

AMBASSADOR CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK



2024-2025

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PROFILE OF AMBASSADOR CHRISTIAN ACADEMY

OUR HISTORY

Ambassador Christian Academy was founded as a ministry of the First Baptist Church of Toms River in 1979. Through much prayer and planning, and with a strong vision of the need for Christian school education, Pastor Russ Thompson and Mrs. Susan Wylie were instrumental in the founding of the Academy. ACA opened with 40 students in grades K through 4. Mrs. Lynn Thompson became the school's first administrator.

As successive grades were added, enrollment increased until facilities and programs were full to overflowing with students. ACA operated for many years as a K through 8th grade school.

In 2019, ACA moved from the Toms River facility to the campus of Grace Bible Church in Allenwood, New Jersey. That same year, it took another step by adding an Upper School (9-12) on that campus. During the 2023-2024 school year, enrollment reached 228 students. By God's grace, we are on track to surpass that number this year.

ACSI ACCREDITED

ACA is a member of the Association of Christian Schools International (ACSI) and is reaccredited until May 2031.

MISSION STATEMENT

ACA prayerfully educates students for life and eternity with the gospel of Jesus Christ, all for the glory of God.

VISION STATEMENT

ACA's vision is to inspire and transform lives in a spiritually vital, caring community as we serve God for His glory, and provide an excellent Christ-centered education.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is 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 vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that mankind was created in the image of God, all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way to salvation, and that for the salvation of lost and sinful man, regeneration by the Holy Spirit results in repentance of sin and faith in Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that God designed marriage as a covenantal bond between one man and one woman, and God's intent for sexual expression is to occur only in the covenant of marriage.
- We believe that human life is sacred from conception to its natural end; and that we must have concern for both physical and spiritual needs.
- We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism.

ACA LIFESTYLE AGREEMENT

Ambassador Christian Academy seeks to represent Jesus Christ by helping parents/guardians prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of ACA is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. ACA requires its employees and students to maintain high standards of biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. ACA's biblical role is to work in conjunction with the home to mold students to be Christ-like. ACA believes that biblical marriage is limited to a covenant relationship between a man and a woman. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to, sexual immorality, homosexual orientation, any other violation of the unique roles of male and female (Romans 1:21-27, I Corinthians 6:9-20), or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

SPEAKING TRUTH IN LOVE

"As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly ... And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:12-16a,17).

- Allow the Fruits of the Spirit to permeate your way of interacting: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control.
- Focus your comments on issues being discussed, not on persons expressing them.
- Avoid making generalizations about individuals and groups.
- Commit yourself to unity as a body of believers, seeking consensus whenever possible.

MISUNDERSTANDINGS | CONFLICT RESOLUTION

The faculty and staff of ACA are committed to resolving conflicts according to the principle of Matthew 18. Most problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17 and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent/guardian or student MUST first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then a supervisor may meet with the parent/guardian and teacher or individual.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe God has ordained this school for the edification and maturing of the body of Christ. We partner with each home and each church in our community to share in the development and operation of a functional Christian education program designed to impact its culture for Christ.

It is our responsibility to assist in discovering, developing, and directing each student's talents and abilities for the glory of God and for the welfare and benefit of both the individual and society. We believe that each student is made in the image of God and should have the opportunity to develop their potential under the supervision of mature Christians who are academically competent, professional, and dedicated to God.

The educational program is a guide to enable each student to discover God's purpose for their life and to equip them to fulfill that purpose. Therefore, it is also our responsibility to provide a curriculum that is based on biblical standards and absolute truth which leads to the development of a biblical worldview. We believe in instruction that is ongoing, academically sequenced from one level to another, and that enables students to read and use all areas of language arts with confidence and fluency. The curriculum should assist students to develop problem-solving abilities and to use mathematical operations and concepts with accuracy through mastered skills; to gain wisdom and understanding by drawing conclusions through critical thinking

based on God's absolute truths; to understand social studies and science in connection with God's relationship with mankind and the earth, His creation; to imitate the mind of Christ concerning one's self and others, exhibiting the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control; and to acquire habits which will produce bodies which are both healthy and available for God's use. Because we live in the United States of America, where active participation in the governmental processes is encouraged of each citizen, the curriculum should incorporate the teaching of patriotism, citizenship, and service.

