

# ARCATA CHRISTIAN SCHOOL



*Cougars*

## PARENT-STUDENT HANDBOOK

**2023-2024**

**“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him.” John 3:16-17**

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# Mission Statement / Statement of Goals

Arcata Christian School



## Mission Statement

Arcata Christian School exists to encourage families and provide a wholesome environment where students learn to live a Christ-centered life, realize their full academic potential, and share God's love within the school and community.

## STATEMENT OF INDIVIDUAL STUDENT GOALS

Our goal for each student is:

### 1. **Faithful Follower of Jesus Christ** who (as age appropriate):

- After accepting the Lord Jesus Christ as personal Savior, demonstrates an on-going, deepening love relationship with the Lord as evidenced by a Christ-centered life displaying the personal attributes of Jesus.
- Develops a Biblical world view which results in a proper perspective of God as the Creator, Sustainer, and Controller of life.
- Shows evidence of a conscience sensitive to God's commandments by knowing and applying God's Word to all aspects of his/her life.

### 2. **Life-long Learner** who (as age appropriate):

- Is accountable for exerting personal effort toward his/her educational responsibility to be self-controlled and productive in the classroom and his/her commitment to life-long learning.
- Recognizes and develops his/her unique gifts by setting short-term and life-long personal goals that honor God, the creator and giver of gifts.
- Demonstrates leadership skills that are evidenced by living ethically and morally pure before both God and man while cultivating mental discipline and discernment as an involved citizen of the society.

### 3. **Citizen of Character** who (as age appropriate):

- Demonstrates respectful and responsive behavior towards others, with the right heart attitude.
- Exhibits responsible conduct in word and action, employing resourcefulness in accomplishing educational and life objectives.
- Works receptively with a diversity of people in a variety of frameworks with a resolute approach to learning.

### 4. **Academic Achiever** who (as age appropriate):

- Reads with good comprehension and writes with clear expression, meaningful vocabulary, and organization of thought.
- Applies critical thinking and problem-solving skills to all types of learning and life situations.
- Communicates effectively with others by listening attentively and speaking clearly with confidence.
- Exercises a variety of methods, strategies, and tools, including technology, to conduct research, evaluate information, and make responsible decisions considering Biblical truths

# **I. GENERAL ADMISSIONS POLICIES** Grades K-8

## **A. OPEN ENROLLMENT AND NON-DISCRIMINATION STATEMENT**

Arcata Christian School admits students of any race, color, creed, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to the students at the school. It does not discriminate based on race, color, creed, national or ethnic origin in administration of its educational and admission policies.

Arcata Christian School files an annual affidavit with the State of California and is a member of the Association of Christian Schools International (ACSI) and the California Association of Private Schools (CAPSO).

## **B. ADMISSION REQUIREMENTS**

A principal/parent interview will be held to discuss the school program and tour of the campus. Students in grades K-8 may be brought to the interview as age/grade appropriate. Other student reference forms and staff/student interviews may be required for students in the 5th - 8th grades. It is important that both parents attend the initial interview whenever possible. Whether your child is admitted to the school depends on the following:

1. Payment of the application fee.
2. Completion of the Student Application Form with needed signatures.
3. A productive and positive principal/parent interview.
4. Completion of additional forms including:
  - a. All required medical, immunization and health forms.
  - b. Emergency Medical Treatment and Pick Up Authorization Form.
  - c. Financial Responsibility Form, Statement of Cooperation and other school forms given by school secretary.
5. If transferring from another school (including home school) we will need:
  - a. Copy of the student's report card
  - b. Any achievement test scores
  - c. Signed form to request cumulative folder from prior school (or record of home school experience). The cumulative folder is required to complete the admission process. **You will be asked to obtain and provide copies of any records for discipline, last report card, IEP or special education, and current immunization records, when meeting with principal prior to admission.**
  - d. Completion of student interview or reference forms where applicable.

Parents will be notified as to the status of their child's admission within three working days of the interview.

## **C. GRADE LEVEL REQUIREMENTS**

### **1. KINDERGARTEN RELATED:**

A separate document outlining State of California requirements for kindergarten (including TK) children is provided to parents. Parents are strongly encouraged to read this document carefully and discuss any questions with the administrator or teacher.

## **2. FIRST GRADE RELATED:**

State law requires that children entering the first grade must have a Health Exam certificate completed by the provider of their usual health services indicating that the child has received a complete physical examination for school entry. Please contact the school office for the appropriate form. As regulations change due to government directives you will be provided with current year requirements at the time of application. The law allows for the health examination to be completed up to 18 months prior to entry into first grade or within 90 days thereafter. It has been found to be most effective to inform parents of this requirement and collect the health examination forms at kindergarten entry along with required immunization records.

## **3. Grade Level Readiness: Important Note**

Grade level readiness is an important consideration for admission to ACS. Prior achievement test scores should indicate that an entering student will be successful in their academic studies. The school reserves the right to administer entry-level tests to all entering students. Students should also have a good conduct record indicating they will maintain the high behavioral and academic standards of the school.

## **D. STUDENT ASSESSMENT POLICY**

Students in grades 1-8 may be required to take an entrance examination (Wide Range Achievement Test of Basic Skills or other selected test) if prior test scores and report cards are deemed inadequate to make grade level determination. The determination of whether additional assessment is needed will be made by the principal in consultation with the classroom teacher. Parents will be billed a \$25.00 assessment fee if testing is required.

**Parents enrolling their children are expected to give sincere consideration to staff recommendations regarding additional testing and evaluations that may occur after a student has been admitted to the school.**

The school reserves the right to evaluate entering kindergarten students utilizing the expertise of the classroom teacher and other evaluative materials.

## **E. SPECIAL EDUCATION NEEDS**

If your child has a special learning need, we will attempt to identify that need and make whatever modifications are necessary to assure that student's success. It is critical that the parents, teachers, and student work closely when special needs are identified. It is essential that all involved follow through on agreed-upon strategies (example: parental help, tutoring or professional testing). ACS will provide parents with information regarding resources designed to meet the individual student's needs.

