



# Arrowhead

CHRISTIAN ACADEMY

*preparing students to live for Christ*

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PARENT-STUDENT  
HANDBOOK

2023-2024

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# Foundations

## *Mission*

Arrowhead Christian Academy provides children of likeminded Christian families a biblical worldview education that invites students to receive Christ and prepares them to live for Him in the church and in the world.

## *Core Values*

**Truth** | We believe God has revealed Himself in the objective truth of His Word. We resist postmodern attacks on objective truth, goodness, and beauty. God's Truth frames every educational discipline and all moral instruction.

**Love** | Jesus said the two greatest commandments are to love God with all that we are and love others as ourselves. This sacrificial love is ultimately a work of the Spirit, but we want kindness to permeate our campus relationships and student conduct code.

**Partnership** | We partner with doctrinally likeminded parents and churches in their calling to educate and disciple students. We passionately support these God-ordained institutions, but we cannot replace them. We believe the parent-teacher partnership is essential to our students' education and growth.

**Relationship** | We believe education is a fundamentally relational exchange. We follow Christ's discipleship model for education and spiritual formation. Accordingly, we approach instruction and correction on the basis of relationship with students; we teach with both verbal instruction and life interaction.

**Engagement** | We hold both teacher and student responsible for engagement in learning. We set high standards of scholarship and behavior to facilitate learning and growth on our campus. To this end, we develop our students' self-management skills and reinforce biblically wise behaviors with consistent discipline.

## *History*

Northwest Valley Baptist Church has always encouraged families to educate their children biblically. It became obvious over time that parents here and in sister churches needed some support and assistance in providing a biblical worldview education. After much prayer and hard work, NWVBC established ACA in the year 2000.

## *Affiliations & Accreditation*

ACA is a member of the Christian Schools of Arizona (CSA), the American Association of Christian Schools (AACCS), and the Association of Christian Schools International (ACSI). Arrowhead is accredited through ACSI and, by extension, Cognia. ACSI's internationally recognized accreditation status ensures high standards in our instructional programs, overall commitment to ongoing improvement, and a context of institutional accountability based upon biblical principles of excellence, integrity, and openness.

## *Emblems*

ACA's logo is a crest that features the cross of Jesus Christ at its center; it is our desire that each student will receive Him as Savior and serve Him with his/her life. The blue arrowhead stone references our school name, the solid foundation of God's Truth, and our purposeful approach in fulfilling our Christian educational aims. Green leaves frame the arrowhead to signify the need for spiritual growth and continual improvement among students, faculty, and staff.



**Motto:** preparing students  
to live for Christ

**Colors:** jewel blue, desert red,  
and growing green

**Mascot:** Eagle



# *ACA Parent Commitment*

To Parents: In order to educate and disciple your child effectively, we must partner with you as a parent to provide a unity of objectives and approach among his/her authorities. We urge you as the parent of an ACA student to commit to the following:

1. Pray regularly for ACA.
2. Attend church weekly with your child.
3. Attend parent/teacher meetings and school programs.
4. Support ACA's policies and code of conduct as components necessary to the education of your children.
5. If you become dissatisfied with any aspect of ACA, work to resolve the matter only with the persons involved and not others.
6. Assume volunteer responsibilities for ACA as opportunities arise and as God provides the strength and time.
7. ACA welcomes parents to visit classes or chapel services at any time. Please notify the office one day in advance for class visits.
8. Monitor carefully the time and content of your child's internet/smartphone usage. Very real dangers exist.



# *Expected Student Outcomes*

We desire to educate the whole person. The following goals represent our guiding commitments, hopes, and prayers, for each of our students—though we recognize not every result is in our power as a school. Each goal is worded as to complete the statement, “Each ACA student or graduate will....”

## SPIRITUAL

1. Receive Jesus Christ as Savior.
2. Develop a personal devotional life with God.
3. Exhibit Christ-like virtues within their personality.
4. Grow in knowledge, love, and understanding of the Bible.
5. Learn to study the Scriptures for personal spiritual help.
6. Realize that God has purpose and will for each life.
7. Understand personal spiritual gifts and potential calling to full-time ministry.
8. Have a burden for the lost that leads to compelling personal evangelism.
9. Respond biblically to varying life circumstances.

## INTELLECTUAL

1. Cultivate a mind-led heart, not feelings-led choices.
2. Lead a self-managed, priority-directed life.
3. Prize literacy for improved learning and life success.
4. Discover and develop individual aptitudes.
5. Develop analytical thinking with biblical discernment.
6. Cultivate curiosity for continued, lifelong learning.
7. Continue as life-long learners through university higher education, Christian college, or trades training.

## EMOTIONAL

1. Build a Christ-controlled, emotionally balanced personality.
2. Adjust easily to varying situations in which he finds himself.
3. Develop aesthetic sensibilities, interests, and abilities.
4. Gain emotional resilience that does not falter under pressure.

## SOCIAL

1. Approach social interaction and responsibility with ultimate loyalty to Christ.
2. Make every effort to interact kindly and peaceably with all people.
3. Collaborate effectively with others toward common, worthy goals.
4. Understanding his/her role and obligations in his/her family.
5. Practice citizenship by seeking the welfare of each group to which he/she belongs.
6. Awaken missionary responsibility toward all men.

## PHYSICAL

1. Respect his/her body as an instrument for God's use and a temple for His Spirit.<sup>1</sup>
2. Develop healthy habits to care for the body.
3. Engage in physical exercise and recreation as God's gift to renew body and soul.
4. Pursue life-long personal health.

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<sup>1</sup> We believe the Holy Spirit indwells only believers; but God's creation of embodied man gives inherent worth to the human body regardless of its spiritual condition.

# Admission

## *General Enrollment Policy*

ACA administration reserves the right to limit admission to families in agreement with our policies and doctrinal statement<sup>2</sup>, according to our Christian educational and spiritual aims.

The administration may also deny enrollment to a student expelled from another school, since such a behavioral record could reveal a conflict with ACA's goal for a thoroughly Christian atmosphere.

ACA cannot guarantee accommodation of students with special needs at this time. The administration and faculty may investigate exceptions to this policy, however, if reasonable accommodation would not disrupt our traditional classroom environment.

Financial obligations to other private schools should be resolved before a family pursues admission to ACA.

As a Christian institution, ACA does not discriminate on the basis of color, race, or national and ethnic origin in the administration of its educational and admissions policies, procedures, or programs.

## *Elementary Enrollment Policy*

Prospective kindergarten students must turn 5 on or before September 1. Testing is required before kindergarten enrollment is considered complete. Prospective first grade students must turn 6 years of age on or before October 1. Regular church attendance is also required. Other enrollment considerations specific to elementary **Grades K–6** are covered in the interview process.

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<sup>2</sup> See Appendix A for our complete doctrinal statement.