The responsibility of all educational personnel is to provide a viable Christian education that develops academic, vocational, creative, social, physical, and technological skills which lead to respect for learning God's truth, a desire for wisdom and knowledge, and the development of disciples ready to do good to all people, to share with others, to preach the Word in season and out of season, and to give an answer for the hope that is in them.

God has given parents/guardians the ultimate responsibility for educating their children. The Christian school functions as an extension of the home to facilitate, but not to usurp the authority of parents/guardians. The school can best fulfill its mission when it works cooperatively with godly parents/guardians to give the student a consistently God-centered environment.

EDUCATION BY DISCIPLESHIP

ACA is a discipleship school. That means that our students come from believing homes, and we integrate biblical values and a biblical worldview into each class.

- Teaching
 - We are very intentional about teaching our students the facts of the Bible, core doctrines, and principles of Christian living. These subjects are specifically taught in Bible classes and chapels, but we also integrate Bible teaching in all classroom environments.
- Mentoring
 - All of our teachers are Christians who value the opportunity to educate in their subject area of expertise and help students grow in their faith in Christ. Teachers, coaches, and staff are intentional about building relationships with students. Doing so facilitates natural opportunities to teach character and leadership, model a Christian lifestyle, and train them to serve God and others.
- Training
 - Our classrooms, athletics, and extracurricular activities provide opportunities for our students to develop leadership skills, identify their gifts, articulate the gospel, and practice serving others. These opportunities are a direct result of our commitment to mentor our students both in and out of the classroom.

A SPIRITUALLY DEVOTED STUDENT WILL:

- Continually grow in his/her personal relationship with Christ
- Display the Fruit of the Spirit
- Pursue God's purpose and calling for his/her life
- Demonstrate a genuine love and concern for others. In Mark 12:30, Jesus explains that the greatest commandment is to love the Lord your God with all your heart, all your soul, all your mind, and all your strength. It is our desire to help lead our students toward an authentic relationship with Christ. Jesus goes on to explain in Mark 12:31 that the second greatest commandment is to love your neighbor as yourself. It is also our desire to see our students make a profound influence on the lives of others as they share their knowledge of Christ and help disciple others.

AN INTELLECTUALLY DISCIPLINED STUDENT WILL:

- Actively research topics and use appropriate resources
- Communicate effectively
- Discern truth through a developed biblical worldview
- Learn independently
- Apply knowledge to reach solutions

In 2 Corinthians 10:5, Paul writes that faithful followers of Christ must be able to demolish the world's arguments by taking every thought captive and making it obedient to Christ. This can only be accomplished if our students journey through a rigorous path of intellectual discipline in which their minds are challenged to develop a biblically accurate understanding of truth and knowledge. At the end of this journey, it is our desire to build capable graduates who will always be prepared to share the reason they have hope in a world that has none.

A CULTURALLY ENGAGED STUDENT WILL:

- Approach cultural issues from a Christ-honoring evangelically focused, and biblically faithful perspective
- Engage in acts of service that are best suited to his/her own spiritual gifting and calling
- Uphold a focus on the spiritual, physical, and emotional needs of humanity both locally and worldwide
- Maintain a consistent lifestyle of active citizenship

The Great Commission of Matthew 28:19-20 necessitates cultural engagement. At ACA, it is our belief that evangelism and service must go hand in hand in order to fulfill our role in this process. Therefore, it is our desire to equip ACA students to use their knowledge of the gospel, their love of others, and their awareness of the world around them in order to evangelize and serve others.

ADMISSIONS PROCESS

The admissions process for Ambassador Christian Academy is structured in such a way that allows the school and prospective families to explore a potential partnership for the education of their child(ren). This process should be a prayerful, Christ-led experience to determine if ACA and the family are fit for a promising, long-term relationship. ACA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. ACA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its policies, admissions policies, scholarships, loan programs, and athletic and other school-administered programs.

