



**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)

*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.*

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## Foundational Statements

### ACS 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.*

### Vision Statement

**We see students who are eager to grow in faith, love learning, and are reaching their full potential to engage and change the world for Christ.**

*We see this vision being achieved through a partnership between the ACS staff and community who model Christian behavior and are strongly committed to Christ, supporting one another in the mission and vision of the school.*



"A cord of three strands is not easily broken." - Ecclesiastes 4:12

### Characteristics of a Graduate

An Allendale Christian School education will encourage graduates to be...

- Academically successful in high school and beyond.
- Effective communicators that think critically, and write and speak thoughtfully (**Loving Communicator**).
- Confident that God loves them, and others, as His unique and valuable masterpiece (**Image Reflector**).
- Able to see, cultivate, and use their God-given abilities in worship to God (**Beauty Creator**).
- Mature disciples of Christ that confidently share their faith and the gospel with others. (**God Worshiper**).
- Able to discern the world through the lens of scripture. (**Idolatry Discerner**).
- Concerned for their fellow man and eager to show Christ's love to others through action. (**Justice Seeker**).
- Servants within their community (**Servant Worker** and **Community Builder**).
- Stewards of creation, find beauty and order in God's world (**Creation Enjoyer, Earth Keeper, and Order Discoverer**).
- Thankful to those who provided them the gift of Christian education

# Enrollment and Funding of Christian Education

## 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 the spring, online enrollment is made available to present school families. Students can be enrolled by completing 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 communicate the payment plan the family opts to use. Tuition rates are posted at the beginning of the enrollment period.

**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 April 15 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.

**TRIP:** Participation in the Tuition Reduction Incentive Program (TRIP) 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 TRIP certificates can be purchased directly during instant TRIP times on Tues. evenings or Wednesday mornings. TRIP can also be ordered using a TRIP 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.

# School Schedule and Attendance Procedures

## Daily Schedules

<u>ELEMENTARY GRADES</u>		<u>MIDDLE SCHOOL</u>	
Opening bell	8:15	First period	8:15/8:20 – 9:10
Start of Class	8:20	Second period	9:10 – 10:00
Y5-2 <sup>nd</sup> Recess:	10:00-10:20	Break	10:00-10:15
3rd-5 <sup>th</sup> Recess:	10:20-10:40	Third period	10:15 -11:05
Y5-2nd		Fourth period	11:05 -11:55
Lunch:	12:05-12:25	Fifth period	11:55 -12:40
Recess:	12:25-12:50	Break/Intramurals	12:40 - 1:05
3rd-5th		Lunch	1:05 – 1:25
Lunch:	12:45-1:05	Sixth period	1:25 - 2:15
Recess:	1:05-1:30	Seventh period	2:15 - 3:10
School dismissal	3:15 (buses depart) 3:20 (parents arrive)		

## Student Drop-Off and Pick-Up Procedures

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.** Pick-up after school will occur in both the west and north lots. The school will communicate details regarding pick-up prior to the beginning of the school year.

## 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 7:50. 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 7:55 AM.

## 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 break, for a total of 45 minutes.

## Attendance

The need for daily and regular attendance by students in the classroom at Allendale Christian School is essential for 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 because of the impact of missing class time and extra preparation for teachers). Parents must complete a Planned Absence Form. This can be found on the school website under the Parents tab, or can be requested from the office.
    - The form must be completed by the parent and returned to school one week prior to the trip.
    - For any absence, the parent/child has to communicate with the teacher in order to make up assignments and tests that were missed.
    - While teachers may, they are not required to, prepare homework prior to the trip.
    - 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 absences or when a student will be late to school, 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. Please call as soon as possible so that we know where your child is.
  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. Students who are late to school must pick up a slip in the office that allows them to class. This step is important for attendance records purposes.
  5. Students should not leave school grounds without permission from the office. 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.

