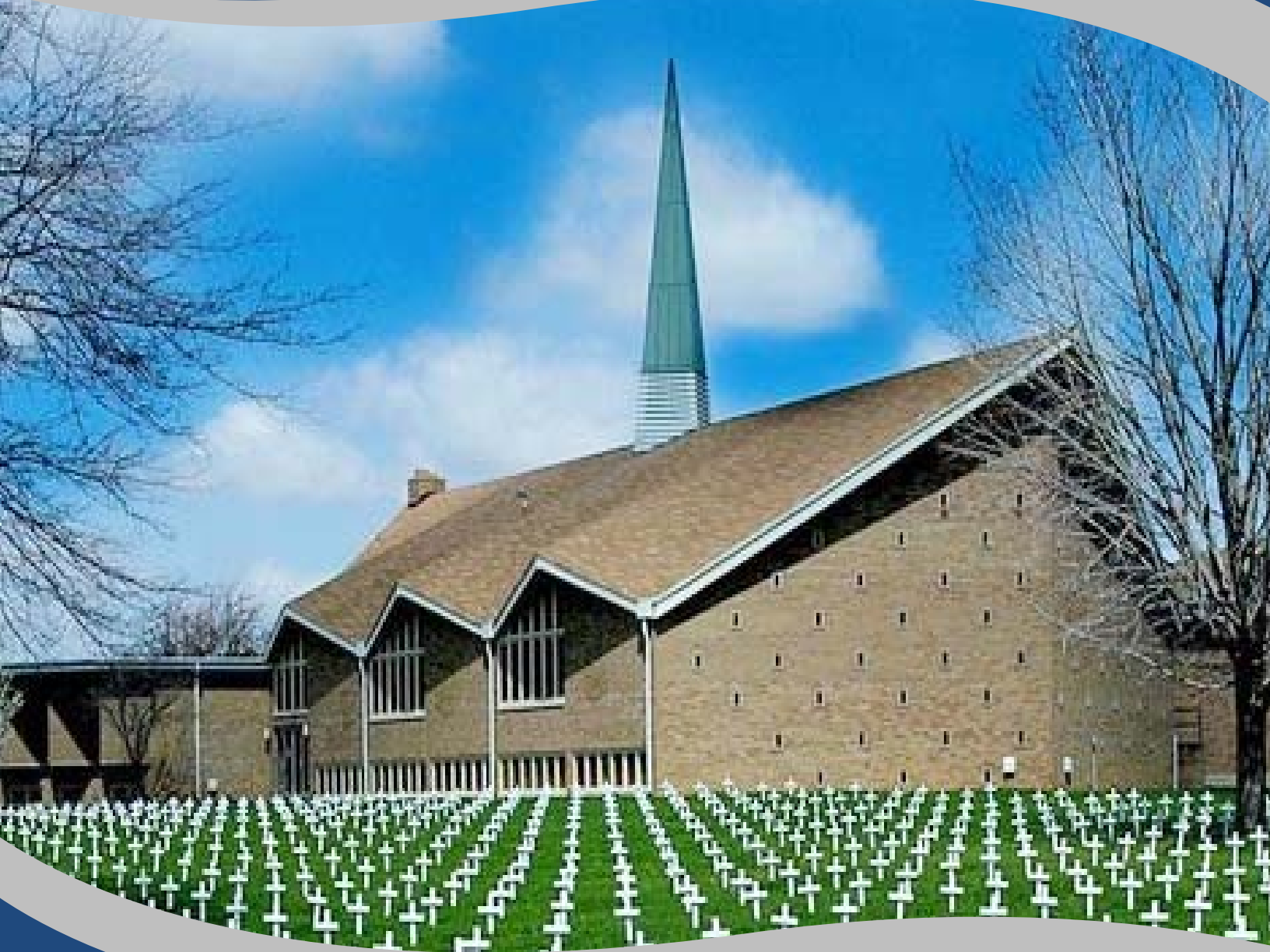


ALLIANCE FRIENDS CHRISTIAN ACADEMY

1307 West State Street
Alliance, Ohio 44601



**Alliance Friends Church
INTRODUCES
Accelerated Christian Education**

AFCA Handbook

July 2018

"We're All about Christ in the Classroom"

IN LOVING MEMORY

Special acknowledgement must be given to our beloved friend who first dreamed of this school many years ago.

We owe a debt of gratitude to **Lisbeth E. Stanford**, former Christian Education Director at Alliance Friends Church. We miss her dearly.

Her influence and spiritual wisdom inspire us still.



