

Abundant Life
Christian Academy



Parent /Student
Handbook

2010 - 2011

Abundant Life Christian Academy

Student Handbook

Table of Contents

Mission	2
Philosophy	2
Goals	3
<u>General Information (Grades K-8)</u>	
Admissions Guidelines	4
Student Health and Safety	5
Parent Involvement	7
Communication	8
School Hours and Attendance Guidelines	9
School Attire	12
Code of Conduct	13
Standards of Conduct	16
Academic Information	18
Testing	19
Miscellaneous	20
Student Activities	20
Grievance Procedure	21
Students Discipline Guidelines	21
Tuition Payment Policy	22
Student Technology Policy	24

Abundant Life Christian Academy (ALCA), founded in 2009, is a private, nonprofit Kindergarten through eighth grade Christian school. It is sponsored and supported by the Nevada-Utah Conference, as well as, the Abundant Life Seventh-Day Adventist Church. ALCA supports the beliefs, standards and ideals of its church. Its educational Program is approved by the Nevada-Utah Conference and recognized by the State of Nevada. The school board supervises its operations.

This handbook outlines ALCA's policies, Programs, regulations, and requirements. The information included is, at the time of printing, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the course of the school year without prior notice. We acknowledge the Forest Lake Education Center for its student handbook, guidance, and contribution to this document.

ABUNDANT LIFE CHRISTIAN ACADEMY
A Seventh - day Adventist Institution
1720 North "J" Street
Las Vegas, NV 89106
Phone: (702) 647-2777 • Fax (702) 647-5326
<http://www.abundantlifechristianacademy.org>

The Abundant Life Christian Academy

Our school is a part of the world wide Seventh-day Adventist educational system which includes, elementary and high schools, colleges and universities around the globe. Together we are engaged in a Journey of Excellence which values innovation and continuous improvement.

Our Aim: Our aim is to provide an opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform lives, and to fulfill the commission of preaching the gospel to the entire world.

Our Mission: The Abundant Life Christian Academy is a Christ-centered school that creates a learning culture that reflects and reinforces Christian values and enables each student to become an independent and effective learner uniquely prepared for further academics and daily living.

Our Philosophy: We believe in the existence of the Creator God and regard his will and authority as the foundation of all true education. We believe the restoration of the image of God in the student is the supreme objective of Christian education and sets the educational agenda and curriculum. We believe that excellence in education embraces strong academics, recognizes the dignity of every person, and provides a learning environment where Christian principles are both taught and modeled. In addition, we recognize that Christian education is a cooperative effort that must include the home, the church and the school.

We believe that all students deserve to be challenged to achieve their full potential by educating the whole person, spiritually, intellectually, physically, and socially, to achieve academic excellence, to generous service as a way of life, to be sensitive to the needs of others, and to become active and committed members of the church and productive members of society.

“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is....It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”

-Education, p. 13

Our Goals:

1. Foster an understanding of the sovereignty of God which provides a framework for the application of knowledge and the integration of faith, learning, and redemption thus developing the spiritual, social, mental and physical aspects of Christian life.
2. Lead students into a personal knowledge and saving relationship with Jesus Christ in a manner that is conducive to the development of a commitment to the church and a life of service.
3. Encourage students to progress in developing their Christian characters and commit to living lives that reflect the virtues taught and modeled by Christ including justice, wisdom, courage, service, reconciliation, grace, and humility.
4. Uphold the dignity of every person creating a safe learning community where no one will be subject to ridicule or put-downs.
5. Give careful consideration to stages of development and styles of learning which vary with the abilities of each child, ensure quality instruction, and provide opportunities to develop to their full educational potential.
6. Provide a challenging learning environment that equips students with the skills to find, critically evaluate, organize, and apply information.
7. Provide a learning environment that fosters the value and rewards of personal discipline, hard work, personal responsibility and persistent effort.
8. Provide opportunities to develop life skills.
9. Secure committed and effective teachers/staff that are given appropriate tools and the necessary professional development opportunities to ensure educational excellence.
10. Conduct the education process in a manner that fosters a love of learning and inspires a desire to make learning a lifelong activity. This includes regular communication between the school, the home and the church recognizing that effective communication is a critical component of the educational process.

General Information

(K - 8th Grade)

Admission Guidelines

Admission Agreement. Parents and students seeking admission agree to support the school's principles, Programs and personnel and to act in harmony with the standards, requirements and philosophy of the school. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school's principles.

Non-Discrimination Policy. ALCA admits students of any race, color, ethnic background, country of origin, or gender to all the rights, privileges, Programs and activities generally made available to students. ALCA does not discriminate in administration of education policies, application for admission, scholarship Programs, or extracurricular Programs.

Seventh-day Adventist Churches. ALCA is established to provide an Adventist Christian education for the children of the members of Seventh-day Adventist Churches, and such other students as may be eligible.

