



2014-2015

# Student Handbook

Therefore, we are ambassadors for Christ,  
God making His appeal through us. We implore you  
on behalf of Christ, be reconciled to God.

2 Corinthians 5:20

# Mission and Doctrinal Statements

## **Mission Statement**

Student instruction is centered around the maturing of each Christian in their faith or the witnessing of Jesus, the Son of God, to those who do not believe. Within this context, we provide an academic education that furnishes the skills necessary to further their education and to function in our society. These skills include college preparation and the ability to grasp, analyze and communicate varied concepts clearly and articulately. This education is provided while looking at the individual needs of the student within the educational goals of the school.

## **Doctrinal Statement**

### **The Holy Scriptures**

We believe the Scriptures, both the Old and the New Testaments, to be the verbally inspired Word of God, written by men in God's control, inerrant and infallible in the original manuscripts and the final authority in the faith and life. We accept the grammatical-historical system of interpretation of the Scriptures, and accept the historical record of the Bible as accurate.

### **The Godhead**

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit, who are identical in essence, equal in power and glory, and possess precisely the same attributes and perfection.

### **The Person and Word of Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became without ceasing to be God; that He was conceived of the Holy Spirit and born of a virgin, in order that He might redeem sinful man. He accomplished this redemption by voluntarily giving Himself as a sinless substitutionary sacrifice on the cross, thereby satisfying God's righteous judgment against the sin of the elect. He gave proof that He accomplished that redemption by His bodily resurrection from the grave. He then ascended to the right hand of His Father where He intercedes on behalf of His people.

### **The Person and Word of the Holy Spirit**

We believe that the Holy Spirit is the Divine Person who convicts the world of sin; that He alone brings new life to those who are spiritually dead; that He places all believers into the one true church, which is the Body of Christ; that He indwells them permanently, seals them unto the day of redemption, and bestows spiritual gifts upon them.

### **The Condition of Man**

We believe that man was created in the image and likeness of God, in innocence and without sin. But in Adam's sin the race fell, inherited the guilt of his sin—a

sinful nature—becoming spiritually dead and alienated from God, so that man is a sinner both by nature and by choice. Man, of himself, is incapable of remedying his lost and depraved condition.

### **Salvation**

We believe that salvation is the gift of God's grace given to all whom God has elected to salvation. It includes all that God does in saving the elect from the penalty, power and presence of sin and in restoring them to a right relationship with God. As such, it is solely the work of God from the initiation to completion. The regenerating work of the Holy Spirit is the cause, not the result, of the believer's saving faith. It cannot be gained by good works, but is a free gift for all who put their trust in Jesus Christ and His finished work on the cross. All who trust in Jesus Christ as Savior and Lord are forgiven and saved from their sins and made righteous before God and are born into the family of God. God's purpose for saving His elect is so that they bring glory to Him by their lives.

### **Security, Assurance and Responsibility**

We believe that all who are saved, those in whom God has accomplished His transforming grace, are kept by His power and thus, are secure in Christ forever. This assurance, however, is not the occasion for sin, for God in holiness cannot tolerate persistent sin in His children, and in infinite love He corrects them. True faith in Christ is expressed by a fruitful, God-pleasing life that endures until death.

### **Sanctification**

We believe that God, in the Scriptures, has given us everything pertaining to life and godliness. This includes the salvation from the penalty of sin and just as surely the provision of sanctification (separation) from sin. Sanctification from sin affects both the positional and practical aspects. Positional sanctification is a result of the continuing work of the Spirit using the Word of God to provide nourishment for growth into maturity in Christ. While the process of practical sanctification is assured by the Word and the Spirit, it is yet imperfect in this life.

There is some element of corruption in every part of the fallen nature that is the source for the war between the flesh and the Spirit. Spiritual growth occurs as believers feed on the Word and are in fellowship with other believers for encouragement and service.

### **Ordinances**

We believe that our Lord Jesus Christ instituted two ordinances to be observed by all believers as a matter of obedience, not as a condition for salvation: water baptism, subsequent to the believer's profession of faith, and the Lord's Supper.

### **The Eternal State**

We believe that at death, the souls of those who have trusted Christ for salvation pass immediately into His presence and remain there in conscious bliss until the resurrection of the body of Christ's coming for the Church, when the soul and the body will be reunited. We then shall be with Him forever in glory. We also believe that at death the souls of unbelievers remain in conscious misery until the final judgment when the soul and body will be reunited

and cast into the lake of fire, not to be annihilated, but to be separated from God forever in conscious punishment.