TABLE OF CONTENTS

I. POLICIES	Our Commitment.....	4
	What We Believe.....	4
	Purpose.....	5
	Admission Statement	6
	Accreditation	6
	Biblical Morality	6
II. PROGRAM	Part A	7
	What Is ACE?	7
	ACE Assures Parents of What?	7
	Our Uniqueness of the Bible Based Program.....	7
	Professional Expertise	8
	Three Levels of Learning	8
	Knowledge, Understanding, Wisdom	8
	PART B	9
	Homework	9
	Progress Reports	9
	Extracurricular Eligibility	10
	Application for Privilege	10
III. PROCEDURES	Admission Mechanics	11
	Tuition Costs	11
	Our 2 Payment Options.....	11
	Attendance	12
	Medical Guidelines	12
	Parental Involvement	12
	Parental Interaction with Staff.....	13
	Our Process for Conflict Resolution	13
	Visitors	13
	Field Trips	13
	Fire and Tornado Drills	14
	Annual Awards Night	14
IV. PRACTICES	Behavior and Language	15
	Clothing and Personal Appearance	15
	Personal Property	17
	Lunch	18
	Equipment and Building	18
	Books, Magazines and Digital Media	18
	Phone Usage	18
	Discipline in a Nutshell	18
	Detention	18
V. PRINCIPLES OF LEARNING CENTER RULES	General	20
	Student Centers / Offices	20
	PACES	21
	Congratulation Slips	21
	Scoring Station	21
	Testing Table	21

I. POLICIES

OUR COMMITMENT

Alliance Friends Christian Academy will provide an Individualized Educational Path which presents all academics from the distinct and ever present lens of a Biblical world view. We provide a safe, structured and loving environment in which children grow in intellect and in social adjustment to their individual potential.

WHAT WE BELIEVE

GOD: We believe in one eternal, omnipresent, unchanging, personal God who is perfect in holiness, the creator and preserver of all life. We believe God exists in three persons: Father, Son and Holy Spirit. We believe God reveals Himself through the Bible, through His creation, and through the Holy Spirit who works in the hearts of His people.

GOD THE FATHER: We believe in the Father as revealed in the Holy Scriptures, a person of the triune Godhead, Who sent His Son Jesus Christ for the salvation of the world. He is the Father in personal relationship to all who confess and follow Jesus Christ as Savior and Lord.

GOD THE SON, JESUS CHRIST: We believe that Jesus Christ existed first with God and was God, that He was conceived by the Holy Spirit and born of a virgin named Mary, and is the expressed image of the invisible God. He is the only perfect God-man. Jesus Christ is The Word, the Only Begotten Son of God and mankind's only means of eternal salvation. Jesus was crucified and died as the atonement for the sins of the whole world, making the *only* provision whereby people can find forgiveness of sins and cleansing from the stains of unrighteousness. There is no other name under Heaven by which we must be saved except the name Jesus Christ.

GOD THE HOLY SPIRIT: We believe the Holy Spirit is God present and active in our world. He is a divine person, distinct from the Father and Son, proceeding from both, with whom He is equal in authority, power and glory. The Holy Spirit is the invisible divine agent in the conviction of sin, to guide, to comfort, to sanctify, to purify and to seal the hearts of believers. He produces the Fruit of the Spirit and transforms people into the image of Christ.

THE BIBLE: We believe the Bible, both Old and New Testaments, to be the Word of the Living God. We believe it to be divinely inspired, inerrant and infallible. The Scriptures are the revelation of God's will for the salvation of humanity, and the divine and final authority for Christian faith and life.

SALVATION: Salvation is by the grace of God alone. We believe man can be restored to fellowship with God only by personalized repentance, by accepting the atoning death and resurrection of Jesus Christ,

OUR END GOAL

We are committed to Academic Excellence. We uphold Traditional Values. We nurture Christian Character. We are passionate about Service to Christ.

and by receiving the regenerating power of the Holy Spirit. Jesus alone is The Way, The Truth and The Life. Salvation is in His name alone.

HUMANITY: We believe humans were created in the image of God but rebelled against Him and are therefore fallen, lost and estranged from their Creator. They are under the sentence of death and in desperate need of salvation through Jesus Christ. We believe in the resurrection of all people: The saved to everlasting presence with the Lord; the lost to eternal separation from God.

FAMILY and MARRIAGE: The family is the basic unit of human relationship and, as such, is also the core foundational unit of society and the Church. (See Genesis 1:27-31; Psalm 68:6a; II Timothy 1:5.) We believe that marriage is the ordained union of one man (husband) and one woman (wife) into a spiritual oneness that no other human relationship can provide. We believe homosexual marriages and unions are in direct contrast to God's design and Divine Word. (See Genesis 2:18-24; Leviticus 18; Romans 1:26-27; I Corinthians 6:9-20.)

PARENTS: The responsibility of parenthood is given by God, and parents should continually turn to Him for wisdom and guidance. Parents have been given the spiritual, physical, material and educational stewardship to nurture and raise their children in the ways of God.

