

## Student/Parent Handbook

Last Reviewed: Oct 2015

Ada Christian School provides a Christ-centered education and we recognize the authority of God and His Word in our lives. God's sovereignty and love will be the ultimate standard by which we interact with each other and make decisions.

Guidelines are necessary for the proper management of the school. We ask for your cooperation in following the guidelines outlined in this directory. We ask you to pray for ACS as we work in God's Kingdom, equipping students to serve Christ in God's world.

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## General Information

### ***Chapels & Gathering Time***

1. Parents are welcome to join us for chapels.
2. All school Chapels are held five times per school year – at the beginning of the year, Thanksgiving, Christmas, Good Friday, and the end of the school year. Information on these dates is sent home in the Ada Connection.
3. Students in Grades 1-4 join for singing and worship in weekly Gathering Time on Wednesdays at 9:00am in the Commons.
4. Fifth graders worship and share at a time available to all three classes.
5. Middle school Chapels are in the Commons on Wednesdays at 8:10am, twice a month.

### ***Newsletter: Ada Connection***

This bulletin provides important and timely information. It is emailed every Wednesday and is always available at [www.adachristian.org](http://www.adachristian.org).

Any announcement which needs to be included in the bulletin must be sent by email to [sdejong@adachristian.org](mailto:sdejong@adachristian.org), by noon on Mondays.

### ***Messages for Your Children***

#### **By Phone**

To cut down on classroom interruptions, please assign one of your children to be the “message carrier” for your family. Due to the hectic pace at the end of our school days, please limit phone calls after 2:30pm to emergencies so we are able to deliver messages on time.

#### **Emails**

Email can be a useful communication tool. It is not, however, the best way to communicate time-sensitive information. During the day, our teachers are teaching and don’t always have time to read messages and pass them along to your children. If you have an email message that must reach your children, please send it to [sdejong@adachristian.org](mailto:sdejong@adachristian.org) and CC your child’s teacher.

***Messages to Teachers***

When communicating with a teacher or staff member, please allow 24hrs for them to respond to messages. Also, note that we encourage our faculty and staff to honor the Lord's Day by not working and discourage them from responding to messages on Sunday.

***Report Cards***

Report cards are sent home with students at the end of each trimester. Report cards for K-5th grade are sent home in an envelope with an area for parent signature. The envelope is to be signed and returned to school as soon as possible. Please feel free to call your child's teacher should you have any questions regarding the evaluation. Middle School report cards are sent home via the student also, but no return envelope is required. Student records are held privately at the school, but are open to parent review. Student records are sent to the chosen high schools after graduation.

***Parent/Teacher Conferences***

Parent/Teacher Conferences are an important part of your child's education. School-wide conferences are scheduled in the fall and in the spring. You need not wait for a scheduled conference time to have a conference with a teacher. Communication between home and school are vitally important; please feel free to call or visit the school. We are here to work with you.

***Special Services – Speech Therapy***

Forest Hills Public Schools provide speech therapy to our students upon referral. We have on staff two special education teachers and two assistants. The resources of these staff are available to meet special needs of Ada Christian School students.

## **Student Expectations**

Communication between home and school is very important so that many misunderstandings can be avoided. The purpose of presenting the following list of student rules is to make certain the rules we enforce on a daily basis are understood clearly by students and parents alike.

### ***Guidelines for Student Behavior***

- Respect other students and adults.
- Respect the property of others.
- Students' language should be wholesome and reflect our commitment to Jesus Christ.

### ***General School Conduct Rules***

- Students must walk in the school halls.
- Students must remain on school property throughout the school day.
- At recess time and noon hours, students play on mowed areas and the playground only. Students are not to play in the woods or swamp or near the parking areas.
- Students may use the kitchen, workrooms, or supply rooms *only when special permission is given* by the teacher.
- Forbidden items include:
  - Electronic devices – cell phones, headphones, iPods, or any other electronic devices – are not to be in use by students during the school day without special teacher permission. If your student needs to take any of these items to school, s/he must turn it off and keep it in a locker. Teachers will take any items in use and bring them to the office where the item will remain until the parent comes to pick it up from the principal.
  - Knives or any other objects that have a potential threat to the health and welfare of others are not to be taken to school (e.g. glass bottles, fireworks, or any other incendiary or explosive devices).
  - The trading of cards or other items is not allowed during the school day.
  - Skateboards, Toboggans or runner sleds

- Face washing (with snow)

**Before School**

- Supervision of students will be provided beginning at 7:45am.
- All students are to enter school via the front door and put their backpacks in their lockers.
  - Elementary students are then to go out to the playground, unless inclement weather rules are in effect.
  - Middle school students may remain in the middle school hallway until the bell.
- When arriving at school, bicycles should be parked and remain parked until dismissal time. Please remember to lock your bikes.

**After School**

- Please make “play dates” for your children from home so your children are clear as to what their plans are at the end of the school day before they come to school. Students are not allowed to make play plans from school using the classroom or office phones. If they ask, they are told that they must go home as their parents have expected, and to make their plans from home.
- The playground is not supervised after school. Students staying after school must be attended by an adult.
- Students are all expected to be off grounds by 3:15pm unless participating in or watching an athletic competition. Younger students are not allowed to stay at school when a sibling has practice since there is no supervision available except for the students involved in the “practice”.

**During Athletic Events**

- Students below Grade Five should be supervised by a parent or another adult.
- Students should make advance arrangements to attend an athletic event. Students are not to use the phone to obtain the parent’s permission to stay for after school activities.
- Students attending an event in the gym are to remain in the gym.

***Student Use of the Gym***

1. Adult supervision is necessary for gym activities.

2. Students are required to keep an extra pair of gym shoes at school. These shoes should have soles that do not leave black marks and may not be worn outside.