### **Eschatology**

We believe, according to His promise, that Jesus will physically return for His people. This truth has been revealed to provide the believer comfort and encouragement in his life.

# Guidelines for Students

## A. Honor Code

Recognizing that honoring God through honesty in our actions is of primary importance as a Christian education institution and in supporting the parents in the training of their children, Ambassador Christian Academy (ACA) requires you to observe an Honor Code built around basic ideas from God's Word, which applies in aspects of school life. Lying, cheating and stealing, including plagiarism, are violations of the code; violations of the code may subject a student to expulsion.

### Violations of the Major School Rules

Violating of Major School Rules and the Honor Code are decided by the Core Group of staff, the student's teachers, and/or their parents.

## B. Major School Rules

You are expected to conduct yourself in a God-honoring manner. Violations of major school rules may subject a student to discipline, including expulsion. The Core has the final say in all matters of discipline. The school reserves the right to require the withdrawal of any student from the school, when, in the opinion of the Core, such action would be in the best interest of the student or school.

### 1. Respect

The failure—in actions and words—to treat other people, including students and members of the faculty and staff with dignity, respect or courtesy is considered a violation of rules.

### 2. Drugs and Alcohol

The school's policy on the use of drugs and alcohol reflects and supports the laws of Arizona. Possession of alcoholic beverages by minors under the age of 21 is prohibited. ACA expects parents to support the school and a constructive and collaborative manner. More specifically, the school emphasizes the following points as violations of school policies and rules:

2A. Using or possessing alcoholic beverages or illegal drugs anywhere on campus.

2B. Being under the influence of alcohol or illegal drugs on the campus.

2C. Using or possessing alcohol or illegal drugs before or during functions sponsored by ACA—or by other schools—regardless of where the functions are held. This category includes visits made by ACA students to colleges or other high schools as well as situations in which the student is representing the school.

2D. Providing, selling, giving or dispensing alcohol or illegal drugs to another student regardless of location.

2E. Student's hosting social events at which alcohol or illegal drugs are consumed by students.

ACA also expects parents not to host, permit or facilitate by inadequate supervision, social events at which alcohol or illegal drugs are consumed. Such events will result in the Core reviewing, with consultation of the school board, the status of the host student.

### 3. Weapons

The use or possession of guns, firearms, knives or other weapons anywhere on campus anywhere on the campus is prohibited.

### 4. Violence or Threatened Violence

Physical violence or threats of physical violence that injure or endanger another person or cause a reasonable person to be in fear of injury or endangerment are not allowed.

### 5. Tobacco Use

Tobacco and e-cigarettes may not be used on the ACA campus.

### 6. Vandalism

Vandalism is forbidden.

### 7. Repeated absences

Repeated, unexcused tardiness or absence from school functions is a violation of major school rules.

### 8. Misuse of Computers

Students must observe the school policies regarding the use of computer technology. All students will agree in writing to the Computer/Internet Access Acknowledgement.

### 9. Dishonor

Any action, whether committed on the ACA campus or elsewhere, that brings discredit to the name of the school is also considered a violation of school rules.

## C. Other School Rules

### 1. College Visits

College visits are a privilege. In a school year grades 10, 11 and 12 have a certain amount of days to visit colleges without the requirement of making up the daily school work for the days missed. College visits requests must be submitted at least one week before the planned visit. The college visit request form must be turned into the office with the parent's signature.

The days allowed are as follows:  
Sophomores (10<sup>th</sup>) one day  
Juniors (11<sup>th</sup>) three days  
Seniors (12<sup>th</sup>) three days

Any additional college days over the limit are treated as normal absences.

## 2. Restroom Usage

Usage of restrooms will normally be limited to the time between classes. Teachers may allow students to use the restroom during class time on a limited basis or when an emergency arises.

## 3. Lockers

ACA uses open lockers. Students are reminded and urged to not leave money, jewelry or anything of value in their lockers at any time. If you do so, you run the risk of these types of items being stolen. The school cannot be responsible for items stolen from lockers.

## 4. Books

Books are assigned at the beginning of a course. Students are expected to keep their books in the same condition as they received them. There is to be no writing in the books. Students will be accountable for their books and may be required to reimburse the school for excessive wear and tear.

