is then credited to the family's tuition account. Most T.R.I.P. certificates can be purchased directly during instant T.R.I.P. times on Tues. evenings or Wednesday mornings. T.R.I.P. can also be ordered using a T.R.I.P. Order Form. These orders will be available for pick up the following week. Parents can begin a TRIP account prior to actually enrolling students in the school; grandparents and friends can also purchase certificates and have the rebate applied to the family's account.

**Foundation Fund:** A Foundation Fund was established to strengthen the financial base of the ACS budget and to indirectly assist parents now and in the future with the funding of Christian education. From the monies donated to the Foundation Fund, investments are made and the interest gained is then applied to the general operating budget of the school.

### ATTENDANCE

The need for daily and regular attendance by students in the classroom at Allendale Christian School is essential. We base our claim on the following reasons:

- ◆ We are responsible to God for using our time and talents wisely.
- ◆ Merely making up work does not compensate for missed class assignments, discussions, and project work.
- ◆ Proper school work and attendance habits are good preparation for the responsibilities of life after school.

1. Students are excused from school under the following circumstances:

- A. Illness
- B. Appointments with doctors, dentists, and counselors
- C. Funerals of close friends or relatives
- D. Family trips (We discourage family trips while school is in session because they can cause the student's work to suffer and also cause extra works for our teachers.)
  - 1) Parents must request a Family Trip Request Form from the office. The form can be given to the student to take home.
  - 2) The form must be completed by the parent and returned to school one week prior to the trip.
  - 3) For any absence, the child has the same number of days to make up the assignments and tests as he was away from school to a maximum of five days.
  - 4) While teachers may, they are not required to prepare homework prior to the trip.
  - 5) The parents are expected to help the child make up the work missed and to do so in the required time limit. Middle school students' homework will be in the bottom of the student's locker at the end of the day. Elementary students' homework will be available from their teacher at the end of the day.

2. For every absence, a parent must call the school office prior to the start of school. This policy eliminates the need for notes to be brought to school.

3. Students are not permitted to attend any extra-curricular activity after school or in the evening if they have been absent at least four of the seven class periods that day.
4. Tardiness -- When a parent knows that his child will be late for school, they are requested to call the school office just as they would for an absence. Students who are tardy must receive a tardy slip from the office before they will be admitted to the classroom.
5. There is to be absolutely no leaving of the school grounds without permission from the administrator. This applies to all students between the time of their arrival and the time of their departure. Parents are responsible for all students, who are not a member of a team, that stay after school to attend extra-curricular activities.
6. Withdrawing a student from school: In an effort to protect a child against an unauthorized person taking him/her out of school, the parent (friend, relative) who wishes to withdraw a child during the school day or at the end of the school day, must stop at the office and sign the child out. Middle school students who are leaving for or coming from appointments may sign for themselves.

### DISEASE INFORMATION

The information given below is furnished by the Ottawa County Health Department. We encourage you to follow closely the recommendations presented here or follow the instructions given by your family's physician. Please inform the school office when your child contracts a communicable disease.

| <u>DISEASE</u> | <u>EXCLUDE FROM SCHOOL</u>   | <u>MAY RETURN</u>                      |
|----------------|--|--|
| Acute Cold     | At least 3 days  | Upon recovery                          |
| Chickenpox     | At least 5 days after rash appears                                       | When skin is clear                     |
| Head lice      | Until after treatment  | After treatment is complete            |
| Influenza      | When symptoms appear   | Fever free for 24 hours w/o medication |
| Pink Eye       | Variable   | When eye is clear                      |
| Ringworm       | Not necessary if under medical care<br>2 days if under medical treatment |  |
| Strep throat   |  | When child is well                     |

For more information consult the Ottawa Health Department:

<http://www.co.ottawa.mi.us/HealthComm/Health/emergency.htm#disease>

### MEDICATION AND FIRST AID INFORMATION

- **Student Medication** - The teachers and office do not keep aspirin or pain relievers at school to administer to students. Any prescribed medication which is to be administered by the teacher or office at school must be identified in writing along with complete instructions regarding dosage and frequency of administration, along with the signature of the authorized prescriber. Please ask the office for a Permission form, or you can find one on the ACS website. However, students are allowed to possess and use an inhaler and/or epi-pen if they have written permission from a physician or health care provider, as well as from a parent or guardian. Non prescription medicine can be given as long as a parent/guardian fills out the non-prescription section of the Permission form.
- **First Aid** - First aid is administered at school for minor injuries. In case of more extensive injuries, the parents will be contacted.
- **Student insurance**: Allendale Christian School does not provide accident insurance for its students.

*ACS staff members have been provided with information regarding situations involving contact with blood or other potentially infectious materials and the disposal of biohazards waste. According to school policy, disposable, protective gloves must be worn to prevent potential transmission of bloodborne pathogens.*

### **NUT- FREE POLICY**

As you aware there are many people who have allergies to certain foods. Most people with food allergies -- even severe allergies -- can manage their allergies by simply not eating foods that have their allergens in them. For people who have allergies to peanut and tree nuts, however, there are additional concerns. First, exposure to these products can result in anaphylaxis. The condition of anaphylaxis is a life-long and potentially fatal disability. It causes a number of reactions within the body, with the most dangerous symptoms being breathing difficulties or a drop in blood pressure, which can be potentially fatal. Second, it's possible for people with these two allergies to react to traces of nut dust in the air (from peanut shells, for example). Nuts are also full of natural oils that leave residues. While these residues can be removed with common household cleaners, it can be difficult or impossible for our staff to clean oils off desks, tables, walls or doorknobs during the school day.