# *Secondary Enrollment Policy*

The following must be true of a prospective student in Grades 7-12:

- Professes faith in Jesus Christ<sup>3</sup>
- Holds membership or regularly attends either Northwest Valley Baptist Church or a church similar in doctrine and practice
- Desires to attend ACA and thereby contribute positively to the school's Christian atmosphere

## *Admission Procedure*

Prospective students and families may begin the registration process as follows:

1. Call the school office or fill out "initial interest form" online.
2. Participate in interview with the school administrator.
3. If interview is favorable, submit the following:
  - Application and \$150 enrollment fee.
  - Emergency medical release form (reverse side of application)
  - School health medical record with immunization records
  - Student academic record forms
  - Copy of most recent standardized achievement test results
  - Copy of birth certificate
  - Signed student agreement (grades 7-12 only)<sup>4</sup>
  - Pastoral reference form (grades 7-12 only)
4. If notified, take any necessary entrance/placement tests.
5. Once the above documentation is approved, you will be notified of official acceptance.

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<sup>3</sup> Exceptions to this policy may be granted to otherwise Christian families.

<sup>4</sup> This important agreement states that the prospective secondary student has placed his trust in Jesus Christ alone for salvation and intends to submit to ACA's authorities and written standards of conduct.

## *Re-Enrollment*

Enrollment in ACA is granted by the administration on a yearly basis; continued enrollment assumes academic progress and acceptable behavior. To re-enroll in ACA for a new school year, submit the following:

- Re-enrollment application form
- Re-enrollment fee of \$100 if paid during re-enrollment month. If paid after this month, \$150.
- Any updates to immunization records
- Signed student agreement (grades 7-12 only, submitted at the beginning of the new school year)

Prior years' accounts must be paid in full before students may attend in the fall.

# Academics

## *Philosophy*

**Engagement** in learning is one of ACA's core values. This academic atmosphere guides many of our student expectations.

ACA endeavors to provide each subject and each grade with the best **curriculum** possible—curriculum appropriate and challenging to its grade level, in keeping with a Christian worldview. Curriculum is evaluated yearly and may be changed accordingly. More information is available in the office regarding instructional curriculum.

We also place a high priority on communicating to you the progress of your child's education through **grades** and reports. No grading system is infallible, but we believe grades provide an essential measure of academic progress.

We believe **homework** is essential to a child's academic progress.

ACA encourages the Christian virtue of **integrity**. Presenting another's work as your own is both lying (representing another's work as your own) and stealing (taking another's work from them). Colossians 3:9 provides an appropriate warning: "Lie not one to another, seeing that ye have put off the old man with his deeds." Cheating also bypasses the purpose of assignments, tests, and quizzes: to gauge learning.

## *Achievement Testing*

Each spring for grades 1-12, ACA uses standardized achievement testing to measure each student's abilities and progress. The results of these tests aid our teachers and administration toward instruction

improvement and specific student needs. Our administrator is glad to help parents interpret the test results.

## *Books*

Books owned by ACA must be cared for, and turned in at the end of the year. Fines may be assessed at the end of the year if books are returned in poor condition. For the sake of uniformity, we use the King James translation (KJV) of the Bible in the classroom and chapels.

## *Cheating*

The following are examples of cheating:

- Sharing answers or solutions to an assignment without the permission of the teacher
- Being in possession of another student's work when your own work is not yet completed
- Providing answers—at any time, by any means—to another student for work he has not yet completed
- Asking anyone the answers for work you have not completed
- Looking at another student's paper for answers on assignments, tests, or quizzes

Students can help each other, without cheating, in these ways:

- Help another student by suggesting a different method of finding the answer.
- Watch as another student works a problem, and then tell him where he erred.
- Ask your teacher for permission to work together.

Consequences for cheating are as follows:

1. Students caught cheating or assisting others in doing so may receive a zero on the assignment/test/quiz.

2. The student may need to meet with the administrator.
3. ACA will contact parents of students caught cheating.
4. The student will receive a penalty ranging from missed recess (elementary students) or one detention to a suspension, depending on the age of the child and the nature of the offense. Repeated offenses will escalate consequences.
5. The student must re-work the assignment (or an alternative assignment) on his own to the teacher's satisfaction.

## *Drop / Add Policy*

Students Grades 9–12 may with the principal's approval drop or add an elective class during the first two weeks of each school year. Classes dropped after this time still must be approved by the principal but will receive a failing grade.

## *Grades*

### REPORTS

We send home a **mid-quarter academic progress report**, which must be signed and returned; dates are noted in the school calendar. This report may contain suggestions for your child's improvement.

**Report cards** are sent home each quarter; dates are noted in the school calendar. Semester (two-quarter) grades are averaged from both quarters and recorded on a high school student's permanent academic transcript.

Teachers may choose to send home **other indicators** of your child's academic progress. Please feel free to contact teachers with further questions or call the office to set up a parent-teacher conference.



## SYCAMORE ONLINE GRADEBOOK

To improve student performance and communicate grades in real-time with parents, we use **Sycamore** ([Sycamoreeducation.com](http://Sycamoreeducation.com)), an online gradebook program for Grades 2<sup>nd</sup> to 12<sup>th</sup>. Access instructions will be distributed at the beginning of the school year.

Please take advantage of Sycamore’s instant feedback. Students with an up-to-date picture of their grades are often motivated to work harder academically.

## ACADEMIC GRADING SCALE

99-100	<b>A+</b>	77-79	<b>C+</b>
93-98	<b>A</b>	73-76	<b>C</b>
90-92	<b>A-</b>	70-72	<b>C-</b>
87-89	<b>B+</b>	67-69	<b>D+</b>
83-86	<b>B</b>	63-66	<b>D</b>
80-82	<b>B-</b>	60-62	<b>D-</b>
		0-59	<b>F</b>

Students who have not completed all assignments after an absence receive an “I” (incomplete) on their academic reports. Assignments not completed in the allotted time will change to an “F.”

## CONDUCT GRADING SCALE (ELEMENTARY)

An elementary student’s academic reports will also include a conduct report using the following scale.

excellent	<b>E</b>
above average	<b>S+</b>
average, could improve	<b>S</b>
needs improvement	<b>S-</b>
unsatisfactory	<b>U</b>

## HONOR ROLL

Students in 1st-12th grade earn honor roll status by having all A's (Principal's List), or all A's and B's (Honor Roll) in academic subjects each quarter, and by having no "unsatisfactory" marks in conduct. (For a student to make the Principal's List, he is allowed no lower than a B in non-academic subjects; to make the Honor Roll, no lower than a C in these subjects.)

Students in 10th-12th grade may be eligible for the American Christian Honor Society award at the end of the school year. Students who qualify for this honor must have at least a 90% academic average for the school year and rate highly on character traits such as honesty, patience, cooperation, and punctuality.

An "incomplete" on a report card not made up by the time the honor roll list is determined will automatically disqualify a student from the honor roll for that grading period.

Some of the more serious disciplinary issues, such as suspension, will disqualify a student from the honor roll.

## *Guidance Counseling*

Any student desiring counsel in any area is encouraged to talk with a teacher, the school principal (ACA's acting guidance counselor), the Student Life Director, the designated 7-12 girls' counselor, or the youth pastor of Northwest Valley Baptist Church. At the parent's discretion and invitation, the pastor(s) of the student's church may also become involved.