### **Visitors**

Visitors who desire to enter ACS past the office during regular school hours (8:20am-3:20pm) shall first check in at the main office before entering the rest of the building. Visitors are asked to adhere to the same standard of behavior expected of the students and staff of ACS. If provided a visitors badge, visitors are to return the 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.

## **School Communication**

### **Communication from School**

The weekly newsletter called *News and Notes* is distributed every Wednesday by e-mail, and can also be found on the school website. All information for the newsletter is to be in the office in writing by Monday noon. 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.

### **Conflict Resolution**

We pray for continued good communication and relationships between parents and staff. 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 and Parent Portals**

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.

Parents of middle school students can view their children's daily assignments, and achievement on test and quizzes through the use of parent portals. Additionally, middle school teachers update a Google-based homework calendar that both parents and students can access.

### **Use of Student Pictures**

Occasionally a student's picture may be put on the Allendale Christian School's Webpage or another promotional format. Names will not accompany photographs. If a parent does not wish to have their child's picture displayed, they should communicate this during the online enrollment process or by contacting the office.

## **School Closing and Emergency Preparedness**

### **School Closing**

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 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. As we share busing with Allendale Public School, the message will likely only mention Allendale Public. However, unless noted otherwise, ACS will also be delayed or closed. Another way to find out about cancellations or delays would be to listen to one of the local radio or television stations/websites. 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.

### **Emergency Preparedness Drills**

There are ten different drills that ACS participates in each school year, both announced and unannounced, to prepare for emergency situations. These include lockdowns drills (3), fire drills (5), and severe weather drills (2). These drills are mandated by law.

## Medical Policies and Procedures

**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.

### 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	<i>Not necessary if under medical care</i>	
Strep throat	<i>2 days if under medical treatment</i>	When child is well

*For more information consult the Ottawa Health Department: (616) 396-5266*

### Medication and First Aid Information

- **Student Medication** - The teachers 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.

### Bloodborne Pathogen Training

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.

## Academic Programs and Faith Integration

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.

### Teaching for Transformation

ACS uses the Teaching for Transformation (TfT) Biblical worldview framework throughout all grades and core subjects. The TfT program has three core practices:

**Core Practice #1: Storyline**—Every Christian school classroom must have a compelling vision of the Kingdom, and how each student plays a role in God’s Big Story of creation, fall, redemption, and restoration. For example, in one classroom at ACS, the storyline is I’m Powered (play off ‘empowered’). They have studied Ephesians 3:20-21, and are focusing on how God’s power is at work within us to make a difference for the Lord, and build His Kingdom.

**Core Practice #2: Biblical Habits of Living**—Every Christian school must have a student profile that invites every student to play their part in God’s story. Habits of Living that you will find at ACS are servant worker, justice seeker, idolatry discerner, order discoverer, image reflector, loving communicator, and others. These are ways that Christians live in gratitude and worship for the gift of salvation that Jesus provided with His sacrifice on the cross. These habits will be woven in classroom units, just like academic standards are. These habits are consistent from Preschool through 8th grade, inviting our students to imagine the role in God’s story.

**Core Practice #3: FLEx (Formational Learning Experiences)**—Every Christian school must provide authentic opportunities for students to practice living the Kingdom story. For ACS, authentic means that we are doing real work, tackling real problems, for real people. We want learning to be both inside and outside of a classroom. Kid’s need a chance to not only see the Story AND live the Story! FLEx will allow ACS students to do God’s work now, and not just be prepared to do it in the future.

### 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, either in the community or at a school function.

### Educational Support Services

The Educational Support Service Team is available to assist students who have special learning needs. To receive extra help, students must first be observed, and possibly assessed, by a member of the ESS team. A request for testing should be initiated by the classroom teacher and 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. In the case of intervention needs, assistance can be provided without extra observations and assessments.

