



# ALMA HEIGHTS

CHRISTIAN ACADEMY

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## Middle School (5th–8th) Handbook

### 2009–2010 Student Handbook Sign-off

I acknowledge receipt of my Alma Heights Student Handbook. I have read and agree to be governed by this handbook.

Signature ..... Date.....

### Mission Statement

Alma Heights is a Christian School ministry dedicated to nurturing and strengthening young people in the Christian faith. Our goal is to help students develop a personal faith in Christ as Savior and experience the joy of walking with Him. We desire to support the Christian home and reinforce its values.

Education is the search for truth, and all truth ultimately derives from God, especially through the Bible. Our wish is to guide students in the pursuit of a sound traditional educational program, in an atmosphere of Christian love and care for the individual.

### Alma Heights Christian Ministries

Alma Heights Christian Academy partners with Coastside Community Church, a local evangelical congregation. For more information about our local church, call 650.359.5227. The school and local church are part of the Pillar of Fire International, a ministry organization with schools, local churches, radio stations, missions, and benevolent ministries. Alma Heights is also a member school of the Association of Christian Schools International. Our faculty includes dedicated Christians committed to a variety of local churches who are united in Christ under the following statement of faith:

### Statement Of Faith

We believe the Bible to be the only written, inspired Word of God. As such, it is infallible and authoritative (II TIMOTHY 3:16).

We believe in the creation of man and the world by a direct spoken act of God (GENESIS 1:1,26–27).

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His power to save men from sin, in His ascension to the right hand of the Father, and in His personal return in power and glory (JOHN 1:1; ISAIAH 7:14; II CORINTHIANS 5:21; HEBREWS 10:12; ROMANS 7:25; HEBREWS 10:12; I THESSALONIANS 4:16–17).

We believe that the Holy Spirit is given to believers to empower them to live in conformity to the will and example of Jesus Christ and to serve as His ambassadors to a lost and dying world.

We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (JOHN 3:5; REVELATION 20:12–15).

We believe in the spiritual unity of believers.

# Admissions Policies

## Non-Discrimination Policy

Alma Heights does not discriminate on the basis of applicant race, color, sex, national, or ethnic origin.

## Enrollment Criteria

Enrollment criteria for all students include a personal testimony of faith in Jesus Christ, completion of application, administrative interview, testing, and review of academic records and references. The school reserves the right to check with previous schools, and personal, and pastoral references. Initial enrollment for all transfer students is probationary.

# Campus Policies

## Closed Campus

Students must remain on campus during the entire school day including lunch. Visitors including parents must check in at the front office. Applicants or friends of current students interested in spending a portion of the day on campus need prior approval from the office and must agree to abide by school standards of dress and conduct (a two period stay is the standard). All students must have a dated and signed note from their parent or legal guardian in order to walk or bike home.

## Campus Boundaries

Students must remain in designated areas during lunch and passing periods. Areas such as student parking areas, the perimeter trees and bushes, the creek, and the hillside are off limits except with teacher supervision. When in doubt, stay where a lunch supervisor can easily see you. Once students are dropped off for school in the morning they are not allowed to leave campus for any reason unless supervised by school staff. Shopping at the Adobe Plaza during the school day is not allowed.

## After School Policy

Middle school students are required to stay in the area in front of the classrooms until their parents or carpool driver arrive to pick them up.

All middle school students on campus after 3:30pm will be brought to extended care on the Seville Campus. There is a cost for this service and parents will be billed.

## Fire or Earthquake

The signal for a fire is a loud bell that rings for an extended period (unlike the normal class bell). All students will quickly and quietly leave the classroom for a designated area. If the student is in a different location, they are to proceed with the nearest adult to a safety zone. At the designated areas attendance will be taken. These locations will be explained to the students. Students are to re-enter the school building after they have been signaled by a school administrator.

If in the classroom during an earthquake, the student should get under

a desk or table and clasp arms around head. "Duck and cover" will be the audible signal. If in a hallway, stand against an inside wall or in a doorway. Leave the building only when directed to do so.

There is an emergency pack in each classroom that is to be carried with the class upon exiting the room for all drills.