GOVERNMENT: We believe Scripture teaches respect for and obedience to institutions of government as long as the government decrees do not violate the Word of God.

PURPOSE

The Alliance Friends Christian Academy will provide an affordable, Bible based education to students in Alliance, Ohio and its surrounding area. It will serve to prepare students to be leaders of the next generation, learning to uphold high moral values, to exhibit personal responsibility and to exemplify Christ.

The goals of our school are to:

1. Offer affordable daily instruction based on Biblical principles, wisdom and character development.
2. Place children at exact academic ability in each subject through diagnostic testing.
3. Incorporate goal setting, motivation and academic excellence.
4. Utilize selected multimedia and computer technology.
5. Encourage parental volunteerism in the daily workings of AFCA.
6. Develop critical thinking skills.
7. Teach and reinforce Godly character in all our curricula.

What is the end result of our applied goals?

1. Each child learns to take responsibility for his or her own actions and education.
2. Each child progresses in his or her school subjects based on individual ability and self-discipline.
3. Each child grows in spiritual awareness and learns to pursue God foremost.

ADMISSION STATEMENT

The Alliance Friends Christian Academy does not discriminate on the basis of national or ethnic origin in admission. Nor does it discriminate in the application of its educational policies, scholarship programs, athletic and other school-administrated programs.

ACCREDITATION

Alliance Friends Christian Academy does not seek accreditation by any government educational institution, but we do endeavor to provide the highest possible academic program (Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. The registrars of higher level institutions evaluate their own admissions based on each student's academic aptitude through nationally standardized tests). AFCA's overall scholastic program is monitored by our sponsoring agency, Alliance Friends Church of Alliance, Ohio.

BIBLICAL MORALITY

The school reserves the right within its sole discretion to refuse admission of an applicant or discontinue enrollment of a student if the child's conduct runs counter to and overtly rejects the lifestyle that Alliance Friends Christian Academy exists to teach. This includes, but is not limited to, drug activity, sexual immorality, and willful verbal and/or physical abuse to fellow students as well as defiance to school authority.

II. PROGRAM

PART A

Welcome to a brand new educational option for students Grades 1-10! It's the result of a special merger which synthesizes the **Alliance Friends Church** facility and spiritual values with the national and scholastic integrity of **ACE (Accelerated Christian Education)**.

WHAT IS ACE?

There are five main components of the ACE curriculum. They are:

1. A child must be at a subject level where he or she can perform.
2. He or she must have reasonable goals.
3. The learning for each student must be controlled, and he or she must be motivated.
4. Learning must be measurable.
5. Learning is rewarded.

AFCA WILL USE THE ACE CURRICULUM TO PROVIDE:

- A solid, mastery-based, back-to-basics education for their child.
- A course of study diagnostically individualized to meet a child's specific learning needs and capabilities.
- A program incorporating Scripture, Godly character building and wisdom principles.
- A curriculum using computer technology to help ensure the finest education possible in today's high-tech climate.

OUR UNIQUENESS IS THE IMPLEMENTATION of a BIBLICALLY BASED PROGRAM

With ACE, Alliance Friends Christian Academy's purpose to provide educational materials goes beyond simply helping students learn the academics required to enter college or get a good job. We desire to build in students a life-long burning passion to learn and grow spiritually. It is one thing to want children to be successful but quite another to provide the academic and character training to ensure this accomplishment.

Godly character training is part of the ACE learning experience, and it prepares students to welcome and accept challenges and future opportunities. Sixty character traits, such as kindness, loyalty and honesty, are taught within the curriculum. Students can observe character development in the true-to-life curriculum models and then apply the Godly character lessons to their own lives.

Challenging and highly effective, the ACE program is an extraordinary educational approach, Biblical in its core, that prepares students for tomorrow's world while giving them traditional moral values that will last a lifetime.

The curriculum conveys Biblical values and concepts considered foundational to meaningful interpersonal relationships and productive learning which is life-shaping.

Accelerated Christian Education—a unique program for this time in history—is building Godly citizens and Christian leaders of tomorrow. ACE blends the educational needs of today with the traditional values of yesterday, and it seeks to incorporate the technological skills to prepare its participants for many productive tomorrows.

Our individualization helps produce academic excellence. Why is it that students who use the ACE program continue to demonstrate above-average achievement? One reason is that ACE students take responsibility for their own learning. Additionally, they receive character training in Biblical principles. ACE participants go on to higher education and into ministry, and they model a variety of professional pursuits with confidence precisely because of their superb educational background.

With ACE’s concept of individualized learning, students don’t just get by—*they get ahead*.