Having been informed by parents that we have students in our school who have been medically diagnosed with peanut allergies, we are working together to make our school a safer place for these students. Consequently:

1. All staff have received training in the recognition, prevention and necessary treatment of anaphylaxis in students under their care.
2. Our students are educated on the importance of providing a safe environment for these students.
3. Foods containing nuts will not be used in any classes.
4. All lunches and snacks will be eaten in the classroom. Students will be encouraged not to trade or share food, food utensils or food containers.
5. We are implementing a policy that **all peanuts, peanut products, or products containing traces of peanuts or tree nuts may no longer be brought into our school.**

**We know that this policy can be an inconvenience to many of our families but we must do what we can to ensure the safety of all of the students in our community.**

**Here are answers to questions you may have:**

#### **1) *What foods are not safe?***

- Peanut butter (sandwiches, dips or crackers) and Nutella (sandwiches or dips)
- Biscuits and cakes with nuts in them
- Muesli bars with nuts
- Chocolate containing nuts – ex: Snickers, Almond Joy
- Dried fruit & nut mixes
- (This does not include products that contain the warning that the product is made in a factory that produces nuts)

#### **2) *Can my children eat peanut products at home for breakfast?***

- **Yes, as long as they brush their teeth and wash their hands!**

### **DRESS CODE**

We believe that the way you dress says something about your character and attitude toward Christian witnessing. Each student is to present a good appearance at all times. In order to encourage appropriate dress, we have the following specific guidelines:

- No offensive or suggestive words, pictures, etc. on clothing is permitted. This includes clothing which advertises rock groups, tobacco, alcohol, and depictions of violence or death (weapons, skulls, etc.).
- Shirts and tops for girls in grades 4-8 may be sleeveless if straps are 3 inches in width from neckline to the sleeve edge. Off the shoulder shirts, sheer tops, and open back shirts are not allowed. Parental discretion is encouraged for lower grades. Bra straps are to be covered. Boys must wear shirts with sleeves.
- Shorts and athletic shorts must extend to mid-thigh.
- Leggings may be worn as long as what is worn on top completely covers the back side. Leggings may also be covered by a dress or skirt as long as they extend to mid-thigh.
- Rips/holes in jeans should only be from mid-thigh or below.
- Underwear and bare midriffs should not be visible.
- No hats worn in school.

Parents are urged to be aware of what their children wear to school. Please counsel your children regarding appropriate dress for the classroom environment. We also understand that all students have different body types, so we ask for parental discretion in clothing. The teachers or the administrator will ask students to change clothing or to contact parents for replacement clothing if any clothing is considered immodest or in poor taste.

#### **USE OF ELECTRONIC DEVICES**

Electronic toys or devices may not be used during the school day. These include cell phones, cameras, music devices, tablets, etc. If a student chooses to bring a device to school for use outside of school hours, the student is responsible for its safekeeping. The school will not be responsible for these items. If a student needs to take a cell phone or any other electronic communication device to school to arrange for transportation after school hours, it **MUST NOT BE USED DURING SCHOOL HOURS**. If a student chooses not to comply with these guidelines, these items will be turned in to the office and must be picked up by the parent.

#### **SCHOOL CLOSINGS**

It is possible for Allendale Christian School to be closed or delayed during any day because of bad weather (fog, ice, snow) or when the condition of the roads would make it unsafe for the buses to travel. Because most of our students are transported by Allendale Public School buses, the decision to delay or close school will be made in conjunction with the decisions of the Allendale Public School administrators. With regard to Preschool, if there is a 2 hour delay, AM Preschool will be cancelled. If the school is closed, Preschool will be closed as well.

Parents will receive a phone call via an Instant Alert system in the case of a cancellation or delay. Another way to find out about cancellations or delays would be to listen to one of the local radio or television stations. Please do not call the school.

#### **SEVERE WEATHER**

In case of severe thunderstorms, tornado watches, and warnings, the following policy is in effect:

Parents may pick up their own child any time during these circumstances. If you choose to pick up your children, please sign your child out at the office and pick them up from their individual classrooms. Please do not call the school during a tornado watch or warning except in a most serious emergency.

In the event of a tornado watch, school will continue and dismiss as normal. No after school activities will be convened during a watch. If a **TORNADO WATCH** is in effect at the site of an evening activity one hour before the beginning of that activity, the activity will be cancelled.

In the event of a tornado warning, students will be directed by their teacher to the safest area in the building and will be detained in the safest place until the warning is lifted, even if it's after the usual dismissal time.

#### **FIRE DRILLS**

Fire drills, both announced and unannounced, will be held periodically. Each classroom is to leave by their designated emergency exit. Our primary concern is that the building is evacuated quietly and safely.

#### **LOCK DOWN DRILLS**

While we pray that a crisis will never happen at Allendale Christian School, it cannot keep us from being adequately prepared. Just as we have drills for fire and severe weather, we have now been mandated by the state to perform three lock down drills each year.