## Medication

Students requiring prescription medication need a medical consent form signed by the doctor and parent on file. All medication must be in the original container with the pharmacy label and must be kept and dispensed from the office. Over-the-counter medication will be administered from the office with a parental note explaining guidelines for use. Students should never be in possession of prescription or over-the-counter medication while on campus. This includes inhalers.

## Emergency First Aid

If your child becomes ill at school, you will be called to make arrangements to pick him/her up. It is required that we have names, addresses, and phone numbers of persons authorized to pick up your child. We must also have physician and hospital information. You will be asked to transport your child, unless an emergency vehicle is deemed necessary. Please remember to update the emergency information in the office. It is the responsibility of the parent(s) to notify the office of any medical alert information such as severe allergies, and to provide the necessary emergency supplies. If your child has a severe allergy please check the accuracy of the information listed when you login to your PowerSchool account.

If your child is injured at school, the staff will provide immediate first aid. Alma Heights Christian Academy staff are trained and certified in CPR and First Aid. First Aid will consist of cleansing wounds with antibacterial soap and hydrogen peroxide. Please let the office know if your child is allergic to either of these cleansers. A band-aid or bandage may be used to cover a wound. A written report will be sent home the day of the injury.

If your child is ill, please keep him/her home until the illness is over. Students with a temperature of 99.5 are considered ill. Students must have a normal temperature for 24 hours before returning to school. If your child is placed on antibiotics, he/she must have completed a full 24 hours before returning to school. Upon having the following diseases, Measles (rubeola), Fifth Disease, Rubella (German Measles), Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, Conjunctivitis (Pink Eye), Strep Throat, Hepatitis, a child must have a written note from the physician.

## Medical Forms

You are required to submit your child's current medical and immunization forms prior to your child attending the school. The immunization program must be completed and dates on file in the office, no later than the 30th day of school, or the child will be excluded from school until the program is completed. It is important that your physician and hospital of choice be listed with the school office.

## Security Measures

Children will not be released to anyone “obviously under the influence of alcohol or other drugs,” or when the safety of the child is a concern. We are required by law to report suspected child abuse to the proper authorities.

It is the policy of Alma Heights Christian Academy that all children arrive and leave the school premises in proper vehicle child restraints. Also, we ask that you do not leave children unattended in your vehicle or leave your vehicle running while you are taking your children into school or picking them up.

Please feel free to visit the school at any time. We ask that you sign in with the office so that we are aware of who is on campus.

Visitors who bring dogs must have them on a leash at all times.

## Invitations

As parents, please be sensitive to other children in the class. Do not send any type of invitation (birthday etc.) to the classroom unless it is for everyone in the class. Please handle these situations outside of the classroom environment.

## Lost and Found

In order that lost articles may be returned to their rightful owners, please write your name on all personal belongings. Do not bring to school large sums of money or valuable items. Please check with the Middle School Office and the Gym Office for lost and found items. Items left in the lost and found will be donated periodically to a local charity.

## Lunch

A variety of hot items, sandwiches, salads, and snacks will be available through the school kitchen. Students buying lunch should bring between \$3–\$5. Pre-orders are not necessary for middle school students.

The gym locker/shower rooms and gymnasium are off limits except with staff supervision. They should remain locked except during authorized use. The gym may be open for lunch times on rainy days. Other “open gym” times will be published occasionally.

The library and computer labs are closed to students who are not under the supervision of school staff.

Backpacks, Lockers, and Locker Rooms – Money and other valuables should always be carried or kept locked. Student backpacks should be kept next to desks or with students. Clothing, lunches, and other personal items should be left in lockers or cubbies during the school day. Items left out may be put in “lost and found” which is sent to Goodwill on a regular basis. The lost and found is located in the Middle School Office.

## Offices, Lunch Room, and Teachers Work Room

These areas are off limits to students except for student workers on duty or for students with specific and immediate permission.

## Telephone

Office phones are off-limits to students unless a school employee has granted permission.

## Computer Lab

Students may not use ANY computers without supervision. Food or drinks are never allowed around computers.