Professional Expertise

The ACE individualized curriculum has been carefully compiled to introduce children to concrete and abstract reasoning skills at appropriate age levels. ACE’s experienced writers and editors have meticulously chosen grade level vocabulary and concepts that move in a mastery-based format from simple to complex and from concrete to abstract.

Three Levels of Learning

The Accelerated Christian Education staff wants children to be *successful*. More than this, ACE provides the tools for training children so they can have the opportunity to be *productive*. The life of each child is too precious to be left to chance. Consequently, ACE has invested millions of dollars to develop a curriculum that can equip children so they will know how to think, act and live.

ACE’s individualized program introduces children to concrete and abstract reasoning skills at appropriate age levels in conjunction with their levels of maturity. Writers and editors have carefully developed a scope and sequence with vocabulary that moves from simple to complex and from concrete to abstract as our students progress from kindergarten through graduation. This Christian curriculum is structured to include all three levels of the learning process: knowledge, understanding and wisdom.

1. Knowledge

Before adolescence, children focus on each new concept from a mastery viewpoint—line upon line, precept upon precept; focus is on the “who, what, where and when” of information. Educators refer to this level of learning as the knowledge dimension. However, there is development from this stage of learning to cognitive learning.

2. Understanding

With adolescence, students concentrate on concepts that expand to the abstract or cognitive level. They also focus on why and how. This level is referred to as the understanding dimension of life. Students learn not only facts (knowledge) but also how those facts relate to culture, science, and history (understanding).

3. Wisdom

Perhaps the chief distinctive of the ACE curriculum is its focus on wisdom. Most curriculum publishers focus on knowledge (facts and information), and some publishers include understanding (relationship of information). But our Accelerated Christian Education curriculum is distinctive in its inclusion of *wisdom* as a deliberate aspect of the learning process.

The ACE curriculum is set apart from all other curricula on the market. The special combination of academics and methodology, based on physiological development patterns and Biblical principles, provides mastery learning, critical analysis, conceptualization, cognitive reasoning and life from God's perspective. We believe that these differences make ACE the most advanced educational package available anywhere in the world.

PART B

HOMEWORK

The responsibility for scholastic achievement is placed on each student. It's our belief at Alliance Friends Christian Academy, however, that *no student should need to take academic work home*. The goals set by our students are frequently reviewed by the Administrator and Director of Learning and are no more rigorous than a student is capable of completing in a day's time. Only if a student didn't meet his or her goals for that day, the work may be completed at home or after school in our Learning Center.

Students who have homework will be given a green slip which will list pages of work to be completed. The slip is to be signed by the parent and returned with the child on the next school day. Resource books may be taken home, but only with the school's permission. Each student may take up to two PACES home for homework each night. The same subjects should not be taken on consecutive nights.

PROGRESS REPORTS

Progress Reports are given to students to present to their parents following each nine-week quarter. The Progress Report must be signed by the parent and be returned to school on the next school day. In the case where a Progress Report is lost, a fee of five dollars will be charged for a duplicate card.

NOTE: It is our policy that no academic records at Alliance Friends Christian Academy will be sent to any other school until the student's account is cleared in full.

EXTRACURRICULAR ELIGIBILITY and PRIVILEGES

Students who maintain three stars in each of their five major subjects (Math, English, History, Science and Word Building) each quarter are thereby eligible for any extracurricular activities that are planned. If goals in all five subjects are not achieved, the Administrator and Director of Learning may specify comparable requirements for student qualification.

Honor Roll criteria for each academic quarter include:

- 1) Grade point average,
- 2) Academic balance and number of PACEs completed, and
- 3) Memorization of Bible Memory verses for each month.

Extreme chronic misbehavior may affect Honor Roll status. *Privilege status* is based on weekly accomplishment of PACE completion, Bible Memory verse memorization, and completion of other activities related to the level of privilege (Levels A, C, and E).

Students must also demonstrate acceptable achievement in Physical Education, Bible and other electives to qualify for special privileges. All students are eligible for sports and extracurricular activities for the first four weeks of the school year. Thereafter, the specific eligibility requirements mentioned above will be applied.

APPLICATION FOR PRIVILEGES

Students who believe they have fulfilled the responsibilities for a level of privilege status should request an Application for Privilege on the Friday before their week of status. The form should be completed and submitted that very day. It is the student's responsibility to request and return an application for privilege. On the upcoming Monday, the Director of Learning will present the privilege status emblem for the student to display during the week.

REMEMBER: Privileges are incentives designed to promote and reward learning achievement! A student may earn more and more privileges as he or she assumes more and more responsibilities.

