



Aldersgate
CHRISTIAN ACADEMY

Student Handbook

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Aldersgate Christian Academy (ACA) is a subsidiary
of God's Bible School and College (GBSC)

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Dear Student,

On behalf of Aldersgate Christian Academy, we would like to welcome you to our school. We look forward to assisting you in fulfilling your educational goals. Aldersgate Christian Academy has a history of fine academic and extra-curricular accomplishments. We know you will meet the challenge of setting goals, have the ability to meet the set goals, to carry on the tradition and to make ACA a better place. You can benefit from everything Aldersgate Christian Academy has to offer you by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our faculty and we will be glad to assist you. We are here to make your years in school as successful, yet educationally challenging and spiritually fulfilling, as possible.

Sincerely,



Danna Casto
Principal

Handbook of Aldersgate Christian Academy

All families are held responsible for knowing and abiding by the regulations in the *Student Handbook*, which have been defined by the Administration of Aldersgate Christian Academy. Upon reading the handbook, each parent/student is required to sign and submit the **Pledge Page** (p.39).

Mission Statement

Aldersgate Christian Academy exists to develop leaders who see the world through God's eyes by providing opportunities to excel academically, grow spiritually, and serve compassionately so they can positively impact their world.

Objectives

- To provide for the students and faculty a classroom and campus environment corresponding with an institution having ultimate objectives, which are Christ-centered and obedient to God's Word.
- To partner with parents as an extension of the home under the guidance of Proverbs 22:6 to train up a child in the way he should go.
- To teach all subjects in a manner that will create in each student an awareness of God's supreme authority over all creation.
- To present the Bible, God's Holy Word, as the only reliable and true revelation of God's nature and His redeeming purpose and will for mankind.

- To teach that the Lord Jesus Christ is the Son of God, who came to earth to die for our sins.
- To provide spiritual training from a Christian worldview and to foster the development of Christian character in each student.
- To train and prepare youth for making worthy contributions to the cause of Christ in the home, church and community.

Affirmation of Faith

I believe in God the Father Almighty, Creator of all things. And in Jesus Christ, His Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary; suffered for us; was crucified, dead and buried. He descended into hell, the third day He arose again. He ascended into Heaven where He is seated at the right hand of God the Father Almighty. He will come again to judge the living and the dead.

I believe in the Holy Spirit, who inspired the Holy Scriptures and who by grace justifies us through faith alone; and who also sanctifies us in the likeness of Jesus Christ. I believe in the Holy Christian church, the means of grace, the resurrection of the body and life everlasting. Amen.

Statement of Philosophy

- There is a final, absolute truth, which as a unity centers in a Creator, God.
- This truth is revealed in the Bible and is personified in Jesus Christ, the eternal Son of God.
- Education is a Christ-centered, Biblically integrated process of developing spiritually, mentally and physically.
- The ultimate aim of life is conformity to Christ, achieved by a disciplined life and sacrificial service.

Christlikeness and Honoring Others

Aldersgate Christian Academy puts the teachings of Jesus at the center of our mission. Our approach to education is grounded in biblical principles of love, mercy, justice, humility, kindness, and the renewal of the heart and mind. All of our students bear the image of God, and we pray for their hearts and minds to be transformed as they commit to following Jesus.

In light of our commitment to provide an education and environment rooted in the teachings of Jesus, Aldersgate Christian Academy stands against dishonoring people on the basis of race, sex, class, learning abilities and other categories and views such behavior as sin. A particular manifestation of disregarding the image of God in all people is racism. Our definition of racism is a *conscious or unconscious sense of superiority based on race*. Structural and systemic racism exist in our world, just like personal racism exists in people's hearts. Our school staff

and faculty acknowledge the pain that racism in particular, as well as mistreatment based on other differences, has caused in our country.

We recognize that as an institution we have a unique calling in responding to this mistreatment:

1. We will act collectively and individually against such manifestations as discrimination, unkindness, inequality, hostility, bullying and suppression.
2. We are increasing our awareness of the manifestations of bias, prejudice, and racism in our own personal lives, in the systems we create and support, and in our culture.
3. We will actively support our community as we acknowledge, honor, and encourage our unique gifts and perspectives that make up the Kingdom of God
4. We will strive to incorporate Christ-centered education that honors all people, regardless of differences, at every level of our school.

The mission of Aldersgate Christian Academy is to develop leaders who...

- excel academically
- grow spiritually
- serve compassionately.

We commit to educating our students in Christlike treatment of all people, because we believe that commitment promotes true academic excellence, enables true spiritual growth, and engages a framework for true compassionate service.

Admission Policy

Aldersgate Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, student financial aid program and other school-administered programs.

Attendance at ACA is a privilege and not a right. The goal of the school is not to reform children who are experiencing disciplinary difficulties in their present educational setting, but rather to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. ACA stands without apology for the Biblical teachings of the Gospel, highest moral standards and Christian behavior.

Each family who enrolls children at ACA must regularly attend a Bible-believing church of their choice. The Administration firmly holds that the home, church and school are three entities that must work together for

the full development of our young people.

Admissions Process

- Parents fill out application and tour the school.
- Parents and student read this handbook and other policies thoroughly.
- Parents or student request that student's pastor and former teacher send a letter of recommendation.
- Record release form is submitted for review. (We reserve the right to check with the former school with regards to financial and behavioral information.)
- Students in grades 6–12 will be individually interviewed by the principal.
- Parents will be notified of acceptance status.
- Birth certificate and physical form must be on file within 14 days of academic screening at ACA.
- Each student is expected to acquire the state required immunizations for school admittance and records must be on file within the fifteen days of acceptance at ACA. Families who object for the purposes of religious convictions and/or health reasons will be accepted at the discretion of the school Administration. To receive this exemption, please ask the school office for the exemption form that must be completed on an annual basis. In instances where a student needs medical attention, the principal will call the parent or family doctor (in that order).

Ohio Resident Tuition

| | Yearly Tuition Rate <i>(distributed over a 10 month payment plan)</i> |
|-------------------------------|---|
| Elem. Student (Grades K-8) | \$6,100.00 |
| HS Student (Grades 9-12) | \$8,400.00 |

Out-Of-State Scholarship

| Elementary Student | Yearly Tuition Rate <i>(distributed over a 10 month payment plan)</i> | Total Due After Scholarship |
|----------------------------|---|------------------------------------|
| 1 st Student* | \$6,100.00 | \$2,700.00 |
| 2 nd Student* | \$6,100.00 | \$1,925.00 |
| 3 rd Student* | \$6,100.00 | \$1,605.00 |
| 4 th + Student* | \$6,100.00 | \$1,075.00 |

| High School Student | Yearly Tuition Rate <i>(distributed over a 10 month payment plan)</i> | Total Due After Scholarship |
|----------------------------|---|------------------------------------|
| 1 st Student* | \$8,400.00 | \$3,300.00 |
| 2 nd Student* | \$8,400.00 | \$3,100.00 |

Lunch Card Price Schedule

| Elementary Students | High School Students |
|--------------------------------|-----------------------------|
| Single Meal Purchase \$4.00 | Single Meal Purchase \$6.00 |
| 10-meal Lunch Card \$40.00 | 10-meal Lunch Card \$50.00 |

Fee Information

Additional Fees Applied as Applicable

5th-12th grades Fine Arts Fee - \$50.00

Elementary Honors Choir (1st-5th Grades) - \$50.00

Elementary Piano Lab Fee - \$400.00 (\$200.00 per semester)

Kindergarten, 8th grade and 12th grade graduation fee - \$50.00

Fee is automatically assessed for graduates.

HS Lab Fee - \$50.00

(Includes the following classes: Marriage & Family, Physical Science, Anatomy & Physiology, Chemistry, and Biology)

Replacement ID/Access Card

- Broken or non-functioning card: \$5
- Lost or stolen card: \$10 for the first replacement. The cost will increase by \$5 with each replacement.

Late Payment - \$15.00

Vehicle Parking Permit - \$150.00 *(Individual fees assessed in applicable situations.)*

To All Students

Disclaimer: Any charges or fees listed above are subject to change at the discretion of the Board of Trustees of Aldersgate Christian Academy. If possible, advance notice will be provided; however, charges or fees may be changed without prior notice.