## Acceptable Computer Use Policy

Students will conduct Internet research only with a teacher or adult supervisor present (in/near the classroom) and according to guidelines provided by the instructor. Internet use is for educational purposes only. Unacceptable Internet use will consist of, but not be limited to the following:

1. Transmitting, accessing, printing, downloading or uploading any material which might be deemed pornographic, obscene, sexually explicit, indecent or vulgar
2. Transmitting, accessing, printing downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory or defamatory
3. Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, files, data, or materials
4. Uploading content and/or creating links to our school site without teacher authorization
5. Changing any system settings such as desktop wallpaper, screen savers, e-mail settings, program icons, etc.
6. Accessing, printing, downloading personal web pages, music, photos etc. . .
7. Engaging in any commercial or business activity
8. On-line game playing
9. Printing, downloading or uploading information from a personal disk without permission
10. Chat rooms and instant messaging
11. E-mail, except when using an assigned Alma Heights account for educational purposes.

Use of school computers is a privilege that will be denied to students who fail to follow these guidelines. Serious violations will result in suspension or expulsion.

## Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Any form of harassment, including sexual harassment, is absolutely prohibited. Harassment between employees, parents, students, volunteers, ven-

dors, and visitor, and between students themselves is also prohibited. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. This policy is based on Title VII of the Civil Rights Act of 1964 and related court decisions.

## Parental Support Agreement

Each parent of a child enrolled at Alma Heights Christian Academy will be required to sign a Parental Support Agreement. The Parental Support Agreement is a statement which says that each parent will support the school in its efforts to instill the Christian faith in its students.

Continued, willful violations of the Parental Support Agreement are grounds for terminating the enrollment of a student. The school administrator and the student's teaching team shall first review the matter.

## Parental Participation Requirements

Each parent shall be required to sign a contract with the school to the effect that he or she will be actively involved in the education of their children and that they will participate in various volunteer activities and programs at the school.

# Academic Policies

## Progress Reports and Report Cards

Progress reports will no longer be sent home on a regular basis. PowerSchool allows parents to continually monitor academic progress and attendance. When possible teachers have committed to a three-work-day turn around for inputting homework and test grades. Major tests and assignments may require additional time. The school calendar still notes progress report dates to remind students and parents of the quarter and mid quarter grading periods.

Quarter grades are recorded on the transcript and become part of the permanent record. Hard copies of mid-quarter report cards are available upon request. A hardcopy transcript will be given to students on the last day of school or mailed to parents at the end each school year.

## Parent Conferences

Teachers will be available for parent conferences throughout the year at parental request. Parents are strongly encouraged to conference with teachers 1st and 3rd quarters. Refer to the school calendar for the scheduled half days.

## Late Work

Assignments receive full credit only if they are turned in on time. A deduction of 10% will be taken each day the assignment is late. After 5 days, the maximum earned will not exceed 50%.

## Textbooks

All textbooks are the property of the school with the exception of workbook/consumables. Hardbound textbooks need to be covered with a book cover and should not be used as folders with assignments and other papers stored inside. Students abusing books by not covering

them, using them to store papers, or otherwise mishandling them may be fined or assigned maintenance work. Damaged books will be replaced at student expense. Student planners are supplied at the start of each year. (Replacement cost \$8.00)

## New Student Probation

New students are on probation for the first six weeks at Alma Heights. Their progress is monitored and the probation period is either ended, extended or their enrollment is terminated. Teachers will be asked to update the principal about new student progress as long as they remain on probation.

## Cheating and Plagiarism

Plagiarism and other forms of cheating are dishonest practices, and are damaging not only to the student's education but also to the value of the Alma Heights diploma. A student who plagiarizes or cheats robs himself of meaningful learning and furthermore, detracts from the value of the grades teachers place on assignments. Unfortunately, plagiarism has become a serious problem in our culture. Alma Heights seeks to train its students to be truthful, and implementing this policy is a means to accomplish that end.

Plagiarism is defined as "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another" (Oxford English Dictionary, 2nd edition). Any material copied or ideas derived from traditional or electronic sources must be duly cited and properly quoted in student assignments. Internet research makes it fairly simple both for students to attempt to plagiarize and for teachers to discover whether a student has done so. Students who focus on developing good writing and research skills will find that they can easily avoid plagiarism.

