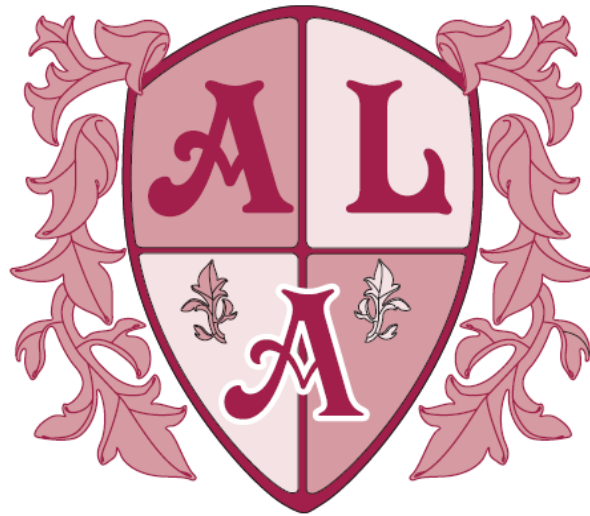


# Abundant Life Academy Handbook 2014/2015



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Dear Abundant Life Academy Parents and Students,

Welcome to Abundant Life Academy!

Abundant Life Academy is now entering our 28<sup>th</sup> year as a ministry of Nutley Abundant Life Worship Center which celebrates 95 years of ministry this September. This September we once again begin with our largest enrollment ever and are grateful for the favor of God which has rested upon this Christian Academy for 28 years. We thank God for Bishop Peter Bruno Sr., the founder and Senior Pastor over Abundant Life Academy and our Board President, Mr. Paul Bauman and all the men and women who have labored and left a legacy at Abundant Life Academy. We pray the blessing and favor of God to rest upon them and upon every student who has graced the hallways of ALA as we affectionately call our school.

Abundant Life Academy is very intentional about creating a climate which is conducive to our spiritual and educational goals. We endeavor to follow the Scriptures in creating and implementing every rule or procedure. This handbook is meant for that purpose: to protect the climate of Abundant Life Academy so that your children get the best Christian Education possible. We are excited to see your children achieve and grow during this school year.

I look forward to serving you and your precious children this year.

In His Service,

Mr. John Kuebler  
Principal

**Mission Statement:**

**Abundant Life Academy will maintain academic excellence while sharing the love of God with students and their families.**

**Founding Scripture:**

**“And all thy children shall be taught of the Lord and great shall be the peace of thy children.” Isaiah 54:13**

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## **CHRISTIAN EDUCATIONAL OBJECTIVES**

ALA students will:

Develop attitudes of love and respect towards the Word of God. (Matthew 5:6)

Develop a desire to know and obey the will of God as revealed in the Scriptures. (Acts 5:29; Ephesians 6:5-7)

Acquire the necessary skills, attitudes and abilities to fulfill the will of God in his/her daily life. (Romans 12:1-2; Colossians 3:23-24; II Timothy 3:16-17)

Develop the mind of Christ, learning to be led by the Spirit in all aspects of the Christian walk. (Proverbs 20:27; Isaiah 48:17; Romans 8:1-14; I Corinthians 1:30; 2:16; Philippians 2:2-5)

Comprehend Christ's view of sin and develop the ability to overcome sin, living victoriously in a non-Christian world. (Romans 3:23; 5:12; 8:28-29; II Corinthians 2:14)

Develop self-discipline and responsibility based upon respect for all submission to God and all other authority. (Romans 13:1; Galatians 5:22-23)

Be guided to understand and accept himself as a unique individual created in God's image. (Genesis 1:27; Jeremiah 1:5)

Develop a Biblical perspective towards the stewardship of individual talents, time, material goods and environment. (Genesis 2:15; Matthew 25:14-30; Romans 12:1; I Corinthians 19:20; II Corinthians 8:2,3,5)

Realize the fullest possible development of his capabilities, including his academic potential.

Gain a thorough command of the following fundamental processes in communicating and functioning in daily life: reading, writing, speaking, listening and mathematics.

Develop creative and critical thinking skills and proper use of Biblical criteria for evaluation of the use of such skills.

Appreciate our Christian and American heritage of responsible freedom, human dignity and acceptance of authority; understand their importance in the development of responsible citizens.

“Let every student be plainly instructed and earnestly pressed to consider well the main end of his life and studies is to know God, and Jesus Christ which is eternal life.”

- Rules and Precepts for Harvard College, 1643

## HISTORY OF OUR SCHOOL

**Abundant Life Academy** was established in 1986 as a ministry of Abundant Life Worship Center (formerly Nutley Assembly of God) to fulfill God's mandate for truth in the educating of children. Bishop Peter Bruno, St. had a vision for a school that maintained the knowledge of Christ as God and Savior, while educating children.

After much prayer, he appointed Rev. Joseph T. Cancelliere, one of the church elders, to the position of School Principal. Abundant Life Academy (originally Nutley Assembly Christian School) was born from that moment.

The school began with only 35 students, grades Pre-K to Third Grade. It outgrew its facility in 1989 and moved to Bloomfield, NJ at the Forest Glen Elementary School. The school quickly increased to include a complete elementary and middle school.

After four years at the Forest Glen Elementary School, the Lord began to bless in a great way. In 1995, our church purchased a building on seven acres of land at the old I.T.T. property in Nutley, New Jersey. A name change was adopted and passed. The **Abundant Life Academy** began classes at their new location in September, 1995, and continues to carry out God's mandate in the education process.

In 2009, **Abundant Life Academy** achieved dual accreditation status with both the Association of Christian Schools International and Middle States. During the year 2011, we celebrated our 25<sup>th</sup> anniversary. The Fall of 2012 marked another milestone: 400 students. The Lord has certainly blessed us in this endeavor to educate our children in a Christ-centered ministry and we look forward to many more years of Christian service.

**Abundant Life Academy** is a ministry of Nutley Abundant Life Worship center, under the direct authority of the Presbytery of the NALWC, which is in constant fellowship with the administrative staff of the school, assisting in the decision making process so that the vision of Christian education can continue to progress.

"I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must become corrupt."

- Martin Luther

## **PHILOSOPHY OF EDUCATION**

Abundant Life Academy embraces a Christian philosophy of education which is a philosophy that is determined by Scripture. This Christian philosophy includes the following:

### ➤ **The Centrality of Christ**

As Christ is central in our lives, by extension our academic pursuits and educational programs maintain His centrality. Therefore, our educational theories, methods, policies, and practices must be built upon Christ and his Word which is Truth.

### ➤ **The Parents' Role**

Abundant Life Academy believes that parents are the chief educators of their children (Eph. 6:4). A partnership between home, church, and school will create the foundation for development and growth as prescribed by God's Word. ALA supports the role of the parent in the training of their child.

### ➤ **The Teacher As Role Model**

Abundant Life Academy believes that teachers are to be "a living epistle" in the classroom, setting an example of Christian love and service for their students to follow. This must also be demonstrated by moral integrity, purity of heart, and dignity of purposes.

### ➤ **A Bibliocentric View**

Abundant Life Academy embraces a Biblical worldview. This worldview creates the context for all subjects, studies, and disciplines. ALA is evangelistic in nature, apologetic in approach.

### ➤ **The Role of Servant hood**

The staff of Abundant Life Academy acknowledges that our Lord asks each of us to demonstrate lives defined by service to one another. The role of servant hood is then to be demonstrated by all those connected to our school, students, teachers, faculty, administration and parents. This is fulfilled in the Law of Kindness by which we all live.