III. PROCEDURES

ADMISSION MECHANICS

1. Visit www.alliancefriendschurch.org/AFCA to view the handbook or pick up your own copy of the AFCA Handbook at Alliance Friends Church to familiarize yourself with our new academic program.
2. Print out or pick up an application form.
3. Submit your application for admission to Alliance Friends Church, attention to our AFCA Administrator or our Director of Learning.
4. The Administrator of AFCA or the Director of Learning will schedule an interview with you and your child together.
5. Once the interview process is finalized, the necessary paperwork must be submitted and the registration fee paid:
 - a. Liability Release/Consent Form
 - b. Medical History Form
 - c. Transcript Release
 - d. Birth Certificate
 - e. Custody papers (where applicable)
 - f. IEP where applicable
6. All students must have had these immunizations (or a waiver form based on sincerely held beliefs against immunizations): DPT, Polio and MMR.

TUITION COSTS

Our cost per child is \$250 per month. However, if additional siblings are admitted, the tuition is reduced to \$215 per month for each added child from the same family. What does this mean for yearly tuition? \$2500 will be charged per year for the first child and \$2150 per year for each additional member of the same family.

In addition, there is an annual registration fee of \$125 per student.

PAYMENT OPTIONS

- 1) **Full Payment in Advance.** Entire payment must be paid by August 1 for the coming school year. If a student withdraws from school during the school year, 90% of the remaining quarters' tuition will be refunded. For example, if a student withdraws in the middle of the second quarter, 90% of the tuition for the third and fourth quarters will be refunded. Other fees are non-refundable.
- 2) **Ten Month Payment Plan.** For a family's financial convenience, the yearly tuition will be divided into ten equal payments, August through May. Payment is expected on or before the first school day of each month. The treasurer or other school representative will be present the first school day of each month at Alliance Friends Christian Academy until 9:00 AM and again at 3 PM. A written receipt will be given for rendered payment. **NOTE: If the monthly tuition is not paid by the end of any given month, the student will be considered withdrawn.**

ATTENDANCE

Alliance Friends Christian Academy opens each day at 8:30 AM, with the school day officially beginning at 9 AM and ending at 3 PM. Students should arrive prior to the 9 AM bell with ample time to plan for the day.

Parents must notify the school in the event of an absence on the day of the absence by calling or texting the Administrator or Director of Learning before 9 AM. Absences for reasons other than sickness and emergency will be excused only if arrangements are communicated in advance with AFCA.

Children are considered tardy if they are not stationed by their individual office when the bell sounds at 9 AM. A conference between parents and the Administrator or the Director of Learning will occur if a pattern of tardiness persists.

AFCA reserves the right to end a student's enrollment for chronic absences.

MEDICAL GUIDELINES

Children should be kept home if they are visibly ill. Students suffering from infections and communicable diseases will be asked to refrain from school attendance as long as symptoms are present. Work may be requested and provided to help the child stay relatively current with school studies if this is possible.

If a child becomes ill while at school, he or she will be isolated from the other children until a parent is contacted and other arrangements are made.

A written statement from the parent or child's doctor must be presented to AFCA, authorizing all medication that is to be given to a child. All medication must be labeled with the child's name. Medication must be given directly to the Administrator or the Director of Learning who will properly store and administer that medication after the Medical Authorization Form is completed and on file at Alliance Friends Christian Academy.

In the unexpected event of a medical emergency, the Administrator or the Director of Learning will contact the parents or family doctor or emergency services. Our best attempts will be made to contact parents first.

PARENTAL INVOLVEMENT

Parental interviews and conferences help promote understanding between parents and the faculty of Alliance Friends Christian Academy. Parents are encouraged and welcomed to participate in these informative sessions designed to assist them, their child and the school. Parents are equally encouraged to volunteer their time to assist with the school day functions and with overseeing field trips or other school activities. Positive relationships between home and school are what keep us thriving! This is our goal!

PARENT INTERACTION WITH STAFF

Students are expected to conduct themselves in a manner according to Alliance Friends Christian Academy's code of conduct. When misunderstandings or conflicts arise, or when you have questions about a school incident or need clarification of a guideline, your contacts at the school are most welcome!

In any school queries or child conflicts, we urge you to consider the following:

- Give the staff the benefit of the doubt.
- Recognize that a child's reporting home is often emotionally based and may not include all the facts which occurred.
- Realize that Alliance Friends Christian Academy has reasons for all its rules, and that those rules are enforced without partiality.
- Support the school by calling the Administrator or the Director of Learning for a more thorough gathering of the facts.