Non-Adventist Students. Although ALCA is designed to educate Seventh-day Adventist students, we seek a diverse student population which shares our school mission and educational philosophy. Therefore, ALCA is committed to educate students from the community who exhibit a positive attitude towards school, are actively engaged in classroom learning, and desire a quality education in a Christian environment. Children of other Christian faiths are welcome.

New Student Registration. All new students must submit a copy of their birth certificate, current report card, recommendation forms, and an updated immunization form. New students will need a school physical completed in the State of Nevada, unless they have had a physical in another state within the past year. All forms and information must be submitted before the Admissions committee can act upon a new student's application. Testing is also required of all new students. A testing date will be assigned after all the forms are completed.

Entrance Age Requirements

- Kindergarten-at least six (5) years of age by September 30 of the current school year. A copy of the child's birth certificate should be on file upon initial entrance to the school program.
- Exceptions to this policy (for Kindergarten & First Grade): The school may waive the entrance age policy for a student transferring from a state with different entrance age requirements and admit them to Kindergarten or First Grade upon

proof of successful completion Kindergarten or First grade and a high score on a reading readiness test.

Admissions Committee. Admissions to ALCA will be determined by the school board based upon the recommendation of the Admissions Committee. The board reserves the right to refuse admission based upon:

1. Failure of parents and/or students to support ALCA's Mission, Philosophy, Goals, and Student Conduct Agreement.
2. Behavioral record.
3. Academic record.
4. Attendance record.
5. Outstanding school account with ALCA or previous school. Financial clearance and approval is necessary.
6. Request to transfer from another local school any time during the first or second semester of the school year.

Withdrawal. Withdrawal of all students must be processed through the school office. The school's withdrawal form must be properly completed for any student who withdraws. To withdraw, prior written notification is needed to give time to secure progress of final grades from the teacher(s), turn in textbooks, and receive financial clearance from the business office. Records will not be released until these steps are completed and there is no outstanding balance on the student's account. An exit interview is to be conducted by the principal or administrative designee.

Yearly Re-Enrollment. Re-enrollment dates are established annually. Completion of the registration form and payment of the annual registration fee will secure a position for the next school year. Re-enrollment will be guaranteed upon administrative approval, receipt of completed application, and payment of required fees and fulfillment of any existing acceptance conditions. Previous accounts must be paid in full or appropriate arrangements completed before acceptance is finalized.

Class Placement for Returning Students. All information is confidential to the Admissions Committee. This group considers placement carefully and has the best interest of each child and the overall Program in mind. Written requests can be granted. Decisions made by the Admissions Committee are final.

Student Health and Safety

Safety Drills. Safety drills are conducted monthly. Students are asked to walk to designated positions at the perimeter of the school campus to allow for emergency vehicles to have a clear path to the buildings and to ensure student safety.

School Delays or Closings. If there is a question as to whether the school is to be delayed or closed, staff, parents and students should be expected to be advised by the principal regarding such delays or closings.

Roller blades/Skateboards/Skates. Skateboards, roller skates or in-line skates are not permitted on campus at any time.

School Lunches. The Seventh-day Adventist Church recommends a healthful, vegetarian diet. All students are encouraged to bring a well-balanced lunch each day. Caffeinated beverages are strongly discouraged. Foods containing an excess amount of sugar (desserts, candy bars, etc.) should be consumed in minimal quantities, if at all. No meat products are allowed on school grounds.

Behavior Expectations. Good behavior and good manners are expected at all times. Loud or boisterous behavior is not acceptable.

Student Illness. Parents should not send their child to school if the student has been vomiting, has a temperature above normal (98.6 F), is suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, lice, flu, etc.) or has not sufficiently recovered from an illness. A child displaying any of the above illnesses should not be sent to school until they have been fever-free for 24 hours without using fever-reducing agents.

If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well being. The student's parents will be asked to take them home. If we are unable to reach a parent, the individual listed as the emergency contact on the registration form will be notified.

Medication Policy. Nevada law does not allow school personnel to administer medication without explicit written instructions. This includes prescription, as well as, nonprescription medication. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

1. A form, available in the office, providing the child's name, medication, dosage, times to be administered and parent's signature, must be filled out.
2. The medication must come to school in the prescription bottle or manufacturer's package. The student's name and written instructions must be on the label.

3. The medication must be sent or carried directly to the clinic or office. Medication may not be kept in the student's lunch box, locker or on his/her person. This is a violation of Nevada State law.

4. Medication records become a part of the student's record.

Insurance. The school purchases school accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by its insurance. All accidents must be reported immediately, as no claims will be paid unless an accident report has been filed.