### 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. Our hope is that they will use the musical skills they learn to praise God with their bodies, instruments, and voices. All students in Young 5’s through 5th grade take general music once or twice a week. Concerts are presented throughout the year to show the community what we are learning and all students involved are expected to be present. If students are unable to participate, communication from the parent is needed.



In fifth grade, students select an instrument and join the beginner's band. This meets three times each week. In middle school, two bands exist; a 6th grade (intermediate) band and a combination 7th and 8th grade band. There are also two choirs; a 6th grade choir and a combined 7th and 8th grade choir. Students in band and choir perform various concerts throughout the year. Attendance at all concerts is expected. If students are unable to participate, communication from the parent is needed.

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 both the band and choir program. However, situations may arise where 7<sup>th</sup> and 8<sup>th</sup> grade students may request to withdraw from one or the other. 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**

Students in grades 1-6 have physical education classes twice each week, with kindergarten students participating once a week. 7th and 8th grade students have a choice to take PE one or two times per week, based on personal interests. 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.

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. Additionally, students at ACS may participate in a variety of sports hosted by our feeder high school, Unity Christian. These include cross country, swimming, football, bowling, tennis, and wrestling.

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.

### **Technology**

As an integrated component of class curriculum, students will have an opportunity to have supervised use of electronic devices (Chromebooks and iPads) 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 last page)
- Students who use electronic devices during the school day at ACS will be supervised.
- While we cannot control how our students use devices at home, we work at school to have our students 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 technology usage of their children at home.

## **Homework and Assessment**

### **Homework**

ACS teachers are intentional about homework enhancing the learning process, and not to be given as busy work. The worst thing we could do after students spend seven hours at school is to pile on busy work and not allow them to be kids. In fact, extensive research shows that homework has little to no effect on achievement at the elementary level. The first time that there are stronger connections between homework and achievement is in middle school, and that is if it is properly assigned and expectations are clear. In high school, there is a much

greater correlation between homework and academic achievement. That being said, below is the guidelines that we are providing in terms of homework:

**ELEMENTARY:** A main focus of work that is done at home will be to create lifelong readers, as reading is strongly connected to all school subjects. Our goal is for students to be reading at home each day, by themselves, or with parents, siblings, or friends. We also want students to get in the word and memorize Bible passages that are applicable to their life in God's Kingdom. These two areas will be a focus for work at home. In addition, there might be work with Math skills or if there is preparation needed for an assessment. The teachers will make their expectations known to you throughout the year. One other significant goal we have for kids is to give them plenty of time to play, explore, and be with family and friends. This is a critical time in their learning process and kids learn so much through play. As would be expected, the upper elementary grades may have a few more home opportunities than lower elementary.

**MIDDLE SCHOOL:** It is important for Middle School students to do daily reading at home as well, as we want to create lifelong readers throughout the entire school. It is also important that students work on Bible memory when it is assigned, and put the word of God in their hearts. Other homework that is given will help develop study skills in core subjects, preview upcoming concepts, deepen knowledge, and working on projects or unfinished assignments. There will also be assessment prep at times. Parents, please help us by continuing to encourage your child(ren) to enjoy a good book and spend time reading!

### **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 develop their own report cards.
- In Grades 1-5 number evaluations will be used for core subjects:
  - 3: Meeting Expectations: Consistent performance demonstrated
  - 2: Progressing toward expectations: Basic, but inconsistent performance of expectations
  - 1: Having difficulty meeting expectations: Limited performance of expectations
- For work habits and development of Christian behavior, a similar number evaluation will be used.
- Specials will be evaluated two times each year, at the end of each semester.
- The following are the letter grades and the percent equivalents used in Middle School:

97-100	A	77-79	C
92-96	A-	74-76	C-
89-91	B+	71-73	D+
86-88	B	68-70	D
83-85	B-	65-67	D-
80-82	C+	0-64	E

### **Assessments**

**Progress Monitoring Assessment:** ACS uses MAP assessments for students in grades 2-8 (<https://www.nwea.org/map-growth/>). The MAP assessments will allow us to use interim assessments, which are checkpoints throughout the school year, to monitor the progress of our students, without taking large chunks of instructional time away from teachers. This assessment will help us monitor the growth of each student within a year, as well as from year to year. We will also use data from this assessment as we identify students to be in the Enrichment program and continue to review curriculum for successes and necessary growth areas.