OUR PROCESS for CONFLICT RESOLUTION

1. Parents' and students' first level of due process is always to contact the **Director of Learning**.
2. If further attention is needed for clarification, the second level of due process would involve a scheduled meeting with AFCA's Administrator.
3. For extremely serious situations, you may request further clarification. To do that, your next option for resolution would be to request a formal meeting with the **Board of Alliance Friends Christian Academy** after you have submitted your concerns to them in writing. A special evening meeting and time will then be scheduled for you in order that other involved persons can attend.
4. Your final means of resolution if all of the above methods have been exhausted would be to submit a written request to meet directly with the overseeing **Alliance Friends Elders of the Church** and attach a summary of your concern. Just as with the Board of Alliance Friends Christian Academy Step 3 above, the Elders of the church will make every attempt to mediate with you and all other involved persons.

VISITORS

If parents and visitors would like to see our school in action, they're asked to call ahead for an appointment time. Likewise, parents who desire any kind of individual conference with Alliance Friends Christian Academy staff members should schedule an appointment by contacting the Administrator or the Director of Learning.

FIELD TRIPS

AFCA believes that field trips are a privilege, not an automatic right. Students who are at least on the level status of "A" that week will have the honor to participate. Field trips are held every other Friday to provide a regular incentive for those who meet all the minimum responsibilities of work and behavior excellence for the week.

All of our field trips are conducted under the supervision of our school officials and volunteering parents when needed. School trips aren't just about rewards and academic enrichment, good as that may be. They're also about teaching acceptable behaviors at different types of cultural, church and spectator events.

FIRE AND TORNADO DRILLS

A practice fire drill may be held each quarter during the school year. Students will be trained to exit the building in an orderly manner to a designated place of safety. Students are expected to walk in line and refrain from talking, pushing or running.

Students must also be instructed through occasional tornado drills. Students will proceed in an orderly manner to a designated place and assume a crouched position, learning to protect their heads and body in the unlikely event of a tornado.

ANNUAL AWARDS NIGHT

Gifts, certificates and diplomas highlight the Annual Awards Night held each spring. Students may be recognized for achievements in the following areas:

- Scholastic Achievement
- Director of Learning Award
- Most Improved Student
- Highest Overall PACE Average
- Best Office Award
- Scripture Memorization (9 monthly passages)

IV. PRACTICES

BEHAVIOR and LANGUAGE

It's difficult to speak of behavior without sounding negative and listing one "NO!" after another, but sometimes behavior boils down to just that. How simple it would be, and how ideal a school environment would seem, if all students simply kept their hands to themselves, kept hands off of others' property, and respected every person's "space" of at least six inches! Add in courtesy, kindness and patience and you have a winning classroom!

Put another way, Jesus' "Do Unto Others" Golden Rule applies everywhere: We expect students to interact with others in speech and deed the way they would want to be treated in return. It sounds so simple, right?

In that world, there would be no backtalk, no stealing, no profanity, and no destruction of property, no threats, no fights, no retaliation and no cheating. All of that would be replaced with the healthy respect *that each and every single classmate and all adults have value*. It would teach us that even others' belongings around us have value and that putdowns and name calling have no place at Alliance Friends Christian Academy.

Our staff will seek to model this very behavior that we desire for our students. At any time of day, our staff will pray with any child who needs to stop and take a breath, and to ask Jesus how to respond. **Doing this step first saves so much grief later.** We believe in prayer and readily ask the One who designed us to help us figure out how He wants us to react with our words and with our actions when things don't go our way.

CLOTHING and PERSONAL APPEARANCE

It's essential for Alliance Friends Christian Academy to have a warm but business-like atmosphere. Yes, while God looks inward and desires our character to grow, we still have this issue of outward distractions to handle in the way we dress, such as visible tattoos and body piercings. Modesty is our Biblical guide.

DRESS CODE REQUIREMENTS

All dress code requirements apply to any AFCA related activity. We'd like to keep our school focus on what's allowable, but we must mention these non-negotiables:

- Clothing should be loose, not form fitting, and not see-through.
- All shirts and tops should have sleeves. Lace or see-through sleeves only may be worn as long as no under-garment straps are being seen.
- T-shirts with graphics/words may be worn as long as they are appropriate and meet the length requirement, as stated in the current dress code. Exceptions include bands/groups of any (including Christian) kind, which are not allowed.