The school administrator meets with freshmen and sophomores in a combined assembly near the beginning of the school year to discuss high school transcripts, college entrance exam preparation, and college readiness strategies.

For post-high-school planning, the principal meets with each rising junior and senior and his parent during the summer to discuss elective choices, career planning, and college options.

# High School Graduation Requirements

Subject	Credits
Bible	4
English	4
History	4
Math	4
Science	3
Foreign Language	1
Speech	½
Fine Arts	2
Computer Skills	½
Physical Education	½ (½ credit/yr.)
Electives	2 ½
<b>Total</b>	<b>26</b>

Students must be enrolled at ACA during their junior and senior years in order to be eligible for valedictorian or salutatorian. Grades in all subjects, both academic and non-academic, are considered for honor cords and valedictorian and salutatorian honors.

Students are to take the ACT or SAT before graduation. Students lacking one-half (½) of a credit may walk at graduation but will receive an empty diploma case. Students lacking one or more credits may forfeit the privilege of participating in the graduation ceremony.

Honor cords are awarded to students with a minimum 3.0 GPA.

## *Homework*

Homework must be completed by the start of class the day it is due. In Grades 6-12, late work will incur a one-demerit per day penalty (4 demerits add up to one detention) and may also incur a grade reduction. Parents who believe there is legitimate reason for incomplete homework should submit a note or e-mail to the child's teacher for consideration.

## *Make-Up Work*

After they have been absent, students are allowed the number of days absent plus one to turn in make-up work. For example, if a child is absent on Monday and Tuesday of a given week and returns to school Wednesday, the missed assignments are due at the beginning of class on Friday. Assignments obtained prior to a pre-approved absence are due upon a student's return.

It is a student's responsibility to talk with his teacher(s) regarding make-up work. A student is responsible to turn in assignments and take all tests and quizzes missed during an absence on the day he returns after an absence, provided they (a) were announced before the absence and (b) do not cover new material.

## *Promotion & Retention*

The administration makes all student promotion and retention decisions. A student who fails in core academic subjects (Bible, English, math, science, history, reading/phonics) may need to take approved summer school courses before he can advance into the next grade.

An elementary or middle school student who receives more than two failing grades in one year in his core classes may be required to repeat his current grade.

A high school student failing any semester class must make up that semester class; if a high school student fails more than three semester classes in core subjects in a school year, he may be required to repeat his current grade.

ACA offers summer school computer classes at the rate of \$100.00 per class. If necessary, private summer tutoring may be arranged with individual teachers, at the parent's expense, to fulfill summer school requirements.

## *Withdrawal*

All withdrawals from school must be handled through the school office. Parents should initiate the withdrawal process by written note or administrative conference. Please note the financial policies regarding withdrawals in the “Financial Information” section.

# Administrative

## *Accident Insurance*

Our insurance policy provides “excess” coverage of up to \$10,000 per accident after a family’s primary insurance has paid. ACA does not necessarily assume liability for an accident.

## *Advisory Committee*

A committee of five persons serves as an advisory council to ACA administration in matters of major discipline and other special circumstances. At least two of these five are deacons of Northwest Valley Baptist Church.

## *After-School Care*

At 3:20 p.m., all K-5 students (and at 3:30 p.m. all 6<sup>th</sup> grade students) who have not yet been picked up will be taken to after-school care which is open until 5:30, and all 7-12 students will go to the locker area and remain there until picked up. The per-student charge for elementary after-school care is \$4.00/hr. after 3:30 p.m. A \$10.00 fee is charged for all students picked up after 5:40 p.m. Charges are billed and paid monthly. Students whose after-school care accounts are two months delinquent will be dismissed from the program.

## *Attendance*

Regular **attendance** at school is expected and essential to both the academic progress and character development of a student. Absentees miss important lectures, helpful class discussions, and vital assessments. When students arrive to school on time, classes

can begin the school day without interruption; we therefore enforce **tardiness** consequences to motivate student punctuality.

## ARRIVAL

ACA student supervision begins at 7:00 a.m. Please do not drop off students before this time unless special permission is obtained from the administrator. Information regarding drop-off procedures and locations will be given at the Parent Partnership Night prior to the school year. When dropping off children, please observe both our parking signs and campus speed limit of fifteen miles per hour. Students must have parental permission to walk or ride bikes to school.

Students may not be in the buildings before 7:50 a.m. without permission. School begins at 8:05. Students who arrive after 8:05 must report to the office to receive a pass before going to class.

## TARDINESS

Tardiness for the following will be excused: sickness, family emergencies, and mechanical difficulties. Tardiness related to routine traffic congestion or carpooling difficulties will not typically be considered excused.

All other tardiness is considered unexcused. Tardy students in grades 6-12 will incur the standard “minor violation” penalty of one demerit, and those who arrive after 8:30 a.m. will be considered absent from first-hour class and incur a one detention penalty.

Arrival after 10:30 a.m. will be recorded as a half-day absence. Arrival after 12:50 will be recorded as a full-day absence.

## DISMISSAL

Students may not leave campus during the day before regular dismissal time without advance permission from both their parents and the school. When such permission has been granted, students should still sign out at the school office.

Early dismissals will be considered excused or unexcused according to the absence guidelines below. Departure before 1:00 p.m. will be recorded as a half-day absence.

Normal dismissal times are 3:05 p.m. for grades K-5 and 3:15 p.m. for grades 6-12. (Half-day kindergarten students are dismissed at 12:15 p.m.) Pick up location: K-5 front lot, 6-12 back lot.

A Guardian Pick Up Card must be displayed in the front windshield. (Cards distributed at Parent Partnership Night.) If a Card is not present, the adult driver must park and come to the school office for authorization.

Please follow carefully all student pick-up procedures (given at the parent-teacher fellowship at the beginning of the year). When you pick up your children, we ask that you adjust car music to a volume inaudible outside your car. Please also observe both our parking signs and campus speed limit of fifteen miles per hour.

Students must leave campus only with parents or guardians. *Once you have picked up your children, we consider you their primary supervisor on our property.*

Only by prior parental request to the office are students permitted to leave campus (a) with others, (b) by bicycle, or (c) on foot. Students who walk or ride bikes home must sign out in the office before leaving campus.



## EXCUSED ABSENCES

Parents of a child who misses school for the day must contact the school office by 8:30 a.m. to explain the absence; please either call the office, send an e-mail ([Sturnquist@aca eagles.org](mailto:Sturnquist@aca eagles.org)). Absences with no communication as to why the student missed school may be considered unexcused.