### ➤ **Christ's Pre-Eminence**

We can honor God best if we love Him with all our heart, mind, soul, and strength. Our academic excellence is a reflection of that holy pursuit (Phil. 1:10).

## **STATEMENT OF FAITH**

- We believe the Holy Scriptures to be inspired by the Holy Spirit, infallible and God's Word revealed.
- We believe that Scripture teaches that there is only one true and living God who has chosen to reveal Himself as Father, Son and Holy Ghost.
- We believe that man is sinful, being in need of redemption.
- We believe in the deity of Jesus Christ and His Virgin birth, that He is the Son of God and the Son of Man, that He came to save men from condemnation of sin by offering His blood as atonement and making it available to all who exercise faith in Him.
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe the Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent Being and the works of God ascribed to the Holy Spirit being creation, inspiration, giving of life and sanctification.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling one is enabled to live a holy life.
- We believe in the Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in bodily resurrection of both the saved and the lost; the lost to everlasting damnation and the saved to everlasting life.
- We believe in the personal, imminent return of our Lord and Savior Jesus Christ.
- We believe the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayers.



## ADMISSION PROCEDURES

A registration application is to be completed for all first time pupils who desire to attend ALA along with a non-refundable \$125.00 fee.

An interview may be held with new applicants and parents. Also, academic/entrance testing of the potential student may be required. These appointments should be scheduled with the administration.

All applicants must bring the following:

1. Registration Forms (one per child)
2. Official documentation of all required immunizations and medical forms;
3. Birth Certificate;
4. Academic records and standardized tests (previous year's included) as well as any State child study team reports (ISP), or pertinent medical evaluations, if applicable. (Disclosing all reports and information is mandatory and may affect enrollment if it is discovered after the school year begins.)

Enrollment will be considered complete when all of the above steps have been finalized, including the assessment of the administration. The Administration will view your records and confirmation of acceptance will follow.

\*Enrollment procedures should be finalized prior to August 1<sup>st</sup>. Any registrations after this date are considered late registrations. (Late registration can impact school supplies, textbooks, billing, etc.)

### ADMISSION POLICY:

1. Spiritual Responsibilities:
  - A. Parents who desire to enroll their children in ALA shall express, as their primary motive for enrollment, securing a Christ-centered education for their children.
  - B. Parents will pray for and support ALA students and staff.
2. Academic Responsibilities:
  - A. Students entering Kindergarten may be administered the Readiness Test and must be 5 years old as of October 1<sup>st</sup> of current school year to enter our Kindergarten program.
  - B. Incoming students in the elementary grades may be administered testing.
  - C. Child's age must fit into proper grade category except for the purpose of retention.
  - D. A child must be 3 or 4 years old as of October 1<sup>st</sup> of the current school year to enter our Pre-Kindergarten program.
  - E. Students must have completed fully the previous grade for which they are applying with passing grades and provide transcripts and records to support that claim.
3. Behavioral Responsibilities:
  - A. Students are expected to be respectful and cooperative at ALA. The same expectation exists for ALA parents and family members.
  - B. Students with a history of suspension, expulsion, disciplinary actions, or unique circumstances or situations which may adversely affect or otherwise interfere with building a sincere partnership with the administration or faculty, may be declined enrollment.

(Admissions Procedures continued)

#### PRE-KINDERGARTEN ADMISSION POLICY:

Because of the uncertainty of adjustment for Pre-Kindergarten students, the first month of enrollment will be considered a trial period. If after the first full month, the school administration recognizes that the child is not ready socially, academically or emotionally, then the one hundred twenty-five dollars (\$125) Registration fee will be retained for books, registration and miscellaneous start up fees, as well as the August and September tuition but the student will be released from the program. Please note that this release is only qualified by the documented immaturity, developmental insufficiency, or academic need of the student and not due to any other reason. The Administration must concur to facilitate an Official Board approved release from The Covenant Agreement.

#### RE-ENROLLMENT POLICY

ALA students will automatically be re-enrolled for the next year. This automatic rollover will streamline the process of re- registration. A re-enrollment fee will be billed in February. Parents who plan to transfer will need to contact the main office in order to process a disenrollment of student.

All students must have the previous year's bill completely paid (this includes tuition, finance charges, fundraisers, Before Care or After Care charges, etc.) **before** registration for the new school year can be finalized. Students can lose placement in their class for the next academic year due to unpaid balances.

**The Foundation Fee is due by June 20<sup>th</sup>.**

#### HIGH SCHOOL ADMISSION:

Students who graduate from ALA's 8<sup>th</sup> grade may apply to High School. Acceptance is not guaranteed. A mandatory interview by administration, two written recommendations, a parent meeting, satisfactory grades, and a desire to attend college are all necessary requirements. ALA will consider enrollments transfer students providing all the above criteria is met as well as a recommendation from a previous school leader. Entrance testing may be required.

#### **ARRIVAL PROCEDURES:**

Students may be dropped off as early as 8:05a.m. Students should not enter the building prior to 8:05a.m. unless they report to Before Care which begins at 7:30a.m. and incurs an additional fee. Students may enter the building at 8:05a.m. by the east door entrance adjacent to the parking lot. At 8:05 students may proceed to the second floor and directly to their assigned classroom. Attendance is taken at 8:30a.m. Late passes are issued at 8:35a.m. (See Tardiness)

There are two ways to arrive with your student:

1. **PARK it.** Parents pull into parking spot, park and walk their child to the east door. OR
2. **Use the "Loop."** Loop around in the appropriate lanes for drop off.

Please do not drive up the main aisles which would necessitate moving in reverse to leave. This is extremely dangerous since students are walking about. ***Parents are not to drive their cars through the blocked off area. Please obey this rule for the safety of the children.***

It is a parent's responsibility to communicate these procedures regarding drop off and pick up to anyone who may be driving on property to drop off or pick up.

\*Teachers and members of the Good Citizenship Program will help students inside the building.

**Parents are discouraged from delivering children to the second floor.**

We ask that parents refrain from extended conversation and inquiries with the classroom teachers upon arrival so that they may focus their attention on the arriving students without distraction. (Since we look Teachers will respond in a timely manner.)

Students receive a late pass at 8:35a.m. Because our facility locks down at 8:35a.m., students who arrive after this time must be admitted by using the phone at the main entrance. Please make sure that your children have been buzzed in before leaving them. *No visitors, including parents, should move through the building without permission. Parents should report to the main office. Parents are also not permitted to use student restrooms while visiting the building. If needed, an office restroom can be made available to parents.*

## ATTENDANCE POLICY

### Attendance Guidelines:

#### ABSENCE:

If the student fails to attend school on any given day, the student will be marked as absent. (This includes class trips or school event days.) If the student arrives at school after 11:30a.m., the student will be marked as absent for one-half day. If the student leaves school before 12:30p.m. and does not return to school on the same day, the student will be marked as one-half day absent.

**Parents are responsible to call the school office when their child is going to be absent.**

A student returning to school following an absence must present a written note from the parent and/or doctor to the teacher on the day of return. However, only doctor's notes may excuse an absence, not a parent note. Doctor's notes will be forwarded to the school nurse for possible follow-up. A note does not automatically excuse an absence. The school is not responsible to provide parents with absence dates to receive doctor's notes belatedly. If a student is under a doctor's care a note should automatically be provided in a timely manner. Any student failing to present a signed excuse and/or doctor's note may be referred to the Principal.

**All students who accumulate twenty (20) absences will be retained** for the year since twenty (20) days in one full month of classes. Please do not allow your child to be absent beyond 19 days.