## **II. FINANCIAL POLICIES**

### **A . GENERAL STATEMENT**

Each family is required to sign a **Financial Responsibility Form** which is a financial contract between the family and the school. The school is not in a position to carry past-due accounts. In signing the **Financial Responsibility Form** you are agreeing to pay the school on time and in full. ACS seeks to avoid using the legal system to collect on past-due accounts. Those whose account is past due may be required to utilize credit card payment to fulfill their obligation to the school. If your account is more than 15 days past due and a satisfactory payment plan has not been worked out, the school reserves the right to request a credit card for payment and/or disenroll the child from the school.

### **B. SCHOOL FEES**

Families are provided with a summary of all fees (including due dates) in a document provided at the time your child is accepted for admission, updated annually. The following information summarizes the main school fees. All fees are set for the upcoming school year in March.

#### **1. APPLICATION FEE**

A one-time per family application fee is assessed and due and payable with submission of application form, following a meeting with the principal and tour of the campus.

#### **2. REGISTRATION FEE**

Annual fee assessed per family. This is a non-refundable fee.

#### **3. STUDENT ANNUAL & TECHNOLOGY FEES**

Billed on July 1. Covers student expenses associated with textbooks, general classroom materials and supplies, local field trips, annual testing, special classes, newsletters and mailings, report cards, Award certificates, and more. Curriculum is purchased at the start of the school year. Non-refundable.

#### **4. INDIVIDUAL STUDENT SUPPLIES**

Each family is asked to purchase several consumable items for their child. This includes items such as Kleenex, pencils, notebooks, rulers, colored pencils, and pens. Your help in securing these materials allows the school to use annual student fees for new and exciting course materials, general classroom supplies and materials. A list of needed supplies will be available in the school office and is posted on our school website: [www.arcatachristianschool.org](http://www.arcatachristianschool.org).

## 5. MONTHLY TUITION

### a. Tuition Payment Due Dates

As a convenience to our families tuition payments can be divided into 10 or 11 monthly payments, beginning August 1. Each family is required to sign a **FINANCIAL RESPONSIBILITY FORM**. This form is provided at the time of the admissions interview or the beginning of each subsequent school year. (See fee sheet for additional details) Tuition paid in full prior to the last day in August qualifies for a 3% discount. **This discount is for tuition only.** Students enrolling later during the school year are assessed a pro-rated tuition based on the number of days remaining in the current school year.

### b. Monthly Billing Invoices & Statements

As a cost saving measure the school emails monthly invoices/statements. We can make exceptions as needed.

### c. Tuition Adjustments

Since our school staff is hired annually, we are unable to provide a reduction in tuition or other fees in the case of prolonged absences. Schoolwork can be provided if teachers are notified two weeks in advance.

### d. Grade Specific or Optional Fees

The following fees are grade specific or optional.

***School Pictures*** A professional photographer takes individual pictures at the start of each school year. The purchase of these pictures is optional. Retakes are available.

***Year End Class Trips*** An overview of class trip plans will be presented at the Parent Orientation Meeting held at the beginning of the school year.

***Graduation Fee*** All 8th grade students are assessed a graduation fee in April. This fee is used to defray costs associated with graduation. There is also a graduation dinner for the graduates and their family members prior to the end of the school year.





## **C. EARLY WITHDRAWAL POLICY**

### **1. Tuition Refunds:**

Tuition refunds will be pro-rated using the following formula:  
Number of Days student has attended that month divided by the number of school days in the school year=%. That percentage is multiplied by the monthly tuition to determine the refund back to the parent.

### **2. Withholding of Report Cards and Diplomas**

The school reserves the right to withhold report cards/diplomas for accounts past due. These items will be mailed to the family upon payment in full.

### **3. Policy regarding re-enrollment and past due accounts**

Students will not be allowed to register or re-enroll in the school until any past due account is paid in full or the ACS governing board has approved an alternative payment plan.

### **4. Textbooks and Curriculum Statement**

Payment of Student Annual Fee makes you entitled to keep Abeka book curricular materials issued at the end of each school year.

### **5. Damage to School Property**

Parents are financially responsible for any damage done to school property by their child. The school reserves the right to withhold report cards and diplomas until restitution is made for such damage.

## **D. TUITION DISCOUNTS OFFERED BY ACS**

The ability of the school to offer financial assistance is dependent on donations from school supporters. The ACS School Board is the governing authority on all matters pertaining to financial aid. Please note that the school grants the following discounts on TUITION ONLY:

- 1.** 10% discount for families who are members of Arcata First Baptist Church.
- 2.** 10% discount for those serving a local church in a pastoral capacity.
- 3.** 10% discount to those currently serving in the U.S. Military.
- 4.** 3% discount when tuition paid in full by August 31.

## **D. FINANCIAL AID**

Parents seeking financial assistance should contact the school office to secure information on the processing of requests for financial aid. Affective August 28, 2023, the school board will utilize an outside consulting service to process requests.

### **III. STUDENT RELATED POLICIES**

It is expected that every student at ACS will conduct themselves in an orderly and courteous manner with prompt, respectful obedience to all school personnel and fellow students. We insist on honesty, fair play, and good sportsmanship in all school activities.

#### **A. SCHOOL DISCIPLINE**

##### **1. General Statement:**

The Arcata Christian School is committed to providing students with a safe and nurturing environment. In areas where discipline is called for, students will be provided the opportunity to share their "side of the story". We welcome parental perspectives on disciplinary matters. Sincere repentance, reconciliation and restitution are primary goals when addressing student disciplinary matters.

##### **2. Behavioral Concerns:**

The following areas are of major concern to the school and will result in immediate disciplinary action:

- the possession of or offering for sale of illegal drugs, hallucinogenic substances, or related paraphernalia and/or possessing and using drugs.
- the possession of alcohol, firearms, lethal weapons, or any item used in a manner that might cause harm to another student or school staff.
- the expression of violent, threatening behavior and/or statements with the intent to threaten, intimidate or bully another student. This includes any behavior at or away from school whether face to face or using any/all social media.
- the possession of obscene material.
- immoral and/or obscene behavior or language.
- Lying, sowing discord, gambling, stealing, possession of stolen property.
- Disrespectful attitude to other students, a staff member or parent while on school property or participating in a school sanctioned event.
- Discussion of or bringing to school any pornographic material.
- Discussion of inappropriate immoral content that violates the Mission Statement of the school.
- Repeated violations of the dress code or other school rules.