### ***Lockers***

1. Students will be assigned lockers by the homeroom teacher. Locker numbers may be changed at the discretion of the teacher.
2. Lockers may be inspected at any time by the homeroom teacher or principal.
3. Lockers must be properly cared for. Proper care of lockers means the following:
  - a. Garbage may not be left in lockers.
  - b. Students may not write on, deface or damage lockers.
  - c. Students are not permitted to go into another student's locker.
4. Students who abuse locker privileges may have their locker assignments withdrawn.

### ***Personal Dignity***

Harassment or abuse of students or staff violates Christian and legal principles. Students should report such harassment so that the matter can be dealt with in a timely manner. Harassment, including verbal abuse, will result in corrective discipline and possible suspension. THREATS against the welfare of students or staff or against the school are taken seriously and may be grounds for expulsion. Staff members follow state guidelines for reporting suspected abuse to the authorities.

### ***Discipline***

Discipline procedures at Ada Christian School are followed with love for the student and a goal of helping the student develop into a responsible and self-disciplined follower of Jesus Christ. When students exhibit inappropriate behavior, the staff will admonish with love, helping the students face consequences, modify behavior, and restore relationships.

Most behavior can be handled quietly by the staff members talking with the students. If misbehavior persists, or if the behavior is seriously inappropriate, further actions will be taken and the principal and parents may be notified. Any discipline plan will involve concrete objectives for the student and cooperation on the part of students, teachers, and parents. Teachers will work to have consequences be appropriate for each situation. In general, students are asked to explain what they did wrong, what they could have done differently, what they will

do next time, and what can they do to make it right. They may be required to complete a “Time to Think” form to guide them through the process.

### ***Homework***

We recognize that students learn in many ways and at different rates. Learning knowledge, skills, thinking processes, problem solving, and discernment can be enhanced by well designed homework, with goals such as:

- To reinforce skills or topics taught in class or research a topic
- To prepare for tests
- To extend knowledge or skills to new situations
- To teach students responsibility, independent thinking and time management
- To encourage a connection between home and school in the development of good work habits

#### **1. Kindergarten, First & Second Grade**

- a. Optional activities are sent home in the student folders and are particularly good for extending learning, giving students something worthwhile to pursue, and creating times for parents and students to be together.
- b. Teachers might assign 10-20 minutes of required homework. Examples: Bible memory, spelling words, reading, math facts, test review, and perhaps completion of a project.
- c. Parent partnership for homework: These simple, but important contributions by parents will make a great difference:
  - i. check your child’s folder,
  - ii. review weekly class newsletter,
  - iii. refer regularly to the Ada Connection at [www.adachristian.org](http://www.adachristian.org),
  - iv. drill math facts or spelling words with your child,
  - v. and READ to, or with, your children every day.

#### **2. Third, Fourth & Fifth Grade**



- a. Homework might average 30-50 minutes per day (10 minutes per day, per grade). We recognize, however, that some students complete some homework quickly, while other students require a bit more time. Many evenings no homework will be required.
- b. Required homework activities might include: reading, Bible memory, reviewing math facts or spelling words, reviewing for a test, and doing projects.
- c. Some assignments are given over a period of time, which means that the parents and students can practice organizing work over several days. Accountability and responsibility are important in middle school, so it is helpful to begin practicing these already.
- d. Parent partnership for homework:
  - i. check your child's folder
  - ii. read the teacher letter and Ada Connection at [www.adachristian.org](http://www.adachristian.org)
  - iii. drill math facts or spelling words
  - iv. provide a place, time and good environment for the student to work
  - v. help the student organize long-term projects into manageable parts over several days.

### **3. Middle School**

- a. Check your student's grades/progress online
- b. In middle school, the students continue using higher order thinking skills and are required to process information and apply it to new situations more often. Homework in these grades is more frequent, but should still remain within the parameters of 10 minutes per grade on average. However, as more complicated work is required and if advanced math classes are taken, the amount of time students need to complete work varies. The staff recognizes this and welcomes parent discussion should you find your student is consistently spending more than this average amount of time on homework each night.
- c. Time management is a skill that helps all students be successful. Teachers often give some time during class for students to work on assignments and encourage students to use the time wisely. In addition, parents can partner with teachers by assisting students in reviewing due dates, setting realistic goals, staying on task.

- d. Long term projects are part of middle school expectations. Students are taught to break these into manageable segments, and parents are encouraged to review and monitor the schedules with their students.
- e. Students are invited to come early and/or stay late if they need extra help or internet access for school work.
- f. Students are assisted in recording homework assignments on paper and/or electronic planners, and assignments are available on 'moodle' through the ACS website ([www.adachristian.org](http://www.adachristian.org)).
- g. No more than two tests or projects will be due on any one day for core subjects: Bible, math, language arts, science, and social studies.
- h. Parents are asked to enforce a consistent time and place for students to do school work where the students' computers are visible by parents. Parents are encouraged to monitor progress and offer assistance when needed.
- i. If your child is absent, teachers will work with students to assist them and will allow appropriate time for them to make up missed work. It is the student's responsibility to ask the teachers what work needs to be done. If your child is not making progress on missed work, his/her teacher(s) will contact you for support.
- j. If your child is struggling, we want to help! Adolescence can be overwhelming on its own some times. So, when it is combined with the demands of homework, extra-curricular, church, and family activities, students (and parents) can become periodically frustrated.