Absences for the following reasons will be excused: personal illness, death of an immediate family member, doctor/dentist appointment, driver's license appointment, or a planned absence (subject to the policy below). *All other absences will be considered unexcused.*

## PLANNED ABSENCES

Students are allowed five planned full-day absences per school year. The procedure for planned absences is as follows:

- Parents state in writing or e-mail to the school office the occasion and dates of the requested planned absence at least two days in advance of the absence itself.
- A K-5<sup>th</sup> grade student parent and teacher work directly with each other in the matter of make-up/missed work.
- A 6<sup>th</sup>-12<sup>th</sup> grade student receives a planned absence form from the office and takes planned absence form to his teacher or teachers, who then (a) give the student the assignments he will miss and (b) sign the form. The student returns form to the school office by 4:00 p.m. the day prior to the planned absence. If the planned absence is not returned to the school office, the student is issued a demerit by the school secretary.

Planned absences will not be granted during (a) achievement testing days, (b) five school days prior to a school program, fine arts competition or the actual performance itself, or (c) the final five school days of a semester (Dec. 11-15 and May 20-24). The

administration reserves the right to reject or limit planned absences beyond the stated policies above.

## ABSENCE PENALTIES

A 6<sup>th</sup>-12<sup>th</sup> grade unexcused absence will result in a detention, plus a 25% academic penalty for work (homework, quizzes, tests, or projects) missed that day. Any student absent on more than twelve (12) total days in one semester might not receive academic credit for the semester's work. Exceptions may be made in cases of family death or physician-verified chronic illness.

## *Communicable Diseases*

ACA institutes whatever safety controls it deems necessary to prevent the spread of communicable diseases on our campus. Communicable diseases are illnesses which arise when a susceptible host, infected person, or animal, directly or indirectly transmits a specific infectious agent to other persons. ACA may require that a physician examine and diagnose the student or employee in question. Final decisions regarding enforcement of communicable disease policy lie with the ACA administration.

ACA does not admit a student who has an infectious disease or is a known carrier of a virus that causes infectious diseases. Some such diseases are chicken pox, Covid-19, hepatitis, impetigo, measles, infectious mononucleosis, AIDS, mumps, pinkeye, and any other disease which could threaten the health of students or staff.

## *Illness Policy*

Please do not send your student(s) to school with excessive coughing, runny nose, fever, diarrhea, vomiting, or pinkeye. If your child develops these symptoms after he has been dropped off at school, we will call you to have him picked up within thirty minutes.

Children sent home must wait 24 hours before they may return to school, unless a doctor's note states they are no longer contagious.

We cannot dispense medication to students without a completed medical authorization form, sent out prior to each school year. All over-the-counter medications that parents wish their children to take must be kept in the school office. (The office does keep a supply of Tylenol and Ibuprofen on hand for minor medical needs as they arise.) Prescription medication must also be kept in the school office—in its original container with its original instructions.

ACA does not have a school nurse on duty. Classroom teachers will take care of minor medical needs as they occur. In the event of an emergency in which parents cannot be reached, a provision in our enrollment application permits ACA to (a) contact a child's physician and/or (b) authorize necessary medical treatment. Please inform the school office of any changes to your physician's name or contact information.

If your child receives a concussion, please notify the school office. ACA follows a standard concussion policy, which prevents students who have had a recent concussion from participating in recess activities, PE, or athletics, until cleared by a physician. A more detailed version of our concussion policy is available in the school office.

## *Guests*

Prospective students, out-of-town friends of our current students, and ACA graduates are all welcome to visit the campus by advance notice. Upon arrival, guests should report first to the school office to receive a visitor badge before visiting other parts of the campus. We ask that the clothing of classroom guests be modest and appropriate.

## *Office Policies*

In order to limit classroom interruptions, we ask parents with items (such as lunches, homework, or books) for their children to give those items to school office staff. Office staff will get these items to the children.

The office phone is available to students for emergencies only. The office copier is available for students for only absence-related needs. Copies are \$0.10 per page.

## *Parent / Teacher Conferences*

Parents and guardians are encouraged to arrange conferences with their child's teacher(s) at any time. We welcome opportunities to interact with you. After school is the best time for such appointments. (We ask that parents address faculty on a last-name basis in front of the students.)

Parents who have concerns involving a teacher are encouraged to meet first with the teacher whenever possible. If this initial conference does not produce a satisfactory solution—or does not seem to be the best approach to the problem—parents may make an appointment with the principal. We as the staff of ACA are committed to working toward solutions to any problems that involve your children.

# Financial

## *Tuition Payments / Registration / Books / Fees*

1. An enrollment fee of \$150 per student must accompany the enrollment/re-enrollment application.
2. Tuition includes rental of all school-owned textbooks and purchase of consumable textbooks. Tuition does not include the purchase of PE uniforms, parties, etc.
3. Tuition is paid one of three ways:
  - a. 10 equal monthly payments paid by the 15<sup>th</sup> of each month, August – May. (A 5-day grace period is allowed. Payments received or postmarked after the 20<sup>th</sup> will be assessed a \$15.00 late fee. If the 20<sup>th</sup> falls on a weekend or holiday, payment is due the next business day.)
  - b. 2 payments - A 3% discount will apply if the full year's tuition or the full semester's tuition is paid during the first full week of the semester (due August 18, 2023 and January 5, 2024). If tuition scholarship monies are included in the semester/year's payment, the 3% will only apply to the family's portion of the payment.
  - c. 4 payments (required for those receiving the ESA scholarship) – August 15, October 15, January 15 and April 15.
4. A full month's tuition will be charged when a child attends school for any portion of a month. Refunds will be given for any remaining months after the month of the withdrawal. If you withdraw your child and have unused tuition tax credit money, the remainder will be returned to the Scholarship Tuition Organization.

5. A \$20.00 charge will be assessed for checks returned due to non-sufficient funds.
6. Accounts two months delinquent may subject the student to dismissal from school.
7. Report cards, diplomas, or transcripts will not be issued unless the account is current.
8. Re-enrolled students may not attend in the fall until the past school year's balance is paid in full.
9. If any questions or financial difficulties arise, please communicate with the school office/administration.
10. Half day kindergarten is available for 40% off the full day rate.
11. Tuition may be paid by check or paid online via credit card. However, the preferred method is by check as this saves the school approximately 3%.
12. A \$75.00 per sport fee is charged for 7<sup>th</sup> – 12<sup>th</sup> grade students involved in interscholastic athletics.

Tim Waycaster, our tuition accounts manager, will be available to assist with your Arizona tax credit contribution or scholarship questions, Empowerment Scholarship questions, and tuition account details. His email address is [twaycaster@acaeeagles.org](mailto:twaycaster@acaeeagles.org), or you may call the school office at (623) 582-6871.

## *Fundraisers*

### **FRY'S COMMUNITY REWARDS**

Fry's has a Community Rewards program. Create an online account and link your Fry's Shoppers card to the ACA account at [www.FrysFood.com](http://www.FrysFood.com). You need an e-mail address and your Fry's Shopper's Card number to register. The ACA account number is 80152. Please contact Linda Guthrie for information about this program. Purchases are tracked through the number on your card, and ACA earns up to 6% of purchases.