#### **TEXTBOOK AND SUPPLIES**

Textbooks are provided to all students. Any textbook damaged by a student must be replaced at the student's expense.

A list of supplies needed for the school year is sent home each spring listing those items students must provide on their own. Most of the supplies are provided for the children in P - 5; however, some materials will have to be provided by the students at the direction of the teacher.

**RECESS/BREAKS**

Elementary students have two recesses each day. Every morning students have a 20 minute break for a snack and a time to play outside. Following lunch, students are given the opportunity to play outside for 25 minutes. Children will be expected to play outside unless it is raining or the temperature/wind chill is 0° or less. Parents are to help ensure children are dressed appropriately for the weather.

Middle school students have a 15 minute break mid-morning each day. Lunch time is preceded by a 20 minute intramural period.

**SCHOOL HOURS**

Because teachers often have commitments (meeting, preparation, etc.) prior to the start of school, students are encouraged to arrive at school no earlier than 8:10. In addition, except for inclement weather, students are expected to remain outside prior to the start of the school day. Supervision of the playground before school will begin at 8:10 AM.

**DAILY SCHEDULES**

| <b><u>ELEMENTARY GRADES</u></b>     |               | <b><u>MIDDLE SCHOOL</u></b> |                             |
|-------------------------------------|---------------|-----------------------------|-----------------------------|
| Opening bell                        | 8:20          | First period                | 8:25 – 9:15                 |
| Recess                              | 10:25 - 10:45 | Second period               | 9:15 - 10:00                |
| Lunch                               | 12:45 - 1:05  | Break                       | 10:00 -10:15                |
| Lunch Recess                        | 1:05 - 1:30   | Third period                | 10:15 -11:05                |
| School dismissal                    | 3:20          | Fourth period               | 11:05 -11:55                |
|                                     |               | Fifth period                | 11:55 -12:45                |
|                                     |               | Intramurals                 | 12:45 – 1:05                |
|                                     |               | Lunch                       | 1:05 - 1:20                 |
|                                     |               |                             | <u>M, W</u> <u>T, Th.,F</u> |
| <i>Friday Recess: 10:00 - 10:20</i> |               | Sixth period                | 1:20 - 2:15 / 1:20 – 2:10   |
|                                     |               | Seventh period              | 2:15 – 3:05 / 2:10 - 3:00   |
|                                     |               | Eighth period               | 3:05 – 3:20 / 3:00 – 3:20   |

**STUDENT DROP- OFF and PICK- UP**

The safety of our students is very important. All students, except bus students, must enter through the main entrance door. The lane in front of the main entrance may be used to drop off students. **Parking or waiting in this lane is not permitted.** Parents who are picking up students after school must remain in designated parking areas. In addition, the bus loop of Henry Street is limited to buses, staff and preschool parents.

**VISITORS**

Visitors who desire to enter ACS past the office during regular school hours (8:30am-3:30pm) shall first check in at the main office and receive a visitor badge. This badge shall be displayed at all times while visiting. If a staff member sees a visitor without a badge, the visitor will be directed to the main office to obtain one. Visitors are asked to adhere to the same standard of behavior expected of the students and staff of ACS. Visitors are to return the visitor badge to the main office before leaving ACS. Visitors to ACS include, but are not limited to, parents, volunteers, contractors, and special service instructors.

Student visitors are allowed if permission is received from both the administrator and the classroom teacher. Whenever possible, these arrangements should be made at least 24 hours prior to a visit.

### **PRESCHOOL**

The purpose of the preschool programs is to provide a stimulating and enriching experience for each child in preparation for kindergarten. The programs aim to nurture the social, emotional, physical, spiritual, and intellectual growth of the preschool child within a secure and loving environment.

The preschool is taught by a preschool teacher and an aide. Parents are encouraged to help with supervising on field trips. Children must meet the specific age requirements by the first day of September. Children must also be toilet trained. The ACS preschool follows a slightly different school calendar than the K-8 school.

ACS aims to have all preschool children:

- Become more aware of God in our world
- Develop a love for God and for each other
- Achieve a positive self-image
- Learn to accept and respond to others
- Improve verbal, listening, and perceptual skills
- Develop gross and fine motor skills

\*\*More information regarding preschool is found in the Preschool Handbook on the ACS website.

### **YOUNG FIVES**

Young Fives is a program offered for students who have turned 5 by the Dec. deadline, but are still developing the motor, language or social skills that are necessary for success in Kindergarten. This program meets full days on Tuesday and Thursday.

### **KINDERGARTEN**

Kindergarten is an all-day program which meets every Monday, Wednesday, and Friday. The kindergarten program offered at ACS is available to children who are 5 years old on or before September 1 of that year.

During the spring prior to the kindergarten year, a screening is available to interested parents to assess the readiness and developmental level of their student. Parents are notified regarding the screening results. Immunization records are needed on file by August 15.

### **AFTER-SCHOOL CARE**

Child care will be available M-F after school until 6pm for students that are in grades Y5-5<sup>th</sup>. Enrollment in the after school program will take place prior to the school year. If you would like to enroll your child in the program after that point, please contact the office. A pricing structure is available upon request.