PLEASE consider the following steps/options if your child experiences anxiety related to school:

- i. Prayerfully:
  - 1. Help student determine and verbalize key sources of frustration
  - 2. Help your child break problems into smaller, manageable pieces
  - 3. Consider options for reducing some of your child's obligations (even temporarily)
  - 4. Set realistic goals
  - 5. Communicate regularly with your child's teacher to share concerns and to seek solutions together

6. Monitor quality of student work and amount of time spent on homework
- ii. If your child is spending too much time on homework, we want to help!
    1. Because each student is unique, so is the amount of time each one takes to complete his/her homework. Although teachers are careful not to plan more than two tests or project due dates on a given day, the students' work load will fluctuate between light and heavy. We want our students to be successful. We recognize that, without "lowering the bar," we need to work with parents to determine ways to help students who, for a variety of reasons, may struggle. We, also, know that it is not enough for teachers and parents to want students to be successful. Success is, also, greatly determined by a student's desire and motivation to learn and apply him/herself.
    2. Our goal is to provide an environment where each student is encouraged and equipped to do his/her very best as an image-bearer of Christ. The following are available options for parents to consider regarding students who become overwhelmed with homework.
  - iii. Prevention:
    1. Procrastination is one characteristic that leads to student frustration and long homework nights. Teachers will help students plan ahead, and parents can help by monitoring progress on projects and studying in advance for tests.
    2. Several busy evenings in a row tend to create a "stack" of homework. Help students find time each night for a minimum of 10 minutes per grade of quality homework time.
  - iv. Short-term solutions:
    1. With your help, have your student prioritize homework from most to least important OR have your student prioritize homework based on what will take the least to the greatest amount of time to complete.
    2. Set an appropriate time limit for your student to work on school work (at least 10 minutes per grade level).
    3. Encourage your student to work on the homework, beginning with what he/she placed the greatest priority on – either the most important OR the one taking the least amount of time.

4. When the set amounts of time are up, review student accomplishments and call it “quits” for the evening.
5. Send an email note to the teachers affected by the unfinished homework and explain that there was more work sent home than could be accomplished in a reasonable amount of time.
6. Have your student talk to his/her teacher(s) to develop a plan for success.
7. Ask your student about the plan and help them follow it.

v. Long-term solutions:

1. If your student has too much homework on a regular basis, contact his/her teacher(s) as-soon-as possible. Depending on the reason(s) for homework being too demanding, teachers will work with you and your child to develop a plan for success.
2. Some students find work difficult and need time set aside during the day for extra help, which we offer before, during, and/or after school depending on individual needs.
3. Some students benefit from having a tutor, and we will be happy to help you find one for your student.
4. Some students have difficulty staying on task and need redirection. Teachers can often share helpful tips for parents to use at home.
5. Some students are “perfectionists” and labor extensively on details that do not require such intensity. Teachers can often share guidelines for parents to consider when helping their students set priorities and manage time.
6. Some students understand the assignments, but require extensive time to complete assignments. Teachers can sometimes adjust assignments based on student needs and parent input regarding the amount of time being spent at home on a particular subject.
7. Some students need extra assistance with organizational skills and benefit by staying after for an extra 10 minutes to meet with a teacher to review their requirements for the next day and to get organized.

8. Sometimes teachers assign too much work and do not realize how time consuming it is, so they consider ways of reducing homework without compromising learning.
- vi. There are many scenarios and many solutions.
    1. Our desire is to work with parents and students to help each individual, whom God has entrusted in our care, to live healthy, balanced lives.
  - k. Middle School Late Work Policy

Expectation: Students are expected to prompt and prepared.  
Rationale: Being prompt and prepared are behaviors that help students be better equipped for service in God's world.

    - i. Daily Assignments
      1. Students will complete a Late Work form to turn in with their assignments.
      2. Teachers will review Late Work form and determine whether late work is excused or unexcused.
      3. Parent signatures may be required based on teacher preference.
      4. A maximum of credit given on unexcused late daily assignments is 75%.
    - ii. Major Assignments
      1. Students will complete a Late Work form to turn in with their assignments.
      2. Teachers will review Late Work form and determine whether late work is excused or unexcused.
      3. Parent signatures will be required on Late Work Form.
      4. A maximum of credit given on unexcused late major assignments is 90%.

## Student Relations Initiative

Our goal is to model and foster Christ-like behavior. If students engage in unkind behaviors towards others consequences will occur along a defined continuum. We will infuse empathy training into the core curriculum; teach children how to be “good bystanders”; show how to respond to bullying to reduce future risk; and provide effective ways for students to get adult help. Steps we follow are:

### ***“15-Second Intervention”***

When Witnessing the Incident	Questions if No Adult Witnesses
<p>I saw you ... (repeat what you saw and heard exactly.)</p> <ul style="list-style-type: none"> <li>• This behavior is hurtful/unkind.</li> <li>• I would never let someone disrespect you in that way if I saw it, and it's not okay to do what you just did to ____ (other student).</li> <li>• We don't do that at Ada Christian.</li> </ul> <p>This needs to stop</p>	<ul style="list-style-type: none"> <li>• Who was involved? What happened?</li> <li>• Where at school did it happen?</li> <li>• When did it start? How long has it been going on? How often? Witnesses? (other students who saw or heard)</li> <li>• I will not tell the other student(s) who told.</li> <li>• I will document this and there will be an investigation.</li> <li>• Don't go back and tell your friends.</li> <li>• Come back to me right away if this happens again.</li> </ul> <p>Thank you for coming to me. It took courage and you did the right thing.</p>