ACA Scholarships: available on an as needed basis.

Tuition Scholarships: To be eligible for the tuition scholarships a Financial Aid Application and the first tuition payment must be received within 15 business days of enrollment.

ODE EdChoice Scholarship families: Please note that the scholarship only covers tuition costs. All other fees are the responsibility of the family.

Withdrawal Policy

When a family is considering withdrawing a student, it is standard policy for a meeting to be established between the parents/guardians and the principal. During this meeting, alternate options will be discussed to determine if withdrawal is the best option. If disciplinary actions are continuously a problem, the principal may meet with the parents/guardians regarding the withdrawal of the student. If withdrawal is determined to be necessary, the parent/guardian must come by the academy office to complete a withdrawal form. A withdrawal form and payment plan must be on file before a student is considered officially withdrawn from Aldersgate Christian Academy. If there is a balance on the student account, only the medical records and IEP/MFE records will be transferred to the accepting school. Academic records will be held until the account balance has been cleared.

Refund Policy

In financial matters, the relationship between the students and/or responsible party and the institution takes the form of a contract, which is not to be taken lightly. For this reason, refunds for students not completing a full term of study will be made only after the withdrawal form is completed and has the required signatures listed on the form. Students may obtain a withdrawal form from the Principal's office. The completed form is to be submitted to the Principal's office with a copy submitted to the Director of Finance and/or Business Manager.

All fees are non-refundable. Therefore, if a student is withdrawn from school, fees will not be pro-rated or refunded.

At the date of withdrawal, the remaining tuition amount will be examined and pro-rated. Tuition will be pro-rated based on the official withdrawal date in association with the beginning and end of the school year. If a student withdraws prior to the 15th of a month, the current monthly tuition

will be pro-rated. If a student withdraws on the 15th of the month or later, the current month's tuition must be paid in full. The Business Manager will establish a payment plan after the tuition has been pro-rated.

Students will not be eligible for refunds if they do not formally withdraw from school by completing a withdrawal petition form.

Room and Fees for Dorm Students

The maximum refund for room charge is 50%. The room payment for High School is a one-time charge for the year and therefore if proper withdrawal is made by December 15th, the room charge for the second semester will be refunded. Since the school reserves the room for an entire semester, there is no refund of a room charge for any semester in which the room has been occupied for one day or more.

Board Fees for Dorm Students

Board fees for dorm students will be pro-rated based on the official withdrawal date in association with the beginning and end of school dates.

Students will not be eligible for refunds if they do not formally withdraw from school by completing a withdrawal petition form.

In the event that a student is expelled, no refund will be made for any moneys which the student has applied to his total charges for the semester in which he or she is expelled. If the total charges are not paid in full, he or she will be billed for the remaining balance of the semester.

Records Hold

All accounts must be cleared for student records to be released. This policy applies to end-of-year records as well as releasing records for students transferring to another school.

- Tuition/Fees Account
- Lunch Accounts
- Before and After School Care Account
- Flames Account (Fees and Uniform)
- Library Account (Fees and Books)
- Textbooks must be returned
- Technology devices must be returned (Grades 9-12)
- ID cards must be returned (Grades 9-12)

General Policies

Attendance Rules, Procedures and Credit Forfeiture

ACA believes that regular, on-time attendance is one of the best ways a student can maintain academic success. Therefore, the following guidelines are to assist your child in having a productive academic year. School hours are 8:00 AM–3:00 PM (Elem.) and 8:00 AM–3:15 PM (MS, HS). The school building opens at 7:15 AM, and classroom instruction begins at 8:00 AM.

Students arriving before 7:45 will go to the before-school area until they can enter their classrooms at 7:45. Students arriving after 8:00 AM are tardy and must check in with the front office to receive an admission slip before entering the classroom.

- **Tardies:** If a student arrives after 8:00am, they are considered tardy and must check in at the office before going to class. If a tardy slip is not issued, a student will be marked as absent for the day. Arriving after 10:00 AM, will constitute as a half-day absence.
 - Students are allowed 5 tardies per 9 weeks, and after that, each additional tardy counts as a half-day absence.
 - A student's tardy record will be reviewed when determining eligibility for faithful attendance awards.
 - In grades 6-12, tardy notes must be remitted by 10 AM on the date of the tardy. Failure to remit a note by this time will result in the student serving a lunch detention on the date of the tardy.
- **Absences:** In accordance with the Ohio Department of Education guidelines, parents should be aware of Ohio's compulsory attendance laws. Students ages 6–18 must attend school as much as possible. Students (excused or unexcused) who are absent 10% or more of the school year are considered excessively absent. In addition, students at ACA may not exceed 15 absences (excused or unexcused) within a school year.
- The following criteria determine an excused absence, along with the specified documentation noted below [Ohio Admin. Rule 3301-69-02(B)(2)]
 - Personal illness
 - Illness in the family
 - Quarantine of the home
 - Death of a relative
 - A family emergency or set of circumstances which, using the judgment of the Administration, constitutes a reasonable and sufficient cause for absence from school
 - Court appearance
 - Driver's license testing
 - Two personal days per school year

Absence for reasons other than those cited above will be unexcused and may constitute truancy. Exceptions include chronic health conditions. Under these circumstances, families must provide medical documentation to accommodate absences. All excuses from parents and other documents, regardless of format or condition, become official attendance records.

- **Early Dismissal:** In rare situations, it is necessary for a student to leave school prior to 3:15 PM. In these situations, a written note should be submitted to the office before the student is dismissed. The missed assignments policy applies to early dismissals. Leaving prior to 2:00 PM will constitute a half-day absence. Students who become ill at school must check out at the High School and/or Elementary offices. Families should limit early dismissals to the following circumstances:
 - Personal illness
 - Illness in the family
 - Death of a relative
 - Family emergency or set of circumstances which, in the judgment of the Administration, constitutes a good and sufficient cause for early dismissal from school.
 - Court appearance
 - Driver's license testing
- **Attendance Notes:** All attendance notes must be turned in within 5 days from when the absence, tardy or early dismissal occurred. Notes turned in at a later date may not be reflected in the permanent records.
- **Missed Assignments:** Work missed because of absences, tardies and early dismissal should be made up when the student returns to school. Make-up provisions vary depending upon the type of absence. Teachers will set deadlines for make-up work within the following guidelines.
 - **Unexcused absence:** All homework and in-class assignments missed because of an unexcused absence will receive zero credit. Unexcused absences will also be reflected in class participation grades. Students will be given the opportunity to make up tests and quizzes so as to not hinder their academic performance.
 - **Excused absence:** Students will be given the opportunity to make up all assignments missed because of an excused absence. Students will be issued a make-up slip when a note has been received and an absence is deemed excused. Missed assignments will only be issued when a make-up slip is presented to the teacher. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments. Students should strive to make up

missed assignments on or before the specified deadline so as to avoid falling behind in daily work.

- **Missed Class Time:** Class time missed due to tardiness or early dismissals will be reflected in the class participation grade. Students are required to follow the missed assignments guidelines in these occasions.

- **Extra-curricular Activities:** In order to participate in extra-curricular activities that occur after school, students must arrive for school no later than 10 AM. If a student arrives after 10 AM, they must provide a note or documentation to excuse the absence or they will not be allowed to participate in the extra-curricular activity. Extra-curricular activities may include, but are not limited to Flames practice and games, etc. Students participating in regularly sanctioned school activities, supervised by a school staff member, will not be considered absent from school. (band tours during school hours; competitions; conventions, etc.)

- **Forfeit of credits:** Quarterly, the Administration will review each student's attendance for excessive absences. If a student has accrued five absences within a quarter, a written warning will be mailed to the parents notifying them of the absence details and policy. A copy of this letter will be filed in the student's permanent file.