##### **Note:**

The school reserves the right to disenroll any student whose conduct or actions bring reproach upon the school ministry regardless of where such action occurred.

### **3. CELL PHONE USE**

Cell phones are to be kept inside student backpacks during the school day. Any exceptions to this policy must be approved by the classroom teacher. A student who violates this policy will have their cell phone confiscated and will be required to turn in their cell phone to the school office each day for a two-week period. On a second violation the student will be required to turn in their cell phone daily during school hours.

### **4. Steps in Discipline**

- a.** Offense will be discussed with the student. Every effort will be made to assure that the student and any others involved have a clear picture of the facts of the matter. Sincere repentance and restitution towards those wronged will be urged. Every effort will be made to find a solution that restores broken relationships.
- b.** Correction may involve one or more of the following:
  - Verbal correction
  - Isolation or time out
  - Suspension of one or more privileges
  - In school or after school detention
  - Contacting parent to remove student from school until a conference can be scheduled
  - A combination of the above
  - Reaffirmation of love and respect for the student

### **5. Expected Classroom Behaviors**

- a.** Students are expected to demonstrate an attitude of respect in word and deed towards school staff regardless of whether they agree with a procedure or decision. School staff are also expected to demonstrate respect to each student.
- b.** Students are expected to remain in the classroom until their teacher dismisses them. A teacher has jurisdiction over the "clock".
- c.** Students are expected to help keep the classrooms neat and clean. This includes their individual desk areas. Careless use of school property and malicious mischief are grounds for disciplinary action.
- d.** Students are expected to adhere to classroom rules as stated by the teacher. To avoid confusion, each teacher has been asked to review, discuss, and post their classroom rules.

## **B. OTHER STUDENT POLICIES**

### **1. BOY/GIRL RELATIONSHIPS**

Wholesome friendships are encouraged between boys and girls. Hand-holding and other expressions of physical affection are not permitted at school or school functions.

### **2. STUDENT DIGNITY POLICY**

Arcata Christian School desires to promote an environment that is wholesome. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics, physical disability, attacks personal beliefs or seeks to rob a person of their dignity will not be tolerated.

ACS does not allow harassment of others, whether by employees, supervisors, students, or guests visiting our campus.

Any student or staff member who believes they have been subjected to harassment of any kind should report the incident to a teacher, secretary, or the principal. Any concern relating to harassment of any kind will be investigated.

### **3. DON'T BRING TO SCHOOL LIST** (Note: If an item on the following list is needed for use after school it is to be checked in to the school office until the end of day.)

The following items are not allowed at school unless special permission has been granted by a staff member.

- a.** Skateboards or roller skates.
- b.** Candy, soda pop, or gum (Some exceptions made for classroom events).
- c.** Hard baseballs or other throwing objects that might cause injury.
- d.** Knives and other dangerous objects with sharp points.
- e.** If your child rides a bicycle to school, they are required to park it in a designated area, locked up. Students are not to ride their bikes until they are off the school premises.

**Note:** Students who possess or claim to possess, use, threaten to use, or display a weapon (or object intended to represent a weapon) at any school-sponsored event may be subject to arrest. Weapons include, but are not limited to, firearms, any device which fires a dangerous projectile; knives, any explosive device including fireworks, pepper spray and mace.

#### **4. CLOSED CAMPUS POLICY**

ACS does not allow individual students to leave the campus during the school day unless they are under the supervision of a parent, or another person authorized by the parent or guardian.

#### **SPECIAL AFTERSCHOOL PLANS SHOULD BE CLEARED WITH THE OFFICE EARLY IN THE DAY.**

Example: Student wishes to leave school with a friend for a treat after school and return for a game later in the afternoon. Parents should contact the school office and grant permission. We ask to verify permission so that ACS is released from any liability associated with the off-campus activity.

All parents and visitors are required to sign in at the school office. It is important that we monitor who is on our campus. Check in is not required when bringing your child to school in the morning drop off period. We ask that you check in when picking up your children prior to the end of the school day.

#### **5. AFTER SCHOOL DETENTION**

Occasionally it may be necessary to assign a student with an afterschool detention. To avoid inconvenience to our parents, ACS attempts to keep after-school detentions to a minimum.

#### **Detention process is as follows:**

- a.** Any staff member (including aides) may assign an after school detention in consultation with the classroom teacher or principal.
- b.** When an afterschool detention is assigned to a student, they are given a notice which outlines the violation, date, and length of the detention and where the detention will be served. Parents should sign and return this notice to staff member issuing the detention. The issuing staff will follow up with a phone call to answer any questions and discuss parental perspectives on the matter.
- c.** The day of a detention may be changed if the assigned detention day works a hardship on the parent. As a rule, detention day will not be changed to accommodate school extra-curricular activities (such as an athletic event.) In grades 5-8 detentions are served on Tuesday and Thursday from 3:10-3:50 p.m. We do not allow morning detentions.
- d.** The student serves the detention. The detention time begins when student checks in to the office, is assigned a location.
- e.** A parent conference may be necessary if multiple detentions are received.



## 6. DRESS CODE

The Arcata Christian School dress code is intended to encourage moderation, good taste, and practicality. Dress guidelines are not Biblical mandates but rather intended to reflect our institutional preference (I Peter 2:13-23). Parents and students are expected to adhere to and support the dress code. The school has little interest in defending the merits of the dress code vs. the current and ever-changing fashion trends in our society. We reserve the right to call parents to bring whatever clothing items might be needed to bring the student into compliance with dress code guidelines.

Any attire which draws undue attention to the wearer and does not contribute to our desire for a wholesome environment is unacceptable.

### **Some general guidelines:**

- All clothing should be neat, clean, in good repair and of modest fit and length.
- Shirts designating rock groups, professional sport teams/slogans or advertising are not acceptable as regular school dress. On special dress days and/or Fridays there are exceptions to this rule (see "Dress Privilege Day")
- All upper body outer clothing must hang several inches below the waistline.
- Skirts and dresses must have modest necklines with no open breaks or sides.
- No spandex or tight garments may be worn as outer garments.
- No facial or body piercing is allowed, other than earrings.