**\*If a student is absent, he or she may not participate in the day's activities!  
(For example: An absent student should not play basketball that same day.)**

Excused absences are as follows:

1. Verified illness of the student (A timely, official doctor's note is mandatory.)
2. Bereavement of immediate family members

3. Verified doctor's appointments (A doctor's note after the visit is necessary.) (Please note: Parents should provide the doctor's notes at the time of the illness or appointments, not just prior to the conclusion of the school year.)

### **DOCTOR/DENTAL APPOINTMENTS:**

Please try to schedule appointments outside school hours. If you must schedule appointments during school hours, a two-day written notice is required and is to be given to the classroom teacher and the office is also required.

### **MAKE-UP WORK:**

All work missed due to excused absences must be made up within five (5) school days after the student returns to school. It will be the responsibility of the student and parent, in partnership with the classroom teacher, to obtain missed assignments (not office personnel). If the student fails to make up the work, no credit shall be given and may even result in failure, and that deficiency shall be averaged with the other grades. Work that was made up shall be graded and averaged with the other grades as if the student were in attendance. It is also the student's responsibility to obtain assignments and make up class work missed due to tardiness. If an absence or tardiness is unexcused, the teacher is not obligated to allow the student to make up missed class work.

### **TARDINESS:**

Students (K-3 through 12<sup>th</sup>) entering the building after 8:30 are tardy. High school students must enter into the building prior to 8:30 as class begins at the time. Late passes are issued at 8:35am. Students will not be marked tardy when: (1) transportation problems occur beyond the parent's control (mass transportation problems, road closures, etc.); (2) doctor's appointments that have been previously approved by the school office personnel, or if the student possesses a doctor's excuse stating the reason for being late for school; (3) extreme inclement weather. (all late excuses depend on Administration's judgment).

### **TARDY POLICY:**

Tardiness causes disruption to the continuity of our academic pursuit and affects the quality of our academic environment. Therefore, it is necessary to maintain a tardiness policy.

The academic day starts promptly at 8:30 a.m. Any student arriving after this time is considered tardy. Late passes are issued at 8:35 a.m. After every ten (10) tardies, a twenty-five dollar (\$25.00) fee will be levied. This includes ***all grade levels*** (K3 through 12<sup>th</sup>). Twenty absences require automatic retention in that grade. The motive is to develop good habits relative to punctuality and to maintain order in our school.

The principal will take into consideration any *extenuating* circumstances.

**Middles and Upper Grade Students:** A maximum of five (5) tardies will be permitted per marking period. A one hour central detention will be issued for every tardy over 5 in marking period. If a

student accrues 10 or more tardies in that same marking period one hour of community service (school-based) will also be assigned with the one hour central detention for each tardy.

A maximum of twenty (20) tardies are permitted in one year regardless of the number per marking periods, detentions, or community service served. Disciplinary action may be brought against a student who has 20 or more annual tardies (which may include: retention, suspension, expulsion, etc.)

As a service parents who must leave early to commute to work, Before Care begins at 7:30am and continues through 8:00am. The cost is \$2.00 per day. This service should be prepaid by contacting the school office. All students (grades prek-3 through 8<sup>th</sup> grade) arriving before 8:00am will be placed in Before Care and parents will be billed. There will not be any exceptions made to this policy to ensure supervision and safety of students.

### **BIBLICAL POSITIONS** **(Dating /Holidays)**

#### **1. DATING:**

Dating relationships are not permitted on the ALA grounds. As is the same for all ALA rules, this policy applies to all school events, whether on or off grounds.

Although the school recommends against it, we realize parents may all their son/daughter to date outside of the school environment and away from off-campus, or school-sponsored events. Parents who permit their children to date, however, must instruct their children not to discuss their dates, parties, boyfriends/girlfriends, etc. on the campus or school-sponsored events off campus or engage in behaviors related to the dating. Since it is disruptive to classroom management and distracting for students, any violation of these policies will result in suitable disciplinary action.

#### **2. HOLIDAYS:**

We at ALA, embrace both Christian and patriotic holidays. We approach both in enthusiastic ways. Holidays or customs which are not Christian or patriotic will not be observed at school, in classrooms or by staff (i.e., Halloween specifically). Christian holidays, such as Christmas, Palm Sunday and Easter, will be remembered in Christian context only without regard for secular traditions such as Santa Claus or the Easter Bunny). Our commitment to Christian Education is also a challenge to help instruct families to enjoy their rich Christian heritage.

### **CELL PHONES:**

Students may not use cell phones or other electronic devices in school. Phones must be shut off and powered down during school hours and in the school building. Please advise your children. Cell phones that ring during class or during the day will be confiscated. Phones may not be returned to students but a request for the parent to retrieve the phone may be necessary.

***Students may not use the camera feature of their cell phone at any time for any reason.***

***Photography is prohibited on campus unless permission is granted by the administration.***

### **CHAPEL SERVICE:**

All ALA students will participate in a weekly chapel service. Bible teaching will be included in the service as well as worship music. The Chapel Services are adapted to the age level of the student.

Attendance by students is mandatory. No students will be excused from attending chapel service. Pastors, Ministers and teachers will participate in Chapel Services. Parents are always welcome to attend special or all-school Chapels but need to contact the main office and receive a visitor's badge.

### **CLASS TRIPS:**

Throughout the course of the academic year, we will be scheduling class trips for our students, which will provide an educational, yet fun time away from the structure of the classroom. We, as the school staff, will keep all parents informed in advance as to the locations and dates of all school trips. Parents are encouraged to chaperone. Frequently, the number of chaperones is limited and therefore every parent will not be able to chaperone. Chaperoning should be done by parents or legal guardians only. Chaperoning is about assisting in the supervision on several students and should not be mistaken as a day trip outing with your child. Parents may be asked to chaperone if a medical condition concerning their child their child makes it necessary.

### **CURRICULUM: TEXTBOOK PUBLISHERS**

Abundant Life Academy teachers follow the guidelines for curriculum set by the ALA Curriculum Guide which is reviewed and updated regularly and incorporates appropriate bench marks reflecting best practice, latest research, and national and state standards. The following publishers: A Beka, Alpha Omega, BJ Press, McGraw Hill, Prentice Hall, ACSI, The Right Stuff and other supplemental materials will be used as tools for instruction. We believe our curriculum and all the resources, when used by our staff, provide a well-rounded education in all subjects so that we can academically and spiritually attain the highest standards while presenting a biblical worldview.

### **DEPARTURE PROCEDURES/AFTER CARE:**

Cars are to be parked in the parking lot and parents/guardians are to approach the entrance to pick up their children. Drivers should not park at the loop for pick up. ***Students will not be allowed to leave their class lines and run through the parking lot to their respective cars.*** It is imperative that you follow this ruling for the safety and welfare of all those involved. Allow the teacher to see you so that your child may be dismissed.

\*You must inform the school office of all those who will pick up your child. ***We will not dismiss your child to anyone who is not listed in our office files.*** You may authorize pickups by placing a call to the office in cases of emergency.