A student who, for any reason, is absent 10 times from a semester course will forfeit credit for the course. Missing over half of a class period due to tardiness or early dismissals will be recorded as an absence for the class. Exceptions are chronic health conditions, with special considerations involved, which must be verified by the Administration. A physician's statement must determine the validity of each absence for an illness continuing longer than the maximum time allowed. If the Administration determines that there are definitely 10 absences, excused or unexcused, as shown by the school records and that on review none were due to extenuating circumstances, that credit will then be forfeited. On the date of the decision, a written charge supporting the evidence will be filed in the student's permanent file.

- **Skiping Class:** Deliberate skipping of class will result in a one hour work detention. If necessary, other disciplinary and academic consequences will be applied to students who deliberately skip class.

Before and After School Care

The Before School Care (only for grades K-8) program begins at 7:15am and the After School Care operates from 3:15pm until 5:30pm. If you do not have need of the B/A School Care program, your child can be

dropped off on Channing Street at the front entrance of the Academy between 7:30-8:00am. K-4 children may be picked up at the front entrance between 3:00-3:15 pm while 5th-8th grade children may be picked up at the gym from 3:15-3:30pm. If your K-4 child needs to arrive before 7:30am and/or must remain after 3:15pm, they must use the B/A School Care program unless under the supervision of a high school sibling. If your 5-8 child needs to arrive before 7:30am and/or must remain after 3:30pm, they must use the B/A School Care program unless under supervision of a high school sibling.

Families should remit weekly payments as services are provided. In an effort to keep accounts current, all 1st semester B/A School fees should be paid by December 31. A minimum of 50% of the 1st semester balance due must be remitted prior to students using the program during the 2nd semester. Please note, failure to keep your B/A School account current will result in your family not being permitted to use the program until the balance has been brought current. EdChoice families, please note that the EdChoice scholarship only applies to the tuition account. All fees, including the B/A School Program, are the financial responsibility of the family.

| Service | 1-2 Children | 3+ Children |
|------------------------|---------------------|--------------------|
| Daily rate per service | \$5.00 | \$6.00 |

Late fees, as stated below, will be applied to students remaining in the After Care Program past 5:30pm.

- * 5:30-5:40pm: \$5.00 additional fee per family per day
- * 5:40-6:00pm: \$10.00 additional fee per family per day

HS students after school policy

Students still on campus at 4:00pm, who are not a part of ACA/Flames activities, must check into the after school program through the main ACA office.

- Students who are a part of Flames activities should be in their appointed places at 4:00pm.
- ACA students remaining on campus during dinner hours are not permitted to eat in the cafeteria. Any exception to this must come from the Principal's office.

High School students are not allowed to be on campus without direct parental supervision after 5:30 (this includes non-ACA events that happen on campus). Failure to follow this policy will result in consequences that could jeopardize the student's status at ACA. Any student who is not picked up on time will be charged the following fees

- 5:31 - \$10 fee
- 5:45 - \$25 fee

- 6:00 - \$50 fee

No items may be left in the snack bar without the student being directly present. Any items left in this area will be turned into Lost and Found.

Required Events

Required events are indicated on the ACA calendar and will be otherwise noted in the newsletter as necessary. If a student fails to attend a required event, the student will be required to do a make-up assignment as determined by the missed event. These arrangements must be approved by the faculty and administration at least one week prior to the event.

Custodial/Non-Custodial Parents/Guardians Policy

I. School Neutrality/Parent Responsibility: Aldersgate Christian Academy shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced), as it is the intent of ACA to promote the best interests of each student enrolled in its school in partnership with both parents, unless otherwise directed by Court Order. Should there be an event (i.e., parent's night, senior night, graduation, etc.) when parents are recognized, the school shall recognize both natural parents unless parental rights have been terminated by a court or the noncustodial parent in writing has waived his/her right to be recognized. It is the responsibility of the parent wishing to restrict a parental right to notify ACA of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Administration.

II. Student Contact/Student Visitation During School Hours: Unless a parent gives notification pursuant to paragraph I, Aldersgate Christian Academy will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent: ACA will not authorize a student enrolled in the school to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide ACA with a copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records. Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the school pursuant to paragraph I.

Retention Policy

K-8 grade retention may occur in rare instances when a student fails to make significant progress in core subject areas. Generally speaking, in order to progress to the next grade level, the student is expected to do at least passing work (D-) in all core subjects and to be recommended by the teacher.

Standardized tests may also be used to determine whether a student should be promoted to the next grade level. If subjects are failed, and the decision is made to still promote a student, the school will consult with the parents about possible makeup work or tutorial help.

Volunteer Policy

Parents are encouraged to volunteer at Aldersgate Christian Academy as this encourages a strong bond between the home and school. Any parent wishing to volunteer should contact the office at least 24-48 hours in advance so that prior planning can be administered. Parents may volunteer in any classroom, the office, or in other methods.

While parental volunteers are encouraged and accepted at Aldersgate Christian Academy, no monetary reimbursement is dispensed or applied for these services. Families may not receive financial assistance on their school account for volunteered services at ACA.

Visitor Policy

Visitors are welcome. However, permission must be obtained from the High School Office in advance. Visitors are expected to be aware and considerate concerning the school's dress code and regulations. Visitors are not permitted on the last day of school or during special functions.

Title IX & Compliance

Our school is dedicated to fostering and maintaining a safe, healthy, and productive environment that meets the educational, physical, spiritual, and social needs of the entire campus community. We value each individual in our school and are committed to demonstrating this by providing support, information, and advocacy for all students and employees.

Students will receive training regarding Title IV, non-discrimination, disability compliance, Title IX compliance, grievance procedures, and

campus security procedures. Our goal is to provide information that will inform your student of their rights and protections. Students with concerns or complaints arising in regards to these matters should follow the institutions grievance policy or contact ACA administration.

FERPA Policy

Overview

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA applies to all educational institutions that receive funds under programs administered by the U.S. Department of Education.

At Aldersgate Christian Academy, we believe that honoring privacy is part of honoring others in Christ (Romans 12:10). FERPA grants parents and eligible students certain rights with respect to their education records. "Eligible Students" are those who are either 18 years of age or enrolled in a postsecondary program. For all other students, these rights belong to the parent or legal guardian.

1. Right to Inspect and Review Education Records

Parents or Eligible Students have the right to inspect and review the student's education records within 45 days of the day the Academy receives a written request.

To inspect records, a written request should be submitted to the school's administrator clearly identifying the specific records to be reviewed. The Academy will arrange a time and place for inspection and notify the requester accordingly.

2. Right to Request an Amendment to Education Records

Parents or Eligible Students may request that Aldersgate Christian Academy amend a student's education record if they believe the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

To request an amendment, submit a written request to the principal, clearly identifying the record to be changed and stating the reason for the change.

If the Academy decides not to amend the record as requested, the parent or Eligible Student will be notified in writing of the decision and their right to a formal hearing. Additional information about the hearing process will be provided at that time.

Note: This right does not permit challenges to grades, disciplinary decisions, or other subjective judgments unless they involve a violation of privacy rights.

3. Right to Consent to Disclosure of Personally Identifiable Information (PII)

FERPA requires that the Academy obtain written consent before disclosing PII from a student's education records, except in specific cases permitted by law.

The Academy may disclose records without prior consent to: School officials with legitimate educational interests. A "school official" includes:

- Employees of Aldersgate Christian Academy (teachers, administrators, support staff),
- Members of the school board or governing board,
- Volunteers or contractors who perform services for the Academy (e.g., legal counsel, auditors, IT providers), and
- Parents or students serving in official School capacity.
- A school official has a legitimate educational interest if they need to review a record to fulfill their professional responsibilities.
- Other schools to which a student is transferring or has enrolled;
- Accrediting organizations;
- Health and safety officials in emergencies;
- State and local authorities in compliance with state law;
- Judicial orders or lawfully issued subpoenas;
- Financial aid offices to process aid;
- Parents of Eligible Students if the student is claimed as a dependent for IRS purposes.