Parent Involvement

The School Board recognizes that education of children is a process that involves a partnership between the child's parents, teacher(s), school administrators, and other school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer, serving as a field trip chaperone, Home and School participant, and other such services is critical to a child's educational process. For that reason, the School Board requires parental participation in the life of their child's school.

We are interested in enriching your relationship and affiliation with Abundant Life Christian Academy. Parent Participation is designed to foster opportunities for our parents to get to know one another and to support the mission of our school community. Having this requirement as a part of our school Program allows us to work together and minimize additional expenses for the operation of our school.

TIME REQUIREMENTS (per academic year)

Two-parent family= 30 hours

Single-parent family= 15 hours

Time vouchers are available at the school office and are often provided by the teachers at events. Such voucher must be signed by the ALCA staff member in charge of the event or assignment. Unsigned vouchers will not be credited.

Opportunities for Completing Parent Participation Hours:

- Field Trips
- Small group instruction
- Office/clerical work

Home and School Association. The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for the children of the church, and to provide an agency by which cooperation may exist between school and the parents and/or guardians of the students. Any adult member of the church or patron of the school who is willing to support the objectives of the Association may become a member.

A primary objective of the Home and School Association is to develop and improve relationships between parents and teachers. The Association may enhance the relationship by activities such as the following:

1. Periodic fundraising events.
2. Providing instructional resources.
3. Encouraging frequent communication between home and school.
4. Encouraging parents to visit the school.
5. Encouraging teachers to visit the homes of students.
6. Appointing room parents.
7. Providing volunteer services as requested by the school.

The Home and School Association leadership meets with school administration and the board chair at the beginning of the school year to formulate plans and annual goals. The leadership of the Home and School Association will work closely with the board to promote harmony and maximum effectiveness. The school does not endorse or support door-to-door solicitation. We encourage our students and parents to use other solicitation methods to raise funds for our approved school projects.

Communication

Office Hours. Individuals who wish to make an appointment with administrative staff are urged to call during regular office hours, 7:30 a.m. - 3:15 p.m. Monday through Thursday, and 7:30 a.m. - 2:15 p.m. on Friday.

Students. Any person wanting to speak to a student during school hours must first make arrangements with the front office. When necessary, the receptionist will deliver messages to your child.

Personal Calls. If a phone call becomes necessary, a student must acquire a phone pass from their teacher to use the front office phone. Parents should not contact students by phone. The administrative office will deliver messages to the students.

Cell Phones. Personal cell phones must be turned off during school hours. If confiscated, parents must retrieve cell phone from school administrator.

Visitors. All individuals wishing to visit, either on campus or in a school building, must check in at the office. If another student or child wishes to visit, please make prior arrangements with the office and classroom teacher.

New Parent and Student Orientation. It is essential that all new parents and their students attend this orientation. This meeting provides an opportunity for the administration, staff, and parents to get acquainted and review school policies and procedures. New students are strongly encouraged to attend this orientation meeting with their parents.

Back to School Night. This meeting is usually held the week before school starts. This event is for new and current parents to meet their child's homeroom teacher.

Parent/Teacher Conferences. Formal parent/teacher conferences are scheduled at the end of each nine-week grading period. All parents are required to meet with the classroom teacher at all parent/teacher conferences.

Parent Requested Teacher Meetings. School administration encourages parents to contact their child's teacher to discuss any concerns about their student. When requesting a teacher meeting, parents are asked to leave a voice mail message or to contact the teacher after they are finished with their regular school duties. Parents are asked not to make an appointment before school or during the regular school day. Please contact your teacher after dismissal and agree on a time that will work for both parties.

Student Grades for Parents/Guardians. A report card for all students will be issued after each nine-week period.

Progress Reports. Students in grades K-8 will receive an academic progress report at the midpoint (after 4 ½ weeks) of each grading period.

School Announcement Board. Located near the registrar desk is our school announcement board. Please check this board for pertinent reminders. Important announcements can also be found on our school website (<http://www.abundantlifechristianacademy.org>).

Special Programs. Informative notes will be sent home prior to any ALCA or Home and School function. Teachers will also send home notes about special activities and events.

School Hours and Attendance Guidelines

All students enrolled in school are expected to be punctual and regular in attendance. The school year consists of one hundred-eighty (180) school days. We encourage parents not to take their children out of school for vacation or for other reasons. It is recommended that medical appointments be scheduled after school or during school breaks.

School Hours. School hours are 8:00 a.m. - 3:00 p.m. Monday through Thursday, and 8:00 a.m. - 2:00 p.m. on Friday.

General Arrival/Dismissal Policies

1. The speed limit when driving on the school grounds is 5 miles per hour.
2. Drop off and pick up in designated areas only.
3. Do not leave your car unattended unless properly parked in a designated parking space.
4. Please be careful and courteous. Unload quickly and safely by opening doors away from traffic.
5. All drivers must be informed of these policies and procedures. Copies are available at the school office.