### **DRESS CODE** **(UNIFORMS)**

*"I desire that women/men dress themselves in suitable apparel with modesty and discretion, not with elaborate ornamentation....but that which is appropriate complementing godliness."*(Timothy 2:9-10)

A uniform is required for every student (boy or girl). Hair should be well kept and groomed. **NO extreme styles will be permitted. No body piercing(s), ring inserts or tattoos are permitted.**

#### **BOYS: Grades K5-4:**

Gray uniform pants

White short sleeved or long sleeved collared polo shirt (with school crest)  
Burgundy varsity sweater with emblem  
Black or gray socks  
Black shoes

**BOYS: Grades 5-8:**

Gray dress pants  
White short sleeved or long sleeved collared polo shirt (with school crest)  
Burgundy knit sweater vest with emblem (optional)  
Burgundy / gray varsity sweater with emblem  
Gray or black socks  
Black shoes

**BOYS: High School:**

Short or long sleeves dress shirts  
Choice of tie  
Gray dress pants  
Gray or black socks  
Navy blue jacket (optional)  
Black shoes (No sneakers or recreational shoes)

(Boys students of all grades should have conservative hair styles, jewelry, etc. See *Boy's Guidelines* on the next page for more specific information.)

**GIRLS: Grades K5-4:**

Burgundy plaid jumper with crest emblem  
White short or long sleeve blouse with Peter Pan collar  
Burgundy knee socks or tights  
Burgundy cardigan sweater (with crest emblem, name embroidered optional)  
Black shoes (no platforms, heels, boots, or clogs)

**GIRLS: Grades 5-8**

White short sleeved or long sleeved collared polo shirt with school crest  
Gray skirt (kneed length)  
Gray knee socks or tights  
Burgundy knit sweater vest with crest emblem (optional)  
Burgundy varsity sweater with crest emblem (name embroidered optional)  
Black shoes (no Platforms, high heels, boots or clogs)

**GIRLS: High School:**

Different colored open collar blouses (buttoned appropriately)  
Gray skirt  
Burgundy or gray knit sweater vest (optional)  
Blue blazer (optional)

Black shoes (**No platforms, high heels, boots or clogs. No more than ½ inch heel.**)

(all female students should wear conservative jewelry, hairstyles, nail styles, shoes, etc. See *Girl's Guidelines* on the next page for more specific details.)

**ALL STUDENTS:**

**Winter Uniforms:** During the months of December, January, and February students may wear winter uniforms. For girls, wearing uniform pants supplied by Co-Ed Uniforms are permissible. For boys and girls, optional uniform sweaters, vests, and fleeces are permitted. The wearing of uniform winter pieces is not mandatory, but optional. However, students should not wear cold weather items other than uniform pieces.

**Rubber sole** black dress shoes

NO sneakers or work boots permitted with school uniforms

**ALL GRADES:**

Physical Education uniforms are worn on gym days only. **Knee-length gym uniform shorts with the screened crest may be worn from September through October 19<sup>th</sup> and again from May 10<sup>th</sup> though the end of June. Wearing shorts during these times is optional.** Please have your child wear sneakers on gym. Shoes must be worn with regular uniforms. **Sneakers are only to be worn with the gym uniform.**

**GYM UNIFORMS:**

Light gray tee shirt, sweatshirt with school logo

Light gray sweatpants with the school crest

Burgundy shorts with school crest (Only during appropriate seasons. See dates listed.)

All students are responsible to be in proper uniform at all times. Parents, please make sure that your son/daughter leaves the house in full uniform. (That is, correct color shirt or blouse, proper socks, etc.) Uniforms should be neat, clean, and in good repair. If the student is not in proper uniform, a warning will be given. If a student comes to class again inappropriately clothed, they will remain in the office until a parent brings the uniform to school. Thereafter, the child will not be allowed in class until the parents bring in the proper uniform. Repeated violations of this code can result in suspension or expulsion from school.

**Guidelines:**

The following additional guidelines should be followed.

**BOYS:**

Clothing: Entire uniform must be in a good repair, clean and loose fitting.

Hair: Spikes, “Mohawks” and other fad haircuts are prohibited, radical

Hairstyles are not permitted (only conservative hairstyles are permissible), no hair coloring, hair long than bottom of the neck, or shaved in designs are permitted.



Since it is impossible to anticipate the potential for what may become a hair trend, permissible hair styles, cuts, and length will be decided solely by the administration.

Facial Hair: Clean shaved (no beards, mustaches, long sideburns, etc.)

Seniors (12<sup>th</sup> grade) must have approval of any facial hair which must be conservative and appropriate to the school environment.

Jewelry: No earrings or body piercing are permitted. Bracelets, necklaces, pins, etc. must be conservative and non-distracting or dangerous.

Tattoos: Visible tattoos are prohibited. A student may forfeit their enrollment.

Nails: Nail polish is not permitted for boys.

Make-up: Boys are not permitted to wear any make-up.

**Girls**

Skirt Length: To the knee

Shoes: Black with no more than a ½ heel (no platform shoes or sneakers)

Jewelry: One pair of earrings is permissible, no other piercings; no chandelier, hoop or large earrings

Make-up: If worn it should be moderate and not overdone; nails should likewise be limited to conservative colors and lengths (subject to administrative approval.)

Hair: Only conservative hairstyles and colors are permissible. That includes dyed hair and extensions as well as glitter or temporary colors. Hair styles and dyed colors will be subject to administrative approval.

Tattoos: Visible tattoos are prohibited. A student may forfeit their enrollment.

Heelys (shoes that feature a wheel inside them) are not permitted on school property.

### **EARLY OR EMERGENCY DISMISSAL**

To avoid distractions and facilitate dismissal, early dismissal will not be permitted after 2:30.

If a student must leave school other than at scheduled dismissal times, the school office must dismiss the student. The student will be released only to a parent or someone the parent has authorized for the pick-up with the school office staff. Parents are to report to the school office to sign their child out. While emergencies or appointments are acceptable reasons for early dismissal students will not be allowed early dismissal on a regular basis.

## HEALTH INFORMATION

ALA's health program is designed to appraise, protect, and promote optimum health among all students and school personnel. Your cooperation is necessary to achieve this goal.

1. Physical Examinations are required for all new students, kindergarten students, and annually for those wishing to participate in interscholastic sports. In addition, student medical examinations should be conducted at least once during each of the following developmental stages.
  - a. Early childhood ( Pre-k through grade 3)
  - b. Pre-adolescence ( grades 4 through grades 6)
  - c. Adolescence (grades 7 through 12)

A report of the examination should be documented on the appropriate School Physical Examination form and returned to school. **Please note: A child participating in interscholastic sports must have had a physical examination within the last 365 days.** A survey regarding your child's health history may also be required to participate.

2. Height, weight, vision, and hearing will be evaluated by the school nurse according to state guidelines. A Scoliosis screening will also be completed biannually for students. A parent may request for a student to be exempt from this screening.
3. Evidence of required immunizations must be submitted to the school nurse. The only exemption allowed under state law is a religious exemption and must be approved by the Administration.
4. Emergency cards must be submitted for each student enrolled. When appropriate, notify the nurse of any change of home or emergency numbers so that you may be reached promptly.
5. A pupil may be excluded from school if his/her presence may be detrimental to others or himself. A parent is responsible for the pick-up of a sick child in a reasonable amount of time.
6. A child should never be sent to school with any medication (prescription or over the counter) to be self-administered. Contact the school nurse for more information on the medication policy.
7. Please inform us of any special health needs. If your child may require the use of an inhaler, Epipen, or insulin please obtain the necessary consent forms from the school health office prior to the start of school. These forms must be completed by the student's parents and physician.
8. In the event the school nurse is not in and a student needs to be medicated, parents will be called to the school to administer a prescription. No other ALA staff besides the school nurse will be permitted to administer any prescription drug.
9. Please notify the school nurse if your child will be absent for more than one day or if they have a communicable disease. A certificate from a physician may be required for re-admittance from a prolonged illness.