## 5. Reporting to the Office

A student who is dismissed from class because of improper conduct, will report immediately to the office and will be required to see the administrator. Dismissal from class may require a joint parent/teacher/administrator conference before being reinstated.

## 6. Leaving School During the Day

Students are not to leave the school by themselves during the school day. They may only do so if they are excused by a parent for appointments and family matters. Students cannot be excused to leave campus with other students. Students must check out and back in with the office.

## 7. Items Not Allowed at School

Students should not bring to school or use anywhere on the ACA campus certain items that present dangers to themselves or to others that are incompatible with the culture we seek to create here. Those items include, but are not limited to, the following:

- Matches or lighters
- Mp3 players or iPods (may not be used on campus before or during school)

Electronic music devices have a greater tendency to be lost or stolen. The items also diminish the sense of community we hope to establish during school hours.

## 8. Cell Phones

Students are not allowed to use cell phones during school hours. Before and after school, students may only use cell phones outside of the classrooms. Cell phones must be turned into the office daily and can be picked up after school.

## 9. Food and Drink

Food and drink may not be consumed in school buildings except in the lunch room and in the hallway during break time.

## 10. Drop/Add

Students who wish to change classes must receive permission from both parents (if applicable), as well as the teacher and administrator. Courses may only be changed during the first five school days of each quarter. Forms are available in the office.

## **D. Discipline and the College Application Process**

When asked as part of the college application, the school will notify colleges of disciplinary or honor infractions resulting in probation, suspension, expulsion or dismissal. If a senior's academic or personal record changes after college applications have been filed, these changes will be reported to the college he/she has applied to. We expect and counsel students to provide colleges a written account of any disciplinary incidents in which they have been involved and to explain how they have been affected as a result.

## **E. Policy on Conduct**

ACA is committed to providing a healthy school environment, free of physical or verbal abuse or other unprofessional or unlawful or God-dishonoring conduct, including the use of alcoholic beverages by minors and the use of illegal drugs or substances by any person. ACA does not tolerate harassment of any type. This includes sexual harassment.

Students who feel they have been subjected to unprofessional or unlawful behavior by any adult connected with the school or by another student, should bring their concerns to the attention of the administrator or the office manager. All complaints of unprofessional or unlawful behavior will be investigated, and if it is determined that unprofessional or unlawful behavior has occurred, appropriate corrective action and disciplinary measures, up to and including dismissal and expulsion, will be taken.

## **F. Dress Guidelines**

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, ACA requires students to follow the guidelines listed below. The school also asks parents to monitor their child's dress and grooming before leaving for school each morning. The school believes that the rules alone cannot guarantee good appearance and therefore expects the spirit of the law, as well as the specific guidelines below, to govern each student's manner of dress. All ACA students have the responsibility to dress in a manner respectful of the learning environment of the school. The school has the option to interpret what is appropriate for students to wear to school.

- Boys must be well groomed; beards and mustaches must be grown in over break.
- Boy's and girl's clothing must be neat, clean, in good repair and appropriately sized. Pants should not be too tight, frayed or ripped.
- Boys may not wear hats inside the school.
- Examples of other unacceptable clothing are heavy boots, skate shoes (heelies), slippers, sweat pants, basketball shorts, short shorts, leggings, yoga pants, scrubs, athletic gear and heels over 1" in height.

- Jackets and sweatshirts may not have words on them (other than clothing brands).
- K-12 students may wear pants, jeans or shorts that are solid in any color, along with a solid polo shirt. On Fridays, students may wear an ACA spirit shirt.
- Shorts are to be Bermuda length or no more than 2 inches above the knee.

## **G. Child Abuse and Neglect Guidelines and Procedures**

ACA is committed to providing the best possible and most appropriate learning experience for its students. Arizona law requires all school employees to report suspected abuse or neglect to the proper authorities in order that the children may be helped. If a teacher or staff member suspects abuse or neglect, he or she is to report any concerns to the administrator. A report will then be made to Child Protective Services or the Queen Creek Police Department. The intent of any such report is to protect the child from possible harm and to strengthen the child's own family. Please be assured of the school's continued interest in the concern for the education and welfare of its students and the wellbeing of its families.

# Attendance

## A. Attendance Policy

A student missing 15 classes in a semester, excused or unexcused, will receive notification that his standing in the course may be in jeopardy because of the number of absences. The administrator will speak to the student and notify the parents of the warning.