Arrival Procedures. You may drop off students as early as 7:30 a.m. Students who arrive between 7:30 and 7:50 a.m. must report to an assigned waiting area. Parents are urged not to drop off students before 7:30 a.m., unless they are enrolling their child in the Before School Care Program (if available). Teacher supervision begins at 7:30 a.m. Students will not be allowed in the classroom before 7:50 a.m. without permission.

Dismissal Procedures. The school day ends at 3:00 p.m. Monday through Thursday, and at 2:00 p.m. on Friday. Any student on campus after dismissal who is not in a supervised study hall or an approved school activity is required to go to Aftercare for supervision. If Aftercare is available, there will be a charge. (See financial information sheet). All students must be in the presence of an adult at all times.

Permission for Students to Leave School Grounds. No students shall be permitted to leave the school grounds during the school day without approval. A written consent from the student's parent(s) or legal guardian is needed, provided an acceptable reason is established.

Releasing a Student from School. The principal or designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parent(s) or legal guardian who has custody of the child. If an individual other than the student's parent(s) or legal guardian requests release of a student, the principal or designee shall obtain the parent(s) or legal guardian's consent prior to releasing the student. A picture id may be requested prior to releasing a student.

Attendance

- **Tardies.** Students are expected to be in their seats and ready to begin class at 8:00 a.m. Students who are not in class at 8:00 a.m. will be considered tardy. Students arriving after 8:15 a.m. must go to the registrar's desk. When the equivalent of 10 unexcused tardies is accumulated per nine weeks, a required parent conference will be scheduled with the principal.
- **Absences.** It is usual practice that a student may be absent from, or tardy to school only when he/she is sick, at a medical appointment, or attending the funeral of a relative. A written excuse from a parent or guardian is required for each absence, and the specific reason for the absence should be stated. Unless the work missed is satisfactorily made up, a student absent more than 20 percent of the school days (including excused absences) in any grading period may forfeit their grade and receive an "F" for that period. Parents should notify the school registrar prior to 8:30 a.m. if their child will be absent.
- **Excused Absences.** Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. In order to receive an excused absence, students should bring a note from home explaining the absence. In the case of illness or a doctor's appointment, a doctor's note is preferred. The following reasons are considered valid excuses for school absence. Illness of the student, death in the family, medical appointments, educational, family and church trips, unforeseen circumstances, etc. This list should not be considered all-inclusive.
- **Pre-Arranged Absences.** To receive an excused absence for essential family trips, church outings or any other extended absences, parents must pick up a Pre-Arranged Absence Request Form from the office. Parents must complete the form and have the principal and classroom teacher sign it at least two (2) days prior to the scheduled absence. If the form is not completed, the absence may be unexcused.

For an excused pre-arranged absence, work may be made up with no grade penalty. Students will be given at least one day (from the return) for each day of absence to complete work. Teachers need to provide basic daily assignments prior to absence.

- **Truancy.** Accurate and prompt reports of irregular attendance and truancy are required by law, and are to be furnished by the teacher to the principal. We will enforce Nevada's truancy laws and regulations.

Transportation

Parents are expected to arrange for transportation to and from school for their children. The school does not have a bus transport system. The office requests a written record of persons authorized to pick up your child, and must be notified by the parent/legal

guardian of any changes. To insure safety, students will not be allowed to leave school premises with an unauthorized person.

School Attire

General Expectations. All ALCA students must wear uniforms, purchased at **Campus Club**. Although **Campus Club** supplies specified clothing required by ALCA, only bottoms may be purchased at **Target**. Uniforms are to be clean and neat, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in self and school. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy.

Uniforms may be purchased at **Campus Club**, located at 2411 Tech Center Court, #107, Las Vegas, NV 89128. You may call **Campus Club** at 702.360.0555

Uniform bottoms may be purchased at your local **Target** store.

In addition to the above, the following standards are expected to be followed:

Shoes.

Acceptable:

- Closed-toe, strapped, or closed heel shoes.
- Shoes must have a strap on the heel.
- Tennis shoes for all physical education classes.

Not Acceptable:

- Flip-flops, sandals, or open-toe shoes.
- Shoe heels or soles should not be over two inches high.

Hair. Boys' hair should be clean, well-managed, natural color, non-distracting and off the collar and ear. It should not touch the eyebrow(s) in normal wear position, with no tails or ponytails. Girls' hair should be clean, well-managed, natural color, non-distracting and not an extreme cut.

Jewelry. Bracelets (except medical alert), earrings, rings, necklaces, chains or studs for initial stage of ear piercing are not to be worn at school.

Hats. Head coverings of any kind including hats, caps, bandanas or forehead bands are not to be worn in any classroom building.

Make-up. Make-up and nail color must be natural shades.