# *Scholarships*

We encourage families to take advantage of one of the two scholarship avenues:

1. Empowerment Scholarship (ESA)
2. Arizona's Christian education tax credits, available through organizations such as TOPS, ACSTO, ASCT, Arizona Scholarship Fund, AAA, and Arizona Tuition Connection

Direct links for these scholarship organizations are found on our website. Contact the school office for more information concerning these tuition tax credits.

If you expect Arizona tax credit contributions to cover any portion of your tuition, please encourage donors to make their contributions early. All tuition policies mentioned above will apply to your account until ACA receives your tax credit contributions.

# *Gifts to ACA*

ACA is a private, not-for-profit ministry of Northwest Valley Baptist Church, and receives no state or federal assistance. Financial gifts to the school are welcomed and greatly appreciated. If you want to give to specific needs of ACA, a list will be made available.

# General

## *Cell Phones*

Due to their unfiltered internet and potential for distraction, cell phones must be turned off from the time a student arrives on campus until he leaves. This no-use policy applies to all school trips, as well. Cell phones (and smart watches, Fitbits, etc. – any device that commonly has connectivity capabilities) on campus must be kept in the student's locker or in the school office during the school day.

The following times are **two exceptions to the phone use policy**, both of which are limited to the **locker area**:

1. Calls/texts to parents/rides/work from 3:15-3:30 p.m.
2. Calls during the 15 minutes following a sports practice.

If a child must make a call or text outside of these times, he is to get permission from ACA staff/faculty.

Use of a cell phone in school by a student during school hours will result in a detention and confiscation of the phone. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.

Use of a cell phone during a test for any reason (i.e., text messaging or photo use) will be considered cheating and will incur appropriate academic and disciplinary action by the administration.

## *Computers*

Students may use ACA computers for school assignments only. Students must have permission before they use these computers.



## *Food on Campus*

Food, snacks, and candy may be eaten on campus only at lunch time or designated snack time in the lunch area. Water bottles are allowed in classrooms. Chewing gum is not permitted on campus.

## *Lockers*

The office issues lockers and combination locks to students in grades 6-12. A student who damages his lock or shares his combination will be charged \$10.00 to replace the lock.

## *Lost & Found*

Any items found on the campus are placed in the office. These items may be displayed from time to time after school for parents to check for lost items. Unclaimed items will eventually be discarded.

## *Lunch*

For health reasons (dozens of students using the same microwave) and delaying when a student can begin eating (long lines at the microwave), students are not allowed to use microwaves to heat up/cook food from home.

No “uber eats” type deliveries are allowed.

Students may bring a lunch to school each day. Parents should provide their children with a lunch box/bag, a cold pack (as necessary), utensils, paper products, and necessary condiments; the office cannot provide these items. We invite parents to eat lunch with their children at any time. Please check in at the office for a visitor badge.

As an alternative to students bringing their own lunches, the senior class runs a school snack shop (Senior Store) where students may purchase pre-packaged entrees and other snacks and beverages. The Senior Store opens the third week of the school year. Purchasing from the Senior Store is a privilege which can be revoked. Elementary students may not purchase sodas or drinks that contain caffeine from the Senior Store.

## *Parent Volunteers & Visits*

We are thankful for parents willing to volunteer their time and abilities as needs arise. We request that volunteer workers dress in a manner similar to our staff and appropriate for the function. Parent volunteers must complete a screening form and agree to our child protection policies. Except for field trips, parents visiting campus should stop by the office to receive a visitor badge.

## *Pledges*

Students will recite these pledges in chapel and in the classroom:

**Pledge to the American flag:** “I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

**Pledge to the Christian flag:** “I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.”

**Pledge to the Bible:** “I pledge allegiance to the Bible, God’s Holy Word. I will make it a Lamp unto my feet and a Light unto my path. I will hide its words in my heart that I might not sin against God.”

## *Searches & Privacy*

ACA administration reserves the right to search without permission students' personal property for illegal or unauthorized materials or items. ACA will exercise this right as rarely and as respectfully as possible.

ACA reserves the right to view student email and social media communications including, but not limited to, student's acaeagles.org email accounts.

## *Security*

ACA has many policies relating to security. The following rules specifically apply to students.

- No students are allowed to open a door/gate for anyone without staff/faculty permission.
- No doors/gates may be propped open without staff/faculty permission.
- No security devices/extra locks may be used without staff/faculty permission.
- Lockdown drill protocols must be strictly followed.

## *Senior Trip*

Each year the senior class takes a trip in the spring. It is designed to be educational, enjoyable, and memorable. Students are responsible to raise funds for the trip. (Participation is not optional.)

## *Solicitation*

Solicitation is not allowed at ACA without special approval from the administration. Solicitation includes the selling of tickets or other items, distribution of political materials, petitions, etc.

## *Speech Therapy*

Possible speech needs are brought to the principal's attention; he then makes contact with an area public school that offers speech testing and therapy. Interested or concerned parents should contact his child's ACA teacher or the ACA principal.

## *Transportation*

Parents who wish their children to carpool with another family must submit a transportation permission form to the office. The school office can provide parents with a list of families in their area who could potentially participate in a carpool.

The following policies apply to students with vehicles:

- Students must complete a vehicle permission form to drive vehicles on school property.
- Students must park in the south half of the front lot.
- Students must not be in the parking lot unless they are arriving or departing in a vehicle whose driver is present.
- Students may only go to their cars during the day with office permission.
- Students may only ride in vehicles driven by fellow students if both sets of parents and the office permit.

## *On-Campus Traffic*

- The speed limit is 15 mph.
- Keep the drop off and pick up traffic line moving. Do not stop to visit. Please ask your children to exit your vehicle quickly.
- Do not drive out of the car line/traffic circle, or cut through the parking places.
- Children are to only exit the vehicle on the passenger side.
- Pull ahead as far as possible before loading/unloading.

# Music

## *Program Goals*

The music program of Arrowhead Christian Academy develops experiential appreciation for music as a good gift of God and a reflection of His image in us. We want each of our students to gain the following through their time in the ACA Music Program:

- Working knowledge of the basic elements of music
- Discernment and taste in evaluating music of any kind
- Musical skill that enhances life and translates well into local church music ministry

## *General Music*

General music instruction is given to students in Grades K to 4. These classes teach the basic elements of music, in an atmosphere of participation.

## *Choirs*

ACA has four curricular choirs that rehearse regularly. Singing in rehearsal and public performance builds a singing culture at ACA of confidence and cooperation in singing.

## *Bands*

ACA's band program has three phases: Group Lessons/band (Grade 5, required), Middle School Band (Grade 6-8, required), and Concert Band (Grades 9–12, elective). Students enrolled in Concert Band but not up to its skills requirements may be provided remedial instruction in a weekly Band Workshop rehearsal. The Middle School and Concert Bands perform publically at school programs and as other opportunities arise.

## *Private Lessons*

Private piano, brass, woodwind, and string lessons are available on campus during the school day and after school, for a fee. Enrollment in these private lessons occurs at the beginning of the school year.