A student missing ten classes in a semester in a particular course will meet with the administrator. In consultation with the classroom teacher, the administrator will make a decision as to whether or not credit for the semester has been forfeited.

When a student is sick, is late, or has to leave the campus before the end of his school day, parents should notify the school office by 8:00 a.m.

### 1. Excused Absences

An excused absence may be one of the following:

**Activity Absence:** If a student misses a class for a school activity (e.g., field trip), the office staff will notify the teachers. Parents do not need to report the absence to the office. Class work missed usually does not affect the student's grade. Activity absences are set by the administrator only.

**Other Excused Absences:** A parent must contact the office by phone or not to excuse an absence. Parents are encouraged to excuse student absences only for sickness or family emergency. The student is still responsible for the work missed.

**Leaving Campus:** Students are allowed to leave the campus only with parent, office manager or administrator permission.

### 2. Unexcused Absences

Unexcused absence is any absence not verified by a parent to the school the day of the absence or when a

parent is unaware of where their student is when contacted by the school. The student is responsible for the work missed.

### 3. Tardiness

Any student entering the classroom after the scheduled start of class, and who does not have a written excuse from a faculty member or the administration, will be considered tardy.

- Each tardy after two per quarter will be counted as a full day absence in accordance with the attendance policy.
- A tardy as a result of doctor, dental or orthodontic appointment will be considered an excused tardy and not counted in the class of total tardies.

### 4. Specific Details

- The maximum number of times a student may miss a class without losing credit in the class is twelve times during a single semester. The student will, however, be required to continue in attendance in that class for the remainder of the semester unless the student has been removed for disciplinary reasons.
- Illness: each one-day illness will apply as one day for attendance purposes. An illness of four or more consecutive days, confirmed with a note from a physician and reported to the administrator by phone or in person by the parents, may be counted as one day of absences as far as the policy is concerned. Doctor/dentist/orthodontist appointments count as the time missed unless absences lead to four or more consecutive days. The student is responsible for the work missed.
- Other absences that count one day missed for each day: family vacation and other personal leave absences.

# Academic Programs

## A. General Background

Student instruction is centered around the maturing of each Christian in his/her faith or the witnessing of Jesus, the Son of God, to those who do not believe. Within this context, we provide an academic education that furnishes the skills necessary to further the student's education and to function in our society. These skills include college preparation and the ability to grasp, analyze, and communicate varied concepts clearly and articulately. This education is provided while looking at the individual needs of the student within the educational goals of the school.

## B. High School Academic Expectations

The academic program at ACA High School is more than the typical requirements. Our hope is to help you build a four-year program that will be cohesive, that will help equip you to serve both God and your neighbor, and to prepare you for further education and/or a career.

- You will be expected to carry a full academic load for eight semesters.
- The minimum requirement for graduation for the state of Arizona are just that: the bare minimum and not the normal expectation at ACA.
- If you transfer from another school, you may find that some courses on your transcript do not meet ACA's requirements, even though the course titles may be identical to ours. The teachers and Core staff will assist in this.

## C. Course Listings and Requirements

The course catalog outlines the courses offered for middle and senior academy, as well as the requirements for graduation.

## D. Open House and Family Meetings

Open house takes place a few nights before school begins each year. It is an opportunity for new students and families to become acquainted with our school, as well as an opportunity for the administrator and the school board to discuss the state of the school and answer questions.

## E. Monitoring Student Progress

Parents receive reports at the end of each academic quarter. In middle and senior academy, letter grades are earned on all academic and non-academic courses at those times. The semester grade represents the average of the two quarters. Throughout each quarter students are monitored daily by their teachers and the administrator. Parents are notified, usually by the subject teacher, when students are behind. A course of action typically

accompanies the notification. Parents are encouraged to contact the teachers by visit, phone or email with any questions.

## F. Homework

As a general rule, we do not assign homework to extend an idea or activity started in class. Our Differentiated approach to education requires each student to meet his or her individual daily goals for each class. When homework is assigned, the reason is the result of the student not completing those daily goals during class time.

## G. Transcripts and Academic Standing

Students in grades 9<sup>th</sup>-12<sup>th</sup> will receive official transcripts that will contain their semester grades, cumulative GPA, credits earned and service hours.

## H. Testing

Tests are designed to help the teacher see how well the students are accomplishing the goals of the course, as well as demonstrating a grasp of the information, so that appropriate help can be given, if necessary.