Code of Conduct

ALCA is a community of Christian individuals bound together by trust and respect for God and for one another. The standard of conduct at ALCA is based upon the belief that character and ethical standards must be both modeled and taught by the entire school community. Individuals must behave responsibly towards God, fellow students, faculty and staff, parents, and to themselves.

Each grade level establishes an effective and clear, age-appropriate classroom discipline policy. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy.

Levels of offenses and consequences have been established to effectively manage behavior issues and consequences at the most appropriate level. All consequences are at the discretion of the teacher, or Administration at the proper level of the offense.

Level 1 Offenses include, but are not limited to, the following:

- Academic dishonesty
- Gum chewing
- Drink or food in hallway
- Drink or food in classroom without permission
- Dress code violations
- Not following teacher's instruction
- Not following classroom procedure
- Minor disruption of teacher or instruction
- Name calling/teasing
- Late to class during academic day
- Inappropriate hallway behavior
- Inappropriate behavior during lunch
- Excessive noise
- Not following arrival or dismissal procedures
- Not following after-school procedures
- Leaving the building without permission

The classroom teachers handle Level 1 offenses at their discretion. Teachers may use progressive consequences such as warnings, time-outs, temporary removal from class, missing recess, etc. to handle these problems. Teachers will maintain a classroom record of offenses and consequences for each student as necessary. The Discipline Referral Form is used to notify parents of continuing problems.

Level 2 Offenses include, but are not limited to, the following:

- Academic dishonesty
- Recurring dress code violations
- Excessive or on-going teasing/name calling
- Disrespect
- Failure to be properly supervised.
- Inappropriate language
- Skipping class
- Major disruption of teacher or instruction
- Excessive roughhousing
- Third discipline referral form within the same semester

Level 2 offenses are referred to Administration for consequences, which may include parent conferences, in school suspension, suspension, depending upon the nature and severity of the offense.

Level 3 Offenses include, but are not limited to, the following:

- Fighting/Physical aggression/Confrontation
- Intimidation/Threat/Harassment
- Insubordination
- Inappropriate internet use
- Defacing property
- Theft
- Possession of controlled substances

Level 3 offenses are referred to Administration for consequences, which may include possible suspension of the student. The number of days depends upon the nature and severity of the offense. Severe or continued Level 3 Offenses may also result in conditional status or expulsion at the discretion of the Administration.

The following is an explanation of inappropriate Level 2 and Level 3 behaviors:

Academic Dishonesty. Students are expected to submit one's own work. Students should not violate ALCA's Code of Conduct and shall avoid situations that would compromise academic integrity. Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the school community. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentations, electronic dishonesty, and other types of academic dishonesty, including a production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

Recurring Dress Code Violation. Students are expected to follow the established guidelines at all times and respond immediately to needed corrections. Continued problems and refusal to immediately correct the problem will result in referral to Administration for appropriate action, including removal from class until the violation is corrected.

Excessive or On-going Teasing/Name Calling. Students are expected to treat each other with respect. A pattern of negative actions or comments made to, or about, other students will not be tolerated.

Disrespect. Students are expected to respect the authority of all teachers, staff, and administrators. Parent volunteers, visitors, or guests of ALCA shall be afforded the same respect.

Failure to be Properly Supervised. Students must be properly supervised during the school day. Students must be supervised by an adult after dismissal. Students not in after-school activities must attend the Aftercare Program.

Inappropriate Language. The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured is unacceptable. The possession of materials containing such language is also unacceptable.

Skiping Class. Students must properly report for all classes and may not be absent from a class without specific and written approval.

Major Disruption. Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away the learning opportunities of other students and will not be tolerated.

Excessive Roughhousing. Students are expected to follow fair rules of play and contact with each other. Roughhousing could result in injury and should be controlled.

Fighting/Physical Aggression/Confrontation. Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and the aggressive confrontation of a student are also included under this offense, even if there is not physical contact.

Intimidation/Threat/Harassment. A pattern of actions or statements directed at an individual or group that are intended to ridicule, put down, demean the individual or group, and/or actions that put an individual in fear of bodily harm will not be tolerated. Threats also include actions taken by a student towards the school buildings or facilities.

Insubordination. The refusal to follow the proper instruction of an ALCA employee is considered a defiance of established authority.

Inappropriate Internet use. Students may use school computers only for legitimate academic purposes. Students are prohibited from accessing or downloading information inappropriate or disruptive to the school setting. Internet use at any location that results in disruption to the school setting will not be tolerated.

Defacing Property. Students must respect the ALCA campus and the property of others. Any student who defaces or destroys the property of others will be held financially responsible for reparations in addition to the established consequences.

Theft. Students must respect the property of others and not take anything that does not belong to them.