## *Musical Style*

Due to its academic nature and connection with Northwest Valley Baptist Church, ACA adopts a traditional style of music in its instruction and practice. This approach will permeate all school functions, including group travel to and from school activities. We ask that ACA families cooperate graciously with our music style preferences at school functions.

# Athletics

## *Philosophy*

We believe that God intends regular exercise to promote good health, provide needed recreation, and develop personal discipline. Students are therefore encouraged to approach **physical education** with diligent effort.

**Sports** teaches valuable lessons in social interaction, personal discipline, and a godly response to pressure.

## *Physical Education*

A consistent physical education program is offered to students in Grades 7-9. Students must purchase the standard ACA P.E. uniform at the beginning of the year. Students must wear athletic shoes to P.E. Shorts must come to the knee.

## *Interscholastic Sports*

Interscholastic sports provide an opportunity for students Grades 7–12 to develop and excel athletically. ACA currently offers boys' and girls' soccer and basketball. Participation in interscholastic sports is a privilege subject to the guidelines below.

### PRE-PARTICIPATION REQUIREMENTS

1. Complete the Pre-Participation Physical Examination form available in the school office. A physician must complete the examination portion of this form; the student and parent must complete the evaluation portion. This form is due before the first practice.
2. Complete student registration and parent agreement; pay sports fee (\$75 per sport). Students may participate in games

and travel with the team only after they have paid the sports fee.

## ACADEMIC REQUIREMENTS

A student must earn a C average and no F's to be eligible for interscholastic competition. Details of how this is implemented will be communicated by the coach prior to the season.

## ATTENDANCE REQUIREMENTS

To participate in a game on a particular school day, a student must be at school that day by noon unless he is taking a planned absence. Students suspended from school may not participate in the game or travel with the team on that school day.

## CONDUCT REQUIREMENTS

The privilege of sports participation is subject to an athlete's conduct. Students who are suspended from school or serving excessive detentions may be suspended from one or more games—or possibly the entire season.



# Expectations

## *Philosophy*

The student **appearance and behavior expectations** find their source in our core value of love (for God and others) and engagement in learning. Some of ACA's student expectations are based in God's moral truth. But others are rules meant to enable our small community to function together well for the purposes of learning. We believe that a structured environment minimizes potential interpersonal conflicts and ultimately reflects the orderliness inherent in the character of God Himself.

We want to **communicate clearly** our expectations, in a form that everyone can easily understand and fulfill. This is not to *cause* our students frustration, but to help them *avoid* it. Expectations easy to understand are easy to meet—and harder to break by accident.

Students should maintain a blameless **reputation off campus** by avoiding activities that do not glorify God or promote spiritual growth. Our goal is that each student would develop the **discernment** to make such decisions from his own heart. However, explicit standards become a guide for that growing discernment.

ACA believes in **consistent discipline** as a means to a higher end. We see that God intervenes when His children disobey. Hebrews 12 teaches that this intervention proves His love and favor. Biblical parental discipline follows the same model. By the same principle, ACA must respond when our students disobey. Because we love them, we will attempt to consistently, patiently, and lovingly inform students when they are not meeting expectations.

Different degrees of punishment communicate the different levels of seriousness we assign to infractions. (For example, we respond to our students' open disrespect more severely than to their tardiness. This policy communicates that we place greater importance on respect than punctuality, although we value both.)

We recognize that discipline brings discomfort. God's Word tells us that His discipline does the same—it is “grievous” (Hebrews 12:11). But Hebrews 12 also teaches that God's purpose in discipline is to sanctify—to make us holy. “He [disciplines] for our profit, that we might be partakers of His holiness” (12:10b). In disciplining our students, we endeavor to share this motive.

In all of our disciplinary endeavors, we still recognize that true holiness begins in the heart. We do not merely want outward conformity; we desire “heart obedience.” When ACA works with an outward problem, our goal and prayer will be a change of heart.

## *Appearance*

ACA endeavors to consistently apply the following three principles in all of its **appearance** expectations (listed in order of importance): modesty, appropriateness, and gender distinctiveness. While we acknowledge that not all believers will apply these principles in the same way, we ask that for the sake of unity our students defer to the standards we have established for our campus.

### UNIFORMS

To simplify adherence to our appearance code, ACA uses a school uniform. A basic summary is as follows: Khaki, blue, or black pants (guys) and skirts (girls); and any solid color polo shirt. Please refer to ACA's approved uniform list for more specific information. (See Appendix D.)

## GENERAL GUIDELINES

1. All students should be clean and neat in appearance.
2. Accessories (jewelry, belt buckles, shoes, etc.) may not have inappropriate symbols or writing on them (e.g., Gothic or rock band symbols).
3. Athletic shoes that are clean and neat are allowed.
4. Outerwear worn during the school day must be solid colored with no writing and worn in the way it was intended.  
(Exception: a small logo no larger than approximately 3 inches square is acceptable.) Personal outwear worn before and after school, and at lunch/recess must be free of inappropriate symbols/writing. Hooded sweatshirts must be worn with the hoods down.
5. Sunglasses may not be worn.
6. Tattoos, including henna tattoos, drawing, and writing on hands/arms is not allowed.
7. Failure to follow the appearance code may result in after-school detention.
8. The administration will make the final decision on whether a student's appearance meets expectations.

## GIRLS' APPEARANCE

1. Girls are to wear skirts and shirts listed (or similar to those listed) on our approved uniform list. The skirts may not have a slit in the front or on the sides.
2. If a girl chooses to leave a shirt or blouse untucked, no other top (e.g., t-shirt or camisole) may show below the shirt tail. Sleeves of polo shirts must remain unrolled.
3. Skirts should come to the knee when sitting, standing, or walking. Slits must be no higher than knee length.
4. For modesty during recess activities, elementary girls should wear shorts under their skirts/jumpers.

5. K-6th grade girls should not wear backless shoes or backless sandals. K-12th grade girls should not wear beach-style flip flops, slides, slipper-style shoes, or Croc style shoes.
6. Hairstyles must be feminine and not distracting. (Girls who choose to dye their hair must choose a natural color.)
7. Girls should not use excessive makeup.
8. Jewelry may not be excessive. Ear piercings are limited to the earlobe, and only two sets of earrings may be worn at once.

## BOYS' APPEARANCE

1. Boys are to wear slacks listed (or similar to those) on our approved uniform list. Slacks must be worn with a belt and at the natural waistline.
2. Shirts must be tucked in. Colors or writing on undershirts should not show through the shirt. Sleeves of polo shirts must remain unrolled.
3. K-5<sup>th</sup> grade boys may wear shorts listed on our uniform list. These shorts must come to the knees and be worn with a belt (if the shorts have belt loops).
4. Boys may not wear necklaces, earrings, or headbands.
5. Boys should not wear hats during the school day.
6. Generally, boys' hair must have a neat appearance and not be distracting. Hair should be off the ears and collar, out of the eyes, and not bushy. No hair coloring is allowed—including bleaching, striping, highlighting.
7. Boys must be clean-shaven at all times. Sideburns can come to the bottom of the ear.
8. No flip flops, slides, sandals, slippers, or Croc style shoes.