## HOMEWORK POLICIES

We believe homework is an integral part of the school program because it aids in advancing the students in the learning process. For this reason, it is a requirement that each student completes his or her homework assignments on time. Students returning from absences have five school days after the child returns to school to complete any missed work.

We expect parent's cooperation in seeing that homework and assignments are completed. Teachers may require a homework pad to be signed by parents on a daily basis. Homework assignments affect the final grade of the students. Parents may check homework assignments and missing assignments by using your login on [www.renweb.com](http://www.renweb.com). An approximation of the standard amount of homework would be ten minutes multiplied by the grade level of the child. This is an estimate since all children work differently.

### **HONOR ROLL SYSTEM**

#### **Grade K-5**

Students will receive a High Honor Roll Certificate if they receive straight O's in all subject areas. Students will receive an Honor Roll certificate for a report card of O's and G's. K-5 students receive their first report card in January.

#### **Grades First through Twelfth**

Students will receive a High Honor Roll Certificate for A's in all subjects. Students who receive A's and B's in all subjects will be placed on Honor Roll. A student qualifies for Perfect Attendance if they have no absences within a marking period and no more than two tardies.

### **INCOMPLETE WORK**

Students in grades 5 – 12 who do not complete a homework assignment, book report, project, or essay will receive a 0 for that assignment unless it is made up by the end of the marking period. A marking period may be extended for a student with a prolonged illness. Parents may check RenWeb to see if their child is missing any work.

### **INTERNET POLICY**

The internet offers a wealth of knowledge and resources. Students will be taught to use the internet to meet their educational needs and goals. Inappropriate internet use will not be permitted by any students.

Parents are encouraged to discuss the internet safety and precautions with their children.

Prohibited Internet activities and uses are but not limited to the following:

- Revealing personal information
- Invading someone's privacy
- Using anyone else's name or password
- Viewing, downloading, or printing any materials that are obscene, vulgar, sexually explicit, or otherwise inappropriate
- Sending abusive, bullying or anonymous messages
- Utilizing the network in any way that disrupts or hampers its use by others
- Violating any local, state, or Federal law or any international accords or treaties to which the U.S. is a part of.
- Compromising the security of the academy's computers or network or the computer networks of another institution
- Infringing copyright, software licensing rights and all other state and federal laws governing intellectual property
- Causing an event or outage on the network that results in the denial of service to others

- Destroying or damaging computer hardware, software, or data
- Being threatening to others

The use of the Academy's computers or tablets shall not be used for:

- Commercial activities
- Promoting any unauthorized business or political activity
- Personal advertising

Use of any computer, technology, or other school equipment by students is subject to inspection and monitoring by the school, at any time, in the school's sole discretion. Students do not have any expectation of privacy on any school computer or technological device. Accordingly the school may intercept, monitor, review, or disclose any use of computer, technology or communication systems at the school, as the school may require. Messages sent or received, materials or websites viewed, files created, or any use of the school computer, technology or communications system or equipment is not a student's private property and a student has no ownership rights in such materials or expectation of privacy in the use of the school's computer, technology, or communications services or equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed or received upon the schools computer, technology, or communications services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

The school reserves the right to monitor at any time, without notice, any student's use of any school computer, technology or communication service or equipment. This includes, but is not limited to, installing programs that monitor a student's use of the internet and electronic communications, and to take disciplinary action based upon any violation of expected conduct standards discovered by the school.

Students and Staff members are not allowed to participate together in social networking sites such as Facebook, MySpace, etc.

Students issued tablets or computers are responsible for any damage they may cause to the equipment.

### **LOCKERS/DESKS**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must clearly understand the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker it must be the one assigned to the student. Students who violate this rule will be subject to discipline.
2. Students must not share their locker combination with another student.
3. Students must not share their own locker with another student unless that student was specifically assigned as a locker partner.
4. Lockers may be inspected and searched at any time by administration.
5. Lockers must be kept clean inside and out.

- a. Stickers are not allowed on any part of lockers.
  - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - c. Writing or painting on any part of the lockers is not allowed.
6. It is unwise to leave expensive items in a locker. Students should carry items with them or check with the office if the items need special security.
  7. Students should not enter anyone else's locker without permission from the student assigned to the locker and a staff member must accompany that student to open the locker. (If a student is ill and needs a book/notebook.)
  8. Students are responsible to pay for any locker damage they do in violation of the above rules.
  9. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
  10. Any problems with a locker should be reported to the office or a designated staff member.
  11. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Students who use desks, cubbies, cubicles, crates, or any other assigned storage space should adhere to the same rules applied to lockers.

### **Students- Search of Person and Drug Testing**

ALA reserves the right to search any student or belongings on a student's person, when in the school's sole discretion, it has a reasonable basis for believing the student is or may have contraband or other inappropriate or illegal materials. Under such circumstances, the school will ask the student to search for the item or items. If the student refuses, then the student will be isolated, under supervision, and the school will contact the parent or guardian to search the student. If the parent or guardian refuses to search, then the school will assume that the student has or otherwise possesses the item or items and will take appropriate disciplinary action which may include, but not limited to suspension or expulsion. Refusal to search the student entitles the school to presume the student has violated the school's standards in the manner believed by the school and to take disciplinary action.

Where a student is suspected of illegal use of drugs or other controlled or prohibited substances, the school reserves the right to request a blood or urine specimen for testing, at a lab of the school's choosing. If the student and /or parents or guardians refuse for the student to provide such a sample or specimen, then the school will assume that the student has used the illegal drug(s) or other controlled or prohibited substances at issue and will take appropriate disciplinary action which may include, but not necessarily be limited to suspension or expulsion. Refusal to provide the sample or specimen for testing, in the time frame required by the school, entitles the school to presume that the student has violated the schools standards and to take disciplinary action.

### **LUNCH**

The option to order a catered lunch is provided as a service to parents but is certainly not mandatory as many students brown bag their lunches. A menu will be available online through RenWeb. You may order for individual days if you desire lunch for your child on just one day. Pre-K and Kindergarten students can order snack milk at an additional cost. Costs are subject to change.

All students must eat lunch in school and are not to leave school grounds except by special permission.

Please label all lunch boxes. Students are not allowed to bring in glass bottles, soda, or energy drinks. The rule of thumb of lunch boxes or book bags is plain is best. If the administration feels a lunch box or book bag design may cause distraction, disturbance, or controversy the parents will be asked to get a new lunch box/book bag.

Please do not send in unprepared foods. There are too many children for us to be able to microwave food. Send hot food in a thermos which can keep them warm.

### **NON-DISCRIMINATION POLICY**

ALA admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, national or ethnic origin, in administration of its educational policies, admissions policies scholarship and loan programs and athletic or other school administered policies.

### **PARENT COOPERATION**

ALA's educational mission involves working closely with the home in the overall Christian education of students. ALA views itself as partnering with parents in the educational process. As a result, parents enrolling their children must agree to support the religious educational philosophy of the school in order to maintain their enrollment. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed." Parents also agree to support the school with prayers and a positive attitude. Complaints or concerns or negative comments need to be shared with teachers, staff, and administration in accordance with Matthew 18 principles. Parents agree that if at any time, parents/guardians act in a manner that demonstrate a lack of support for the school or its religious educational philosophy, or otherwise reflect a lack of cooperation and commitment to the home and school working together, the school has the right, in its sole discretion, to remove any student or to discontinue enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

### **PARENT INVOLVEMENT**

All parents are encouraged to participate as a volunteer at Abundant Life Academy. Lunch room volunteers, chaperones, coaching and event sponsorship are ways to participate in your child's school experience. Parents may also choose to take on the role of a Class Parent Leader or Class Parent Leader Committee Member.