4. Right to File a Complaint

Parents or Eligible Students who believe their FERPA rights have been violated can file a written complaint with the U.S. Department of Education:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

FERPA allows schools to identify certain information as "Directory Information" which may be released without prior consent unless the

parent or Eligible Student opts out. Aldersgate Christian Academy considers the following to be directory information:

- Full Name
- Previous Name
- Photograph
- Gender
- Expected Graduation Date
- Student Standing
- Dates of Attendance
- Telephone Listings
- Most Recent School Attended
- Diplomas and Awards Received
- Participation in Officially Recognized Activities

Military Opt-Out: Federal law requires that high schools provide military recruiters, upon request, with student names, addresses, and telephone numbers unless a parent or Eligible Student opts out.

To opt out of the release of Directory Information, please submit a written request to the school office within 20 days of enrollment or the beginning of each school year.

Custody and Access

Both custodial and noncustodial parents are afforded equal rights under FERPA unless a court order or legally binding document provides otherwise. If such documentation exists, it must be submitted to the school office.

For students aged 18 and older, access to education records by parents requires evidence of financial dependency, as defined in Section 152 of the Internal Revenue Code (e.g., latest tax return).

Contact Information

For questions or concerns regarding FERPA and your rights, please contact:

FERPA Compliance Officer
Aldersgate Christian Academy
1810 Young Street, Cincinnati, Ohio 45202
513- 763-6655
academy@aldersgatechristian.com

Textbook Policy

All non-consumable textbooks are loaned to students and will be used in future years by other students. In order for these textbooks to remain in usable condition, they must be handled carefully. If a book is lost or damaged, the student to whom the book was issued is to pay for the lost or damaged book.

Medical Information Notice

Research has shown that school is the primary source of infections in children. Due to this fact, we are instituting strict guidelines regarding the students when they are ill.

Student Illness

Students may return to school – ONLY if the following criteria are met:

- The student must be fever free, and not taking fever-reducing medication (Motrin or Tylenol), for a complete 24-hour period.
- Any contagious illness (strep-throat, pink-eye, upper respiratory infections, etc.) must be treated with an antibiotic for a complete 24-hour period.

Physician Visits

If your child will miss any school to attend a physician's appointment (including dental/orthodontic) it is considered an "excused absence". It is the responsibility of the student to obtain and complete any missed work. Please get a note from the physician's office stating your child was there and turn it in to the office.

Medication at School

If your child is to take medication while at school, you must complete a Medication Authorization Form and remit the form to the office. Any prescription medication must be kept in the office.

If a student needs to take acetaminophen during the course of the school day, parents will be called before medication is dispensed unless note of parental consent is on file.

Emergency Medical Authorization Form

An Emergency Medical Authorization form must be on file for all students. The purpose of this form is to enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before surgery is performed. This form must be updated on a yearly basis.

STUDENT POLICIES

General Rules of Conduct

Aldersgate Christian Academy exists to develop leaders who see the world through God's eyes by providing opportunities to excel academically, grow spiritually, and serve compassionately so they can positively impact their world. We seek to partner with parents as an extension of the home under the guidance of Proverbs 22:6 to train up a child in the way he should go and to provide spiritual training from a Christian worldview and to foster the development of Christian character in each student. This will train and prepare youth for making worthy contributions to the cause of Christ in the home, church and community.

At ACA, a HIGH Christian standard of conduct is expected from each student. It is expected that all students will abide by the particular guidelines set down by the school. However, just obeying the rules is not sufficient; a negative, critical attitude will NOT be tolerated. Students are expected to conduct themselves in a mature, well-behaved manner in both school and in coming to and returning from school. They should be respectful to teachers, school staff members, other students, and other adults they meet in and around the school. Proper use and treatment of school property, as well as the property of those encountered coming to and going from school, is expected.

Aldersgate Christian Academy has standard guidelines established for the successful accomplishment of its goals in producing disciplined children for vital Christian service. If any student becomes involved in UNCHRISTIAN, immoral, or criminal activities within or outside of the school, we reserve the right to take disciplinary action in the form of detention, confiscation of materials, privileges revoked, suspension, or expulsion. Not all acts of misconduct are itemized in this regulation. The following is an enumeration of the main areas of conduct which must be avoided:

- Boisterous, disrespectful, inappropriate or disruptive behavior.
- Insubordination behavior during school or school activities.
- Cheating, falsifying information or gambling.
- Possession, use, distribution or sale of drugs/drug paraphernalia, alcohol, narcotics or tobacco. Use of all vaping devices, including but not limited to e-cigarettes, vape pens, and similar electronic smoking or inhalation devices. This applies regardless of whether the device contains nicotine, flavored substances, or any other material. (Minimum penalty for violation of this policy will be suspension from school; however, a violation could result in permanent expulsion from school.)
- Truancy, tardiness (to school or to classes), leaving school classroom or grounds without permission.

- Profanity or slang words and expressions used in their place.
- Quarreling, lying or stealing.
- Improper/inappropriate contact with members of the same or opposite sex as determined by the Administration.
- Listening to inappropriate music.
- Viewing or distributing inappropriate literature or any other media.
- Participation in any indecent or immoral action, conversation, or writing.
- Defacing school property, littering, destructiveness, false alarms, arson, entering restricted areas without permission: rowdiness on school property or at school activities.
- Possession of firearms or knives (including pocket knives or anything that can be used as a weapon).
- Physical aggression (hitting, shoving, throwing items, etc.), causing or attempting to cause physical injury to self or others.
- Verbal aggression (name calling, harassment, threatening, bullying, etc.).
- Unauthorized use of materials: possession or distribution of unauthorized printed or audio materials (i.e. copyrighted items)
- God's Bible School & College and its subsidiary Aldersgate Christian Academy will not tolerate any form of behavior that could be reasonably interpreted as sexual harassment, sexual discrimination, or sexual violence against or by any GBSC students, faculty, staff or visitors. Please see the Title IX and Sexual Misconduct Policy on the ACA website for more information on what is defined as sexual harassment, and how to file a grievance.

Discipline

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents. If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the parents will be called for a conference. If the administration feels the situation has not changed within a designated time, disciplinary actions will be discussed with the parents.

The goal of ACA is to have a discipline maintained which is firm, consistent, fair and administered with compassion, keeping in mind the best interest of the student, family and ACA. Our staff maintains standards of behavior in the classroom through kindness, love and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

The three tiers of behavior management*

Tier 1: Handled in classroom, minor issues, first time offenses, documentation

Tier 2: Parental involvement/contact, handled in classroom, repeated actions of minor behaviors that have been previously documented.

Tier 3: Principal involvement.

*If a behavior is repeated (with multiple measures of documentation and consequences), the behavior should be moved up a tier. See the example below:

Tier 1: Peer conflicts (being mean, teasing, rude remarks, etc)

Tier 2: Repeatedly being mean, teasing, having issues with the same student

Tier 3: Legitimate bullying, racial harassment, threats on life, sexual comments

Discipline System (K-5th Grade)

It is important to set clear rules for students to feel secure when they are in the classroom.

- Each teacher has rules for their classroom.
- Positive reinforcement is often very effective and is used to encourage students in good behavior.
- The colors green, yellow, and red are all be part of each teacher's discipline policy. Green means the student had great behavior all day; yellow means they had a warning at some point in the day; and red means the teacher will be contacting the parent about the student's behavior. The home folder is a way teachers communicate these colors daily with parents about their child's behavior. Parents sign the behavior chart and return it to school the next day with their child.
- Color Policy: Per quarter, if students accumulate 3 days on red, they will serve lunch detention the lunch period following the third red. Per quarter, if students accumulate 6 days on red, a parent meeting with an administrator will be called. Per quarter, if students accumulate 9 days on red, students are at risk of suspension/expulsion. If students are repeatedly on yellow, the behavior will move up a tier and be counted as reds. For example, 3 yellows equals a day of red.