**Delta Math Screening:** This digital assessment is given to K-5<sup>th</sup> students three times a year. It checks Math progress at the beginning of the year, middle of the year, and end of the year. Delta allows teachers to find areas of need for students to guide the re-teaching of subjects and individual intervention with students.

**Dibels:** The Dibels assessment is given to students in some of the elementary grades. This assessment is given three times a year (similar to Delta), and the focus is on reading fluency and comprehension. Teachers are able to diagnose areas of need for students and this will guide their work with individuals and small groups during reading. The Dibels assessment is being evaluated in light of our new reading assessment, the Fountas and Pinnell Benchmark Assessment System.

**Fountas & Pinnell Benchmark Assessment System:** The F & P assessment is used by the K-5 teachers. This assessment gives the teacher the opportunity to listen to a student reading in a one-on-one environment. The assessment matches a student's reading level and progress, along with the necessary instruction, to a leveled gradient. We will be able to use this assessment to identify students who need intervention and create instructional groups that are individualized.

**Formative and Summative Assessments:** Daily teachers use many informal (formative) assessments to track student progress. At the end of many units, summative assessments are given to show student understanding of significant skills and ideas that were taught in the prior units.

## **Rules and Regulations (Codes of Conduct)**

### **Behavioral Expectations**

The mission of Allendale Christian School is to equip students to live for God in all aspects of life. It is very important that the environment at ACS is positive, safe, and nurturing. We desire to reflect a commitment to Christ in all we do, including behavioral expectations and discipline.

#### **We desire to reflect a commitment to Christ:**

*Matthew 5:16 - "In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven."*

*Colossians 3:23 – "Whatever you do, work at it with all your heart, as working for the Lord."*

In terms of behavior, ACS students will reflect a commitment to Christ through the following three expectations:

- 1. Be Responsible:** As we are called to worship God through our words and actions, ACS students will take personal responsibility for their own actions and behavior.
- 2. Be Respectful:** As we are called to be community builders, ACS students will be respectful of authority, of students around them, of the property of others, and of the school rules.
- 3. Be Ready:** As we are called to work for the Lord, students will be ready to learn, and ready to support learning in the classroom.

### **Use of Electronic Devices (Personal and School-supplied)**

Personal electronic 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 class time, breaks, or any other time during school hours. The only exception would be with permission from, and under supervision of, a staff member. Electronic devices may never be used in a locker room or bathroom. 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. Violation of electronic device rules may result in disciplinary action.

Textbooks, Chromebooks, iPads, and other electronic devices are provided as a resource to ACS students at various grade levels. Students should treat these Any damage to these items by a student must be replaced at the student's expense.

### **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.

## Dress Code

ACS students are expected to dress appropriately for schoolwork, as well as in a manner that is consistent with the Christian learning community of the school. In all things that we do, we want to honor God. Schoolwork must be able to be carried out without having clothing (as well as jewelry and personal grooming) be distracting, inappropriate, and restricting. In order to encourage appropriate dress, we have the following specific guidelines:

- No offensive, suggestive, or inappropriate words, pictures, etc. on clothing - shirts, coats, pants, etc. Musical groups depicted on clothing must follow this standard.
- No advertisement of tobacco, alcohol, drugs, or depictions of violence or death.
- No political advertisements, statements, or promotions on clothing.
- 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 and open back shirts are not allowed. Sheer tops may be worn if they have a shirt with a 3-inch strap underneath. Parental discretion is encouraged for lower grades (3rd and below). Bra straps are to be covered. Boys must wear shirts with sleeves.
- Skirts and dresses must extend to mid-thigh, and you must wear leggings or spandex underneath.
- Shorts and athletic shorts must extend to mid-thigh.
- No ripped or torn clothing in trunk area that reveals skin or undergarments or underwear.
- Underwear, bare midriffs, or cleavage should not be visible, whether sitting or standing.