### **Abbreviations & Definitions:**

OAMR – Opportunity For Apology/Make it RIGHT

SSL – Silent Supervised Lunch

SSR – Silent supervised Recess

***Lower Elementary “Rubric for Unkind Behavior” Grid***  
**Consequences for Unkind Behavior (K-2nd Grade)**

	First Time	Second Time	Third Time	Fourth Time
<b>Level 1</b> Behavior that would hurt the feelings of others including: <ul style="list-style-type: none"> <li>Moderate Horse Play</li> <li>Low Level Rude Gesture</li> <li>Mimicking</li> <li>Animal Noises</li> <li>Just Kidding</li> <li>Mean Notes</li> <li>Low Level Mean Tricks</li> <li>Exclusion</li> <li>Threat to exclude</li> <li>False Reports</li> <li>Name Calling</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/ bring copy home</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan and/or Individual Behavior Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>1 SSR/ SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan and/or Individual Behavior Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 SSR/ SSL</li> <li>Meet with Principal</li> <li>OAMR</li> </ul>
<b>Level 2</b> Behavior that could injure others including: <ul style="list-style-type: none"> <li>Hitting/punching</li> <li>Directed Spit</li> <li>Swearing directed at Others</li> <li>Profanity</li> <li>Touch/Hit Private</li> <li>Parts Cyber-bullying</li> <li>Moderate or High</li> <li>Level Mean Trick Stealing Kicking Biting</li> <li>Defacing School Property</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>2 SSR/SSL</li> <li>Meet with Principal</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>2-3 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal</li> <li>OAMR</li> </ul>
<b>Level 3</b> <ul style="list-style-type: none"> <li>Sexual, racial harassment</li> <li>Bomb Threat</li> <li>Threatening with Weapon</li> <li>Using Weapon to Harm</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Assistant Principal</li> <li>3-5 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>1-5 days out-of- school suspension or expulsion per ACS policy</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> </ul>

**Upper Elementary “Rubric for Unkind Behavior” Grid**  
**Consequences for Unkind Behavior (Grades 3-5)**

	First Time	Second Time	Third Time	Fourth Time
<b>Level 1</b> Behavior that would hurt the feelings of others including <ul style="list-style-type: none"> <li>Moderate Horse Play</li> <li>Just Kidding</li> <li>Mean Notes</li> <li>Low Level Mean Tricks</li> <li>Name-calling</li> <li>Insulting, taunt</li> <li>Start/Spread Gossip</li> <li>Exclusion</li> <li>Threat to exclude</li> <li>False Reports</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1 SSR/ SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 SSR/ SSL</li> <li>Meet with Principal/Counselor</li> <li>OAMR</li> </ul>
<b>Level 2</b> <ul style="list-style-type: none"> <li>Hitting open hand</li> <li>Directed Spit</li> <li>Swearing Directed at Others</li> <li>Touch/Hit Private Parts</li> <li>Extortion</li> <li>Stealing</li> <li>Cyber-bullying</li> <li>Moderate or High Level Mean Trick</li> <li>Retaliation</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 SSR/SSL</li> <li>Meet with Principal/ Counselor</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal/ Counselor</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2-3 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal/ Counselor</li> <li>OAMR</li> </ul>
<b>Level 3</b> <ul style="list-style-type: none"> <li>Punching – closed fist</li> <li>Sexual, racial harassment</li> <li>Bomb Threat</li> <li>Threatening with Weapon</li> <li>Using Weapon to Harm</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>3-5 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counsel or before returning to regular activities</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>1-5 days out-of- school suspension or expulsion per ACS policy</li> <li>Meet w/Admin/ Parents/Counselor before returning to regular activities</li> </ul>



***Middle School “Rubric for Unkind Behavior” Grid***  
**Consequences for Unkind Behavior (Middle School)**

	First Time	Second Time	Third Time	Fourth Time
<b>Level 1</b> Behavior that would hurt the feelings of others including <ul style="list-style-type: none"> <li>Disgusted Noise</li> <li>Laugh at/Mimicking</li> <li>Low Level Mean Words</li> <li>Start/Spread Gossip</li> <li>Low Level Rude Gesture</li> <li>Animal Noises</li> <li>Moderate Horseplay</li> <li>Low Level Mean Tricks</li> <li>Just Kidding</li> <li>Mean Notes</li> <li>Exclusion</li> <li>Threat to Exclude</li> <li>Other:_____</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan and/or Individual Behavior Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1 SSR/ SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan and/or Individual Behavior Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 SSR/ SSL</li> <li>Meet with Principal/ Counselor</li> <li>OAMR</li> </ul>
<b>Level 2</b> <ul style="list-style-type: none"> <li>Behavior that could hurt or injure others including</li> <li>Obscene Gestures</li> <li>Threatening Physical Harm</li> <li>False Reports</li> <li>Insulting, Taunts</li> <li>Name-Calling</li> <li>Hitting Open Hand</li> <li>Directed Spit</li> <li>Swearing Directed</li> <li>Other:_____</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1 SSR/SSL</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 SSR/SSL</li> <li>Meet with Principal/ Counselor</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>2 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal/Counselor</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>3 days classroom participation only – no recess, lunch or after school activities</li> <li>Meet with Principal/Counselor</li> <li>OAMR</li> </ul>
<b>Level 3</b> <ul style="list-style-type: none"> <li>Touch/Hit Private Parts</li> <li>Extortion</li> <li>Stealing</li> <li>Cyber-bullying</li> <li>Moderate or High Level Mean Trick</li> <li>Retaliation</li> <li>Punching – closed fist</li> <li>Sexual, racial harassment</li> <li>Bomb Threat</li> <li>Threatening with Weapon</li> <li>Using Weapon to Harm Other_____</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension/ Expulsion or Police Notification at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admininstration/Parents /Counselor before returning to regular school activities</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>1-2 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension/ Expulsion or Police Notification at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counselor before returning to regular school activities</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>Think Sheet Plan/Contract – email/bring copy home</li> <li>Student calls parent in presence of Principal</li> <li>3-5 days classroom participation only – no recess, lunch or after school activities</li> <li>Possible Suspension/ Expulsion or Police Notification at Principal's discretion per ACS Policies</li> <li>Meet w/ Counselor</li> <li>Restitution, if appropriate</li> <li>Meet w/ Admin/Parents/Counselor before returning to regular school activities</li> <li>OAMR</li> </ul>	<ul style="list-style-type: none"> <li>15-Second intervention</li> <li>Documentation/Report Form</li> <li>1-5 days out-of- school suspension or expulsion, and/or Police Notification per ACS policy</li> <li>Meet w/ Admin/Parents/Counselor before returning to regular school activities</li> <li>OAMR</li> </ul>

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## Policies & Procedures

### ***Absenteeism Policy***

Attendance impacts education.