### **SUPPORT SERVICES**

A resource specialist is available to assist students, who are enrolled on a full time basis, who have special learning needs. To receive extra help, students must first be tested by the resource specialist. A request for testing should be initiated by the classroom teacher and must be agreed to by the parents. Following formal testing and observation by the resource specialist, a meeting will be held to discuss the school's recommendations.

### **SERVICE PROJECTS**

Because one of the goals of Allendale Christian School is to prepare students for a life of service to Christ, *learning* to serve has been incorporated into our curriculum. We want students to look for opportunities to serve Christ in their life experiences and to learn how to serve with a loving spirit and positive attitude. Teachers plan service projects for their individual classes and for the school as a whole. In the middle school, students are expected to obtain a minimum of four service hours each year. Opportunities to serve at school functions and/or



in the community are posted on the middle school bulletin board. All service hours must be completed one week in advance of the annual class trip. Any student not completing the requirements by that date will not be allowed to attend the class trip.

### **CURRICULUM**

The curriculum offered at ACS is taught from a Biblical perspective. In all subjects and grades there exists an integration of faith and learning which allows students to better realize God is not only Creator, but an integral part of every aspect of life.

Daily devotions and prayer times are also held within the various classrooms. Chapels are scheduled on a regular basis. Some chapels are divided by age levels with one for grades K- 5 and one for middle school. At other times the whole school meets together for celebration, worship and praise. Chapels are led by teachers or community members and involve student participation and leadership.

### **MUSIC PROGRAM**

The music program at ACS strives to help students view music as both a gift from God and a means for glorifying our Lord. Music skills are taught to better enable students to understand, participate in, and critique different musical styles.

All students in K-5 take general music once or twice a week. Concerts are presented throughout the year and all students involved are expected to be present. Failure to attend concerts will result in a lowered grade for the marking period.

Instrumental instruction begins with the teaching of recorders in grade four. At fifth grade, students select an instrument and join the beginner's band. This meets two times each week. In the middle school, two bands exist; a 6th grade (intermediate) band and a combination 7th and 8th grade band. Students in all bands perform various concerts throughout the year.

Band instruments can be purchased or rented depending on parental preference. The band instructor can direct parents if assistance is needed in this area. Completion of a band rental agreement is required for students renting instruments from ACS. Reeds, slide oil, valve oil, and similar supplies can be purchased from the director.

Middle School students are strongly encouraged to be a part of the band program. However, situations may arise where the student may request to withdraw from band. One example of this would be a need for Student Support Services. These requests must be made by parents, in writing or a meeting with the principal, and will only be allowed before or half way through the year (after Christmas break).

### **PHYSICAL EDUCATION (Athletics)**

All the students in grades 1-8 have physical education classes twice each week, with kindergarten students participating once a week. There is an age-appropriate, planned curriculum; students learn how and why their bodies are to be used in meaningful ways to serve God and their neighbor. Our goal is to help students become responsible for their own health and physical fitness and to view this responsibility as part of their service to God.

All students are expected to have a separate pair of gym shoes at school at all times. Middle school students will need a change of clothes. Shorts or sweatpants can be worn. Shirts must follow dress code requirements.

Middle School students (6-8) participate in intramural sports before lunch. The students are divided into teams and play regularly. They are involved in a variety of sports activities.

Allendale Christian School is a member of a Christian school athletic league for 7th and 8th graders. The games are considered extra-curricular and take place after school. Girls may participate in softball, volleyball, basketball, soccer, and track. Boys may be involved in soccer, baseball, basketball, and track. 6th grade students may participate as needed.

Team commitment is an important part of extra-curricular athletics. A student who quits the team after making a commitment to participate the sport will not be eligible to play the next full season sport offered at school. Students may appeal this decision to the athletic director and principal if there is a special circumstance forcing them to quit.

Student injury: Each ACS family must return an *Emergency Procedure Card* detailing insurance and emergency procedures.

Student insurance: Allendale Christian School does not provide accident insurance for its students.

### **TECHNOLOGY**

As an integrated component of class curriculum, students will have an opportunity to have supervised use of computers and access to the Internet.

- All students and their parents who desire to use this opportunity must agree to the Allendale Christian School Acceptable Use Policy. (See page 20)
- Students who use computers during the school day at ACS will be supervised.
- While we cannot control how our students use computers at home, our Technology curriculum includes lessons that teach our students to exercise discernment while on the Internet.
- Parents are encouraged to require usernames and passwords on all of their children's accounts and to frequently monitor computer usage of their children at home.
- Again, ACS cannot control how students are using their computers at home, but please be aware that many social networking sites have age requirements (age 13 for Facebook for example).

### **USE OF STUDENT'S PICTURES**

Occasionally a student's picture may be put on the Allendale Christian School's Webpage or on an ACS teacher's blog. Names will never accompany photographs. If a parent does not wish to have their child's picture displayed, they should indicate this information on the Emergency Care and Procedures Card at enrollment.

### **COMMUNICATION**

The weekly newsletter called *News and Notes* is distributed every Wednesday by e-mail or to the youngest school-age child in each family. All information for the newsletter is to be in the office in writing by Monday noon. This information can also be accessed on our Web Page [www.allendalechristian.com](http://www.allendalechristian.com). Elementary teachers send home letters weekly, and middle school teachers send home letters at the start of each month. In addition, a periodic publication called *THE GROWING TIMES* is sent through the mail to all families and friends of ACS three times each year.