The dress code applies to students during school hours and in all school-sponsored events and extracurricular activities—including field trips, athletic events, skating parties, etc. For any field trips or school events involving swimming, girls and boys must wear modest swimwear.

It is very important that we have cooperation from staff, students, and parents in regards to the dress code. 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. Unwillingness to cooperate with the dress code guidelines can lead to consequences at school.

## Policy Regarding Harassment and Bullying

Definitions:

*"Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim." (US Legal Definition, uslegal.com)*

"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 Harassment, 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 offensive kinds of behavior. Conduct (written, physical, verbal, or psychological), intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is unlawful and contrary to our Christian beliefs, and is not permitted. Additionally, conduct which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation is not permitted. ACS will not tolerate bullying or harassment 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 (including reporting):**

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. Any person who believes that they are the victim of, or are aware of, harassment, bullying or aggressive behavior should immediately report the situation to an appropriate superior. Complaints from a student should be made to a teacher or administrator. If a concern is reported to a teacher, they are responsible to inform the administrator. Complaints against a staff member should be made to the administrator. Complaints against the administrator must be made to the President of the Board of Education. The report should be recorded on the Harassment/Bullying Reporting Form, which will be used to begin an investigation.
2. If harassment or bullying is suspected, a record should be kept of the investigation. The alleged victim, 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 instance of harassment or bullying has occurred, it will result in prompt and appropriate remedial action by the Principal and/or Board of Directors. Offenders who need multiple remedial actions will receive stricter discipline. Corrective action or discipline includes the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

<b><u>Possible actions for remediation for students:</u></b> a. Verbal warning b. Restitution of property to owners, along with an apology c. Meeting with parents or guardians d. Held in from recess or other discipline during school day e. Detention	f. Demerit g. In-school isolation h. Short-term suspension (not more than 5 days) i. Long-term suspension (not less than 5 days) j. Expulsion from school
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**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.

Any person, therefore, who believes he or she has been subjected to what he or she would interpret as intimidating or harassing behavior should consider confronting the person in a spirit of reconciliation, if they feel it is appropriate, so that a mutual understanding of what is appropriate behavior can result. Otherwise, students and staff should report such harassment to the appropriate authority figure (teacher, administrator or Board of Directors) so that the matter can be dealt with in a timely manner. Harassment, including verbal abuse, will result in corrective discipline and possible suspension (following the principles outlined in Matt. 18). Threats against the welfare of students or staff or against the school are taken seriously and may be grounds for expulsion.

# Discipline Policies

## Discipline Policies

It is the goal of ACS to provide a safe and effective learning environment for all students. Teachers use the Love and Logic model, as they build positive relationships with students, offer choices, express empathy, and provide logical consequences as much as possible. This proactive approach is meant to create a culture and avoid behaviors leading to discipline. Additionally, It is important that students are able to demonstrate self-discipline and reflect Christ in their actions. Specifically, we expect students to be respectful of others and property, to take responsibility for their actions, and to be ready to learn. **Discipline will happen in a spirit of love, concern, grace, truth, and with a focus on restoration.**

### Elementary School Discipline

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. If it is determined that the student is not responding to the proactive approach and initial requests of the teacher, the steps below may be taken. Please note that the order of steps and severity of discipline are under the discretion of the school staff. 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.