Expectation: Students are expected to prompt and prepared.

Rationale: Being prompt and prepared are behaviors that help students be better equipped for service in God's world.

### **Illness**

If your child must stay home because of illness, please call the school before 8:15am. Please indicate if you expect the child to be absent several days.

### **Appointments & Temporary Withdrawal from School**

When picking up your child for an appointment, please go to the school office and the secretary will call your student from class. Do not call from your vehicle to request your child be summoned to the office before you arrive. Our desire is that students miss as little class time as possible. Students **MUST** sign in and out at the office when leaving and upon returning from an appointment.

### **Tardies**

- **Homeroom Tardies**

Students are expected to be in their classrooms by the 7:59am bell to avoid missing devotions and academics. Tardy students need to stop in the office to sign in and get a late pass to give to their teacher.

When Students Enter Homeroom Late:

- Students may enter quietly if students are not praying.
- Students will be marked as tardy.

- **"Class Change" Tardies** (Middle School).

When students enter class late during the school day...

- Students complete an "I'm Late" form.
- Teachers record unexcused tardies based on "excuse" on form.
- When possible, verbal warnings will be given on second unexcused tardy/class/trimester.

- A third unexcused tardy in a class per trimester will result in students completing a “Prompt and Prepared” think sheet during lunch to have signed by a parent and returned to the classroom teacher.
- Fourth and following unexcused tardies in a class per trimester will result in students completing a “Prompt and Prepared” think sheet during lunch to have signed by a parent and returned to the principal.
- If a student accumulates 15 absences, the principal, teacher or parent may request a conference to discuss attendance concerns.

### **Vacations**

- Please make an effort to limit vacation trips to school scheduled vacation times.
- Avoid taking an extra day or two before and after school vacations. Teachers often plan to finish a unit just prior to a vacation period. It is difficult to help a student who has missed the completion of a unit, or a test, and has been away from the material for some time.
- Please inform teachers with as much advance time as possible when your child will be absent for a vacation.
- Elementary teachers will hold any worksheets given out while a student is gone. These can be picked up when the student returns. The teachers are not required to prepare assignments or schoolwork in advance for students to take on vacation. Sometimes the teacher may request the student to complete a journal during the trip and to turn that in to the teacher.
- Middle School teachers are not required to prepare assignments ahead or provide make-up work or tests in advance. Middle School students may be requested to make up work at the discretion of the teacher. It is the student’s responsibility to ask the teachers what work needs to be made up following the absence. Student assignments are available on Moodle.

### ***Alcohol, Drugs & Cigarette Policies***

If a student is found using or possessing alcohol, drugs, or cigarettes at school or a school sponsored activity, suspension will be effective immediately and a conference will be scheduled with the parents and student to determine further action and discipline.

**Allergen Policies****Food Allergy Policy**

If a student has a severe allergy to a food item, we request that parents of other students in that classroom follow the guidelines for allowable foods in that room.

**Latex Policy**

Please do not bring or send latex balloons to school due to some severe allergies among our constituents.

**Pet Policy**

Because, many students suffer from asthma and allergies, please do not bring any pets into school at anytime. Pet dander is nearly impossible to remove from carpeting, and may adversely affect the health of these students.

**Building Rental Policies****General Provisions**

1. School facilities are intended primarily for use in providing an education for those children attending our school.
2. School facilities are available for use by groups when not needed for scheduled school activities.
3. School groups, supporting families, or church groups with qualified members (Art. II, A.C.S. By-Laws) will be given priority for the use of school facilities. The requests must be made in a timely manner to be able to accommodate.
4. Ada Christian School recognizes the Lord's Day and chooses not to open or rent the building on Sundays. Exceptions for worship services and other church activities will be considered.

**Applications & Reservations**

1. Application for the use of facilities must be made at the school office (hours 8:00am to 3:30pm) at least five days in advance. Applications will not be accepted for more than one year in advance.
2. A tentative reservation may be made at the time of initial contact with the school.
3. Final approval will be given after written application and payment is received in the school office.
4. The written application, made on forms provided by the school office, must clearly identify the group making the application and the name of the person who will be responsible while facilities are used.

5. The written application must indicate the date and hours facilities are needed, the nature of the activity planned and attendance expected, and the equipment needed.
6. The Board reserves the right to determine which applications will be approved or not be approved.
7. Cancellation must be made at least two days prior to the scheduled use date.
8. A family or group may not reserve the facilities on the same holiday for two consecutive years.
9. Building Rental Guidelines will be given to each party renting Ada Christian facilities.