There are both academic and disciplinary consequences for plagiarism and other forms of cheating:

**First offense**—the concerned teacher will file a Referral and parents will be notified. The student will rewrite the assignment for a maximum of 50% of the original assignment value, and the student will be placed on academic probation for a minimum of two weeks and therefore will be ineligible for participation in extracurricular activities.

**Second offense**—the concerned teacher will file a Referral, the student and his parent(s)/guardian(s) will attend a mandatory conference with the principal and teacher concerned. The student will receive no credit for the assignment, and the student will be placed on a minimum of six weeks of academic probation.

**Third offense**—the student will receive a suspension, and the student will be placed on academic and disciplinary probation for the remainder of the school year. Re-enrollment for the following school year will be subject to the approval of a review committee including the principal and at least one of the student's teachers. If the third offense is in the same class, the student will receive a failing grade in the course for the current grading period.

**Fourth offense**—the student will be immediately expelled.

Teachers will be responsible to carefully investigate possible infractions and confirm with the principal that plagiarism or other cheating has occurred. Student records will be reviewed to determine whether there have been prior offenses in other classes currently or previously taken at Alma Heights Christian Christian Academy.

## Academic Probation

Students receiving below a 2.0 GPA or below 65% in two or more core subjects will require a parent conference with the principal to determine the best course of action. At this time the student may be placed on academic probation by the principal for missing work or for performance significantly below ability. A student probation contract may be required in order to set goals and deadlines for improvement. Students who make insufficient effort to improve are not compatible with Alma Heights will be dismissed. All students remaining on academic probation for three or more quarters will be “wait listed” for the upcoming school year, or asked to enroll in a different school for the next year.

## Criteria for 8th Grade Graduation

### Level I

Diploma and participation in graduation ceremony:

Criteria: Satisfactory completion of all requirements with a minimum average of 65% in core subjects. (Math, Bible, Language Arts, Science, History)

### Level II

Certificate of completion and participation in graduation ceremony:

Criteria: Average below 65% in two or less core subject areas.

## Honor Roll

Each quarter an Honor Roll is posted recognizing those students who have met the following qualifications:

Highest Honors 4.0 or higher GPA

High Honors 3.75-3.99 GPA

Honors 3.5-3.74 GPA

G.P.A. will be based on grades earned in all subjects except PE., Music, and Art.

## Grading Scale for 5th-8th Grades:

A+ 100- 97, A 93-96, A- 90-92

B+ 87-89, B 83-86, B- 80-82

C+ 77-79, C 73-76, C- 70-72

D+ 67-69, D 63-66, D- 60-62

F 59% or below

## Standardized Testing

S.A.T. (all grades) Stanford Achievement Tests

Otis Lennon (odd years only) School Ability Test

## Attendance Procedures

### Absences

Student absences will be recorded as unexcused for all days missed until the office receives either phone call or note from the a parent/ guardian. If the absence is excused the missed work can be made up in accordance with the Make-Up Work Policy. The middle school office phone number is 650.355.1935.

### Early Dismissal

Students that must leave for an appointment during the school day must bring a signed note and get an Early Dismissal Form from the office. Students need to get the last teacher (or homeroom teacher) before the appointment, to sign the early dismissal form before returning the form to the office and waiting for their parent. Unless other arrangements are made, parents must sign their kids out of school

### Make-up Work

It is the responsibility of the student to login to PowerSchool and/or check with their teachers in order to identify assignments and make up the missed work. Students have the same numbers of days to make up work as the number of days they are absent. In the case of lengthy absences, special arrangements may be made by administrative contract or Parent-Teacher agreement.

### Minimum Attendance Policy

In order for a student to receive credit for any course, the student must be in attendance for 70% of the total class days.

## Tardy Policy

### Definition of tardiness:

All students are marked **tardy** if they enter the classroom after the second bell.

### Check in procedure for tardy students:

All 5th-8th grade students arriving late should quietly proceed to class. All tardiness, unless for the reasons listed, will be **unexcused**. If the student is **more** than 15 minutes late, the student must report to the front office where the attendance records will be updated immediately.