- Behavior Tracking Sheets: At the parent/administrator meeting (after the 6th red day per quarter), a behavior plan with goals will be created. As part of that behavior plan, the teacher will complete a behavior tracking form each day, and the teacher can decide to let the behavior tracker be the only form of tracking for that student or also follow the color system, whichever works best for that student. The behavior tracker will have the goals and percentage the student must meet daily.
 - When the student meets their goal for 2 weeks in a row, the student will go back to just using the classroom color system.
 - If the student does not meet the goal 3–5 days out of 10 (this number will be decided in the parent meeting), another parent/administrator meeting will occur, and the student will serve at least 1 day out of school suspension. The student will be permitted back to school after the parent meeting for a 2-week probationary period. The expectation is that the student will meet their goal 7–8 out of the 10 days of probation. Not meeting this goal will result in another parent conference to discuss the student's future at ACA.
 - Any day the student's score on the behavior tracker is below 60%, there will be an immediate parent/administrator meeting to discuss the student's future at ACA.

Tally System (6th–8th Grade)

To maintain discipline in the classroom, grades 6-8 will operate under the following tally system. Students will be given ample warnings before tallies are issued, but students will be expected to obey and exhibit self-control in following these guidelines. Tallies will be accumulated and reset weekly.

Levels of discipline:

- 1st set of 10 tallies - lunch detention and 15 sentences.
- 2nd set of 10 tallies - lunch detention and behavior modification form signed by parents.
- 3rd set of 10 tallies - lunch detention (behavior modification note) and parent meeting.
- 4th set of 10 tallies – in-school afternoon suspension.
- 5th set of 10 tallies – out of school detention.
- 6th set of 10 tallies - Parent conference with discussion of student's future at ACA.

Tally System (HS)

Tallies are accumulated on a weekly basis. Students with 10 or more tallies in a week will receive a demerit and level of discipline for that week. After the week is over, each student will start the new week with a

clean slate as far as tallies are concerned. Throughout the school year, each set of 10 or more tallies accumulates demerits. Each demerit is a level of discipline.

Levels of discipline (9th-12th Grades):

- 1st set of 10 tallies - after school detention
- 2nd set of 10 tallies - after school detention
- 3rd set of 10 tallies - after school detention and meeting with discipline committee
- 4th set of 10 tallies – meeting with parent/Principal
- 5th set of 10 tallies – in-school suspension
- 6th set of 10 tallies - out of school suspension
- 7th set of 10 tallies - Parent conference with discussion of student's future at ACA

Detentions (HS)

- While in detention, students will be given sentences to write. They are required to complete the assigned number of sentences during their detention time. Failure to complete the assigned sentences will result in the student attending the next detention time to complete the sentence assignment.
- Students are not permitted to use cell phones or electronic devices during detention.
- If a detention is missed for any reason, the time will be doubled. At the end of each semester, any un-served detention will result in a \$25.00 fine per each 30-minute increment.

Dress Code

In an effort to provide a wholesome, Christian environment our dress code seeks to follow the Biblical principles of modesty (I Timothy 2:9-10), moderation (Philippians 4:5) and gender distinction (Deuteronomy 22:5). This dress code comes from our tradition's application of these principles to our daily life as well as our institution's desire to provide a conservative, professional environment. This dress code is required to be followed by students when on campus and at all school activities and functions (Homecoming, Jr./Sr. Banquet, Flames events, uniform free days, etc.).

ACA gentlemen and ladies are expected to deport themselves as gentlemen/ladies with neatness and professionalism. Facial hair, jewelry, make-up, nail polish/artificial nails, fake eyelashes, body piercings and tattoos are prohibited. Hats, hoods and other head coverings should not be worn inside buildings. Gentlemen must wear pants, and ladies must wear skirts/dresses that are below the knee; shirts for both genders must have sleeves that are closer to the elbow than the shoulder. Gentleman's hair must be all natural, contain no accessories and shorter than the

eyebrows, middle of the ear and collar. Gentleman's hair should not be restrained and no longer than four inches off the top of the head. Ladies' hair should be a minimum of shoulder length, neat and well maintained. Neither gender is allowed to have bleached, dyed, highlighted, added hair extensions or weave in their hair (for ladies) that is an extreme color (needs to be a natural hair color) during the school year. Neither gender should have extreme hairstyles.

In addition to the dress code, **ACA gentlemen in grades K–4** are expected to follow these attire regulations for uniform days.

- Khaki pants (navy blue)
- Uniform polo shirt (Green - must be purchased from SchoolBelles and must not be left unbuttoned)
- Belt
- Shoes must be closed toe and closed heel
- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- Students are permitted to wear wrist watches (see technology guidelines)
- No outer apparel or accessories other than listed above will be permitted for ACA gentlemen

In addition to the dress code, **ACA ladies in grades K–4** are expected to follow these attire regulations for uniform days.

- Plaid jumper (must be below the knee when sitting or standing and must be purchased from SchoolBelles) or navy blue jumper (must be below the knee when sitting or standing and must be purchased from French Toast)
- White blouse (button down or polo style)
- Shoes must be closed toe and closed heel
- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- Students are permitted to wear wrist watches (see technology guidelines)
- Scarves are permitted
- Ladies' hair must be contained (appropriate hair accessories to provide containment are allowed)
- No outer apparel or accessories other than listed above will be permitted for ACA ladies

In addition to the dress code, **ACA gentlemen in grades 5–8** are

expected to follow these attire regulations for uniform days.

- Khaki pants (navy blue)
- Uniform polo shirt (Green - must be purchased from SchoolBelles and must not be left unbuttoned)
- Belt
- Shoes must be closed toe and closed heel
- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- Students are permitted to wear wrist watches (see technology guidelines)
- No outer apparel or accessories other than listed above will be permitted for ACA gentlemen

In addition to the dress code, **ACA ladies in grades 5–8** are expected to follow these attire regulations for uniform days.

- Black athletic skirts- Snoga brand or otherwise- or any solid black skirt. Skirts must be below the knee when sitting or standing and may not be form fitting. The wrap style athletic skirts are not permitted.
- Uniform polo shirt (green—must be purchased from SchoolBelles and must not be left unbuttoned)
- Shoes must be closed toe and closed heel
- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- In an effort to maintain neatness and professionalism, ladies will only be allowed to wear leggings or tights with their uniform. For example, sweatpants and pajamas will not be permissible.
- Students are permitted to wear wrist watches (see technology guidelines)
- Scarves are permitted
- Ladies' hair must be contained (appropriate hair accessories to provide containment are allowed)
- No outer apparel or accessories other than listed above will be permitted for ACA ladies

In addition to the dress code, **ACA gentlemen in grades 9-12** are expected to follow these attire regulations for uniform days.

- Khaki pants (brown/tan)
- Uniform polo shirt (blue, green or burgundy - must be purchased from SchoolBelles and must not be left unbuttoned)
- Belt
- Shoes must be closed toe and closed heel

- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- Students are permitted to wear wrist watches (see technology guidelines)
- No outer apparel or accessories other than listed above will be permitted for ACA gentlemen
- School ID card must be a visible part of your daily uniform.

In addition to the dress code, **ACA ladies in grades 9–12** are expected to follow these attire regulations for uniform days.

- Black athletic skirts- Snoga brand or otherwise- or any solid black skirt. Skirts must be below the knee when sitting or standing and may not be form fitting. The wrap style athletic skirts are not permitted.
- Uniform polo shirt (blue, green or burgundy - must be purchased from SchoolBelles and must not be left unbuttoned)
- Shoes must be closed toe and closed heel
- Students are permitted to wear jackets, sweaters or sweatshirts over their uniform shirts. Outerwear may not include graphics larger than 4 inches in diameter and should be limited to brand/sports logos.
- In an effort to maintain neatness and professionalism, ladies will only be allowed to wear leggings or tights with their uniform. For example, sweatpants and pajamas will not be permissible.
- Students are permitted to wear wrist watches (see technology guidelines)
- Scarves are permitted
- Ladies' hair must be contained (appropriate hair accessories to provide containment are allowed)
- No outer apparel or accessories other than listed above will be permitted for ACA ladies
- School ID card must be a visible part of your daily uniform.

Enforcement of Dress Code/Uniform

- If students are out of dress code at a school event, they will be warned and reminded of the requirements and may be prohibited from participating/attending if deemed necessary. Repeated abuses of the dress code will jeopardize the student's opportunity to attend ACA.
- If a student comes to a uniform day out of uniform/dress code, a parent will need to provide an explanation as to why the student is out of uniform/dress code.
- 1st offense: student will be given a warning and required to fix the violation.