- Zip front and pullover hoodies following the same guidelines as t-shirts for words and graphics may be worn. Hoods are to be down when inside the church.
- Girls' tops should be long enough to reach to the bottom of back pockets, or to cover the entire buttocks. Necklines should pass the "3-fingers below the notch" rule, with no cleavage revealed, and straps should not show. If fabric is see-through, a t-top may be worn underneath. No crop tops are allowed.
- Undergarment straps should not be visible.
- Bellies and backs should always be covered, including when arms are raised overhead.
- All pants should be worn at the waist.
- Pants should not be tight fitting (not form-fitting), nor so loose they fall down.
- Sweats, running pants, jogging pants and pajamas should not be worn.
- For girls, leggings or stretch pants and tunic top combinations should not be worn.
- Shorts or leggings must be worn under all skirts and dresses. Ankle-length skirts do not require leggings, if their slits stop below the knees. A slip may be worn underneath.
- Girls may wear flowing dress pants with no zipper Monday, Tuesday, Thursday, or Friday.
- The length of a dress or skirt may come to above the knee whether standing or sitting. This includes any slits in the garment. The length of a dress or skirt will be measured at the top of the knee in front, and at the crease of the knee in back. The width of a dollar bill (2.5") is the unit of measure.
- Hair should be clean, neat and out of the eyes. Unnatural hair color is not permitted.
- Distractive jewelry, hair coloring, make-up and accessories should not be worn.
- Only girls may wear earrings.
- There are to be no facial or body piercings. Gages must be removed before school.
- Nails, natural or artificial, are to be kept at an active/sport length.
- Hats should not to be worn inside the church.
- Tattoos must be covered.
- Sandals with a secure backstrap may be worn; no high heels.

All dress code guidelines are subject to the discretion of the school's staff. Worship leaders, program participants, performer, speaker, etc. must comply with dress code or will not be permitted to lead in said activity.

We have one "dress up" day per week with more casual but modest guidelines for the other four days.

CASUAL DAYS (Monday, Tuesday, Thursday, and Friday)

Boys may wear shirts and their choice of dark or khaki-colored khaki pants, jeans without holes, or knee-length shorts. Girls may wear slacks, capris, jeans without holes, or skirts and dresses (shorts or leggings need to be worn under all skirts and dresses.) All attire must comply with the **DRESS CODE REQUIREMENTS**.

CHAPEL DAY (Wednesday)

Wednesday is our Chapel Day of the week, and we encourage students to dress up.

BOYS

Boys are to wear button shirts with a tie or bowtie. Shirts should be tucked in, and belts are to be worn with pants that have belt loops. Belts are not mandatory, except on Chapel Day with a tucked-in shirt.

Boys may wear their dress shirts untucked if they are wearing a vest or sweater over the shirt. Their shirts must be left on after Chapel, but they may be untucked for the afternoon. Ties are to be worn all morning and may be removed at lunch time.

GIRLS

Girls should wear skirts with a blouse or sweater, or a dress that complies with the **DRESS CODE REQUIREMENTS**. No t-shirts with words are allowed.

GYM ATTIRE (Thursday)

For gym, students may bring modest sweat pants or knee-length athletic shorts and a modest T-shirt or sweatshirt which meets **DRESS CODE REQUIREMENTS**, into which they change. After gym, they may wear their athletic clothes until the school day is over. Tennis shoes are always to be worn for gym.

The students may choose to wear their gym clothes the entire day **on the designated gym day** and may include loose-fitting “gym/basketball” shorts with an appropriate t-shirt. This applies to the younger students as well, only on gym day.

PENALTY OF VIOLATION OF DRESS CODE

- The student will be given an option of calling their parent to bring a change of clothing or wear an article of clothing provided by the school. These will include oversized shirts, sweatshirts and sweatpants. The student will need to wear the provided article until the replacement arrives.
- A picture will be kept on file of item(s) in violation of Dress Code and if the same is worn again, detention after school will be issued.
- Three dress code violations will result in a 30-minute after-school detention.
- Following one detention for dress code violations, any dress code violation results in another after-school detention.
- *Dress code committee members* will receive a detention for any violation of dress code. Repeated violations will result in dismissal from committee.

PERSONAL PROPERTY

Marked on, defaced, lost or broken property is to be replaced at the offending student’s expense. Guns, matches, lighters, cigarettes, knives, electronic devices, alcoholic beverages, narcotics and sexual materials will not be permitted.

LUNCH

Lunches are stored in a specified, protected place at the arrival of students each morning. Students should eat only in designated areas at designated times. Trash must be placed in wastebaskets. Assigned teams will clean tables. Students should then go to recreational areas after finishing lunch.

Students may not leave the school grounds during school hours without permission.

EQUIPMENT and our BUILDING

Other students' work areas are off limits. So are files and cabinets in the school work area. What about the church sanctuary and other parts of the building facilities? They, too, are off limits unless designated by the Administrator or the Director of Learning for a specific activity. Students are never—*under any circumstances*—to wander off. They must always ask for permission to leave their work station.

BOOKS, MAGAZINES, DIGITAL MATERIALS

All reading materials brought to school must meet the approval of the Administrator or the Director of Learning upon the student's arrival to school. This is a routine habit which must be observed each and every day.

PHONE USAGE

All cell phones must be placed in a designated secure location upon each student's arrival. If phone communication is necessary during the school day, students should first receive permission from the Administrator or Director of Learning.