Possession of Controlled Substances. Possession or use of alcohol or the possession or use of illegal or unauthorized drugs and medications on campus, or at school functions, is considered an extremely serious violation. This includes the sharing of medications with others.

Standards of Conduct

Certain behaviors are not in harmony with the Christian lifestyle and/or are contrary to the purposes of ALCA. We desire our students to exhibit the Christian lifestyle on and off campus. Because we wish to provide an environment that is safe and stimulates academic and spiritual growth we will abide by the following standards:

Respectful/Behavior. Each student is expected to maintain respect for teachers and staff, his or her classmates, and property. Classroom teachers will teach their students what respect for each person and property means. The basics in this are treating each person as valued and needed members of our community and caring for property in a way that does not degrade it.

Substances. Use, possession or trafficking of tobacco in any form, alcoholic beverages, illicit drugs or drug-related paraphernalia, narcotics or any substance used for narcotic effect will not be tolerated. This policy is in effect while a student is on school property, attending or participating in any school-sponsored activity, including any activity associated in any way with ALCA (such as off-campus school parties).

Weapons and Incendiary Devices. Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the administration.

Other Items. Skateboards, scooters, in-line-skates, televisions, radios, CD players, electronic games, personal handheld devices, pagers, pornographic or inappropriate magazines or material will not be allowed on campus.

Property Rights. Areas used by students to store their books and belongs are school property and may be searched by the faculty at any time. Belongings may be searched when there is reasonable suspicion that students possess prohibited material.

Civil Authority. It is important to know that should a student choose to participate in any act which is in violation of civil law; the act will be reported to the proper authorities in addition to being handled internally by the school administration.

Sexual/Racial/Harassment

ALCA is committed to providing a school environment free from sexual/racial harassment for all students. Incidents of harassment should be reported to the principal or teachers and appropriate action will be taken.

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature. Such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include, but is not limited to the following:
 1. Verbal, graphic and written harassment or abuse.
 2. Pressure for sexual activity.
 3. Repeated remarks to a person with sexual or demeaning implications.
 4. Unwelcome or inappropriate touching.
- Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race when such conduct substantially interferes with a student's academic

performance, or creates an intimidating, hostile, or offensive school environment. Racial harassment, as defined above, may include but is not limited to the following conduct, which is based upon race:

1. Epithets (name calling) and slurs.
 2. Negative stereotyping.
 3. Threatening, intimidating, or hostile acts.
 4. Written or graphic material that shows hostility or aversion toward an individual or group.
- **Specific Restrictions.** It is sexual/racial harassment for a student to subject another student, employee or non employee volunteer to, or be the subject of any unwelcome conduct of a sexual/racial nature from another student, employee or non-employee volunteer. All complaints will be investigated and resolved. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion.
 - **Reporting Procedure.** Students must clearly understand that conduct believed by them to constitute harassment must be reported to the principal/staff members. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must immediately refer that student to the principal to investigate the complaint. Students must clearly understand that they, and others supporting them, will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment because of participation in an investigation of an alleged harassment.

Academic Information

Curriculum. The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development, encouraging, guiding and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator. The textbooks and course material used throughout the school are in compliance with the recommendations of the Office of Education for the General Conference of Seventh-day Adventists and the state of Nevada.

Instruction. The instruction offered at ALCA in the academic areas includes math, reading, language arts, science, and social studies. Other areas of study include Bible/religion, communication skills, physical and life sciences, computers, health and safety, physical education, practical applied arts and fine arts. These are taught with the objective of developing character, witness and service abilities, physical and social skills, and career and work responsibility.

Library. All students will have access to the public library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family. This includes books available at the ALCA Library.

Textbooks. Students are expected to use their textbooks in a responsible manner. Therefore, the student must make restitution for any damage to a textbook.

Outdoor Education. Each spring there will be outdoor education. During this week, the students will study work, worship, play, and pray in God's great outdoors.

Music. All students in grades K-8 have the following music education opportunities.

Classroom Music. Students will develop musical skills and an appreciation for many different styles of music.

Recorder Ensemble. Students learn the fundamentals of music, such as acquiring, developing, and applying the knowledge of music theory, tone production, instrument care, fingering and breathing techniques.

Beginning Choir. Students learn singing techniques and basic music reading fundamentals. Uniform required.

ALCA Music Committee. The music department personnel and school principal meet bimonthly to review music department Programs and instruction. The committee also reviews all private lesson requests, the total number of music offerings that a student or parent has requested for the year and requests for withdrawing from an organization.

Withdrawal Policy from a Music Organization. If a student must withdraw from a musical organization, they can only drop at the end of a semester. Requests for withdrawing other than at the semester break must be reviewed by the Music Committee and School Principal.

Physical Education. All students in grades K-8 have regularly scheduled physical education classes.