- 2nd offense: student will be given detention and required to fix the violation.
- 3rd offense: meeting with parents to discuss what we can do to keep these infractions from continuing.
- Uniforms are kept on hand for student usage in case of an emergency or uniform violation. Failure to return the uniform in the specified time will result in the cost of the borrowed uniform being applied to the student's account.

Technology Policy

Cell phones are to be turned in to the home room teacher at the beginning of the day and are not to be collected until the end of the school day. Electronic devices issued by the school and used within the classroom should be restricted to academic usage. Technology should be viewed as a tool, not a toy. Cell phones and any devices that connect to the internet should not be kept in students' lockers. Earbuds and headphones are not permitted during school hours.

Search of Lockers

ACA reserves the right to conduct unannounced locker searches to ensure the safety of all faculty, staff, and students. During a locker search, prohibited items will be confiscated.

Gym Usage

Students may only use the gym when under the supervision of ACA staff. Unsupervised usage of the gym at any time may face disciplinary action.

Cheating

Any student caught cheating in any form will receive a zero for the assignment. A second offense of cheating in the same class may result in a grade of F for the quarter.

Plagiarism

In accordance with the academic integrity policies of God's Bible School and College, ACA enforces the following plagiarism guidelines.

- Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic references.
- Submitting as one's own original work, material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.
- Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from said collaborators.

- Submitting as one's own original work material that has been previously submitted for any course or assignment for which a grade or evaluation was given, without securing instructor approval.
- Fabrication: The falsification of any information or citation in an academic exercise submitted for grading and/or evaluation.

Dismissal from Class, Study Hall, or Activity

A student will be **dismissed and removed from the classroom** when a student's behavior in a class, study hall, or activity:

- Endangers him, her, or others.
- Takes the attention of the teacher, sponsor or other students, so that the class can no longer be conducted.
- Is openly defiant and disrespectful to the teacher, sponsor, or other members of the groups involved.

Suspension/Expulsion

Types of Expulsion:

- **In-school suspension:** student is excluded from all classes within the scheduled class day and must remain on school premises.
- **Short-term suspension:** up to and including three days.
- **Long-term suspension:** more than three days.
- **Expulsion:** remainder of the semester and/or school year.

Conditions and process for each type of suspension:

1. Short-term Suspension

- The principal will make an investigation and determine if it is necessary to suspend a student based on the offense.
- The principal may suspend the student if deemed necessary to prevent interference with the school's routine and to prevent further problems.
- Students will be given an oral or written notice explaining the evidence against them and an opportunity to present their case.
- Usually, but not always, the principal will confer with the Disciplinary Committee before a short-term suspension is given.
- Upon suspension, the principal will:
 - Contact the parent/guardian describing the student's conduct or violation of the rules.
 - Give reason for the action taken.
 - Make reasonable effort to confer with the parents before, or at the time the student returns to school.

2. Long-term Suspension

- Use of violence, force, coercion, threats, or substantial interference with school purposes.
- Damage to property of substantial value (private or school).
- Physical injury to any student or school employee.

- Threats to obtain money or other items of value.
- Knowingly possessing or handling a weapon (realistic or any resemblance to guns, knives, etc.).
- Possession of controlled substance or alcoholic beverages.
- Engaging in any activity forbidden by law.
- Public indecency.
- Sexual intercourse or activity of any kind.
- Obtaining an abortion or assisting in arranging an abortion.
- Visiting the residence halls of the opposite sex without permission.
- Procedure required to suspend a student for more than three days:
 - A written charge and summary of evidence supporting the charge will be filed in the student's file.
 - Within reasonable time, a notice will be sent to the student and the student's parent/guardian, informing them of the Student Grievance process.

Student Grievance Procedure

Policy:

Aldersgate Christian Academy offers a grievance procedure whereby students may reveal their concerns, problems and complaints with the confidence that there will be a full, fair and prompt effort to resolve the grievance.

Step One:

- The student makes an informal presentation of the problem to his teacher.
- The teacher discusses the problem with the student, investigates the matter and then gives an oral response as quickly as possible.
- If the answer does not satisfy the student, he may proceed to step two within a reasonable time.

Step Two:

- The student prepares a written grievance, which is given to the principal as soon as possible after receiving a response from the teacher.
- The principal discusses the grievance with the student, further investigates and returns a written or oral response within a reasonable time.
- The principal will either support or reverse the answer given in Step One.
- If this response does not satisfy the student, he may proceed to Step Three within a reasonable time

Step Three:

- The student presents a written grievance to the Vice-President of

Student Affairs as soon as possible after receiving a response from the principal.

- The Vice-President of Student Affairs discusses the grievance with the student, further investigates and then returns a written or oral response within a reasonable time.
- The Vice-President of Student Affairs will support or reverse the answer given in Step Two.
- If this response does not satisfy the student, s/he may proceed with his grievance to the President of God's Bible School. The President's decision will be the final decision of Aldersgate Christian Academy.

ACADEMICS AND PROGRAMS

Grade Point Average (GPA)

Grade point averages are calculated by the office to be used for various purposes. Colleges and universities often request them. The letter grades recorded on the report cards represent the following percentages:

| | | |
|----|--------------|--------------------------------|
| A+ | 97 – 100 | 4.00 Grade Point Average (GPA) |
| A | 93 – 96 | 4.00 |
| A- | 90 – 92 | 3.67 |
| B+ | 87 – 89 | 3.33 |
| B | 83 – 86 | 3.00 |
| B- | 80 – 82 | 2.67 |
| C+ | 77 – 79 | 2.33 |
| C | 73 – 76 | 2.00 |
| C- | 70 – 72 | 1.67 |
| D+ | 67 – 69 | 1.33 |
| D | 63 – 66 | 1.00 |
| D- | 60 – 62 | 0.67 |
| F | 59 and lower | |

Grade reports are issued each quarter and the student, as well as the parent, will receive a copy of the grade reports.

Honor Roll

The Honor Roll List will be posted after each quarter. Honor roll is awarded on the following criteria.

| K-12 Grades Honor Roll | |
|------------------------|------------------------------|
| Principal's Honor Roll | All A's |
| Gold Honor Roll | A average with no D's or F's |
| Silver Honor Roll | B average with no D's or F's |

Parent/Teacher Conferences

Conferences will be held after the first and third quarter grading period. Individual conferences may be scheduled whenever the teacher or principal deems it necessary. Report card will be given to the parents during Parent/Teacher Conferences.

Midterm Reports

At the middle of each quarter, parents will be reminded to check their student's academic progress and will receive communication from the faculty.

Report Cards

During the first and third quarters, report cards will be given to the parents during Parent/Teacher Conferences. For the second and fourth quarters, report cards will be distributed to each student and a copy mailed to parents.

Eighth Grade Honors

Students currently in the eighth grade may be eligible to receive Valedictorian and Salutatorian honors based on the following criteria:

- Honors are calculated based on all the grades for the entire seventh grade and three quarters of the eighth grade. To be considered for honors, students must have attended ACA for at least the entirety of seventh and eighth grades.
- After the Valedictorian and Salutatorian have been determined, these students will then be expected to write a speech under the parental and teacher supervision. This speech is to be presented during the Elementary Awards Chapel and must be pre-approved by the principal.

High School Honors

Students currently in the twelfth grade may be eligible to receive Valedictorian and Salutatorian honors based on the following criteria:

- Honors are calculated based on all the grades for high school classes (concludes with 3rd quarter of senior year). The valedictorian and salutatorian are determined by the highest cumulative GPA (minimum 3.33) and must have attended ACA for their junior and senior year of high school.
- After the Valedictorian and Salutatorian have been determined, these students will then be expected to write a speech under the parental and teacher supervision. This speech is to be presented during the 8th and 12th grade Graduation & Distinguished Awards Ceremony and must be pre-approved by the principal.

- The two juniors with the current ranking highest GPA will be selected as the Junior Class Marshalls for the 8th and 12th grade Graduation & Distinguished Awards Ceremony.