### **Specific guidelines:**

**Polo Shirts:** A Polo style shirt (any color) is the standard uniform dress shirt at ACS. Logos on Polo shirts shall not exceed 3" x 3". Shirts not tucked in must hang several inches below the waistline. Belts are not required.

**Turtleneck Shirts/Sweaters:** Turtleneck shirts may be worn provided they are of a solid color. Plain, solid colored cardigan style sweaters are acceptable.

**Sweatshirts:** Sweatshirts (ACS and other) may be worn provided the shirt has no pictures, slogans, or logos larger than 3" x 3". Sweatshirts must be of solid color. Exceptions to this rule may apply on Dress Privilege or special theme days.

### **Dress Privilege Day:**

Students are extended the privilege of wearing non-uniform clothing each Friday. Dress must be modest and in good taste. Sport team and other larger logos are acceptable.

**Note:** Classroom teachers may require regular school day dress for class field trips regardless of the day of the week. Students may lose the Friday free dress privilege if they are cited for dress code violations Monday through Thursday.

**Jackets and Hats:** Jackets and hats are considered outside wear except in special circumstances as approved by the classroom teacher.

**Pants/Slacks:** Slacks, solid color (no stonewash or faded) are acceptable. Shorts (loose fit) must be solid color and mid-thigh or longer. Jeans or pants with holes/rips are unacceptable school clothing. **Jeans in good repair are acceptable on dress privilege days.**

**Skirts/Jumpers:** Skirts/Jumpers should be of solid color and modest length with bike shorts or leggings to allow for modesty in recess and play activities. Leggings may be of any color.

**Shoes and P.E. Clothing:** Shoes must be "closed toe" with socks, and consideration made to the many steps, gym, and playground surfaces at the school (hard pavement). Crocs, sandal type shoes and slippers are unacceptable. Every student should either wear a shoe they can run and play in or bring a special pair to change into for recess or P.E. Students will lose points in their P.E. grade if they do not have acceptable shoes. ACS does not have other P.E. clothing requirements. Students may change into non-uniform exercise clothing as approved by the instructor. If changing into alternate clothing these items should be clearly marked with student name and laundered regularly.

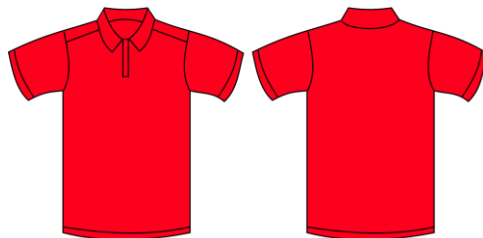
**Chapel Dress:** Regular school dress requirements apply to weekly chapel days.

### **Final Authority in Dress Code Matters:**

The school principal shall have the responsibility to oversee the enforcement of the dress code policies of the school. Parents are always welcome to discuss any questions and/or concerns they may have with the principal.

## **7. DRESS CODE VIOLATIONS**

We expect our students to follow dress code guidelines. If a student repeatedly violates the dress code, we will work with that student and their parent/guardian to bring the student into compliance. Students who regularly violate the dress code will lose Friday free dress privileges and may face other disciplinary action.



## **8. CARE OF PERSONAL BELONGINGS**

Students are expected to keep track of their personal clothing items such as jackets, lunch boxes, backpacks. Lost and found: Items not claimed by the end of the school year will be donated to a local charity. We strongly encourage you to write your child's name inside of clothing items.

## **9. COMPUTER RELATED POLICIES**

Computer related policies (including internet access guidelines) are provided for student and parent consideration and signatures at the start of the school year.

## **10. FACULTY-STUDENT TITLES**

Every student is expected to maintain an attitude of respect when communicating with all school staff. The term Mr., Mrs., or Miss is to be used when addressing the teaching staff. Athletic coaches may modify directive using terms such as Coach Bob or Becky.

## **11. SICK AT SCHOOL**

The classroom teacher shall make the final determination as to whether a student should remain in the classroom when health is an issue (fever, cough, upset stomach). If they feel a student needs to be removed from the classroom that student will be sent to the office, and parents are called to pick up the student.

## **12. MEDICATION AT SCHOOL**

Students are not allowed to medicate themselves at school; nor are they allowed to keep medications with them. If your child needs to take medications, they must have an Authorization for Medication Form filled out by both the parent and physician. **This applies to both prescription and over-the-counter medicines. Medications will be kept in the school office or with the teacher in special circumstances (as directed or approved by a doctor). The staff will log all medication uses.**

## **13. EARLY DISMISSAL FROM CLASS**

Parents are asked to contact the school office when they desire to remove their child from the school premises during the school day. The student must be **signed out**. A representative of the school staff will summon the student for the parent.

## **14. RELEASING OF STUDENT TO ANOTHER PERSON**

Parents should send a note to the classroom teacher and contact the school office if someone not listed on your official Authorization to Pick Up Form is picking up. **We will not release students to those not listed on the Pick-Up form unless you are contacted and authorize release to that person.**



## **15. EARLY DROP OFFS/LATE PICK UP OF STUDENTS**

Daily supervision begins at 7:30 a.m. To verify that supervisor is ON DUTY an **"OPEN"** sign is on display near the main office door. If the sign is not "on" there may not be a teacher on duty and you should not leave your child unattended until you verify there is a staff member acting as a supervisor on duty.

The school day ends Monday, Tuesday, Thursday, and Friday at **3:05 p.m.**  
Wednesday classes dismiss at **1:15 p.m.**

Specific afterschool protocols, guidelines and specific traffic directions will be provided to parents prior to the start of the school year.

### **AFTERSCHOOL PROGRAM:**

Parents will be notified if and when the school will offer after school program options.