Testing

Achievement Tests. Each year the Iowa Test of Basic Skills (ITBS) is given to all students in grades three through eight. All students should be in school during this time. This test is used to help identify each student's relative strengths and weaknesses in order to meet individual student needs. Testing results provide important information for tracking individual student growth and progress through school. A copy of the results will be given to parents. Testing dates will be announced through your child's teacher.

Placement Tests. Prior to admittance, a reading, mathematics, and nonverbal reasoning test is given to all new students in grades K-8.

Miscellaneous

Students will need to participate in the supervised program when parents are not able to be at school by the end of dismissal. The Aftercare Program provides study time, play time, instructional centers and a snack.

- Regular aftercare hours are from 3:15 p.m. - 6:00 p.m.
- Students must sign in when entering and parents must sign out when picking up their children.
- Parents must go inside the aftercare facility to pick up their children.
- Parents must sign their children out.
- Students will not be released under any circumstances unless the parent or an authorized person can pick them up inside.
- Any change to the authorized pickup card must be made with the aftercare director.
- Fees are charged by a flat rate. There will be aftercare provided on the days that school is dismissed early for vacations, teacher study groups, conference-sponsored events, and in-service days. Aftercare is not available on days when school is not in session.

Lost and Found. Lost and found items are located in the registrar's work area. At the end of every nine-week period unclaimed items are taken to a local charity. Please check frequently for lost items. Please label all of your child's belongings to prevent loss.

Student Activities

Throughout the year, ALCA schedules many activities to involve both the entire school and also specific groups within the school.

Assemblies. All Programs and guest speakers chosen for an assembly are scheduled and approved by the school administration. All approved Programs and guests are selected for the educational value they provide for our students.

Field Trips. Field trips must first be approved by the administration. Parent participation is encouraged; however, bringing siblings is against school policy and is not permitted. The field trip is a special time for the school child and parents. Unless otherwise stated, students should wear appropriate school attire.

School-Sponsored Parties. Such activities must be initiated, planned, and chaperoned by school staff and/or Home and School personnel. Upon administrative approval of the event, parents will be notified through regular campus channels. At these events

the students will be expected to adhere to the Standards of Conduct outlined in the student handbook.

Grievance Procedure

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When on occasion problems arise between parents and teachers, the following conciliation procedures based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problems.

Step One. The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step Two. If the problem is not resolved, the parent should ask the school principal or his designee to help resolve the problem on an informal basis.

Step Three. If the problem is not resolved at the school level, the parent then contacts the school board chairman who will attempt to resolve the problem on an informal basis.

Step Four. If the problem is still not resolved, the school board chairman will convene a formal meeting of either the school board's executive committee or the school board. The Conference Superintendent of Education must be informed of a potential problem.

Step Five. If the problem is still not resolved by the executive committee or school board, the parent may contact the Conference Superintendent of Education and provide a written appeal. The Superintendent of Education will attempt to resolve the problem by meeting with the parent, teacher, principal, and the school board chairman.

Step Six. If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the Conference K-12 administrative body or its duly appointed committee, which deals with such matters. The decision of the K-12 body or its committee shall be considered final.

Student Discipline Guidelines.

The basic purpose of disciplining is the training of the student for self-government. True discipline is not punitive and it should result in mutual trust between student and teacher. Ideally the attitude of what is best for the student and the school should be evident in every act of discipline.

Required Parent Conference (RPC). A required parent conference is a significant disciplinary measure to let the student and his/her parents know that he/she is on the verge of suspension unless a positive and consistent change in behavior is seen. Suspension from school is to be done only by the principal. Parents are to be notified immediately upon suspension. Suspension should not exceed three school days. All school work and tests missed, due to suspension, should be made up promptly. If a

satisfactory basis for readmission cannot be affected, the student should either be withdrawn or, as a last resort, be dismissed by action of the school board.

Expulsion. Chronic or serious misbehavior may result in expulsion. When the school feels that there is no significant progress in the behavior or attitude of a student, the last resort will be expulsion. The authority to expel a student is vested with the board based upon the recommendation of teachers and administrators.

Parental Concern. Parents who have a problem with a student other than their own are only to discuss this matter with the appropriate teacher or school administrator. It is not appropriate to discuss the issue with the student involved.

Tuition Payment Policy

ALCA endeavors to keep the cost of Christian education as low as possible, so that all eligible young people can attend. The following statement outlines the general financial practices that are important to the parents and/or financial sponsor.

Previous Balances. The account for the previous year's expenses at ALCA or other Seventh-day Adventist educational institutions must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a brother or sister who attended ALCA must also be settled before another family member is admitted.

Registration Fee. The registration fee is charged each year for all (K through 8th grade). It includes the cost of student accident and liability insurance, textbooks, library, field trips, and yearbook.