#### **Recreational Activity Regulations**

1. Renting party must provide responsible adult supervision for the entire time facilities are used.
2. Renting party must assume full responsibility for injuries that may occur, and for damages, and must agree to reimburse the school for any damages to the building, furnishings or equipment.
3. All those engaged in athletic activity must wear gym shoes which do not leave black marks.
4. Permission to admit spectators or to dispense food or beverages must be secured in advance.
5. Smoking and the use of alcoholic beverages on the premises are prohibited.
6. Full custodial services are required for most building rentals to open and close the school and to be responsible for cleaning the facilities. Occasionally this may be required of the renting party.
7. If the renting party is responsible for control and picking up equipment, they must leave the building clean and in good order and must turn off all lights and close and lock all doors and windows.
8. Any renting party which fails to clean up properly, making it necessary for the school custodian to do so, will be billed for this work at the current hourly rate. (Removal of black marks must be done by the custodian.)
9. Use of the gym facilities does not include use of other parts of the building.
10. Use of facilities is only for the time stated on the application.
11. All recreational use of facilities shall end by 11:00pm.

**Social Activity Regulations**

Same as Recreational Activities regulations #'s 1,2,5,7,8,9,10 & 11 plus:

1. Renting party must give clear instructions in advance relative to needs and wishes for seating or make its own arrangement for setting up/taking down tables, chairs, etc.
2. The use of the public address system will be included in the rental of the gymnasium/auditorium for social activities if requested.
3. Temporary decorations which meet fire code standards may be used but they must be attached in such a manner that no damage to building or equipment occurs, and they must be completely removed from the premises immediately following the use of facilities.
4. The use of refrigerator, stove, coffee urns, sinks and counters in the kitchen can be arranged through the office at the time the application is made.
5. The dishwasher and garbage disposal may be operated only by authorized persons.
6. The renting party will then be responsible for cleaning any kitchen equipment used, and disposing of garbage in the dumpster.
7. Any renting party which fails to clean up properly when assigned its responsibility, making it necessary for the school custodian to do so, will be billed for this work at the current rate per hour. Black heel marks must be removed by the custodian.
8. Use of the gym or kitchen facilities does not include use of other parts of the building.
9. Use of facilities is only for the time agreed upon and the building must be cleared at the closing time indicated on the approved application.
10. All social activities shall end by 11:00pm.

**Building Rental Rates**

Please check with the school office regarding rental rates.

***Communicable Disease Control Policy***

1. Ada Christian School will work cooperatively with local, county and state agencies to enforce and adhere to the State Health Codes for prevention, control and containment of communicable diseases in our school.
2. The principal will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.

3. The principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit by the building level principal.
4. The decision to close school due to a communicable disease outbreak is at the discretion of the school's administration. If desired, consultation about such decisions may be provided by a committee from the School Board and/or Communicable Disease Review Panel.
5. Communicable Disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.

### ***Complaint Procedures***

When concerns arise, it is important that parents and staff discuss the issues involved.

Normally, the following steps are used following the reading of Matthew 18:15-16 – “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

1. Teacher – As a first step, a parent should speak directly with the teacher with whom he/she has a concern.
2. Principal – If no resolution is reached, the parent and teacher are encouraged to speak with the principal. In more serious situations, the principal should attempt to bring the parents and teachers together to resolve the problem.
3. Ada Christian Education Committee – Parents or staff members may appeal to the Ada Christian Education Committee. All appeals to the education committee will be made in writing. All parties involved will receive a copy of the appeal. Both parties will be given the opportunity to appear before the committee and each may request that the other be present when the matter is considered by the committee.
4. Ada Christian Board – Either party may appeal to the Ada Christian Board by contacting the family's board representative. Both parties will be given the opportunity to appear before the Board and each may request that the other be present when the matter is considered by the Board.

If either party is not satisfied with the decision, an appeal may be made to the next authority.



1. Either party (parent or teacher) will be granted audience to the next authority (authorities in this procedure are understood to be Principal, Education Committee and Board). Each subsequent step should not be taken until the previous steps have been used.
2. All appeals must be in writing.
3. Written documentation must be kept of all meetings.
4. Any authority receiving an appeal shall act promptly and present its decision in writing to the parties involved and the prior authority that has been involved in dealing with the complaint. A response to appeal shall be given within 30 days from the date of appeal.
5. The Board president and Education Committee chair must be kept fully informed of all appeal situations.

### ***Dress Code***

*(Updated: Jan 2015)*

At Ada Christian School we praise God and promote His kingdom in all areas of life, including the clothes we wear. While fashion changes, the reason for being in school does not. Moderation and modesty are the key guidelines when making choices about dress. It is essential that we have parental cooperation in maintaining a positive and respectful learning environment, which is fostered by dressing appropriately for school. To this end, school clothing should be modest, functional and God pleasing.

### **General Guidelines**

Students should wear clothing that is appropriate for the weather and school activities while attending school or school-sponsored events. Clothing should be neat, clean and conducive to learning and not restrict movement nor interfere with a student's ability to see, hear; it should not disrupt the educational process. Hats, hoods and snow boots may not be worn in the classrooms.

We include the following standards for specific guidance:

<b>Do select:</b>	<b>Do NOT select:</b>
<ul style="list-style-type: none"> <li>• Shirts that fall below the waistline and show no skin at the mid-torso region regardless of movement</li> <li>• Shorts and skirts that are longer than the fingertips when standing with relaxed arms</li> <li>• Clothing that fits appropriately is not too loose or too tight or that intentionally draws</li> </ul>	<ul style="list-style-type: none"> <li>• Clothing which refers to drugs, alcohol, smoking, profanity, sexual suggestiveness or with words or pictures contrary to Christian principles</li> <li>• Pants or shorts that have words across the seat of the garment</li> <li>• Clothing which is ripped or has holes</li> </ul>