## **16. LUNCH RELATED ~**

**NOTE: ALL FOOD RELATED POLICIES ARE SUBJECT TO COVID-19 HEALTH AND SAFTY GUIDELINES.**

- Marking of Lunch Containers: Parents/students are asked to mark lunch containers with the student name. This helps us to find the owners when these items turn up in the lost and found box .
- Trading and Sharing of Food Items: The sharing and or trading of food items is not allowed.
- Hot Lunch: Periodically, hot lunches are offered for sale to our students. Proceeds from this program go to the general budget and are scheduled throughout the school year. Parents may organize special hot lunches to raise funds for a class trip. Contact the school for details.
- Microwave Use: Microwave use is a privilege limited to grades 7 & 8, and carefully regulated to avoid dangerous spills and accidents. Older students are not allowed to heat up items for other grade levels. Days and times for the use of microwaves will be announced at the start of the school year.
- Special off-campus lunches: Please inform the office on the morning of the day you intend to take one or more students off campus. We need verification from each student's parent that a student may participate in this activity.

## 17. STUDENT USE OF SCHOOL TELEPHONE

The telephone is a vital part of our communication system. As such, it cannot be tied up by students making last minute plans that should/could have been (as a general rule) made the night before. The school reserves the right to determine which calls are essential. Students will not be allowed to use the phone to:

- a. Call parents to bring their lunches
- b. Call parents to bring missing assignments/text materials
- c. Call parents to ask if they can go to another student's home after school.

**Note:** On occasion an answering machine may greet your calls. Please leave a message that includes your name and telephone number. We will get back to you ASAP.

## 18. STUDENT CHAPEL:

The chapel is held on a weekly basis. Services are grad appropriate. **Parents are always welcome to attend Chapel in accordance with health and safety guidelines.** Chapels are held in the church sanctuary on Wednesdays and begin at 8:30 a.m. The usual length is 40-45 minutes.

## 19. STUDENT BIRTHDAY CELEBRATIONS (HOME AND SCHOOL):

Please contact your child's teacher to discuss how he/she plans to handle birthday celebrations during the school year. To avoid hurt feelings, we would ask that invitations to birthday parties or special events only be passed out at school by the classroom teacher.



## 20. 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE CLASS TRIP AND GRADUATION:

A meeting of all 7<sup>th</sup> and 8<sup>th</sup> grade parents will be held at the start of each school year to discuss any proposed class trip (bi-annually) and graduation plans. This includes academic requirements, dress, decoration for the event, post-graduation activities, awards, graduation dinner, and other activities. A designated staff member oversees decorations for graduation dinner and commencement.

## **21. CLASS TRIPS FOR GRADES 3-6**

The school will announce any class trip plans during the first quarter of the school year.

## **22. SPECIAL STUDENT ACTIVITIES ~ SUBJECT TO HEALTH AND SAFETY GUIDELINES.**

ACS is pleased to participate in a variety of activities that enrich the curriculum. These have included HSU swimming program (K-4), Healthsport, invitations from other Christian schools in the area, Logging Conference, Pumpkin Patch (K-4), Ice Skating, Gem and Mineral Show, Arkley Center special events to name some.

## **23. STUDENT RECORDS AND TEST RESULTS**

### **a. Transfer of Student Records:**

The Federal Family Education Rights and Privacy Act of 1974 mandates that the school have written consent from a parent/guardian before records may be released or transferred to another school.

### **b. Viewing of Student Records:**

Parents/ Guardians may view the records of their child at any time during the school year. You may request copies of the contents of cumulative files. Please contact the school office and make advance arrangements should you desire to exercise this option.

### **c. Test Results:**

ACS administers a standardized achievement test in the Spring of each school year. Our current testing utilizes the ACSI/Iowa Assessment Program. Results are shared with parents at the parent conference at the end of the first quarter of the school year.

## **24. BIBLE TRANSLATION USED AT SCHOOL**

The "official" Bible translations used at ACS are the New International Version (NIV) and the English Standard Version (ESV). A Beka Books uses the king James Version.



## 25. ATTENDANCE AND TARDY POLICIES

California State Law requires that every child of school age attend school unless ill, for a medical/dental appointment, a court appearance, a religious holiday, or for a family emergency or funeral. All other reasons for absences (business, to help at home or elsewhere, or family trips) are considered unexcused absences). Family trips *may* be excused providing the parent has made prior arrangements with classroom teachers.

**A. ATTENDANCE:** All children should attend school each day unless they are ill or there is an emergency that prevents them from doing so.

**On the day of the absence:** Call the school office between 8:30-9:00 a.m. (or sooner) **(707) 822-5986** to report that your child will not be in school. Please leave a message if you get the answer machine! State law requires that we maintain accurate attendance records.

**Excessive Absences:** Students who are absent for 15 days of any quarter may be ineligible to receive credit for the class.

**Period of Time Granted for Student to Make Up Incomplete Work or Grade of Incomplete ("I"):**

Students have twice the number of days that they were absent to make up and turn in missed schoolwork. Incomplete ("I") grades must be made up within the time period determined by the teacher in consultation with the principal.

**Family Vacations and Other Multiday Absences (sports tournaments, special out-of-area trips, etc.):** Please contact the school if you student will miss three or more days due to a special family need or trip out of the area. This will help the classroom teacher provide you with the option of (A) taking a special "work packet" to complete work during their absence or (B) providing the student with all missed work when they return to school. In either case, it is greatly appreciated if you inform the teacher 10 days prior to the anticipated absence so they can prepare the needed assignments for the student.

### B. TARDY POLICIES:



Tardiness detracts from the learning process. When a student enters the classroom late, the attention of the class is shifted from the teacher and the subject under discussion to the student. Without a combined school-parent effort, tardiness is a very real source of frustration to the classroom teacher.

**Note:** *A student is considered tardy when not in their assigned seat with all necessary books and materials when the class is scheduled to begin.*

The classroom teacher and the office monitor tardiness and attendance. If a student is repeatedly tardy or absent the parents will be notified so we can address our concerns. We will also notify you of any proposed actions we are implementing regarding habitual tardiness to classes during the school day.

**Miscellaneous Tardy Note:** If the cause of the tardy is the result of the parent we ask that you call, email, or stop by the office to verify that the student is not at fault. If such a tardy is not cleared it is considered un-excused and the above penalty schedule applies.