## SPORTING EVENT ATTIRE

ACA does not have specific guidelines for students who come to interscholastic games. Spectators are expected to dress according to

the principles of modesty, appropriateness, and gender distinctiveness.

## *Behavior*

### ON-CAMPUS BEHAVIOR

#### CAMERAS

Use of cell phone cameras is not allowed on campus unless the administration has granted permission. Yearbook students must have permission before using their cameras on campus. It is illegal to use a camera of any type in a restroom or changing area.

#### DISRESPECT

ACA students ought to respect people and property at all times. The following are examples of disrespect:

- Inappropriate or disruptive classroom behavior
- Fighting, horseplay, and destruction or defacing of other's property

#### DISHONESTY

- Dishonesty in any form (lying, cheating, stealing, etc.)

#### INAPPROPRIATE LANGUAGE & LITERATURE

The Bible teaches that language can build up or tear down and that blasphemous language is an affront to a holy God. The following do not meet our expectations regarding speech:

- Swearing or words that “sound like” swear words
- Blasphemous or inappropriate language
- Crude or vulgar conversation (verbal or written)
- Vulgar literature (Possession may result in immediate suspension from school; a second infraction may result in expulsion.)

## PROHIBITED ITEMS

The following items are prohibited during normal campus operations, unless given special permission by a staff member: toys, games, music, non-academic books, digital devices, cameras, card collections, or other similar items.

The following items are prohibited on school property, at school activities, and on school trips: knives and other weapons; fireworks, matches, and lighters; electronic games, laptops, Kindles, iPads, and other mobile devices; laser pointers; skateboards; animals; toys, headphones, and earbuds, items related to prohibited behavior such as tobacco products, vaping paraphernalia, etc.

## OFF-CAMPUS BEHAVIOR

Some activities to avoid include (but are not limited to) the following: pornography or other inappropriate internet usage; inappropriate texting, e-mails, social media, etc.; gambling; ungodly music, videos, TV, movies, or video games; and illegal substances.

The administration reserves the right to make special requirements as necessary to preserve the positive spiritual climate of the classroom and campus in accordance with this handbook and our doctrinal statement (Appendix A).

## SEXUAL IMMORALITY

ACA believes that the Bible prohibits sexual immorality of any kind (see #17 & #18 in Appendix A), including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman.

On those occasions in which a particular family or student is acting counter to or in opposition to the biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole

discretion, to refuse admission to an applicant or to discontinue enrollment of a current student.

This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated in this handbook.

Physical contact between members of the opposite sex is not allowed on campus; physical contact between members of the same sex should avoid any form of sexual insinuation.

## INTERNET BEHAVIOR

ACA students are expected to respect the communication standards of the school in all phone/online communication. A helpful test for whether something is appropriate is this: would this be acceptable if I posted it on the outside of my ACA locker?

Inappropriate phone or online communication is legitimate grounds for disciplinary action by ACA. Students who claim to be involved in sinful activity (such as drinking, smoking, use of drugs, sexual activity, etc.) will be dealt with as if their claims are true.

ACA expects and urges parents to be actively involved in protecting their children from the dangers of the Internet.

## *Discipline*

### METHODS

Major infractions may be met with consequences such as work details, detentions, suspensions, or expulsions. Our disciplinary process will often include parental conferences, discipline reports, counseling, and related projects.

ACA does not administer corporal punishment.

Most infractions on campus are met with the correction system outlined below.

## CORRECTION SYSTEM (GRADES 6-12)

“Minor” violations (e.g., unprepared for class, homework not complete, late for class) will result in **demerits**. An accumulation of four demerits will result in a 1 hour after school **detention**.

1. At the end of each academic quarter, all correction demerits that have not resulted in a detention will be forgiven. The last week of each marking period, however, will be considered “swing week”; unserved demerits earned that week will count toward the next academic quarter.
2. “Major” violations (e.g., disrespect) will result in an automatic detention. A repeated minor violation may also result in an automatic detention.
3. The following results may apply as detentions accumulate:
  - a. 5 detentions in a quarter – 5 days of lunch isolation
  - b. 10 detentions in a semester – 10 days of lunch isolation and possible Saturday detentions served going forward
  - c. 15 detentions in a semester – 20 days of lunch isolation
  - d. 20 detentions in a semester – two-day in-school suspension
  - e. Students who continue to accumulate detentions after the two-day suspension may face expulsion, or they may be placed on probation, during which time their behavior must improve or they will be withdrawn.
4. More serious violations, such as lying, stealing, or serious disrespect, may result in suspension.
5. Students who are suspended are required to make up work for the day(s) of suspension. The academic penalty is 2 points/day of suspension off the current quarter’s numerical grades on a 100 point scale, in each subject.



6. The most serious violations on or off campus will result in expulsion. Violations include the following:
  - a. Drinking
  - b. Smoking/vaping
  - c. Illegal drug use or possession (including prescription drugs used or distributed inappropriately. All prescription drugs at school must be kept in the school office.)
  - d. Illegal weapon possession
  - e. Sexual activity or the promotion of an immoral lifestyle
7. More than one suspension in a semester may result in expulsion.
8. For a complete list of the grades 7-12 correction system, see “Appendix B.”

# Appendix A: Doctrinal Statement of NWVBC

The following doctrinal statement of Northwest Valley Baptist Church will be a guiding document for all Bible instruction; overall educational training; and policies, procedures and philosophical direction at Arrowhead Christian Academy.

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life (II Pet. 1:21; II Tim. 3:16-17).
2. We believe in one God, eternally existing in three persons— Father, Son, and Holy Spirit (Gen. 1:1; John 10:30; Matt. 28:19; Acts 5:3-4).
3. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the virgin Mary, and is true God and true man (Isa. 7:14; Matt. 1:18-25; Col. 2:9).
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also the spiritual death which is separation from God, and that all human beings are born with a sinful nature and are now sinners by birth and by choice, positively inclined to evil, and therefore under just condemnation to eternal ruin without defense or excuse (Gen. 2:17; Rom. 5:12-21; Psalm 58:3; I Cor. 2:14; Rom. 1:20; Gen. 1:26-27).

5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood (I Cor. 15:1-4; II Cor. 5:21; I Pet. 2:24; Rom. 5:8-9; I Pet. 1:18-19).
6. We believe in the bodily resurrection of our Lord, His bodily ascension into heaven and His bodily presence there for us as High Priest and Advocate (I Cor. 15:1-4, 20-25; Acts 1:9-11; Heb. 7:25).
7. We believe in the “blessed hope,” the personal, bodily, pretribulational, premillennial, and imminent return of our Lord and Saviour Jesus Christ (II Thess. 2; John 14:1-3; Matt. 24:44).
8. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and are thereby children of God and are eternally saved (John 1:12; Gal. 3:24-26; I John 5:13).
9. We believe that Satan is literal and personal, the agent of the fall, the prince and power of this world and that he shall be judged and eternally punished (Rev. 20:1-10; Eph. 2:1-4).
10. We believe in the bodily resurrection of the dead; both of the just and unjust. We believe in a literal heaven and a literal hell; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment (Luke 16:19-31; II Pet. 2:9), at which time their bodies shall be raised from the grave, they shall be judged according to their works, and cast into the place of final

and everlasting punishment (Mark 9:43-48; I Thess. 4:16-18; Jude 13; Rev. 20:11-15, 21:8).