DISCIPLINE IN A NUTSHELL

At Alliance Friends Christian Academy, discipline is maintained that is firm, consistent, fair and tempered with love. Our entire staff seeks to maintain standards of behavior throughout the day with kindness, love and a genuine regard for the individual child. When disciplinary action becomes necessary, all efforts will be made by our staff to be consistent and fair, tempered by good judgment and understanding. Corporal correction at Alliance Friends Christian Academy is not an option.

DETENTION

Demerits will be given for disturbances or broken rules. Three or more demerits in any one day will result in the detention time as follows:

- 3 demerits = recess detention or 20 minutes of after school detention
- 4 demerits = lunch & recess or 30 minutes of after school detention
- 5 demerits = 45 minutes of after school detention
- 6 demerits = 60 minutes of detention

When a child receives a detention, a “Corrective Action Notice” is sent home with the student and it is to be signed by the parent. This mandatory form must be returned the next school day. When a student has accumulated 12 demerits in any solitary week, he or she is automatically placed on probation.

Demerits are an indication that a child may need extra direction in the development of his or her character and self-control. Our staff believes detention time is an opportunity for discipleship and for addressing matters of the heart. Conferences with the AFCA Administrator or the Director of Learning and parents may be necessary. Disciplinary decisions, like other school issues, may be appealed to the AFCA Board, using the arbitration principles mentioned in the Parent-School Agreement.

V. PRINCIPLES of LEARNING CENTER RULES

GENERAL

Each student has his or her own “office” area study center. Students aren’t permitted to communicate or be away from their offices without permission. Turning sideways or around in one’s office, or tipping back the chair are behaviors that aren’t permitted.

Activity not directly related to the student’s prescribed assignments is not to be conducted in his or her office unless specific privileges have been earned and granted.

Small “flags” are used quietly and patiently to request the Administrator or the Director of Learning’s help or permission. What might constitute a flagging? A student may need assistance with academic understanding, or the Monitor may need to be sought for non-academic activities such as checking out a reference book, granting permission for a restroom visit, allowing a student to sharpen pencils, or approving reasons that may precede a student leaving his or her seat.

Candy is not permitted in school. Gum, on rare occasions, may be used as a privilege when authorized by the Administrator or the Director of Learning.

STUDENT CENTERS / OFFICES

Offices are assigned and changed only by the Administrator or the Director of Learning. All students must care for their own office spaces. Thumb tacks, a chair cushion, a desk mat and approved material for the bulletin boards may be used in one’s office after these items are approved by the Administrator or the Director of Learning.

Eating is not permitted in the student office. Students may have at their desks a clear, see-through water bottle with a lid that does not have to be removed for drinking. Students are not to lean against or sit on the office work area or on any dividers. Electrical outlets are for approved school equipment only. Students may bring a battery-operated personal fan for their office.

Goal and Progress Charts are to be placed in the student’s office as instructed by the staff. No marks are to be made on the Progress Charts, and \$1.00 will be charged for replacement.

What’s the Goal Chart all about? It’s to be kept up to date by using blue pen ink to set one’s goals. Goal Charts are to be posted on a student’s bulletin board. He or she should set the exact page numbers of the work for that day, and then cross off goals when they have been scored and corrected. Goal Charts must be kept neat with no excess markings.

PACES

A PACE is a thin workbook of the school that is used by an individual student and is not to be shared between students.

After a PACE is completed, the student waits until the next morning to receive the Mastery Test. Then he or she may wait an additional school day before receiving his or her test results and a brand new PACE.

All PACE work is done in pencil unless otherwise indicated. Work in all subjects must be done in cursive writing beginning with English PACE 1037. Work must be shown in math and science PACES.

Calculators and other electronic devices are not permitted except at the discretion of the Administrator or the Director of Learning.

CONGRATULATION SLIPS

Congratulation Slips should be taken home to parents the very day students receive them. This serves as both a weekly update of the student's achievement and as an encouragement for the student.

SCORING STATION

Score keys are to be handled carefully and are for scoring only. A red "X" should be marked beside each wrong answer in the PACE. Only the red pens supplied at the Scoring Station are to be used. Wrong answers are corrected in pencil at the student's individual office.

To rescore, the student should circle each red "X" in red when the answer is correct. When finished, pens and Score Keys are to be returned to the Scoring Station without lingering or disturbing others.

TESTING TABLE

After a PACE is completed, scored, restudied and turned back in, the Mastery Test is issued the next school morning. Tests are administered at the Testing Table. Students who score 80% or higher (90% for PACES 1001-1036 and all Word Building) are issued a new PACE. Test scores *below 80%* (or *below 90%* for PACES 1001-1036 and all Word Building) will result in repeating the PACE.

Check out the website www.aceministries.com for more detailed information regarding the ACE curriculum.