Awards Events

Quarterly awards recognition will be held to recognize the achievements of K-12 students.

The K Graduation & K-12 Awards Chapel is an exciting time when students are commended for all their academic excellence that they have portrayed throughout the school year. This event is of high importance and all students are expected to be present for this evening. Students that are not able to attend should notify the office prior to the event. Kindergarten Graduation is also held in conjunction with the K-12 Awards Chapel. This is a special time of recognizing the Kindergarten graduates and students who are academically excelling.

Eighth Grade and High School Graduation is a highlight event that is held in conjunction with the 8th and 12th Grades Graduation & Distinguished Awards Ceremony. This is a special time to recognize the graduates as well as recognizing other students for distinguished academic excellence.

Parents are invited to join us for awards events. Please see the school calendar for when these events are held.

College Credit Opportunities (HS)

Students at ACA have an amazing opportunity to earn college credit while still in high school. Where applicable, these classes can also count for your high school credit allowing you to accomplish more during your time at ACA. Our partnership with GBSC, which shares a campus with ACA and is an accredited member of the north central region of the Higher Learning Commission, allows our students to take college classes as a part of their high school schedule at no extra cost. Students must apply for available aid through the College Credit Plus Program (when applicable) to get these benefits. All ACA students will have the opportunity to graduate with 12 college credits as a part of their normal high school schedule. In an effort to prepare our students for further success, students who are not prepared to take these college classes are given an education skills class that helps build their abilities to function at a higher level in the classroom. Giving students opportunities to take college classes is just one way that ACA develops leaders by giving them opportunities to excel academically.

College Credit Plus eligibility requirements are shared with students during the school year. For more information on this program, check out

the Ohio Department of Education website:
https://www.ohiohighered.org/content/college_credit_plus_info_students_families

According to the college grading scale, any student who receives a passing grade will also receive a High School credit based on a 5.0 GPA scale. Students must pass the course according to the college grading scale to receive High School or College credit. High School grades will be awarded on the following scale:

| College Grading Scale | | | High School Equivalency |
|-----------------------|--------------|-----------|-------------------------|
| A | 93 – 100 | 4.00 | 5.00 |
| A- | 90 – 92 | 3.67 | 4.67 |
| B+ | 87 – 89 | 3.33 | 4.33 |
| B | 83 – 86 | 3.00 | 4.00 |
| B- | 80 – 82 | 2.67 | 3.67 |
| C+ | 77 – 79 | 2.33 | 3.33 |
| C | 73 – 76 | 2.00 | 3.00 |
| C- | 70 – 72 | 1.67 | 2.67 |
| D+ | 67 – 69 | 1.33 | 2.33 |
| D | 63 – 66 | 1.00 | 2.00 |
| D- | 60 – 62 | 0.67 | 1.67 |
| F | 59 and lower | No Credit | No Credit |

Tracks Available – General and Academic Honors (HS)

Both of these tracks meet the state requirements and students taking either track will receive identical diplomas. However, the tracks allow students to take specific courses that fit within their areas of interest and their plans for after high school graduation.

| | State of Ohio | General Track | Academic Honors Track |
|--------------------|----------------------|----------------------|------------------------------|
| Bible/Religion | 0 | 2 | 2 |
| English | 4 | 4 | 4 |
| Mathematics | 4 | 4 | 4 |
| Science | 3 | 3 | 4 |
| American History | 1 | 1 | 1 |
| Government | .5 | .5 | .5 |
| Economics | .5 | .5 | .5 |
| Social Studies | 1 | 1 | 2 |
| Fine Arts | 0 | 1 | 1 |
| Foreign Language | 0 | 0 | 3 |
| Health | .5 | .5 | .5 |
| Physical Education | .5 | .5 | .5 |
| Computer | 0 | 1 | 1 |
| Electives | 5 | 3 | 0 |
| Total Units | 20 | 22 | 24 |

A. General Track

Students taking the General Track will take less Science. No foreign language is required for the general track.

B. Academic Honors Track

Students desiring to receive special recognition for completing the Academic Honors Track must maintain a 3.5 overall average. They must also obtain a composite score of 27 or higher on the ACT tests or 1280 or higher on the SAT test. Students are permitted to not complete one of the required Academic Honors Track requirements and still be eligible for this diploma track.

Dropping or Adding Subjects (HS)

Students may not drop, discontinue, or add subjects without completing a drop/add form and obtaining the principal's permission. Drops/adds are subject to the following:

- Students will be allowed to arrange for a schedule change during the first week of school **only**.
- Students must have approval of parents.
- Students must have consultation with the instructor regarding the subject to be dropped or added.
- A schedule change will not be permitted if it causes undue disturbance of the class size, or an imbalance within sections that are already scheduled.
- Classes cannot be added after the first week of the school year.
- Any exception to the above mentioned must have the principal's permission.

Graduation Requirements (HS)

Students must successfully meet the requirements of the State of Ohio for graduation. The current requirements can be found on the Ohio Department of Education website. In addition to meeting the Ohio requirements of **20** units of credits (see list on page 20), ACA students are required to take Bible each year. One half unit of credit is accrued each year making the minimum number of units required for graduation total **22** units of credits.

Alternate pathways to graduation are available through the College Credit Plus Program or high placement on the ACT or SAT tests. For additional information on the alternate pathways, feel free to discuss this with the Principal.

In order for a student to be included in commencement exercises, a student must be enrolled at Aldersgate Christian Academy for one full year. A student must attend ACA during their senior year to be considered eligible for inclusion in graduation honors and commencement exercises. Incoming seniors are required to take a minimum of 5 credit hours.

Specific Reminders

- A senior may not participate in graduation exercises unless they have completed all necessary courses required by the state of Ohio and Aldersgate Christian Academy.
- A senior who does not expect to graduate may not participate in the senior trip.
- Due to the courses required, early graduation is not recommended.
- ALL students are required to take Bible each year.
- All students are required to obtain four Math credits of high school or greater equivalency.
- **Capstone Project:** Senior trips are a culmination of ACA's mission: to develop leaders by providing opportunities to excel academically, grow spiritually and serve compassionately. The senior trip is seen as a student's final opportunity to exemplify our mission statement and is a graduation requirement. This trip will include opportunities in all three areas of the mission statement. In extenuating circumstances, if a student is unable to participate in the senior trip, they will be required to find another capstone project to meet this requirement. This capstone project must be approved by the principal by the required date and must include 25 hours of service during the week of senior trip.

Credit Recovery Options (HS)

In the event that a student fails a subject and needs to use credit recovery to redeem this grade, options are available and can be defined by the Administration as necessary. Credit recovery options are only available when a student's class schedule does not accommodate other options.

EXTRACURRICULAR INFORMATION

Music

Aldersgate Christian Academy offers to every student, who is interested and capable, the opportunity to participate in the Elementary Honors Choir (Grades 1-4 on a tryout basis), Middle School Choir (Grades 5-8), Beginning Band and Intermediate Band (Grades 5-8). Middle School students who excel in band may also be given the opportunity to participate in the Advanced Band.

HS students are given the opportunity to participate in the High School Choir, Advanced Band and the Symphonic Wind and String Ensemble.

- **Veterans Day Program:** Each year students present a program to honor and remember Veterans. This is a special time of expressing gratitude to those who have served our country and defended the freedom we enjoy.
- **Christmas Program:** Students have the opportunity to share their God-given talents while remembering the reason for the season. During music and band classes, teachers assist the students in preparing for 2 Christmas programs that will be presented during the Christmas season. All Elementary students and HS students enrolled in Advanced Band are required to participate in the ACA Christmas Program. HS students enrolled in HS Choir are required to participate in the GBSC Christmas program. If a student is unable to attend, they must obtain prior approval from the music teacher and the administration. Failure to participate in this event may result in an additional project that is determined and assigned by the teacher and administration.
- **Spring Concert:** The Spring Concert is a great opportunity for students to share their God – given talents. During music and band classes, teachers assist the students in developing a musical arrangement that will be presented as a group during the concert. During the Spring Concert, it is exciting to watch the students form a choir while the bands bring a corporate unity to this musical event. All students are required to participate in the Spring Concert. If a student is unable to attend, they must obtain prior approval from the music teacher and the administration. Failure to participate in this event may result in an additional

project that is determined and assigned by the teacher and administration.