## I. SAT/ACT Test

Students bound for colleges that require the SAT or the ACT can get information from the college advisor. Students are encouraged to take these tests in the spring of their junior year.

## J. Semester Academic Distinctions

### 1. ACA List

Students who earn a GPA of 4.0 for the semester.

### 2. Honor Roll

Students who earn a GPA of at least 3.5 for the semester.

Both lists will be recognized in a weekly newsletter and in a letter from the administrator.

## K. Failing a Class

Due to our individualized approach to instruction, clear expectations and daily accountability, failing a class does not occur often. If a student does fail one or more classes a semester, the student's continued attendance at ACA will be automatically reviewed by his or her teachers and the Core staff. The Core will have the final say on whether or not the student continues to attend ACA.

If the student is allowed to continue, his or her education at ACA, a plan will be set up by the Core staff, along with the parents to make up the class.



# High School Graduation

## A. ACA Diploma

The diploma is awarded at commencement to qualified students upon the recommendation of the faculty and approval of the administrator. To qualify for a diploma a student must satisfy the requirements set forth in the current course catalogue.

## B. Goals

We want to help students plan well so they may:

- Become well-rounded Christians by exploring new areas of study
- Develop their gifts and strengths
- Balance their course load over their years at ACA
- Prepare for post high school interests, such as college, university, service, mission or career goals.
- Prepare for tests required for college admissions (e.g., SAT, ACT)

## C. General Requirements

All ACA students are encouraged to develop their talents within the widest possible scope of academic disciplines. Our minimum requirements for graduation are higher than those required by Arizona State law.

To graduate with an ACA diploma, you must earn at least 7 of your last year credits at ACA (senior year). Student transfers may graduate from ACA as long as their last 7 credits are from ACA and they have been enrolled full time for the previous three years of high school. Approval from the administrator is required for exceptions.

To participate in graduation exercises, the diploma recipients must successfully complete all graduation requirements by the last day seniors meet for classes. An exception might be granted by the administrator for a student who fails a class during the senior year, has demonstrated a positive attitude toward the course and is will to contract for makeup work during the summer. All work must be completed within 31 days of the failing grade.

Homeschool students attending ACA for their senior year may participate in senior activities and graduation exercises, however, they will receive a certificate and a transcript, rather than a graduation diploma.

The administrator must approve all exceptions to the stated graduation requirements.

No student may graduate without earning a minimum of 28 credits. The required class load is 7 classes per semester. The required class load is 7 classes per semester. Credits are awarded by semester with 2 semester half-credits

equaling 1 full credit. Transfer students' credits will be assessed on an individual basis by the administrator.

Electives are for the purpose of allowing students to develop their specific interests. Electives are required credits towards earning a diploma.

## D. Credit Requirements

Listed below are the annual credits and requirements to receive a high school diploma from ACA, the minimum requirements to receive a high school diploma in Arizona and the minimum requirements for admission to an Arizona state university (ASU, U of A, NAU).

2015 Requirements

Subject	Credits
Bible	4
English	4
Social Studies	3
Math	4
Lab Science	3
Foreign Lang.	2
Fine Arts	1
Electives	4
Total Credits	25

## E. Graduation Honor for Excellence in Volunteering

Excellence in Volunteering is an honor for high school students who contribute significantly to the improvement of the school or the greater community through volunteering. All ACA high school students may choose to earn this honor. Students who do so will receive:

- A purple cord at graduation
- A special seal on their graduation diploma
- A notation of the honor on their transcript

The Honor for Excellence in Volunteering will be awarded to students for their completion of 120 hours of unpaid service throughout their four years of high school. At least 30 hours needs to be earned in more than one category.

List of approved activities:

### Category A

Assisting or coaching any sport or athletic activity. Helping a teacher or office staff with any school-related project. Travel and hanging out times do not count. Time must be spent outside of school hours.

### Category B

Missions work or raising money for missions work. Hours spent planning the project will count.

### Category C

Teaching Sunday School or assisting children in younger classrooms at your church.

Category D

Tutoring or babysitting outside of school time without receiving any pay.

Category E

Any time spent after school or on weekends that is a missions-related organized activity.

Category F

Volunteering time at nonprofit secular charities after school or on weekends.

Applications and timesheets are available in the ACA office and on our website.

**F. Class Rank**

ACA does not report class rank. Class ranking is used only to determine the valedictorian and salutatorian at graduation. Ranking points are determined by the students' quarter grades. An A+ grade is earned by the student for an exceptional performance. Students are encouraged to enroll in classes that will prepare them for the major and college of their choice.