11. We believe that immersion is the only form of baptism revealed and commanded in the Scriptures, that it has no saving power but is only for those who are already saved; and that the new birth, which comes through repentance and faith in the Lord Jesus Christ, is the Scriptural prerequisite for baptism; therefore, only those who are old enough to believe for themselves should be baptized (Acts 2:38; Rom. 6:3-5).
12. We believe the Lord's Supper is a memorial of the death of Christ and that only those who have been saved through faith in His atoning blood and are walking in obedient fellowship with Him ought to partake of it. We do not believe in closed communion (I Cor. 11:23-32).
13. We believe that the Bible teaches that the following offices of the church should be held only by men: pastor, assistant pastor, deacon (I Tim. 3:1-13; Acts 15).
14. We believe that all saved people are called to a life of separation. This separation is in at least two areas: personal and ecclesiastical.
  - a. Personal: Every believer should live a life that is holy, showing a difference between God's children and the world. This includes obedience to the plain commands of Scripture and obedience in areas of conscience as dictated by biblical principles.
  - b. Ecclesiastical: While recognizing the unity of all true believers, it is also evident that unbelief and error in many

organized fellowships have developed to the point that recognized and indisputable apostasy exists. We, therefore, disavow the position of the World Council of Churches, the National Council of Churches, and any other association or fellowship that would follow their principles of compromise with apostasy. We stand in opposition to the Ecumenical Movement, Neo-orthodoxy, New Evangelicalism, and cooperative evangelistic programs between churches and organizations not of like faith (II Cor. 6:14-18; Eph. 5:11-12; Luke 12:51).

15. We believe that the modern healing and tongues movements are not in accordance with Scripture and are contrary to sound doctrine (I Cor. 13:8-11, 14:33, 40).
16. We believe that it is sin against God for a Christian to be a member of any secret society or lodge such as the Masons (II Cor. 6:14-17).
17. We believe that God has commanded that no intimate sexual activity be engaged in outside of a monogamous marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, polygamy, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:24; 19:5; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6-9; I Thess. 4:1-8; Heb. 13:4).
18. We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

# Appendix B: Correction System (Grades 7-12)

## **1-demerit infractions**

late to class or school	unprepared for class
no homework (1 demerit/day)	personal items left in improper place
littering, rock throwing	talking in class without permission
failure to follow directions	minor class disruption
idleness	unkindness
gum/candy/eating food at improper time/place	appearance code violation (immodesty must be corrected immediately)

## **2-or-more demerit infractions**

lunch disturbance	repeated 1 demerit infractions
tossing items in class/lunch	talking/inattention/distraction during chapel
minor horseplay	
rowdiness	

## **detention infractions**

repeated demerit violations	improper cell phone/smart watch use
major class or chapel disruptions	direct disobedience
locker tampering/getting into another's locker	major unkindness, bullying (see Appendix C for details)
unexcused absence from class	unexcused absence from required program
misuse of school property	

## **detention/suspension infractions (depending on severity)**

dishonesty, cheating, inappropriate achievement testing behavior

**demerit, detention, suspension, or expulsion infractions  
(depending on severity)**

inappropriate activity between a boy and a girl (ACA observes a no-touch policy.)	fighting or malicious threats
destruction/defacing of school property or others' property	stealing
inappropriate Internet viewing/activity/communication, etc. (includes cell phone use)	defiance
	disrespect
	inappropriate language
	inappropriate music
	having prohibited items at school

**expulsion infractions**

drinking alcoholic beverages	illegal drug use/possession
sexual activity or promotion of an immoral lifestyle	(including prescription drugs used or distributed inappropriately)
pornography	civil infractions
smoking/vaping	multiple suspensions

*The administration reserves the right to make a decision on activity that would affect the Christian testimony of the student and the testimony of the school, even though no specific written rule was in force governing such activity.*

# Appendix C: Anti-Bullying Policy

**Purpose** - ACA, in recognition of the need to protect the health, safety and welfare of its students, to promote and encourage the healthy development of our students and staff, and to address barriers to learning and to develop the bearers of God's image hereby adopts this policy. This policy supports promotion of the Biblical concepts of living peaceably with all men, (Romans 12:18) the "Golden Rule", (Matthew 7:12) and protecting the vulnerable (Psalm 82:3-4).

**Definition** Any intentional written, verbal, electronic, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

**Reporting** - Individuals can report bullying to any staff member.

**Investigating/Follow-up** - Harassment, intimidation, or bullying of any student on school property, on a school vehicle or at school sponsored events is expressly forbidden. The bully is subject to disciplinary action which may include demerits, detentions, suspension or expulsion from school.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Any student responsible for deliberately making a false report is subject to disciplinary action.



# Appendix D: Uniform List

The French Toast brand of uniform is the official uniform of ACA. This uniform is available for purchase all year long at frenchtoast.com. The French Toast brand is also available at some stores (Target, Sears, JC Penney). Besides the French Toast brand, we also allow uniform clothing to be purchased elsewhere as long as the appearance/material is similar. (Material in pants/skirts must be the cotton/polyester twill blend.)

All item numbers listed below, unless otherwise noted, are the French Toast brand item numbers.

## ALL GRADES

**Polo shirts:** All solid color shirts are allowed. The fabric may be interlock knit or pique. If there are any words or emblems on the shirt, they must be small (three inch square is acceptable).

## GIRLS

**Skirts** – colors allowed: navy blue, khaki, or black.

Length must be to the bottom of the knee when standing and walking, approved styles **ONLY**. Skirts must not have slits in the front or sides. Back slits, not above the knee, only are allowed. Adjustable waist front pleat calf length skirt #1691, kick pleat skirt #1268 and pleated skirt #1066.

**Jumpers** (K-3rd only): V-neck, pleated jumper #1046, pleated hem jumper #1352, twin buckle tab jumper #1285 and 2-in-1 pleated dress #1451.

**Blouses** (K-6<sup>th</sup>): Long sleeve Peter Pan collar blouse #1594, Short sleeve Peter Pan collar blouse #1593, Oxford blouse short sleeve #1378, Oxford long sleeve #1377 or the solid color polo shirts, as noted above.

## **BOYS**

**Pants** – colors allowed: navy blue, khaki, or black.

Adjustable flat front double-knee pants #1519 or adjustable pleated front double-knee pants #1520.

**Shorts** (K-5<sup>th</sup> only): knee-length flat front adjustable waist short #1431 or pleated knee-length shorts.

**Shirts** (K-6<sup>th</sup> only): Oxford short sleeve #1020, Oxford long sleeve #1017 or the solid color polo shirts, as noted above.