Class Parent Leader: 2-3 leaders are needed in each class.

Requirements:

- Must be a parent or legal guardian of a current ALA student.
- Must be a Born-Again Christian.

(Unlike the volunteer positions for parents, this leadership position is one that makes you a representative of Abundant Life Academy, a Christian school, therefore the leader's personal religious

experience, lifestyle, and beliefs must understandably be consistent with those required of the staff/ministry of Abundant Life Academy.)

#### Responsibilities of Class Parent Leader

- Make emergency phone calls for weather related school closings or delayed openings.
- Assist the teacher in organizing class party and treat days. ( There are 2 class parties(Christmas and End of Year) and two treat days (Easter and Valentine’s Day).
- Facilitate collection of money ( in partnership with school office) and purchase the Christmas and end of year appreciation gifts from the class.
- Be a resource to other parents when they have questions regarding parent involvement.

#### Volunteer

Needed at all levels, special events, feast days, lunch room, etc.

#### Requirements

- May be required to complete a background criminal history check at the administration’s discretion
- Observe the rules of policies of the school.

#### Responsibilities:

- Serve in the area of need which you volunteered for.

### **PARENT ONLINE ACCESS TO STUDENT DATA**

Parents may access permitted information regarding their own child’s grades through the protocol indicated by RenWeb and approved by ALA. However, this information may be blocked if a student account has unresolved outstanding balances.

### **PHYSICAL EDUCATION GRADES**

The grades for physical education are based on participation, cooperation and being prepared(in uniform). Students must be in the appropriate gym uniform as this will impact their grade. Only a medical excuse, in writing, from a doctor, will excuse a student from physical education class participation. Students are not permitted to wear jewelry during gym time and must wear appropriate sneakers. (See Uniforms)

### **REPORT CARD AND MID-SEMESTER REPORTS**

Report cards are distributed quarterly, unless stated otherwise. This will give the student a total of four grading periods per school year (with a final average grade based on the four grading periods). As well a warning notice will be sent home to all students who are failing (F) or have the potential to fail at the mid-point of the marking periods.

### **GRADING SYSTEM**

#### **Pre-Kindergarten 3 and 4**

Receive an evaluation two times per a year, in January and June.

#### **Kindergarten**

<u>Report Card Grade</u>	<u>Equivalent Average</u>
Good G	86-100
Satisfactory S	73-85
Needs Improvement N	72 and below

**Grades First through Second**

<u>Report Card Grade</u>	<u>Equivalent Average</u>
A	92-100
B	83-91
C	74-82
D	66-73
N	65 or below

**Grades Three through Twelve**

<u>Report Card Grade</u>	<u>Equivalent Average</u>
A+	98-100
A	95-97
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	66-67
F	65 or below

**REVIEW OF RECORDS**

The academic records of students attending Abundant Life Academy or having attended may be reviewed by members of the school's professional staff.

Parent(s) or legal guardians(s) of the students may request in writing to review the records of the student(s).

A review of the academic records by any individual other than the professional of ALA or the parent(s)/guardian(s) of the student involved may be done only with the permission of the parent/guardian.

Copies of records may be transferred only with the written permission of the parent/guardian. (Very important for transfer.)

Unresolved financial balances will interrupt access to student records until the financial responsibility is resolved.

Parent(s) and Guardian(s) may review student records on a daily basis through use of the RenWeb system.



### **SECONDARY PROGRAM (HIGH SCHOOL)**

The ALA High School Program began by only serving our own 8<sup>th</sup> grade graduates. We now have a growing college preparatory program. We have already seen great success in college acceptance rates and the success of our graduates. This year ALA High School students will use tablets and e-textbooks for many of their classes. We are also increasing ministry opportunities and have a partnership with Oral Roberts University which some of our Seniors will be utilizing this year.

### **SECURITY**

Abundant Life Academy has complied with the Homeland Security Checklist and has a working Emergency Management Plan filed with township officials. Our school is in complete compliance with fire codes and all official inspections.

Last year ALA increased our security cameras and was blessed with new locking systems for each classroom door.

Visitors must be permitted access by calling the school office, as ALA is locked down daily. All visitors are asked to report to the main office to sign in and receive a visitor's badge.

### **PREREQUISITES FOR HIGH SCHOOL CLASSES**

Students in high school can be placed in online courses, dual credit courses or AP courses. In order to qualify for these classes they must have at least a C average in all other course work and be recommended by teachers and administration for the classes. If a student is enrolled in more than two dual credit courses in a year there may be a surcharge added to the high school tuition.

Students in high school also have elective courses which they may choose to take. French, Drama, Art, Spanish, Music, etc. A student must have at least one elective each year. Students will not be allowed to drop or switch an elective after the second full week of school. Students who enroll in an online course with Oral Roberts University may not drop the course once they have started.

### **SPECIAL EVENTS:**

There are four special events that are scheduled every school year. We begin with our Thanksgiving Feast, then the Christmas Concert in the month of December. This is followed by our Multicultural extravaganza in the month of February. Our final event is our Spring Festival held in the month of June. **Each of these events will involve our entire school and is part of our academic program.**

### **SPECIAL TESTING:**

1. The Terra Nova Test measures the academic skills of students Kindergarten through Senior High and is administered annually in the spring. Results are distributed to parents in June. Parents are asked to refrain from taking vacations at the time of testing as it will affect the students' scores.
2. New students may be required to test for acceptance to our academic program.
3. Students who demonstrate academic difficulties which seem related to a learning issue may be referred to the Child Study Team for further assessment. The cooperation of the parent is required.

### **STUDENT ANTI-HARASSMENT POLICY**

The policy of ALA is to provide an academic environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age or disability and one in which all individuals treat each other with dignity and respect; free from all forms of intimidation, exploitation and harassment, including sexual harassment. The School includes in the definition of harassment- bullying. The School is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The School does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers and students who violate this policy are subject to disciplinary action, including expulsion from School or discharge from employment. Any administrative personnel who receive a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge

#### **A. Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

#### 1. UNWELCOME AND OFFENSIVE

The fact that a student may not openly object to others actions or words does not prove it was unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others actions or words to prove that the actions or words are unwelcome. Harassment, bullying or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers and students should be sensitive to the feelings of others whether they object or not.

#### 2. VERBAL HARASSMENT

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

#### 3. PHYSICAL SEXUAL HARASSMENT

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade their personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with a student.

#### 4. SEXUAL HARASSER

A harasser may be a male employee, volunteer, or student harassing a female student, a female employee, volunteer or student harassing a male, a male employee, volunteer or student harassing male student, or a female employee, volunteer or student harassing a female, just as long as the harassment is sexually based or because of the gender of the students.

#### 5. RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, AGE AND DISABILITY HARASSMENT

Unwelcome statements, name calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress. This may occur by clearly stated acts or words, or implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

#### 6. VERBAL HARASSMENT

Prohibited statements include, but are not necessarily limited to, the following examples: Use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school on its premises or during working hours does not tolerate such.

#### 7. PHYSICAL HARASSMENT

Prohibited actions include, but are not necessarily limited to:

- (1) Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability; and
- (2) General harassment, pushing, shoving or other intentional acts perpetrated in whole or part because of the students race, color, national or ethnic origin, age or disability.