- Families are encouraged to attend each program. Please see the school calendar to find out when each event will be held.
- **Private Music Lessons:** Students have the opportunity to take a variety of private music lessons on campus. The ACA music faculty can guide parents through this process. When scheduling, lessons should be scheduled during PE or study hall classes with ACA faculty permission.

Athletics

The Flames (volleyball and basketball) are a part of the Kentucky Christian School Athletics Association (KCSAA). These teams also participate in multiple invitational tournaments throughout the school year. Tryouts are held near the beginning of the year to determine team rosters. In order to participate in either basketball or volleyball, students must maintain eligibility. For more information and eligibility standards, please see the athletic handbook.

GENERAL INFORMATION

Lunch Guidelines

K-8 lunches are available in the campus cafeteria. Each student will be required to pay for lunch on a daily basis at \$4.00 per meal or they may purchase biweekly tickets for \$40.00 (K-8 grades pricing) in the school office. A lunch menu will be posted each week in each classroom and in the weekly newsletter. Students may bring sack lunches.

Students are not required to use the entire card in sequence as the card will be kept on file and used as the student purchases each meal. The office strives to assist families by notifying them when a new meal card is necessary. We ask that the charge be paid in full in a timely manner. On occasion, it may become necessary to charge a meal. K-8 students are not permitted to exceed 10 charges.

High School lunches are available in the campus cafeteria. Each student will be required to pay for lunch on a daily basis at \$6.00 per meal in the cafeteria or they may purchase biweekly tickets for \$50.00 (9-12 grades pricing) in the school office. Lunches will be loaded to a student's ID card and the card is scanned as they go through the lunch line. A lunch menu will be posted each week on the high school floor as well as in the weekly newsletter. Students may bring sack lunches.

K-12 students are not permitted to consume food and drink items from the cafeteria unless they have purchased a meal for that specific meal

time. Students who break this policy will face disciplinary action including detention, suspension and expulsion.

Seniors are permitted to go off-campus for lunch once every two weeks. Written parental consent must be submitted to the office the day before the student desires to go out for lunch. Students are not permitted to skip class as part of the senior lunch privilege. Students are not permitted to bring food/drinks back to consume during class or share with others.

HS students are permitted to order in food under the following guidelines:

- Permission to order food is received from the faculty member on lunch duty.
- Food must arrive and be consumed during the lunch period. Students are not permitted to consume food/drinks during class.
- When ordering food, students must include a 20% delivery tip.
- Failure to follow these guidelines will result in the loss of this privilege.
- All meals should be given the delivery address of 521 Channing Street, Cincinnati, OH 45202.

Counseling and Guidance Program

Counseling services are available for all ACA students. If a student has a question concerning an important matter, or needs to discuss an issue, he may contact the principal or teacher for assistance. Guidance counseling is also available to assist in questions of career choice and college choice. The school will supply information regarding various test administration dates. (PSAT, ACT – College Board Exams, Iowa Test and Ohio Graduation Test, State Subject Tests) Aldersgate Christian Academy is an official ACT testing site. ACA pays for one ACT test during the student's junior/senior year.

Personal counseling is available through GBSC with trained personnel for a reasonable charge.

Accommodations and Educational Programs

As a chartered, non-public school through ODE, we are pleased to offer minimal accommodations to our students as necessary. Based on teacher recommendations, students may be tested by our Intervention Specialist to further determine if accommodations/IEP are necessary. Cincinnati Public Schools provides testing by their staff to determine the needs of a student if the faculty and parents feel it is necessary. Parental involvement is key to this process. Parents are encouraged to express academic concerns with the teachers so as to assist students in excelling academically. If the Intervention Specialist determines that accommodations are necessary, the teacher and parent

will be contacted to discuss adjustments to the student workload.

Transcripts

An official transcript will be sent to the college of your choice upon your request. A fee will be charged for the second and any additional transcripts requested.

Chapel Services

Age appropriate chapels are held throughout the week. During chapel, students are to be quiet, attentive, courteous and reverent. Parents are welcome to attend and may contact the office for schedule information.

Library

The library is a place to quietly study and read. Keep noise to a minimum at all times. The librarian, or librarian assistant, is on duty at all times to assist students in locating needed materials. Teachers from time to time will take the entire class to the library, or students may use the library during study hall when permission is granted.

Closing of School

All school closings due to inclement weather or any other emergencies will be made by 6:00am or earlier when possible. These announcements will be made through the ACA Facebook page, the ACA newsletter, the Text Alert for ACA closings, Channel 12 and Channel 5 School Closings. It will also appear on Channel 12 and Channel 5 School Closing websites. If it becomes necessary to dismiss during the regular school day, families will be notified. All closings will be listed under the name of "Aldersgate Christian Academy".

Emergency Preparedness

ACA's emergency preparedness plan is updated annually and approved by the Ohio Department of Education. In the case of emergency, information will be conveyed to families through the above communication channels.

Automobiles

Students who drive cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are for the protection of the entire campus student body.

- Dangerous or careless driving of vehicles will not be tolerated.
- Cars are to be parked in designated areas and, under no circumstances, are to be driven during school hours without special permission from the principal.
- High School students are not permitted to park in the main campus lot without a permit. Parking in the lot behind ACA is not permissible for students.
- Students are not allowed in the parking area or cars without

permission. Students are not to loiter in parked cars before or after school. Students are not to use cars for errands during school time without permission from the Principal. The Administration reserves the right to revoke the above policy or refuse any student the permission to drive.

Student Rights and Responsibilities

An education represents one of the most significant steps you will take as you prepare for the future. As part of your educational experience at ACA you are encouraged to express your points of view, goals and needs. We want all of our students to be free, individually and collectively, to express their views on issues, or matters of general interest, in a manner consistent with the orderly function of ACA. In order for us to provide an environment conducive to learning, we depend on the cooperation of the entire student body of which you are a very important part. We have hired personnel whose responsibility is to protect the rights of all our students in obtaining the education they came to receive at ACA. The teachers need *your* support.

However, as important as freedom of expression is to all of us associated with ACA, such freedom cannot include the right to interfere with the program of ACA, nor hinder others in accomplishing their individual social and academic goals. We retain the right as an educational institution, to require that our students take their responsibility seriously in making a positive contribution to the life of ACA by respecting the structures of the School and the people who are a part of it. We look forward to working together toward this united goal. As a student of Aldersgate Christian Academy, you are encouraged to study hard and actively participate in the life and spirit of the school. Please take advantage of the many opportunities which will come your way during your time at Aldersgate Christian Academy.

Flame on!

ALDERSGATE CHRISTIAN ACADEMY

PLEDGE of COOPERATION

Parents: Please read and sign below

- Parents agree that if students become involved in any difficulty, have a problem with any student or faculty member, they will follow the proper procedure to communicate this to the school.
- Parents agree that their children will abide by all school rules and policies.
- Parents agree to meet their financial obligations to the school.
- Parents understand that they are responsible for all information in this handbook. Changes may occur from time to time. Written notification will be made available to parents regarding any changes.
- We agree to support the school in its policy of discipline without reservation. We are in agreement with the *Student Handbook* and will abide by its guidelines. We hereby pledge our full cooperation.

(Signature of Parent/Guardian)

(Date)

(Printed name of K-12 Student)

(Signature of 2nd Parent/Guardian)

(Date)

Students (6th – 12th Grade): Please read and sign below.

I understand that by signing below, I am stating that:

- I have read and understand the guidelines established in the handbook.
- If I have a disagreement/concern, I understand that there is a proper process to follow in voicing this concern to the Administration.
- I understand that failure to comply with the guidelines in the handbook will result in the specified disciplinary action.
- I will conduct myself in a Christian manner and I will strive to follow the guidelines established in the handbook. I hereby pledge my full cooperation.

(Signature of Student)*

(Date)

* K-5 students exempt from signing pledge.

Please detach and submit this signed page to the office.