<p>attention to a student's body</p> <ul style="list-style-type: none"> <li>• Clothing which covers all undergarments at all times – sitting as well as standing (a belt or tucked-in undershirt may be necessary to achieve this requirement)</li> <li>• Hair color and style which is modest and not disruptive for the classroom; hair should not obstruct the vision of the student or eye contact with the teacher</li> <li>• Shoes, crocks or sandals with back strap (K-5th only; for safety reasons)</li> </ul>	<ul style="list-style-type: none"> <li>• Pants that are low-rise and therefore reveal skin or undergarments when seated</li> <li>• Flip flops (K-5th only; for safety reasons)</li> </ul>
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### Supplemental Guidelines (Grades 3-8)

<p><b>Do select:</b></p> <ul style="list-style-type: none"> <li>• Shirts that have sleeves, with necklines that are high enough to cover all cleavage, are without gaps in arm-holes and have complete, intact backs</li> <li>• Leggings, jeggings or tights worn under fingertip length skirt or tunic (not by themselves as pants)</li> </ul>	<p><b>Do NOT select:</b></p> <ul style="list-style-type: none"> <li>• Tank tops worn alone</li> <li>• Sheer shirts, unless the clothing layer beneath is not 'see through' and covers all undergarments</li> </ul>
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### Special Events & Field Trips

The dress code applies to students during school hours and in all extracurricular activities – including field trips and athletic events.

Concert dress for girls must include pants or a skirt that is below the knee (or longer).

For any field trips involving swimming: boys must wear modest trunks and girls must wear a modest, one-piece swimsuit or a tankini covering the mid-section.

### Enforcement

ACS faculty reserves the right to decide what is appropriate in the school setting. When notified of inappropriate clothing by a faculty member, students must cover or change their clothing before they are allowed back in the classroom. The parents will be notified for repeat offences. Please consider clothing choices carefully so that faculty intervention is not necessary and all students and faculty at ACS can concentrate on becoming equipped for service in God's world.

**Field Trips/Chaperon Policy**

Field trips planned by the teacher enhance the curriculum. Permission slips will be sent home prior to the outing. Parents who want to respond to any request to chaperon must adhere to the requirements of the **Field Trip Chaperon form** and must have completed and signed the chaperon permission section of the Family Emergency Form that was completed at the start of the current school year.

**Library Policies**

*(Updated May 2013)*

**Books Available**

- Everybody books (aka picture books)
- Easy Readers (I Can Read, etc.)
- Beginning Fiction (Easy chapter books – e.g. The Littles)
- Fiction – chapter books for all ACS students
- Middle School Fiction – fiction titles with reading levels, themes, or subject matter more appropriate for older readers. This section is limited to middle school students; however, parents may give written permission for elementary students to check out specific titles.
- Nonfiction and Biography – Titles from beginning to adult reading levels, categorized with the Dewey Decimal System. To help guide younger readers to books they can read independently, books below a 3rd grade reading level are marked with blue dots.
- Reference – encyclopedias, dictionaries, and other traditional reference tools

**Checkout Guidelines**

- Kindergarten: 1 book
- 1st and 2nd grade: 2 books
- 3rd - 5th grades: 3 books
- Middle school: 12 books

**Checkout Periods**

- Elementary: 1 week
- Middle school: 2 weeks

**Holds**

- All students may place holds on books.
- Elementary students generally pick up their holds at library time.
- Middle school students receive email notices when their requested books are ready to pick up.
- We will hold books for a week before re-shelving them.

**Renewing**

- Students may renew books as needed. Books can be renewed without being physically present. If another student is waiting to read the renewed book, we will ask the renewing reader to finish as quickly as possible.
- Middle school students can go to [library.adachristian.org](http://library.adachristian.org), log in, and renew their own books once. Library staff can add additional renewals as needed.

**Overdue notices**

- Elementary
  - Parents will receive emailed notices the evening before their child's library day for any overdue books (but not books due the next day.)
  - Students with overdues on library day will generally be allowed to check out one additional book until they reach a total of 5.
- Middle school
  - The day before books are due, students will receive emailed reminders to return or renew their books.
  - All students with overdue books will receive notices on Wednesdays.
  - Homeroom teachers will receive lists of students with overdue books on Wednesdays.
  - Parents will receive notices on Wednesdays when their students' books are two or more weeks overdue.

**Late fines**

- ACS library does not charge fines for late books.

**Damaged books**

- When a book is returned in damaged condition, staff will try to repair it. If it is not repairable, parents will receive a notice requesting the replacement cost of the book.

**Lost books**

- Students or parents may request that a missing book be marked “lost” on the student’s record. This will stop the system from continuing to send overdue notices regarding that title. If the book is still lost at the end of the school year, a bill will be mailed home.

**End of year procedure**

- With a few exceptions, students will not check out books during the last 2 weeks of school.
- During the last 2 weeks of school, parents will receive daily email notices if their students still have books checked out.
- After the last day of school, students with unreturned library books will receive mailed bills.

***Prescription Medication Policy*****Administration of Oral Medication**

1. For students taking oral medication in school, the following steps need to be taken.
  - a. The parents/guardian needs to request the school in writing (using the forms provided by the school office) of their desire to have medications administered at school in compliance with label instructions, and:
  - b. Has brought medication directly to the school office in a properly labeled container; or,
  - c. Has given the medication to an adult staff person in a properly labeled container; or,
  - d. The pharmacy from which the medication was purchased may deliver the medication directly to the school office.
2. Procedures for administering medication:
3. The administrator will designate one or more persons to administer all medication in the building.
  - a. The person administering medication will do so in the presence of another adult.