#### 8. EXAMPLES OF HARASSMENT, BULLYING OR INTIMIDATION

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making inappropriate gestures, displaying sexually suggestive objects or pictures, cartoons or posters;

- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes about a student's race, color, national or ethnic origin, age or disability;
- Verbal abuse or a sexual or other nature, graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age or disability, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assaulting, impeding or blocking movements; and
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or is severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment.

## **B. Definitions of Bullying or Intimidating Behavior**

Bullying or intimidation means any written, oral, physical act or gesture, that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil. Harassment, intimidation, or bullying includes a gesture or written, verbal, or physical act that is reasonable perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

## **C. Prohibited Actions**

### **1. Employee-Student Harassment, Bullying or Intimidation**

Employee-Student harassment, bullying or intimidation of any type is prohibited.

### **2. Student-Student Harassment, Bullying or Intimidation**

Student-Student harassment, bullying or intimidation of any type is prohibited.

## **D. What To Do If You Experience or Observe Harassment, Bullying or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **E. Where To Report Harassment, Bullying or Intimidation**

The following individual is specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Kay Chapman, Vice-Principal (973)667-9700

## **F. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **G. Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or has testified, assisted or participated in any manner in any investigation, formal proceeding or hearing concerning harassment, bullying or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation

## **H. Procedure For Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the [principal][administrator]. The [principal][administrator] will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **STUDENT CONDUCT CODE**

The standards for student conduct have been developed to insure that a Christ-centered environment permeates the learning atmosphere of ALA. Students should be aware of the principles of Christian living that are found in the Bible. ALA expects students to exemplify behavior that is consistent with the Biblical teachings of the school and provide a positive Christian environment. The application of these principles is the foundation of the standards of student conduct. Every member of the school family, students and staff alike is expected to act in accordance with the following:

1. Be doers of the Word and not merely hearers.
2. Imitate the conduct of the Lord Jesus.
3. Demonstrate proper behavior both on campus and in their communities.
4. Listen to and obey school authorities. Defiance or insubordination of authority is not permitted.
5. Do only those things that we know honor and glorify Christ.
6. See our physical bodies as the Temples of the Holy Spirit.
7. Dedicate our lives to the service of the Lord.
8. Manage our time wisely.

9. Put others first rather than ourselves.
10. Involve ourselves in activities of positive influence.
11. Avoid deliberate confrontations with temptation.
12. Abide by the “Law of Kindness”.

Student conduct should include but is not limited to:

- Use appropriate non-violent means to resolve any conflict.
- Students should keep their hands off of other students at all times.
- Refrain from any form of threatening, bullying, or harassing behavior that is demeaning to other students, disruptive to the educational environment and are not tolerated.
- Students should refrain from the use, possession or abuse of any illegal or controlled substances.
- Respect the personal property of others. Students should leave the property of others alone.
- Refrain from engaging in actions that compromise the safety of other persons or the school.
- Be courteous, cooperative, and accepting of instruction and discipline.
- Engage in conversation which is appropriate and honoring to God.
- Abide by the other policies set forth herein, including, but not limited to, the policies prohibiting harassment, threats of violence and possession of weapons.
- Refrain from any other conduct which brings discredit to the school, the school’s standards, or violates the biblical teachings or standards of the school.

The Administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations or student conduct or to the expressed principles, policies and programs or the school.

### **CLASSROOM STANDARDS;**

It is the responsibility of the student to respect the teacher at all times as the authority in the class regardless of whether the student agrees with the teacher’s decision/procedure. ALA students must treat one another with respect and kindness. Rude behavior will not be tolerated.

Students must be prepared and ready for class and have all needed supplies on hand in the classroom. Students may only be in halls during class time if they have a hall pass. The classroom teacher of the office staff issues hall passes.

Students are to be courteous to other classes in session.

### **DISCIPLINE POLICIES:**

#### **Policy Limits:**

ALA’s discipline policy applies to students while they are on school grounds and at recognized school events. In addition, the behavior of our students is a reflection of our school and has an impact on our school’s reputation; inappropriate behavior outside the limits set down in this policy that impairs the testimony of our school will not be ignored, but will be considered and dealt with accordingly. **Please note: This includes the student’s interaction or representation on the internet.**

The following policies will be instituted concerning probation:

#### **1. Academic Probation**

A. This will be enacted when a student has failed (F) in one or more subjects on his/her report card or two or more D’s in any subject.

B. When there is a lack of parental cooperation with homework or special work assignments or a lack of concern that affects grades.

***Students on Academic Probation may be assigned mandatory after school help sessions. If these sessions are unavailable, parent-arranged tutoring may be needed.***

## 2. Behavioral Probation

At ALA, we always emphasize a positive approach to discipline. Your child will be corrected, but never broken in spirit. Negative words are never spoken over your child. For example, a child will never be called, “bad”. However, unacceptable behavior will be subject to disciplinary action and/or a loss of privileges. Such behavior:

- A. Blatant disobedience;
- B. Bullying, threatening
- C. Cheating;
- D. Chewing gum;
- E. Disrespect to teachers or administrative staff;
- F. Fighting or hitting of any kind
- G. Forging parent’s signature;
- H. Dating, holding hands or inappropriate touching;
- I. Inflicting injury;
- J. Intentional mischief;
- K. Irreverence;
- L. Loitering;
- M. Lunchroom misconduct;
- N. Lying;
- O. Name calling;
- P. Rebellious attitude;
- Q. Repeated absences or tardies that are not excused;
- R. Repeated violation of dress code;
- S. Stealing;
- T. Vulgar, profane or obscene language, gestures or cursing;
- U. Inappropriate computer use;
- V. Willful destruction of property;
- W. Possession of, or use of, tobacco or other contraband substances;
- X. Unauthorized use of electronic devices including cameras, cell/mobile phones, iPods, camera phones, games, mp3 players, etc.;
- Y. Inappropriate use of electronic devices or possessing material on those devices considered to be inappropriate by administration.
- Z. Representing oneself through electronic means in a manner inconsistent with the behavioral and moral standards set by ALA.
- AA. Taking unauthorized pictures during school hours or activities and or uploading such pictures to any site or sending such pictures by any means to any other party.

The above mentioned behavior issues as relating to electronic means and technology include the inappropriate use of, inappropriate representation of oneself, or any of the other above mentioned behaviors on any social networking site such as Facebook, My Space, Twitter, Instagram or any blog or



website not only in school but also outside of school. Participation in these sites during school hours is strictly prohibited.

Any student on probation will be subject to various disciplines passed down by the administration, such as detentions, in-school suspensions, and ineligibility to participate in extra-curricular activities including class trips and school events, and expulsion.

Children must not bring in any items from home such as toys, games, Gameboys, iPods, etc. Administration has the right to confiscate any such items, which items may not be returned. **Please note:** Students who have cell phones must have them turned off on school grounds. Students may not use cell phones during the school day or even during dismissal. Students may not connect to the internet through their phones during school hours or use the camera feature. The phones will be confiscated and held until a parent picks it up at the main office.

All discipline will be handled by the staff and administration and will merit the following possible actions:

1. Warning or open reprimand.
2. "Time out"
3. After school detention/Recess detention
4. Visit to the Vice Principal/Principal
5. Parental conference
6. Suspension(In School or Out of School as warranted)
7. Expulsion
  - A. Will be in effect if illegal substance is being used or suspected;
  - B. Pregnancy;
  - C. Violence or related behavior; Bullying, Harassment, Possession of a weapon
  - D. Inappropriate sexual/physical conduct
  - E. Continued violation of any discipline procedures and rules.