Tardiness due to medical appointments and the following unavoidable circumstances will be considered **excused**:

- » car trouble/accident
- » extreme weather conditions
- » emergency situations beyond the control of the student (at the discretion of the front office)

## Penalty for excessive tardiness:

- » 3rd unexcused tardy within a quarter = Notice/email sent home with a reminder of the tardy policy
- » 4th gets another notice sent home
- » 5th receives a final notice in addition to earning Detention
- » All subsequent tardies within the quarter will earn detentions

## Cutting Class

Students over 5 minutes late to a class without reason are considered "cutting class." Leaving the school campus without permission from the office results in an unexcused absence plus the full measure of school discipline. The school is not responsible for students who are off campus without permission.

## Physical Education

### PE. Clothing

- » All students in PE. must dress for each class. Each student in PE. needs the following items:
- » T-shirt: only Alma Heights logo shirt (no tanks or "muscle shirts" with sleeves cut)
- » Shorts: solid-colored, long hemmed shorts
- » Sweat pants: cotton, solid-colored with tie and hem
- » Sweat shirt: cotton, solid-colored (no jackets)
- » Socks and tennis shoes or cleats that tie tightly (no platform tennis shoes)

Parents: Please remind your children to bring PE. clothes home to be washed and bring them back for the next school day. Dress cuts affect the PE. grade and when excessive will result detention.

### Excuse for Sickness or Injury

Students may be excused from PE. for three days with a note from a parent. If they are physically capable, they should dress for PE. and report to class. Further dismissal cannot be granted without written doctor's excuse.

### Behavioral Policies

It is the goal of AHCA that each student will have a lifestyle demonstrating Biblical values. Students will be immediately sent to the administration if they smoke or use tobacco, consume alcoholic beverages or use illegal drugs, or are involved in violent, abusive, or promiscuous behavior. Consequences may range in severity from behavioral probation to immediate expulsion.

### Students are expected to:

- » **Respect God, others and property.**
- » Be on time to school and class.
- » Go to and from classes and chapel in an orderly fashion.
- » Be prepared for class with proper books and materials.
- » Maintain their own supplies of paper, pens and pencils.

- » Use break time for restroom use.
- » Leave school promptly at the end of the school day.
- » Protect school property by: Covering school books, keeping desks and lockers neat, and returning all resource materials
- » Arrive and leave school in uniform. (PE uniform OK, if you have PE at the end of the day)
- » Come to school looking neat and clean.
- » Keep hair neat and conservative in style. No unnatural hair coloring is permitted. Boy's hair should be no longer than the top of the shirt collar. Any hairstyle that draws an unusual amount of attention to oneself is not allowed.
- » Girls' make-up (if worn) should be natural looking and not draw attention to itself.

### Other:

- » Chewing gum is not permitted at any time on campus.
- » Only eat in class when permitted by the teacher. (for example: rainy days)
- » Please do not wear jewelry in excess of two sets of small earrings for girls (hoops max. 1 inch), a single necklace, and a single ring and/or bracelet on each hand. Students may be requested to remove earrings for PE and/or sports. Earrings are not allowed for boys.
- » Pairing off as courting couples is not allowed on campus at any time.
- » Handheld/Electronic devices such as radios, tape players, MP3 and /or CD players are best left at home. (\*see note below regarding cell phone use)
- » Riding bikes, skates, or skateboards is not permitted on school property

Cell phones and other electronic devices must be turned off between the hours of 8:15 am-3:15 pm. Violation of this time restriction will result in confiscation. Time sensitive issues and situations involving an emergency may be an exception to this policy. In either case a student must have verbal permission from a staff member and must complete the call in their presence.

## Alma Heights Christian Academy Student Core Values

### Study and be prepared

**1 THESSALONIANS 4:11** that you also aspire to lead a quiet life, to mind your own business, and to work with your own hands, as we commanded you.

**PROVERBS 14:23A** in all labor there is profit.

**PROVERBS 23:12** Apply your heart to instruction, and your ears to words of knowledge.

### Speak kindly and in turn

**EPHESIANS 4:32** And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.

JAMES 1:19 Everyone should be quick to listen, slow to speak and slow to anger.

PROVERBS 21:23 He who guards his mouth and tongue keeps himself from calamity.