Registration Refund. If a student withdraws during the school year, the registration fee is non-refundable unless the student is not admitted to ALCA.

Tuition. The major expense for the school year is the tuition. The annual tuition is broken down in ten payments scheduled August through May.

Partial Month Tuition Charge. When a student starts attending (September-May) on a date other than the first of the month, the monthly tuition charged for that month will be prorated. The prorated tuition will be calculated as follows: the monthly tuition will be divided by the numbers of days in the month, excluding Sabbath and Sunday. The student will be charged for all of those days that the student is enrolled in our school and will not be charged for the days prior to enrolling in school. Registration fee is not prorated.

Enrollment after August. If a student enrolls after the month of August, the annual tuition will be divided by nine months instead of ten. Please see the current year financial information sheet for more details.

Late Payment Fee. Students' accounts are considered due on the 1st of every month and past due after the 10th day of the current month. Any account with an outstanding balance, beginning the 11th day of the month will be assessed a \$20.00 late fee. Families with outstanding balances who have more than one student will be charged one \$20.00 fee and not \$20.00 per student.

Account Status. The financial sponsor is expected to keep the account current at all times. The student must obtain financial clearance at the following points: a) end of first semester and b) in advance of graduation.

Non-Current Accounts. An account is due upon receipt and is considered past due after the 11th day of the current month. At this time, it is subject to the following action, unless satisfactory arrangements have been made with the school accountant.

Past-Due Action

- **30 Days.** A letter is sent to the financial sponsor(s) requesting payment and the account will be included in an aging list sent to the school's Finance Committee and Board chairperson.
- **45 Days.** A second letter is sent to the financial sponsor(s) requesting prompt action on the account. A copy is sent to the school's Finance Committee and Board chairperson. The account will be reviewed at the next Finance Committee meeting. Any decision to remove a student from school due to financial difficulties must have the final approval from the school board.

Checks. Checks being applied to a student's account should be made payable to the Abundant Life Christian Academy (ALCA). The student's name should be written on the check to insure credit to the proper account. The school makes a charge of \$20.00 if the bank does not honor a check.

Refunds. When a student withdraws from school, an adjustment will be made to the account. The tuition for the current month of withdrawal will be prorated based on days of enrollment for the month. Any unused days will be refunded. The date effective for the refund calculation is the date the student officially withdraws.

Statement of Responsibility. Each student is accepted at ALCA with the understanding that his or her parents or legal guardian is/are responsible for the legal aspects of his or her attendance, regardless of age. These include, but are not limited to, the following:

- a) Payment of the account
- b) Damage to the property
- c) Liability through altercation.

Transcripts or Diplomas. Transcripts or diplomas cannot be issued unless the account for the student has been paid in full.

Graduation Clearance. Eighth grade students' tuition bills must be paid in full or arrangements must be made with the school accountant to ensure that the student may participate in the graduation exercise.

Student Technology Policy

The purpose of the ALCA Technology Program is to provide educational services, opportunities and learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication. With this educational opportunity also comes responsibility. Access and use of the Internet, local area networks, computers and related equipment is a privilege. When one individual vandalizes or otherwise misuses the privilege, the entire Program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment:

1. I will use my authorized network account (code) only for appropriate purposes. I will not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. Therefore, I will protect the privacy of others' areas by not trying to learn their password.
2. I will not bring any software or other unauthorized computer-related materials in to the school setting.
3. I recognize that software is protected by copyright laws; therefore, I will not make any copies of software, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others.
4. I will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data, either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers, and not following all boot and shutdown procedures carefully so as not to harm the equipment.
5. I will not waste or take supplies, such as paper, printer ribbons, cartridges, or diskettes.
6. I will not access any inappropriate or unauthorized material on the Internet.
7. I recognize that an authorized staff member must monitor all use of technology.

For each major offense the student will be sent to the office and any damages resulting from the offense are the responsibility of the student and/or parent. The school will follow disciplinary guidelines for these offenses: First, Written warning; Second: Parent conference; Third: Suspension with possible expulsion.

Student Handbook

2010 – 2011

Governance

Eileen White, Chair
Angela Rawls, Vice Chair
Johnny Holliday, Secretary
Debbie Mc Lea, Recording Secretary
Clarence Brown, Finance
Addie Coggs, Home and School Leader

Members

Adrian Brown
Robin Brown
Patricia Everson
Pastor Russell Lewars, Ex Officio
Donna Mays
Edna Perkins
Virgil Richardson
Pastor Calvin B. Rock, Ex Officio
Christina Sanford
Local Conference Officers, Ex Officio
Anita Molstead, Ex Officio
Dick Molstead, Ex Officio
Pacific Union Office of Education (Ex Officio)

Staff Members

Johnny Holliday, Principal

Annicia Holliday
Anissa Johnson
Russel Lewars
Janice Stevenson