**AFTER SCHOOL LATE PICK-UP TARDINESS BY PARENTS:** When parents are repeatedly tardy in picking up their child the school is often obligated to pay our aides overtime. If tardiness is habitual the school reserves the right to assign a late pick-up fee to help recoup the added costs of supervising that student.

## **IV. ACADEMIC POLICIES**

### **A. GRADING PERIODS:**

There are four grading periods (quarters) per school year. Report cards are sent home with each individual child at the end of each quarter. **Note: The fourth quarter report card is released to the student when all fees (library, sport, damage to school property, tuition) are paid in full.**

### **B. GRADING FORMATS:**

The following strategies are used in the grading process. The school will provide a written explanation should a grading policy deviate from the provisions outlined next.

#### **1. Kindergarten through Third Grade:**

**"E"** = Child participates eagerly in classroom activities and works to their best ability. Student is making excellent progress.

**"G"** = Child participates in activities and works well in the classroom. Child has good understanding of basic concepts being studied and is making satisfactory progress.

**"S"** = Child meets minimum standards for classroom activities. Demonstrates an understanding of basic concepts that is satisfactory.

**"N"** = Child is not achieving up to their potential and does not appear to grasp basic concepts. Improvement is needed.

#### **2. Grades 4-8:**

ACS uses a letter grade format (A, B, C, D, F, I=incomplete) in grades 4-8. Details and strategies of calculating grades are provided at the Fall Parent Orientation meeting with classroom teachers.



**Notes:**

**Progress Reports:** Generally, parents may expect a mid-quarter progress report for students in grades 5-8. Some teachers send bi-weekly progress report/grade summary home with students or post grades using a computer program accessible to parents. If you have questions regarding your student’s progress, please contact the teacher. If you do not receive a response by the close of the next school day, please contact the school secretary at (707) 822-5986.


**C. ASSIGNMENTS AND HOMEWORK**

The following table is a **general guideline** relating to homework expectations at ACS. There are many variables that impact how realistic these guidelines are for individual students. It is essential that you keep the classroom teacher informed if you feel an excessive amount of homework is being assigned.

**The kindergarten teacher will discuss their policy regarding how parents can supplement daily class work at home.**

Encourage your student to complete homework as early as possible.

<u>Grade Level</u>	<u>Homework in Minutes per Night</u>
1	10
2	20
3	30
4	40
5	50
6	60
7	70
8	80



**D. ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

The following criteria will be used to determine eligibility for activities sponsored by the school:

**1. Attendance:**

- a. The student must be in regular attendance at school to participate in special extra-curricular activities. Sport team coaches may set their own guidelines for participation in games when a student misses a practice.
- b. The student shall attend classes the **ENTIRE DAY OF SCHOOL** in order to participate in a special team activity or school event. Exceptions to this rule are family emergencies, medical appointments or other circumstances that made it impossible for the student to meet this requirement.

**(Staying home to write a paper due on the day in question is not considered a family emergency.)**

## 2. Academic Performance:

The student must have at least a "C" average (2.00 G.P.A.) and not failing any class to participate in sport team events.

## 3. Conduct:

A student may be removed from the team for sowing discord, repeated violation of game rules (including technical fouls) an argumentative spirit or for violating school policies. The school principal shall have the final authority on such matters subject to ACS Board approval if deemed appropriate.

## 4. Length of Ineligibility:

When a student is declared ineligible, they may not participate for a minimum of **one week** with eligibility being determined on the Monday of each week and the **ineligibility period being from Tuesday to the following Monday subject to review by the school principal.** A student shall become eligible when there is a clear and measurable improvement in academic performance/and or conduct as judged by the person issuing the ineligibility notice. In questions associated with eligibility, the Principal shall have the final say.

## E. SPECIAL AWARDS PRESENTED TO STUDENTS

During the school year and at graduation students may receive special awards. If your student is a non-graduate and is being presented with an award at the graduation, we will notify you in order that you may attend.

The following is a partial list of these awards:



- (1) Principal's List:** Those students in grades 4-8 who receive a grade point score of 3.80 or above are named to the Principal's List. Students who achieve this honor each quarter are eligible to attend special activities announced by the principal in addition to the quarterly honor's lunch.
- (2) Honor Roll:** Those students in grades 4-8 who receive a grade point score of 3.50 to 3.79 are awarded an Honor Roll Certificate.
- (3) Honor Roll All Four Quarters:** Students who achieve a grade point average of 3.50 or above for all four quarters of the school year shall receive special recognition at graduation.
- (4) Honorable Mention:** Recognition is given each quarter to those students in grades 4-8 who obtain a grade point average of 3.00-3.49.

- (5) Presidential Academic Achievement Award:** This award is presented to students in the fourth, sixth and eighth grades who have met the criteria established by the U.S. Department of Education. This criterion includes achieving at or above specified percentile scores on the annual achievement test administered each year.
- (6) Extra-ordinary Effort Award:** This award was established by the U.S. Department of Education for students who have distinguished themselves through an extra-ordinary effort.
- (7) Fruit of the Spirit Award:** This award is presented to an 8th grade graduate whose words and conduct reflect the fruit of the Spirit (Galatians 5:22).
- (8) Valedictorian:** Graduating student with the highest grade point average using 7<sup>th</sup> and 8<sup>th</sup> grade report card grades (earlier grade levels used when necessary). Students achieving this award are asked to speak at graduation.
- (9) Salutatorian:** Presented to the student with the second highest grade point average in the graduating class.
- (10) Principal's Award:** Presented at the Principal's option to a graduating eighth grade student who has distinguished themselves in some noteworthy manner.
- (11) Accelerated Reading Program Outstanding Reader Award:**  
Acknowledgement will be given to those students who excel in the ARP.
- (12) Fox Family Scholarship Awards:** Brooke and Larry Fox have established the following Fox Family Awards based on the following:
- a. School Spirit:** One student in grade seven or below who exemplifies excellent school spirit in word and deed.
  - b. Academic Achievement:** One student in grade seven or below who exhibits excellent academics.
- Each of the above students receives a certificate for a tuition credit equal to one month's tuition for the next school year.