## Be kind and respect all those in authority over you

2 TIMOTHY 2:23-24 Don't have anything to do with foolish and stupid arguments, because you know they produce quarrels. And the Lord's servant must be kind to everyone, able to teach, not resentful.

COLOSSIANS 4:6 Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one.

1 PETER 5:5 Likewise you younger people, submit yourselves to your elders. Yes, all of you be submissive to one another, and be clothed with humility, for "God resists the proud, but gives grace to the humble.

## Respect other's property

LEVITICUS 19:13 You shall not cheat your neighbor, nor rob him.

PHILIPPIANS 2:3 Let nothing be done through selfish ambition or vain conceit, but in lowliness of mind let each esteem others better than himself.

COLOSSIANS 3:17 And whatever you do in work or deed, do all in the name of the Lord Jesus Christ, giving thanks to God the Father through Him.

## In all things, do your best

EPHESIANS 2:10 For we are His workmanship, created in Christ Jesus for good work, which God prepared beforehand that we should walk in them.

COLOSSIANS 3:17 And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.

## Serve one another

EPHESIANS 4:16A Serve one another in love.

EPHESIANS 6:7 ...with goodwill doing service, as to the Lord, and not to men.

## Uniform

Uniforms are required. AHCA has selected French Toast as our primary uniform provider. Uniform pieces must be chosen from the items selected with French Toast (refer to [frenchtoast.com](http://frenchtoast.com) and enter our school source code: QS46WHM and go to the bottom of the page to view our school selections.) You can order on line or by calling 800.373.6248.

Please contact the school office at 650.359.1935 with any questions.

Non-Uniform Days (free dress, field trips and special school functions)

Parents/Guardians are responsible to support the guidelines and prepare students to be clean, neat, and modest in appearance. Clothing, jewelry, make-up, and hairstyles that draw a lot of attention to the wearer or that are overly informal are not allowed. When in doubt about the

appropriateness of an article of clothing, check with the school before purchasing for school use. Refer to the guidelines for "Free-Dress".

## Dress Code Violations

Students clearly and intentionally out of dress code will not be allowed to attend classes. Three options exist at this time #1 Clothing is delivered so the student can comply and return to class. #2 Student is taken home and marked absent for the day. #3 Clothing is altered, covered or exchanged on site (non-uniform days).

## "Free-Dress" Code

### Free Dress Standards for Boys

- » Shirts should look neat and clean.
- » Jeans are acceptable.

### Free Dress Standards for Girls

- » Clothing should fit modestly and allow freedom of movement.
- » Skirts and dresses should be at or below the kneecap.
- » Tops should have a modest neckline, loose fit, and reveal no bare midriff when arms are raised. No see-through material.
- » Jeans are acceptable.
- » Jewelry may include two sets of small earrings, a single necklace, and a single ring and/or bracelet on each hand. All jewelry must be removed for Physical Education and/or other physical activities.
- » Loose fitting but not baggy dress, nice casual pants and modest shorts are acceptable.

### Not allowed for any students

- » Sleeveless shirts
- » Tight/form fitting clothes
- » Sweatpants or tights
- » Extreme styles
- » Clothing worn low, long (past the shoe), or tight. Clothing that is torn, patched, or baggy
- » Clothing with offensive product labels or logos

## Disciplinary System

Attendance at AHCA is a privilege and not a right. Students or families whose behavior, whether in action or attitude, is not in a spirit of cooperation with the school's policies will be asked to withdraw.

## Fines and Campus Work

Students who damage or abuse property are subject to fines and/or campus maintenance assignments such as cleaning desks, floors, and windows, picking up litter, and weeding. Sitting on desk tops or tables, failure to cover hardbound textbooks, littering, and writing on walls or furniture are examples of abuse of property.

## Detention

Detention Hall may be assigned for behavioral, academic, or attendance problems. It is held after school on Fridays from 3:20–4:05pm. Teachers are responsible to contact parents by the evening before detention is to be served. Students may defer one detention to another day each quarter without penalty. Missed detention must be made up by serving two detentions. Detention slips will be kept temporarily in the student's file. **Two** lunch detentions are roughly equivalent to **one** after school detention.

