

Arrow Christian Academy

Guidelines, Policies, and Strike System (G.P.S.)

The purpose of Arrow Christian Academy (ACA) is to maintain a safe and Christ-like environment for students with the cooperation of parents in discipline and integrity. We commit to maintaining a spirit of love, joy, and long-suffering. We hold to the comfort that our Father in heaven is in control and will be with us regardless of our situation. We ask that parents and students read the **Guidelines, Policies and Strike System** below and sign the appropriate blanks. This will serve as your agreement and commitment to partner with ACA. These **Guidelines, Policies, and Strike System** set forth will be paramount in the success of our mission at ACA.

Guidelines

General Behavior

1. I agree to respect all instructors, staff, and fellow students. This includes but is not limited to acts of bullying, aggression, or violence.
2. I agree that I will not touch or lay my hands on anyone in an unwanted manner.
3. I agree to not engage in public displays of affection.
4. I will not use foul, offensive, or crude language at any time.
5. I agree to be on my best behavior and help create an environment that is easy to listen and learn in. I understand that this includes but is not limited to Study Hall.
6. I will not wrestle or participate in any type of horse play in the facility. I understand the outside areas are the places I can have fun and still act in a respectable manner.
7. During lunch, I agree to stay in the dining area until the lunch monitor releases me to leave the area.
8. I agree to keep all conversations positive. We choose to be Christ-like towards one another at all times.
9. I will not be involved in name calling, shaming, coarse joking, or any other language that does not benefit the listener(s) and bring honor to our Heavenly Father.

Ephesians 4:29 "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Facility

1. I agree to respect the facility that I am blessed to be in.
2. I agree to do all I can to help clean and maintain our facility.
3. I will help keep the restrooms maintained and orderly.
4. I will not use the restrooms as a gathering spot.
5. If I need to change clothes, I will do so in a stall.
6. I agree to use the restroom that matches the sex listed on my birth certificate
7. If the restroom is being occupied by the Middlez or Littlez group—I will wait or use a different restroom.

Entering and Leaving the Building (and the U-Turn)

1. Each student and instructor must sign-in upon first arrival to ACA and sign-out when leaving.
2. Students are not permitted to leave the building to go to their vehicle without permission.
3. When entering/exiting the building we will use the west door (under the awning). The only exception is if a lunch monitor allows the students to use the east U-Turn door during lunch recess.

Dress Code:

I agree to dress modestly, and I will comply with the three C's

Clean- I will use good hygiene practices.

Covered- I will not reveal my mid-drift, lower back, thighs, or cleavage. I will not wear clothing that has holes in them, unless there is clothing under them (completely covering the skin under the holes). I will not wear yoga pants or tights as pants unless covered by a knee length skirt. All my shirts will have sleeves. (no tank tops or sleeveless shirts allowed)(cap sleeves are permissible) ***If I am female, I will not wear shorts yet I understand capris are allowed. I will not wear skirts above the knee. *If I am male, I may wear knee length shorts, jeans or slacks.**

Christ-like- I will not wear shirts with offensive language or logos. I will not wear jeans or pants with words across the back side. I will dress in a manner that matches the sex listed on my birth certificate. I will seek to honor Christ with my appearance.

Electronics/Phone Use

1. Cell phones and other electronic devices are NOT to be used by students at ACA, unless they are needed for class (approval of teacher required), needed for homework (approval of study hall monitor required) or needed for an emergency.
2. Social media, YouTube, video games, or any other online video sharing platforms are **not allowed at all** at ACA.
3. All electronic devices must be kept in students' backpack/bag or turned into the monitor on duty until the end of the day. **(This includes no electronic devices during lunch break or U-turn/study hall.)**
4. If a student needs to contact a parent, they may ask any instructor/monitor to use theirs or ask to use their own in the entrance area.
5. If a student is unwilling to follow the guidelines for electronic devices, the device will be put in a locked box until the end of the day.
6. If a student's phone has to be taken, the student will be required to turn in their phone (when they arrive at ACA) for the remainder of the semester.