- a. Teacher-led: The teacher will deal with the infraction in an appropriate manner, focusing on natural consequences where able. Beyond natural consequences, possible discipline may include a warning, time-out, removal of privileges, assigning of extra tasks, or other disciplinary actions worked out between the teacher and student(s). Parents will be notified depending upon the severity of the infraction.
- b. Teacher Involves Principal: In the event that the teacher feels they need more support, the principal will become involved. A conference with the principal will occur, and if the circumstances warrant, appropriate disciplinary action will be taken, and a student discipline report will be recorded. Parents will be notified.
- c. Principal Involves Other Stakeholders: If the prior steps have not been effective and the infraction(s) continue, a conference with the parent(s), teacher, the student, and principal will be scheduled. A plan will be developed in order to help correct the behavior and bring about restoration.
- d. As a last resort, the principal has the right to implement a short-term or long-term suspension, or expulsion from school for the student. In the event of a long-term suspension, a meeting with the principal, parents, and Education Committee must be held before the student may return to school. Any consideration for expulsion must be recommended by the principal and approved by the Education Committee.

### Middle School Discipline

The purpose of this policy is for the middle school students, parents, and teachers to have a consistent pattern for teaching students who may struggle with respecting others or property, being responsible for their actions, and being ready to learn. Similar to the Elementary discipline policy, the 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. ACS staff will deal with misbehaviors in a manner that will allow personal growth, but also restoration. The ultimate goal is that Allendale Christian School reflects a commitment to Christ in all we do.

*Student misbehavior in Middle School are separated in to two different categories: Level 1 and Level 2.*

Level 1: These may result in a conversation/conference with the teacher, restitution, a detention\*, or other forms of disciplinary action as approved by administration. Level 1 behaviors may include (but are not limited to) the following:

- Inappropriate language
- Insubordination or refusal to comply with school and/or teacher and staff expectations
- Classroom disruptions

- Disrespectful interactions
- Coming unprepared for class (failure to complete school work, etc.)
- Tardiness
- Leaving class without permission
- Disruptive behavior in class or hallway
- Misuse of the internet or school's technology
- Unapproved use of cell phones and personal technology

*\*A behavior punch card will be used to record behavior incidents. The third punch will result in a detention, which is to be served after school.*

Level 2: This type of infraction may result in more significant discipline, and will involve the principal. Possible discipline includes parent/teacher/administrator conferences, detentions, and up to in-school suspension, at-home suspension, probation, or expulsion. Expulsion must be recommended by the principal and approved by the Education Committee. Financial and/or property restitution may be required for any misbehavior that leads to the damage of school property or of others' property. Level 2 behaviors include (but are not limited to) the following:

- Repeated or excessive Level 1 behaviors
- Possession and/or use of alcohol, illegal drugs, tobacco, or e-cigarettes
- Chronic cheating
- Lying
- Violence/Fighting
- Written or spoken threats
- Stealing
- Setting or pulling an alarm
- Plagiarism
- Possessing a weapon
- Bullying (any conduct that is physically, emotionally, or mentally harmful and creates a hostile environment for another person)
- Sexual harassment
- Property damage

## **Hot Lunch**

### **Hot Lunch and Milk**

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 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.

## **Student Transportation and After-School Procedures**

### **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 may 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.

With the growth of ACS and the geographic region we serve, ACS buses will utilize pod stops for some families that need busing. Pod stops will be offered to families that are outside the busing boundaries or that we can not fit on a route due to time constraints.

### **Bus Rules**

#### **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.
- 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 for boarding the bus.
- 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**

- Be polite and courteous to others
- Remain seated while the bus is moving, with head, hands, and arms inside the bus.
- Keep backpacks and instruments out of the aisle.
- 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..
- 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.

### **BOARD OF TRUSTEES**

The Board of Trustees of Allendale Christian School is made up of eleven stakeholders from the ACS community, with the administrator in an advisory capacity. Each member of the Board is a member of at least one of the standing or ad-hoc committee and the tasks of its members are described as follows. If you have any questions about the Board or it's duties or responsibilities, please reach out to the Head of School.



**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 \_\_\_\_\_