## Notices of Concern

These will be sent home by teachers in order to communicate academic or behavioral concerns. Duplicates of these notices will be kept during the school year but not kept as permanent records.

## Referrals

Referrals will be made to the principal for serious problems, for chronic repetition of minor problems, or whenever teachers believe student behavior needs to be dealt with at a higher level. They may be given on the first offense for cutting class, leaving campus without permission, fighting or dangerous activities, swearing, abusive or unwholesome speech, harassment, damaging or stealing another's property, defiant disobedience, dishonesty in the form of lying or cheating, or other offenses as determined by teacher and administration. Referrals will result in a parent conference.

## Plan B

This Disciplinary Structure will be used for those students that are characterized by a consistent lack of respect, no evidence of heart change, and a general lack of cooperation with the existing classroom/school rules.

Parents will be notified if/when their student has earned the status of Plan B Discipline.

A Notice of Behavioral Probation will be issued to the parent/guardian.

Any behavior, which requires a parent contact, will be considered an automatic Referral. Teachers will consult at least one other grade level faculty member and or the principal for a consensus to issue a Referral. Every Referral will be followed up with a phone call.

Weekly observation forms will be distributed to select teachers and returned to the Dean. These forms will serve as a way of tracking behavior throughout the day. Three Referrals = Immediate suspension, possible expulsion or withdrawal.

Any further infractions (4th Referral) will result in immediate suspension for at least two school weeks with only partial credit given for missed work. (Missed Tests will be zeroes.)

Upon return, a (5th Referral) will be regarded as the last day of school for that student. The student will be expelled and will not be considered for reenrollment for one full school year from the date of the expulsion.

A student may return to the standard structure by recommendation of at

least two grade level faculty. This will happen when and if the student in Plan B is able to demonstrate a consistent change in his/her behavior, conduct and attitude.

Students may be expelled on their first referral if the offense the student has committed is of a degree that merits expulsion.

## Disciplinary Probation

Students with a pattern of misbehavior or a single serious offense may be placed on disciplinary probation at the discretion of the principal. During a disciplinary probation period, the student is subject to immediate suspension or expulsion for breach of contract and/or continued behavioral problems. (Refer to Plan B for the extension of this policy)

## Suspension

Referrals may result in suspension at the discretion of the principal. Suspension is followed by a probationary period, and any further problems may result in expulsion. Students may be suspended on their first referral if the offense is serious. Some reasons for suspension are destruction of school property, computer lab abuse, fighting, or direct defiance. Students are to complete all missed assignments while on suspension. Only partial credit will be given for missed work. Making up of any missed tests will depend on the measure of the offense and the spirit of cooperation demonstrated by the student.

## Expulsion

Students may be expelled on their first referral if the offense the student has committed is of a degree that merits expulsion. Students who are expelled may not reapply to Alma Heights until the following school year.

## Withdrawal

Students and/or parents who do not have a cooperative spirit or continuously display a negative spirit that is not in harmony with the school may be asked to withdraw from school. Parents will be forewarned of this action so they may work with the school to correct the problem.

# Alma Heights Christian Academy

## Expected Schoolwide Learning Results

### **Academic Achiever**

- » Demonstrate sufficient mastery of language arts, the humanities, mathematics, the sciences, a foreign language and computer/ technological skills.
- » Demonstrate strong oral and written communication skills
- » Understanding of the history, theory, and performance aspects of art, music and drama

### **Healthy and Productive Citizens**

- » Understand the need for physical fitness and a healthy lifestyle.
- » Posses the skills necessary for a variety of physical activities and team sports
- » Demonstrate good sportsmanship and teamwork
- » Display positive character development and social skills

### **Christian World View**

- » All subjects integrated with biblical principles
- » Know the various sections and major themes of the Bible
- » Be familiar with Christian apologetics and doctrine
- » Make decisions based on biblical principles

### **Authentic Christian**

- » Be growing toward faith, or growing in faith, in Jesus Christ
- » Recognize personal value in Christ
- » Exhibit progressive growth of leadership skills
- » Live lives that demonstrate stewardship, service, fruit of the spirit, and submission to authority
- » Students growing in wisdom and stature, and in favor with God and man. (LUKE 2:52)

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