Policies

Instructor/Teacher Policies

1. Payment for classes acts as an agreement between families and instructors for services provided. Payments may be made monthly, by semester, or yearly.
2. Instructors will be allowed two absences per year.
3. If the teacher is absent, a substitute teacher may be provided and/or assignments for the week will still be provided via text/email to the parents/students.
4. Teachers will communicate via text/email with parents on an as needed basis throughout the year concerning a student's progress.
5. Teachers are required to fulfill responsibilities to the family as set in the class syllabus.
6. In the event of a school cancellation due to weather, sickness or the like, tuition will not be prorated, as the teacher will communicate the course work and continuity will be maintained via subs, emails, etc.

Student/Class Policies

1. I agree to obtain materials outlined in the class syllabus and be prepared, organized, and ready to learn.
2. I agree to write down weekly assignments and communicate class expectations/assignments to my parents/guardians.
3. I agree to be on time to my classes. I understand that there will be penalties for tardy behavior, and it may result in my inability to attend classes at ACA.
4. I agree to let my instructor know when I will not be attending class. In the event that I will be absent, I will still complete assignments given.
5. I will not bring anything to class unless the instructor has required it from me.
6. I will not bring food or drink (other than a water bottle that has water in it) to the classroom.
7. I will complete all assignments and bring all necessary supplies to class.
8. I will not go into the classroom until a teacher is present.
9. I understand it is my responsibility to pay the tuition and fees I owe in full on the expected due dates.

Eligibility Policies

1. The eligibility of a student that has been expelled, suspended, or asked to leave a public school within the last two years will be pending a review from the ACA Council and The Refuge.
2. Students that have received psychotherapy or psychiatric care will not be eligible for ACA classes without a pending review from the ACA Council and The Refuge.
3. Students that currently require a paraprofessional and/or an IEP for classwork, or are considered special needs/differently abled, will need to be cleared for enrollment by the ACA Council.

4. A probationary period of one semester will apply to **all first-time students** attending ACA. The student's eligibility will be pending a review by the ACA Council at the end of the probationary period.
5. If a family chooses to withdraw their child(ren) from ACA, the family's eligibility will be pending a review by the ACA Council.

Tardy--Absence Policies

1. I agree that class times and teacher instruction are important. I will be considerate of the teacher and other students and arrive at class on time.
2. If I am absent, I realize it is my responsibility to communicate with the instructor via text/email to receive assignments and information missed.

Grading/Progress Reports Policies

1. Instructors will be communicating via text/email with parents about the students' progress periodically during the year. ACA will not decide on a pass/fail status for its students; however, the instructors are free to answer any questions that the parents/guardians may have concerning this matter.
2. We understand that the responsibility of the child's success falls on the parents. The staff and instructors at ACA want the student to succeed and participate in class to the best of their ability. This requires that the student study the subject matter and /or do assignments that will aid in their understanding.
3. Each class will require 2-4 hours of homework to be completed before the next class period.
4. Instructors have the permission to dismiss any student from class if homework is not being done at home. A warning will be issued and discussed with the parents for the first offense. Any further issue will go before the ACA Council for review to determine student's further eligibility with ACA.
5. Grading is up to each teacher respectively. The parent must refer to the class syllabus and communicate with each teacher regarding the student's grades.

Refund Policy - Tuition and fees paid will not be refunded to families that choose to withdraw their children from ACA.

Parent/Family Policy - Parents are welcome to come at lunch time to eat with us. However, ACA is not a co-op, so parents are not to be at ACA for an extended amount of time, except for lunch. We expect our teachers/staff to focus fully on the students and their safety without distraction.

Strike System

Our purpose at Arrow Christian Academy is to provide a safe and Godly environment for both students and instructors to work. Unfortunately, at times, behavior must be corrected for the common good. This system will be in place and carried out with the best intentions. Any matter will be dealt with confidentially on an individual basis.

I. **Strike one-** The student that is participating in misconduct will be informed of his/her infraction of the rules and notice will be given to the parents/guardians.

II. **Strike two-** The student will be issued his/her 2nd strike for the same or different offense and the parents will be notified.

III. **Strike three-** The student will be removed from classes at ACA without refund of tuition paid.

Strikes are given for (but not limited to)

- *Failing to abide by the *Guidelines and Policies* of ACA.

- *Disrespect of instructor, fellow students, or facility

- *Horseplay or any action that results in harm to an instructor, fellow student, or the ACA facility.

- *Dress code violation

- *Arrow Christian Academy has a zero-tolerance policy for:

 - Incidences of a sexual nature—or—Incidences of intentional physical harm or violence done with the intent to injure another.

Such infractions will be dealt with swiftly and severely.