We pray for continued good communication and relationships between parents and teachers. However, if an occasion should arise where there is an apparent conflict, the Biblical direction of Matthew 18:15-16 should be followed. The parents should contact the teacher involved or vice versa *first* to attempt to resolve the problem. After this has been done, if no solution was forthcoming, the administrator should be consulted. If the problem still remains unresolved, it should be brought to the attention of the Board president.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year, once in the fall and again in late winter. Specific times are set aside for parents and teachers to talk together so that both parties can gain insight on student accomplishments and challenges and better understand what the report card communicates.

Although formal conferences are scheduled, teachers and parents are encouraged to meet whenever a need arises. Working as partners, teachers and parents need communication lines that remain two-way and open at all times.

## HOMEWORK

Research by the United States Department of Education has shown that students achieve more when teachers regularly assign homework and students conscientiously do it. The benefits of homework are as follows:

- \* Helps a child develop independent study habits
- \* Promotes growth in responsibility and self-direction in learning
- \* Reinforces (or extends) learning that has taken place in school
- \* Helps students develop and reinforce study skills.

*Therefore, homework is an expected part of the ACS curriculum. The following guidelines have been established by the school:*

K-2: Students will receive a small amount of homework periodically. Spelling, Bible memory, and math sheets constitutes most of the homework assigned.

3-5: Homework should range from thirty to sixty minutes per evening.

6-8: Students should expect to spend forty-five to ninety minutes per evening on homework.

## PARENT PORTALS

Parents of middle school students can view their children's daily assignments, and achievement on test and quizzes through the use of parent portals. When parents complete and submit a form to the school office they will receive a unique password.

## REPORT CARDS

Report cards are one means of keeping parents informed about the progress their children are making in school. Students receive report cards every nine weeks. Report cards are issued directly to students.

- Preschool, Young Fives and Kindergarten will develop their own report cards.
- In Grades 1 & 2 number evaluations will be used for core subjects:
  - 1= Progressing at expected level
  - 2= Progressing toward expected level
  - 3= Experiencing difficulty
- In Grades 3-5, letter grades will be used for evaluation of core subjects.
- For behavior and individual skills, the following evaluations will be used:
  - 1 = Meeting expectations
  - 2 = Making progress toward expectations
  - 3= Experiencing difficulty meeting expectations
- Specials will be evaluated twice each year. The format will be the subject, name of the student, a paragraph about the curriculum covered, evaluations of how well the concepts have been grasped and evaluation of behavior.
- The following are the letter grades and the percent equivalents used in 3<sup>rd</sup> - 8<sup>th</sup> grade:

|        |    |       |    |
|--------|----|-------|----|
| 100-97 | A  | 80-78 | C  |
| 96-94  | A- | 77-74 | C- |
| 93-91  | B+ | 73-71 | D+ |
| 90-87  | B  | 70-68 | D  |
| 86-84  | B- | 67-65 | D- |
| 83-81  | C+ | 64-0  | E  |

## STANDARDIZED TESTING

DIBELS are administered three times each year to students in Grades K – 2. The tests are used to measure growth in Language Arts. InQuizIt is administered to students in each grade to assess growth from the previous year. Fountas and Pinnell testing is done three times a year for students in grades 1-5 to assess Reading progress.

## STUDENT BEHAVIOR

Because of our Biblical values, we must teach children to respect authority. Children should use “please”, “thank-you”, “you’re welcome” and “excuse me” when dealing with each other and their teachers. Staff and teachers should be referred to as “Mr.”, “Mrs.” Or “Miss.” Proper courtesy and manners are to be used with both adults and peers.

Students should use school facilities and equipment with utmost care. Improper or careless handling could result in damages to school property; repairs will be at the student’s expense. Desks and lockers should be kept neat and clean both inside and out. Periodic inspection by teachers should be expected.

## ELEMENTARY SCHOOL DISCIPLINE

It is the goal of ACS to provide a safe and effective learning environment for all students. In general, teachers work directly with a student who is having discipline problems. It is the teacher’s responsibility to document the problem and communicate the problem to the principal and to the child’s parents. Should a *serious* problem exist, the principal will work directly with the teacher and parents to establish a workable plan of action. Should the problem persist, the administrator will take the following disciplinary steps:

**First Offense** – Warning/reprimand: The student will be warned that s/he will be punished if the misbehavior continues.\*

**Second Offense** – Isolation: The student will be removed from the regular classroom and moved to another supervised location in the school. The student’s parents will be notified.

**Third Offense** – Short-term Suspension: The student will be suspended from school for not more that five (5) days. A meeting with the principal, parents and student must be held within the term of the suspension.

**Fourth Offense** – Long-term Suspension: The student will be suspended from school for not less than five (5) days. A meeting with the principal, parents and the Education Committee must be held before the student may return to school. The student will also be denied participation in all activities outside of the classroom.