## **V. PARENT RELATED POLICIES**

Parental involvement is critical to Arcata Christian School. Parents can assist ACS by actively participating in the following (subject to Covid guidelines):

- Fund raising events held throughout the school year such as: Golf for Education, Variety Show, ongoing raffles, Spring Dinner and Auction...
- Parent Events: Parent Orientation and others TBA.
- Volunteering: Chaperoning, Classroom Activities, Office Help, Driving to and from field trips, School Maintenance Projects, Chapel Speaker.
- Serve on special committees as may be formed.

### **A. EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM**

All families are required to have an Emergency Medical Treatment Authorization Form on file at the school. This form allows ACS to secure medical treatment when a parent cannot be located. The form is completed annually.

### **B. PARENT CONFERENCES**

Parent conferences are a vital part of the school program and parents are expected to attend. Conferences are held at the end of the first and third quarters of the school year. A form is sent home and parents are asked to sign up for a 20-minute time slot. Please write out any concerns, questions, or comments you have prior to the conference. The first conference is required. Parents may also request a conference at any time during the school year.

### **C. VISITING OF CLASSES**

ACS welcomes visitors to our school. As a courtesy to our teaching staff we ask that you contact the school the day before your planned visit. This allows the teacher to consult their schedule and let you know what activity is scheduled on the day you plan to visit.

### **D. PARENT TEACHER COMMUNICATION**

ACS desires to keep our parents informed of how their child is progressing at school. This can be done by daily notes, parent/teacher conversations (in person or by telephone), email/texting. Our policy is to respond to parental phone calls on the day the parent calls the school and no later than the next school day. Please recognize that when the school day starts the teacher must assume their responsibilities to the entire class.

## **E. PARENT TEACHER ORGANIZATION (PTO)**

The school is always open to developing ways to involve parents in a variety of activities. Activities and events that this group has helped promote and staff are:

- 1. First Day Welcome** - Welcome on the first day of school
- 2. Parent Orientation Night Refreshments**
- 3. Fall Family Festival** - A special evening of activities for the whole family
- 4. Programs** - Assisting the school in decorating for various events.
- 5. Refreshments** - Provide for staff in-service days/special events.
- 6. Yard and Rummage Sales** – Help coordinate fund raising sales/events.
- 7. Transportation** - Help with transportation needs from time to time.
- 8. Room Mothers/Fathers** – Help classroom teachers with special events.
- 9. Special Drive thru Dinner Fundraisers**
- 10. Helping Plan Annual Dinner Auction**
- 11. Student Breakfast 1<sup>st</sup> Week of School**

## **F. HOME to SCHOOL COMMUNICATION**

To reduce the costs associated with school mailings, ACS utilizes two strategies to keep parents informed of upcoming events and activities.

- 1.** Our school web site: [www.arcatachristianschool.org](http://www.arcatachristianschool.org)
- 2.** Bi-weekly emailed publication titled, **ACS Parent Newsletter** (Note: hard copies can be sent home on request). Also posted on the school website.

## **G. CELEBRATION OF SPECIAL HOLIDAYS**

ACS desires to emphasize the Christian aspect of various holidays/seasons. If you have concerns about how the school observes a holiday, please contact your child's teacher or the school office.

## **H. RULES FOR SPECTATORS AT SPORTING EVENTS**

Coaches, students, parents, and ACS faculty members attending ACS sponsored events are expected to behave in a manner that exemplifies good sportsmanship, supports the school's Mission Statement, and upholds the NCAL (North Coast Athletic League guidelines posted in the gym).

### **Please note:**

- 1.** Officials should not be "booed" or treated with disrespect by anyone.
- 2.** Parents should not "ride" their child or any coach.
- 3.** Student spectators (younger siblings) are not to run "wild" at games.
- 4.** Parents are asked to inform the administration when they observe attitudes and or behaviors inconsistent with the mission of the school.
- 5.** The school principal shall have the authority to cancel, postpone, or stop any team sport activity if, in their opinion the activity presents a danger to the participants or fans or in which the conduct of any coach, student or spectator is not consistent with the mission of ACS.

6. The school principal (or their designated representative) shall have the authority to have removed from the premises any person whose behavior interferes or is disrespectful to any participant, fan, or official or whose behavior violates the mission of Arcata Christian School. The school may, if necessary, ban any spectator from entrance to the gymnasium.

ACS IS A MEMBER OF THE NORTHCOAST ATHLETIC LEAGUE AND IS SUBJECT TO GAME RULES/TIME SCHEDULES AS ADOPTED BY THE GOVERNING BOARD.

## **I. TRANSPORTATION OF STUDENTS/SEAT RESTRAINT LAWS AND INSURANCE REQUIREMENTS.**

When parents volunteer or have been asked to transport students to or from a school sponsored function, they are considered to be SCHOOL FUNCTION DRIVERS and must adhere to the policies outlined below: (Please Note: The Principal or their designee shall serve as the transportation coordinator for any school event. This individual shall have the authority to make all decisions regarding drivers and/or vehicles used in that event.)

The vehicle must not put students at-risk because of faulty mechanical systems that should have been noted by the average person conducting a basic safety check. For example, it is assumed that the average person can judge whether the tires on a car are basically safe, the horn works, the lights function, the brakes work, there is an adequate amount of fuel, the windows are clean, and the passenger compartment is safe and equipped with the proper passenger restraints/booster seats as prescribed by law.

### **ALL STUDENTS TRANSPORTED UNDER THE AUSPICES OF ACS MUST WEAR SEAT BELTS/MINIMUM INSURANCE REQUIRED**

Parents are required to give proof of adequate insurance coverage prior to transporting ACS students. Please contact the school for insurance policy requirements in order to transport non-family members.