<u>Grade</u>	<u>Ranking Points</u>
A+	4,333
A	4,000
A-	3,667
B+	3,333
B	3,000

B-	2,667
C+	2,333
C	2,000
C-	1,667

**G. Qualifications for Valedictorian and Salutatorian**

1. To earn the distinction of either valedictorian or salutatorian, a student must be a member of the senior class and have attended high school at ACA for their entire sophomore, junior and senior years.
2. A minimum ACT composite score of 27 and/or a 500 SAT score in both math and reading is required.
3. Algebra II is the minimum math course requirement.
4. Final averages on all awards will be based on grades earned through the third quarter of the senior year, including grades earned outside of ACA.
5. The student with the highest cumulative ranking points will be named valedictorian. The student with the second highest cumulative ranking points will be named salutatorian.

**H. Graduation Awards**

- Valedictorian and salutatorian will wear pendants and speak at graduation.
- Seniors with a cumulative GPA of 4.0 will wear a gold stole at graduation.
- Seniors with a cumulative GPA of at least 3.5 will wear a gold cord at graduation.
- Seniors who receive the Excellence in Volunteering award will wear a purple award at graduation.

## Health

### A. Immunizations

All students should be in compliance with current immunization guidelines. Parents should review their child's immunization record with their child's physician.

### B. Communicable Disease Guidelines

If a student has nausea, vomiting, diarrhea or an elevated temperature (100°F or more by thermometer), the child should be symptom free for 24 hours and without an elevated temperature for 24 hours before returning to school.

In order to maintain a healthy environment, the school asks that families observe the following guideline: If a child has strep throat, he should stay home at least 24 hours after the first dose of antibiotics has been administered.

If a child has conjunctivitis (pink eye), he/she should stay home for 24 hours after the first dose of medicine has been administered. The child's eyes should be free of drainage before returning to school.

If a child has head lice, he must be treated and be louse- and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick up the student at school. The school health aide will need to check the child before he/she returns to the classroom.

If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German measles), tuberculosis, chicken pox, Lyme disease, hepatitis A or other communicable disease or food-borne illness, please notify the school office.

### C. Absences

When a student is sick, is late, or has to leave the school campus before the end of the school day, parents should

notify the school by 8:00 a.m. If a student is absent during the academic portion of the day, he/she should not plan to participate in athletics or after-school activities.

### D. Medication

Medications taken during the school hours must be administered by the office staff trained to administer medications for a particular student. The exception is asthma inhalers which may be carried by students if a permission slip is signed by the parents.

The ACA Medication Administration Release form (available in the office) must be completed and signed by the parents/guardians and physician.

### E. Backup Medication

Backup medication(s) for a student's health condition may be kept in the school office. Parents who provide the school with backup medication(s) must note the medication expiration date and provide current medication when necessary.

If a student requires daily medication that is not taken at school, parents should consider consulting with the health aide about storing a three-day supply of the medication at school in case of a lock-down.

### F. EpiPen

If your child's allergies require the use of an EPIPEN, please provide their prescribed EPIPEN, along with a signed EPIPEN Care Plan form to the health aide.

### G. Inhalers

If your child requires the use of an inhaler and has your permission to carry the inhaler with them, please complete a permission slip.

# General School Information

## A. School Hours

The school day begins at 8:30 a.m. and ends at 3:00 p.m. Students should arrive by 8:15 a.m. to get a good start on the day. This gives students a chance to organize their belongings and work, talk to friends and to arrive at class promptly.

If a student is going to be absent or late for school, the parents or guardians must call the school office by 8:00 a.m. (480-387-0902)

## B. Lunch

Students have the option daily to bring a lunch from home or purchase a lunch ticket for a prepared meal at school (Tuesday, Wednesdays and Fridays). Students who bring lunches from home are able to ask a volunteer serving in the lunchroom to heat their meal for them in the microwave.

For our prepared meals, the school has a different restaurant cater a specified meal on specified days. Tickets are purchased before school and turned in for that day's meals.

The school is a closed campus throughout the day, including lunch.

## C. Communicating With the School

### 1. Reaching Your Child During the Day

In case of an emergency, parents should call the office (480-387-0902). The office staff will take a message for the student. Students may not use cell phones during the school day.