**Fifth Offense** – Expulsion: The student will be expelled from school.

*\*Students who engage in serious acts of misbehavior, such as fighting, are not automatically entitled to a warning before other disciplinary action is taken.*

It is important that parents support the faculty when a problem situation arises. Children need to see their parents and teachers working as a team, especially when discipline problems arise

## MIDDLE SCHOOL DISCIPLINE

The purpose of this policy is for the middle school students, parents, and teachers to have a consistent pattern for dealing with students who do not cooperate in the educational process. Our policy is based on three principles:

1. *Our Christian school is established to assist Christian parents in carrying out their responsibilities to their children and to God.*
2. *Our Christian school teaches the highest motivation for good conduct and good citizenship, namely, love for God and obedience to His word.*
3. *Time and talent are regarded as trusts from God, and we are obligated to use them to their fullest.*

Based on these three principles, our discipline policy is as follows:

A. Students will be allowed **three tardies** per trimester. Any subsequent tardies will result in a detention. Tardies will be given to any student who comes to class late. Exemptions will be made for students who have an appointment or who are meeting with a teacher.

B. **Detentions** will be given for minor infractions, assignments that are not completed, and/or violation of school rules. A two-part form will be used to inform the student and the office. Detentions will be served during the noon hour on Wednesdays. These detentions are accumulative for a trimester. (See chart that follows.)

**Detention examples:**

1. Violating gym rules
2. Running, pushing, yelling in the hall
3. Throwing snowballs
4. Failure to complete school work (beyond grace tickets)

*Note: The content of this list is by no means intended to cover every situation.*

C. **Demerits** will be given for major infractions. The same two-part form will be used to inform the student and office. A third copy will be mailed to the student’s parents. Demerits will be scheduled with the principal and served in the morning from 7:45 – 8:30 AM. Demerits are accumulative for the entire school year.

**Demerit examples:**

1. Accumulation of three detentions during one trimester. (One demerit will be given for every four detentions received during one trimester.)
2. Foul or abusive language, obscene gestures, or disrespect shown for God’s name.
3. Leaving school grounds without permission during school hours.
4. Vandalism/damage to school property
5. Disrespect for persons in authority demonstrated in attitude, action, or speech
6. Harassment of other students.

*Note: The content of this list is by no means intended to cover every situation. In addition, the Middle School team will vote on each demerit that is not due to the accumulation of detentions.*

D. Discipline Steps:

|        |   |
|--------|---|
| Step 1 | First two detentions are served during noon hour.   |
| Step 2 | Detention is served during noon hour – Letter is sent to parents  |
| Step 3 | 4 <sup>th</sup> detention in trimester, or 1 <sup>st</sup> demerit, is served at 7:45am. Parent is contacted.   |
| Step 4 | 8 <sup>th</sup> detention in marking period, or 2 <sup>nd</sup> demerit, is served at 7:45. Parent is contacted. If in same marking period, student will be ineligible for sports and extra curricular activities for two weeks.  |
| Step 5 | 3 <sup>rd</sup> demerit is served at 7:45 am. Conference is held with parents and administrator. Student may also be ineligible for sports and extra curricular activities for two weeks, if two demerits in marking period.  |
| Step 6 | 4 <sup>th</sup> demerit. Student will serve a one day on-campus suspension. Conference is held with parents and Education Committee. Student will be ineligible for sports and extra curricular activities for two weeks  |
| Step 7 | 5 <sup>th</sup> demerit. Student will serve a two day off-campus suspension. Parents will be notified, and a conference with an Education Committee member, parents, and the student will be scheduled as a prerequisite for re-admission. The student will be denied all extra-curricular activities for the remainder of the school year. |
| Step 8 | 6 <sup>th</sup> demerit. Student will serve a one-week off campus suspension. Letter will be placed in students’ cumulative file.   |
| Step 9 | 7 <sup>th</sup> demerit. Student will be recommended for expulsion  |

E. In addition to the above-described tardies, detentions and demerits, **suspension** will be the result of the following violations:

1. Possessing, using, or selling alcohol, drugs or fireworks, in, on, or near school property during the school and at school sponsored activities.
2. Turning in a false alarm.

3. Stealing
4. Possessing obscene or pornographic materials
5. Possessing a weapon

*Note: In addition to the suspension, students will be given a demerit for the above violations. The length of suspension will be determined by the Administration. The content of this list is by no means intended to cover every situation.*

### **POLICY REGARDING BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

**"Bullying is unwanted, repetitive, and aggressive behavior marked by an imbalance of power. It can take on multiple forms, including physical (ex. - hitting), verbal (ex. - name calling or making threats), relational (ex. – spreading rumors), and electronic (ex. – texting, social networking)." (National Association of School Psychologists)**

#### **Statement Prohibiting Bullying and/or Aggressive Behavior:**

It is the policy of Allendale Christian School that all of its student and school employees have an educational setting that is safe, secure, and free from bullying of any kind. This prohibition includes written, physical, verbal, and psychological abuse, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. ACS will not tolerate bullying of any type by student, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers. As Christians, God calls us to treat each other with love, compassion, and respect.

The Bible tells us in Ephesians 4:29, 31-32, ***“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”***

#### **Behavior Expectations:**

God calls us to a high standard in our treatment of others. He tells us to *“Be devoted to one another in brotherly love. Honor one another above yourselves,”* as found in Romans 12:10. Students, staff, and third parties are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority. Allendale Christian will continue to teach and train our students and staff to respect and treat each other as children of God.