One of the last actions taken in Behavioral Probation is suspension, where the student will receive a zero (0) for the days penalized which will affect overall grades.

## **DISCIPLINARY PROCEDURES**

ALA recognizes that certain violations of expected conduct standards may require more severe discipline. ALA will generally follow a progressive disciplinary model designed to correct inappropriate behavior with an appropriate level of discipline before proceeding to a more severe form of punishment. Although ALA will typically utilize progressive discipline, nothing contained herein shall in any way require the school to follow this general model in any specific circumstance or situation. Based upon the facts and circumstances of each incident, the seriousness of the offense, and/or history or pattern of behavior, and/or any other necessary factors, the school reserves the right, in its sole discretion, to bypass the discipline policies or procedures and proceed with more severe punishment, including, but not limited to immediate suspension or expulsion. The school reserves the right to bypass any disciplinary means outlined herein or policies and procedures and institute more severe discipline, including, but not limited to immediate suspension or expulsion, when, in the school's sole discretion it believes more severe punishment is necessary.

One of the last actions taken in Behavioral Probation is suspension, where the student will receive a zero (0) for the days penalized which will affect overall grades.

Parents give consent for photographs, audio, video, or electronic or digital images or likenesses of our child(ren)/student(s), to be used by ALA for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other electronic media, including but not limited to, yearbooks, newspapers, promotional brochures or literature, the Internet, a school website, television, CD-ROM or DVD.

### **SUSPECTED ABUSE**

By law, the state of New Jersey requires all teachers who suspect or see any possible signs of child abuse (physical, sexual, emotional, etc.) to report such cases to the Division of Youth and Family Services or proper authorities. All ALA staff members will comply.

### **THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL**

#### A. Threats of Violence

ALA seeks to promote a healthy, safe learning environment. The school does not tolerate threats of violence to oneself, others, threatening behavior or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence of harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (e-mail, IM, message board, internet posting, letter, picture, etc.) will be taken seriously by the school and may be grounds for immediate discipline, including suspension or expulsion. Following such events, the school may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria. Nothing contained herein, however, shall in any way limit or prohibit the school, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

Parents and others will be encouraged to report any such incidents or information to the appropriate school officials. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

#### B. Weapons

Similarly, ALA, expressly prohibits the bringing, or possession of a weapon on school grounds or at school functions. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when at school. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

##### 1. Definition

###### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or

- unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  3. No person shall use articles designated for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

### C. Violations

In the event of violation of this policy, the school may impose disciplinary action, in its sole discretion, including but not limited to, suspension or expulsion. The school also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of the school or to protect the safety of its students, staff and visitors.

## TUITION AND OTHER FEES

### **BEFORECARE:**

Beforecare begins at 7:30am and continues through 8:00am. The cost is \$2.00 per day. This service should be prepaid by contacting the school office. All students arriving before 8:00am will be placed in Beforecare and parents will be billed.

### **AFTERCARE:**

Aftercare hours are from 3:00pm to 6:00pm. The cost is \$10.00 per day or a cost of \$50.00 per week (pre-paid only). If you don't prepay you will be charged \$12.00 per day, or \$60.00 per week. If you have more than one child attending aftercare, please call the school office for prices.

The aftercare teacher must leave promptly at 6:00pm. It is imperative that you are on time to pick up your children. Lateness will be closely monitored. If you son or daughter is not picked up promptly at 6:00pm, **there will be a \$50.00 charge attached to your bill.** This is non-negotiable.

### **FUNDRAISERS:**

Since tuition does not cover all areas of our budgetary needs, we need your support in our fundraising programs. This commitment is explained on the Parental Covenant Agreement which all parents must sign. This is to ensure full cooperation. Each family commits to raising \$400.00. Parents who do not want to engage in fundraising may enter our "Buy Out Program". Families who buy out will be billed \$200.00 (50% of the \$400.00 commitment). **This must be paid by December 1<sup>st</sup> or families will be responsible for the full \$400.00.**

### **PAYMENT SCHEDULE:**

Tuition payments for the new school year will be implemented on a schedule. Therefore, any payment not received by the due date is considered past due. A finance charge for past due accounts will be posted at \$25 per month. When your account is past due, please remember that your son/daughter will not be permitted into school until the account is made current.

If paying by check, parents are encouraged to mail all payments to:

Facts Tuition  
PO Box 82727  
Lincoln, NE 68501

*Facts Tuition* is a company that offers the service of tuition acquisition to private schools. Payment options include check; electronic funds transfer and Visa/Mastercard. Parents may reach *Facts Tuition* at 1-800-624-7092.

Annual tuition charges paid in full prior to the beginning of the school term will receive a 4% discount. This policy applies to the total tuition bill.

**We at ALA, endeavor to keep tuition costs stable. However, as the need arises, tuition costs may increase slightly. You will be advised of any increases.**

Lunch Program and After-School Care also require prompt payment. Such services cannot be provided if payment is past due. We also need to remind you that charges for these services are directly related to the costs of producing the service; therefore any significant changes in costs may result in a change in fees. Any necessary changes will be communicated in writing thirty days in advance of implementation.

#### **TRANSFER:**

Abundant Life Academy expects full year commitments from families regarding the enrollment status of their children in accordance with the signed Parental Covenant Agreement (see page 33). In the rare instance when a family has a Board approved reason to request a student transfer during the course of the school year, a written request for release from the Parental Covenant Agreement must be submitted to the Official Board of Trustees via the school office in a timely manner. Since the Official Board convenes at appointed times scheduled on the church calendar, a family should provide enough time for the Board to be able to respond to the request (at least 30 days). The written request directed to the Official Board should include an explanation for the reason for the request and any documentation necessary to support that request. Families are not released from the Parental Covenant Agreement (and responsibility of tuition) unless notified by the Official Board. The balance of tuition will remain and billing will continue until that time.

***Student transcripts will not be released to parents or schools if an outstanding balance of any nature appears on an account. There will be no exceptions to this rule.***

#### **VACATIONS:**

Please arrange vacations according to the school calendar. ALA will support families who travel as long as the request is well in advance and reasonable. Classroom work must be completed in partnership with the teacher.

**VISITORS:**

All visitors to the school must enter by the east door entrance and call upstairs to the office using either the downstairs phone intercom or the one located on the second floor to gain entrance. *All visitors must report to the office.*

**VOLUNTEERS:**

**(See Parent Involvement)**

**VOLUNTEER BACKGROUND CHECKS**

In order to protect the well being and safety of the students and school, ALA requires background checks on certain volunteers.

Criminal background checks are required for volunteers at the school who meet the following criteria:

- Unsupervised contact with students;
- A regular ongoing assignment at the school;
- The volunteer will be off campus with students in a situation involving unsupervised contact, such as on a field trip
- The volunteer has engaged in any potentially suspicious behavior, the school has received a report of suspicious behavior(either past or present) or when the school believes it necessary to protect the school or students.

Such volunteers may not begin or may be prevented from further volunteer work until the checks have been completed. The School reserves the right based upon the result of such check, or at any time when it believes it necessary in the best interest of the school or students, to limit the activities of a volunteer or to prohibit any person from volunteer work. The school will also periodically update background checks on individuals previously in intervals as determined by the school.

**MODIFICATIONS TO POLICIES**

The Board of ALA reserves the right, in its sole discretion, to alter, amend, repeal, any policy, or to adopt new policies when, it determines it to be in the best interest of the school, following written notice to all Parents/Guardians by the administrator. Parents/Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.