- b. Medication is administered in an appropriate time and place so as to preserve the dignity of the student.
  - c. Permanent written record is kept of all medication administered, using the prescribed form.
  - d. Medication is kept in a locked container, drawer or cabinet.
  - e. The student's physician must have prescribed the medication and submitted written instructions for its administration. Administration of medication must cease at the written request of the parent/guardian or at the end of the time period of the prescription.
  - f. Changes in the medication dosage may only be made according to the written instructions of the student's physician.
4. Noncompliance of policy and rules will lead to discontinuation of administration of medication at school.
- a. Parent/Guardian will be notified of students observed with or taking medication apart from the policy and rules.
  - b. Where conditions are not followed, staff may refuse to continue the administration of medication.
5. Students taking inhaled and injection type prescribed medications will follow procedures established on an individual basis.

### ***Severe Weather Policy & Procedures***

In the event of inclement weather, listen to any radio station, or check TV – Channels 8 or 13. Our school is usually announced along with Forest Hills Public Schools.

- If Ada Christian School is not mentioned, we usually are closed if Forest Hills Schools are closed and delayed if Forest Hills Schools are delayed.
- Busing will be affected as follows:
  - Ada Christian Bus Routes: This means our Ada Christian bus routes in the Lowell area will also be delayed. Simply stated... we do what Forest Hills does, regardless of where you live.
  - If Lowell Public Schools are closed and Forest Hills remains open, Ada Christian remains open. However, the Ada Christian buses will not run on those days and

those parents will need to bring their children into school that day and pick up in the afternoon.

#### **Tornado Watch & Warning Guidelines**

A “tornado watch” means that conditions are favorable for the development or occurrence of severe thunderstorms and possibly tornadoes. A “tornado warning” means a funnel cloud or tornado has been visually sighted or indicated on radar. Students and staff need to proceed with appropriate protective measures in either event. Students will be held in school throughout a tornado watch and/or warning and for severe thunderstorms. The procedure to be followed in the event of a tornado watch or tornado warning is:

- In case of a tornado watch or warning, faculty and students will follow emergency safety procedures as instructed by civil defense authorities.
- School will be closed whenever a “watch” or “warning” is in effect within 2 hours *prior to* the starting time of school.
- In the event of a tornado “watch” or “warning” announcement from civil defense headquarters occurs during school, students will remain in school.
- If a tornado “watch” is in effect at regular dismissal times, students will be dismissed to their normal bus runs. Weather conditions will be evaluated for walkers and, if unsafe, these students will be held at school and their parents notified.
- If a tornado “warning” is in effect at regular dismissal times, all students, including those who walk, will be held in school until the warning is lifted or until parents pick them up.
- Parents who are concerned may pick up their children at any time during a tornado “watch” or “warning” and must sign them out in the office.
- Parents should have a plan for their children to follow when no one will be home upon their arrival from school.
- After-school and evening activities shall be canceled whenever tornado “watches” or “warnings” are in effect. If an “All Clear” is announced two hours prior to starting time of the activity, the activity will meet as scheduled.
- Students living in the Lowell area will follow the same guidelines as Forest Hills area students. Our buses will follow the Forest Hills schedule.

**Transportation: Busing & Parking Policies****Parking Information**

Safety is our main concern in setting up procedures for vehicles on campus.

- Please watch carefully for your children. AT NO TIME ARE STUDENTS TO WALK BEHIND OR BETWEEN CARS.
- Avoid using cell phones while driving on school property.
- **Fox Hollow Bus Loop**  
The larger loop off Fox Hollow is for bus traffic only. At the end of the school day, students will line up at their bus stops, and their assigned bus will pick them up at the stop.
- **Ada Drive Loop**  
Parents may drop off students in the morning using the Ada Dr. car loop in front of the building. Please follow the signs.
  - Do not park in the car loop.
  - Preschool students may be dropped off and picked up using the Ada Dr. car loop. Follow the instructions of your preschool teacher in determining times and placements.
  - At the end of the school day, the car loop is reserved FOR PICK UP for families whose ONLY STUDENT IS A KINDERGARTNER.
- All families picking up OLDER OR MULTIPLE CHILDREN AND A KINDERGARTNER are encouraged to park by backing into the parking lot spots and waiting for their children to exit from school to go to their cars.

**Busing**

Busing is provided at no extra cost to ACS families in two possible ways:

- If the home is in the *Forest Hills school district*, Forest Hills Public Schools will provide busing for ACS students.
  - Morning Procedures: ACS students are picked up with Forest Hills Public School Ada Vista and High School students in their neighborhoods, they are brought to a designated Forest Hills Public School where they transfer to a bus that will drop them off at Ada Christian School.



- After School Procedures: the Forest Hills Public School bus takes ACS students to Ada Vista to pick up students from that school and then proceeds to a designated Forest Hills Public School where students transfer to a neighborhood bus for the remainder of their ride home.
- If the home is located in the *Lowell School District* or the south end of the *Rockford School District*, ACS students will be picked up by Ada Christian buses. Routes are designed each year to accommodate the most families and yet keep the length of the route close to an hour.

### **Bus Transportation Rules**

- All students ride the bus at their own risk. Medical expenses incurred while riding any bus are not covered by school insurance policies.
- All buses line up along the bus loop in the drive.
- Students form a line while waiting for the bus.
- Drivers give permission to board the buses after buses have come to a full stop.
- Students are not allowed to ride on a bus different from the one assigned.
- In emergency situations, a child may ride a different Ada Christian School bus. However, the request must be made in writing and include the student's name, bus number, destination and the reason for the request. Parents must sign the request.
- Children who need to go to a sitter's home on a regular basis and need to ride a Forest Hills bus must file a formal request with Forest Hills Transportation. Students who do not regularly ride Forest Hills buses are not permitted to ride for any reason.
- All bus change permission slips must be approved by the principal.

### ***Weapons Policy***

Weapons of any sort are not allowed at school. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Objects will be confiscated. Parents will be contacted, and the student may face suspension and possible expulsion. If necessary, civil authorities will be contacted.