#### **Procedures:**

This policy applies to all "at school" activities related to Allendale Christian School. This includes activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function. Examples of activities off school property would include field trips, athletic events, or off-campus business related to ACS. The school cannot be responsible for what happens outside of school, like electronic communication, phone conversations, and other activities outside school guidance; such misconduct may be disciplined if it interferes with the school atmosphere. Such misconduct would illicit a meeting with the administration.

1. Definitions of bullying and/or aggressive behavior will be given to students and staff so that they are able to decipher between an isolated event and one that would be considered bullying. Any person who believes that they are the victim of, or are aware of, bullying or aggressive behavior should immediately report the situation to a teacher or the Principal. If a concern is reported to a teacher, they are responsible to inform the administrator. Complaints against the administrator must be made to the President of the Board of Education. The report should be recorded on the Bullying or Aggressive Behavior Reporting Form, which will be used to begin an investigation.
2. If aggressive behavior occurs or bullying is suspected, a record should be kept of the investigation. Parents or legal guardians of the alleged victim, as well as the alleged aggressor(s), will be promptly notified of any complaint or investigation. The school will keep a record of the investigation and communication that takes place as a part of the investigation. As much as possible, confidentiality will be maintained, unless it is necessary to disclose names as a part of the investigation.
3. If the investigation finds an instant of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action by the Principal. Offenders who need multiple remedial actions will receive stricter discipline.

|   |   |
|---|---|
| <p><b><u>Possible actions for remediation:</u></b></p> <ul style="list-style-type: none"> <li>a. Verbal warning</li> <li>b. Restitution of property to owners, along with an apology</li> <li>c. Meeting with parents or guardians</li> <li>d. Held in from recess or other discipline during school day</li> <li>e. Detention</li> </ul> | <ul style="list-style-type: none"> <li>f. Demerit</li> <li>g. In-school isolation</li> <li>h. Short-term suspension (not more than 5 days)</li> <li>i. Long-term suspension (not less than 5 days)</li> <li>j. Expulsion from school</li> </ul> |
|---|---|

**WEAPONS POLICY**

Allendale Christian School is a weapons-free zone. The possession of any weapon is not allowed on the property of ACS or at any school activity. Any object, including facsimiles of weapons, used to threaten, harm, or cause concern in the school community may result in immediate suspension and being subject to discipline up to possible expulsion from school.

**EMPLOYEE AND STUDENT DIGNITY POLICY**

As a Christian community, Allendale Christian School seeks to provide an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, which subjects another person to unwanted attention, unwanted comments or unwanted actions because of race, national origin, age, sex, physical characteristic, or disability, or other harassment or activity which robs the person of self-esteem, is not permitted.

We live in an age when one person might interpret behavior as harmless bantering or flirtation, while another might view this same behavior as intimidating or harassing. Any person, therefore, who believes he or she has been subjected to what he or she would interpret as intimidating or harassing behavior is encouraged to confront this person in a spirit of reconciliation so that a mutual understanding of what is appropriate behavior can result.

**WELLNESS POLICY**

Allendale Christian is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement. Copies of our complete policy are available upon request.

**HOT LUNCHES**

Hot lunches are available every day. ACS participates in the National Hot Lunch Program. This program allows ACS to be able to provide hot lunch at an affordable rate, as well as at a reduced rate or free for students who qualify. Parents may add money to the hot lunch account of their child/ren via credit card, electronic check, or check placed in the hot lunch box in the rotunda. A count of students who will take hot lunch will be made at the beginning of the day in each class.

**MILK**

Milk will be tied to the hot lunch program, however students can purchase milk separate from ordering a full hot lunch. Details will be available with the hot lunch program information. White and chocolate milk are available.

**TELEPHONE USE**

Messages may be left directly in each teacher’s voice mailbox. Teachers will respond during breaks or free periods. For emergencies please contact the school office directly. Students are not allowed to use phones without permission.

**GYM RENTAL**

Use of the school gym and/or kitchen area is scheduled on a first-come, first-serve basis. A fee schedule is available through the school office. Rental arrangements may be made by calling the school office.

## BUSING INFORMATION

Bus transportation is available through both Allendale Christian School and Allendale Public Schools. Families who do not live in the Allendale Public School District will be transported by Allendale Christian School busing. Parents will be notified in August of the bus route established for the upcoming school year. Buses will stop at scheduled stops only; these stops have been worked out to comply with state laws.

### **1. Getting to the bus stop**

- Where there is no sidewalk, walk on the left side of the road facing traffic, single file.
- Be on time. Help the bus driver to remain on schedule.
- No snowballing.
- Respect people's property -- lawns, fences, bushes, etc.
- Wait well back from the shoulder of the road.
- Be orderly at the bus stop, looking out for younger children.
- Form a single line and use the handrail.
- If you must cross a busy street, wait until the bus arrives and stops before crossing.
- Crossing Lake Michigan Drive to get on a bus at the public school is prohibited for safety's sake. Allendale Public School shuttles students to and from our building each morning and afternoon.