### 2. Reporting Absences

When a student is sick, is late, or has to leave the campus before the end of the school day, parents should notify the school by 8:00 a.m. If a student is absent during the school day, he should not plan to participate in after-school activities, which include drama and choir. Ordinarily, a student should be prepared for tests schedule on the day of his return.

### 3. Providing the School with Contact Information

The school directory is available by request in the office.

Families should supply the school with all phone numbers and email addresses that will aid in notifying parents in an emergency.

### 4. Updating Contact Information

If a family's home or work address, telephone numbers, or email addresses change during the year, parents should submit changes in writing to the office.

Obtaining accurate contact information is very important to the school. Parents are asked to refrain from telephoning the school about changes to contact information. To assure accuracy it is important that the school receive written notice of these changes.

### 5. Emergency Communications

The school will contact parents directly via email, text, or by phone.

## D. Lost and Found

All articles of clothing should be plainly marked with the owner's name. It is a student's responsibility to keep track of his personal belongings. Check Lost and Found for unmarked items.

## E. Class Schedule

### 7<sup>th</sup>-12<sup>th</sup> Grades

Period 1	8:30-9:10
Period 2	9:10-9:55
Period 3	9:55-10:40
Break	10:40-10:47
Period 4	10:47-11:32
Period 5	11:32-12:17
Lunch	12:17-12:47
Period 6	12:47-1:32
Period 7	1:32-2:17
Period 8	2:17-3:00

# Student Computer and Internet Use

## Computer Use

Any student who uses computers and the Internet is subject to and is expected to abide by the computer agreement on policies on technology use and must sign an agreement acknowledging such policies. In addition, Internet usage is regulated by the Honor Code, whereby any outgoing and incoming work must be specifically identified and presented as one's own. The school prohibits students from accessing sites not already approved.

ACA provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services beyond classroom assignments is a privilege and not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All ACA computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students on its computers. Students should have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, ACA cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of board policies/procedures and school rules. The school system is not responsible for the accuracy or quality of information that students obtain through the Internet.

All junior high and high school students will be using school computers and Internet services as part of their regular curriculum and instruction. The student and the student's parent/guardian are asked to sign and return the Computer/Internet Access Acknowledgment. The school will retain the signed acknowledgment.

The computer teacher shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the board of the need for any future

amendments or revisions to the policies/rules. The option to develop additional administrative procedures/rules governing the day-to-day management and operations of ACA's computer system as long as they are consistent with the board's policies/rules.

## Student Computer and Internet Use Rules

These rules implement board policy Student Computer and Internet Use. These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with board policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### A. Computer Use is a Privilege, Not a Right

Student use of school's computers beyond classroom use, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancelation of privileges as well as additional disciplinary and/or legal action. The Core group shall have final authority to decide whether a student's privileges will be denied or revoked.

### B. Acceptable Use

Student access to the ACA computers, networks and Internet services are provided for educational purposes and research consistent with ACA's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisor when accessing ACA's computers, networks and Internet services.

### C. Prohibited Use

The user is responsible for his/her actions and activities involving ACA computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- **Accessing/Transmitting Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- **Illegal Activities:** Using ACA computers, networks and Internet services for any illegal activity or activity that violates other Board policies,

procedures and/or school rules, such as encouraging the use of tobacco, alcohol or controlled substances;

- Violating Copyrights: Copying or downloading copyrighted materials without the owner's permission;
- Plagiarism: Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.
- Copying Software: Copying or downloading software without the express authorization of the computer teacher.
- Non-School-Related Uses: Using ACA's computers and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or any other personal use;
- Misuse of Password/Unauthorized Access: Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts; forging or attempting to forge electronic mail messages;
- Malicious Use/Vandalism: Any malicious use, disruption or harm to ACA's computers, networks and Internet services, including hacking activities and creating/uploading or computer viruses;
- Unauthorized Access to Chat Rooms/Newsgroups: Access chat rooms or newsgroups without specific authorization from the computer teacher.

#### D. No Expectation of Privacy

ACA retains control, custody and supervision of all computers, networks and Internet services owned or leased by ACA. ACA reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files.

#### E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating ACA for any losses, costs or damages.

#### F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

ACA assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

#### G. Student Security

A student shall not reveal his/her or any other student/classmate's full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental and Core group permission.

Students should inform their computer teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### H. System Security

The security of ACA's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the teacher. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

#### I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers beyond classroom use.