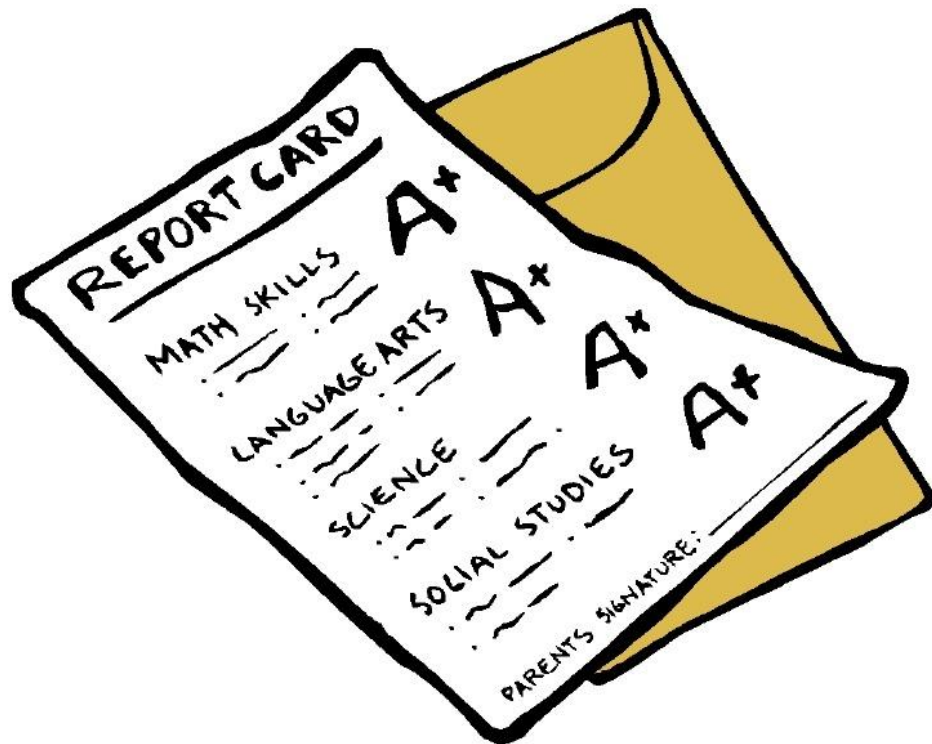
Parents may obtain Volunteer Driver Forms by contacting the ACS school office, (707) 822-5986. These forms must be updated annually.



## K. WITHDRAWING A STUDENT FROM THE SCHOOL PROGRAM

Please follow these guidelines if you intend to withdraw your child from the school program:

1. Advise your child's teacher that you are removing the child from the school. Teachers have developed a relationship with each of their students. Whenever possible, please give the teacher and student an opportunity to say "farewell". You are entitled to student books and materials purchased through the Student Annual Fee provided full payment has been made for these materials. Special provisions govern the transfer of computers to students leaving the school.
2. Please inform the office of your intention. The secretary will review your account status as well as check with all teachers regarding any textbooks, library books, school property that needs to be returned, and final grades for coursework.
3. Final report cards are distributed when all school fees are paid in full. Policies in regard to refunds are outlined in the Financial Policies Section of the handbook.





## VI. MISCELLANEOUS POLICIES

- A. SCHOOL BOARD:** The ACS School Board is appointed by the Senior Pastor/Elder Board of the Arcata First Baptist Church.
- B. POLICY CHANGES:** ACS makes every attempt to limit changes in school policies during the school year.
- C. ANNUAL SCHOOL CALENDAR:** The Annual school calendar is set in March of each school year. Where possible/desirable we seek to synchronize our calendar with local public schools.
- D. SETTING OF ANNUAL FEES:** Annual fees are set in March of each school year. The ACS School Board reserves the right to adjust fees at any time during the year.
- E. PARKING:** ACS has limited parking space and requests that you only park in church parking lot while on school/church business. The church does not “rent” parking slots. The church has the final authority over parking lot policies.
- F. EMERGENCY ACTION PLAN:** The school has an emergency action plan and enough supplies to house our students for a 48-hour period. You will receive periodic updates relating to activities held at school to prepare our faculty, staff, and students for a variety of emergency situations.
- G. DONATIONS OF EQUIPMENT TO INDIVIDUAL STAFF MEMBERS:** Prior to making any donation of classroom furniture or other equipment to individual teachers we ask that you discuss your proposed donation with the school principal.

## VII. CURRICULUM

The Arcata Christian School utilizes the ABeka Book curriculum at all grade levels. The following outlines the ABeka Book perspective:

“Over 40 years ago, *ABeka Book* began with the mission of providing Christian schools with high-quality textbooks and teaching aids to help each school fulfill its educational goals. The hundreds of traditional educational materials from *ABeka Book* have been developed and refined over a period of 50 years in the classrooms of Pensacola Christian Academy, one of America’s largest and most respected Christian schools. As a result, throughout the nation *ABeka Book* is recognized as the standard of excellence in the publishing of textbooks and other scholastic materials.

The *ABeka Book* approach to education keeps learning lively, interesting, and memorable. Our materials reflect sensible theory that is firmly anchored to practicality. Skilled researchers do primary research in every subject. Thus, our publications are built upon a firm foundation of absolute truth and sound scholarship and are written by dedicated and talented scholars well-grounded in the practical aspects of classroom teaching. For excellence in education, you can trust *ABeka Book*.”

During the 2013 school year the staff became increasingly concerned with the content of the newer editions from publishers we had used for many years. We sensed the content was not consistent with our core values and beliefs. For this reason, and after much discussion, review of Christian publication alternatives, and prayer, the staff and board unanimously approved the adoption of the ABeka Book curriculum. As stated in the ABeka paragraphs above, the materials are ‘built upon a firm foundation of absolute truth and sound scholarship.’”

We hope that you will agree that these materials are Christ-centered and honor God. We invite you to look at the complete ABeka curriculum scope and sequence for each grade level. We believe that ABeka will provide us with a core curriculum that promotes growth in mind, body, and spirit. Visit Abeka at <https://www.abeka.com/>

Note: ABeka Curriculum meets and/or exceeds Federal Common Core standards. The faculty filters all public school standards through the filter of God’s Word.

## **VIII. HOME SCHOOL PROGRAM**

**ACS** has established a homeschool program for students in grades 1-8. Further information is available through the school office.

## **VIII. MEMBERSHIPS**

The ACS has been a member of the Association of Christian Schools International (ACSI) since 1978 and the California Association of Private School Organizations (CAPSO) and file annually a State of California Affidavit as required by law. We are also a member of the North Coast Athletic League (NCAL).

**Updated 8/25/23**  
**Ba/office main**