### **2. Behavior on the bus**

- Remain seated while the bus is moving.
- If you must stand, face the front of the bus.
- Keep backpacks and instruments out of the aisle.
- Keep head, hands, and arms inside the bus.
- Do not disturb the driver while the bus is moving.
- Obey the driver at all times.
- No loud talking, screaming, or pushing.
- Do not damage the seats or other equipment on the bus.
- No eating or drinking on the bus.
- No throwing anything on the bus or out of the bus.
- Keep the bus clean.
- Be polite and courteous to others.
- Profane and obscene language will not be tolerated.
- Do not use the emergency door unless there is an accident or fire.
- Small band instruments should be carried on; larger instrument can be kept in one of the front seats.

A student may get off the bus only at his normal drop-off point. If there is a change, the driver must be notified by the parent, teacher, or office - not by the child. If a student wishes to take a friend with him/her on the bus, a note signed by the friend's parent must accompany the student indicating the date and name of the friend.

### **AFTER SCHOOL PROCEDURES (STUDENTS WHO STAY AFTER SCHOOL)**

Allendale Christian School is responsible for the supervision of students that are participants in official after-school extracurricular activities. ACS is not responsible for the supervision and care of students who stay to observe activities that they are not participating in or who choose to leave the campus to walk elsewhere. Middle School students may stay after school with parent permission, and should stay on campus, but ACS cannot be responsible for their supervision. Elementary students who stay must have supervision and, if not, should take the bus home or be picked up.

## BARNABAS FOUNDATION

Allendale Christian School is a member of the Barnabas Foundation, a non-profit organization with a mission to encourage God-glorifying stewardship of material possessions among Reformed Christians, based on Biblical principles. As a member of Barnabas, the constituents of ACS can receive, free of charge, advice regarding their estate and financial planning.



## CHRISTIAN SCHOOLS INTERNATIONAL (CSI)

Allendale Christian School is a member of Christian Schools International (CSI). CSI is an organization serving more than 350 Christian school systems in the United States, other parts of North America, and worldwide. Their mission is to advance Christian education and to support schools in their tasks of teaching students to know God and his world and to glorify him through obedient service.

### BOARD COMMITTEES

The Board of Allendale Christian School is made up of eleven members with the administrator in an advisory capacity. Each member of the Board is a member of at least one of the standing committees and the tasks of its members are described as follows:

**Executive Committee:** This committee is made up of the officers of the Board (president, vice-president, secretary, treasurer, and vicar) and the administrator. In situations which call for immediate action, the Executive Committee assumes responsibility on behalf of the Board.

**Education Committee:** This committee is made up of the officers of the Board, except for the Treasurer. It works to insure that a Christian philosophy of education permeates every program of the school. This committee interviews prospective teachers, administrators, and other educational personnel as well as present staff members. One faculty representative also serves on this committee.

**Facilities and Transportation Committee:** This committee is made up of two Board members and ACS volunteers. It is responsible for maintaining the facilities of ACS, as well reviewing and maintaining school rental policies. It is also responsible for the full transportation fleet of the school and establishing routes for pickup and return of students.

**Finance Committee:** This committee made of the Treasurer and two or three additional Board members. This committee is responsible for establishing a school budget for the procurement and expenditure of school funds, examining all financial reports and collecting commitments made to the school.

#### **Fundraising Committee**

The Fundraising Committee consists of three or four Board members and other interested supporters of Allendale Christian School. It coordinates all fundraising events. It conducts an annual Loyalty Drive, promotes the ACS Foundation, participates in the Capital Campaign, and serves as a liaison to the AC-PTA.

#### **Promotions Committee**

The Promotions Committee is composed of two Board members, one teacher, and interested parents. Two staff members serve in advisory capacities. The committee's responsibilities include providing a positive feeling about Allendale Christian School by bringing the purpose of Christian education to the attention of the constituency and general public, developing rapport with area churches and developing and implementing plans for enrollment growth.

## ALLENDALE CHRISTIAN SCHOOL TECHNOLOGY RESPONSIBLE USE POLICY

As an integrated component of class curriculum, your child(ren) will have supervised access to computers, the school network, and the Internet. Students who use technology responsibly will have the privilege to continue to use these resources. The staff will deem what is inappropriate use and their decision will be final.

### CODE OF CONDUCT

Students are expected to exercise responsible Christian behavior when using the computers, network, and Internet. These responsibilities include, but are not limited to:

1. Using the network and internet for school related activities only.
2. Adhering to the rules of copyright; unauthorized copying or transfer of copyrighted materials is prohibited.
3. Respecting the privacy of individuals and their data.
4. Accessing teacher-authorized resources or entities only.
5. Using the resources efficiently.
6. Caring appropriately for the technology equipment and network system.

**ACCEPTABLE USE POLICY CONSENT**

While student use will be supervised, Allendale Christian School does not have control of the full range of information on the Internet. Some sites accessible via the Internet may contain material that is inaccurate or potentially offensive to some people. Filters will be used to prevent inappropriate materials to the best of our ability.

By signing the consent form below, the parents have acknowledged that they have discussed the rights and responsibilities of computer, network, and Internet access with their child(ren), and have agreed to abide by the Technology Responsible Use Policy.

**Allendale Christian School Responsible Use Policy Consent Form**

I have read the Technology Responsible Use Policy and understand its contents. My signature below and that of my parents, means that I agree to follow the guidelines of the Technology Responsible Use Policy of Allendale Christian School.

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

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