STEP 1 (Day 0)

Online Inquiry: This step requires a parent/guardian (hereafter referred to as parent) to complete the **Inquiry Form** at www.ambassadornj.org which includes basic information about the prospective student(s) and the family, as well as a signed attestation to **Ambassador Christian Academy's Statement of Faith, Student Code of Conduct** and **Student Handbook**. While not required for the initial online inquiry, the parents may also submit school transcripts, IEP, ISP, 504, or any other documentation of needed services.*

Considerations for recommending whether or not a student may apply may include, but are not limited to, the following:

- Assessment of whether the student and the family will fit the beliefs and culture of the school
- Students' current scholastic abilities
- Students' need for academic services
- Any other information at the discretion of the Head of School or designee

****If after enrolling at ACA, it comes to light that a student had an IEP, ISP, 504, or other documented learning disability and the parents failed to disclose it, ACA reserves the right to terminate the student's enrollment, and all fees and tuition paid would be forfeited.***

STEP 2 (Days 1-7)

Campus Tour: The tour of the campus should be scheduled within seven calendar days of receiving a completed online inquiry.

Prospective Student Acceptance or Denial: The administration will review the prospective student's paperwork and determine if permission is granted or not granted to move forward in the admissions process.

STEP 3 (Days 8-15)

Parent Applies in School Admin: The application requires any documentation that has not been previously submitted (see STEP 1 above), a completed application on School Admin, and an application fee.

STEP 4 (Days 8-15)

Student Entrance Evaluation and Interview: All supporting educational documentation must be submitted. Prospective students will take an entrance exam and the family will meet with the Head of School or other appropriate administrator.

STEP 5 (Days 16-20)

ACA Administrative Team Review: The Head of School and the Administrative Team have the full authority to accept or deny applications. Application reviews should be completed within five days of submission. If an application requires an additional review the Head of School may escalate the review to the established Board of Trustees Education Committee Chairperson.

STEP 6 (Days 21+)

Student Enrollment: The parent completes all registration forms, and pays all fees, and the first month's tuition, none of which are refundable. The welcome packet and ACA swag are provided to the student!

All new students are on a 30-day probation basis.

STEP 7 (Days 21+) (IF NECESSARY)

Board of Trustees Review: The Administrative Team has full authority to accept or reject applications. If an application requires additional review, the Administrative Team may escalate the review to the established Board of Trustees Admissions Committee Chairperson.

FINANCIAL MANAGEMENT

TUITION and FEES

Tuition for the '24-'25 school year is as follows:

\$5,200	PreK (3 half days M, W, F 8:30 – 11:30)
\$6,200	Pre-K (3 full days)
\$7,200	Pre-K (5 half days, 8:30 - 11:30)
\$8,300	Pre-K (5 full days)
\$8,750	K-5 th
\$8,990	6 th – 8 th
\$9,800	9 th – 12 th

Application and Registration Fees: A **non-refundable, one-time application fee** of \$175 is submitted for each applicant as well as a **non-refundable, annual registration fee** of \$250 per student.

Textbooks and Supplies Fees:

\$400 per student	Pre-K
\$450 per student	K-8 th
\$500 per student	9 th – 12 th

Field Trip Fees:

\$100 per student	Pre-K
\$150 per student	K-5
\$250 per student	6-8 th
\$500 per student	9 th – 12 th

DISCOUNTS: There is a multi-child discount of \$500 per family for families registering at least two children. This discount is not applicable to any family receiving tuition assistance of any kind. Full-time Pastors receive a 50% discount on tuition.

FACTS TUITION MANAGEMENT PROGRAM

ACA utilizes the FACTS Tuition Management Program for all families. FACTS processing fee of \$55 is assessed for payment plans that are longer than 3 months, and this will be automatically deducted 14 days after receiving a confirmation letter from FACTS and will be included in the first statement. ACA charges a payment plan fee of \$150 if tuition is paid monthly (based on a 10-month payment plan this is \$15 per month). If tuition is **paid in full** then **there is no payment plan fee**.

NEW: INCIDENTAL EXPENSES:

(includes ACA Café, Before/ Aftercare, and other incidental expenses throughout the school year)

Once an incidental expense reaches a past-due balance of \$25.00, the incidental service will no longer be available to the student. ACA will notify families once they reach this limit, and payment must be made within 30 days of notification.

NEW: DIVISION OF TUITION RESPONSIBILITIES/SPLIT CUSTODY:

Split custody cases may require uploading legal documents for their share of education costs and signing off on a tuition contract (see example below).

ACA will oblige the setup of separate FACTS payment agreements, however, in the event that the student's account becomes delinquent, the debt due will be the joint and several responsibility of both parents. Regardless of the party's default, the account must be in good standing for the student to remain in school. Absent a court order directing, otherwise, ACA reserves the right to communicate with both parents at all times. (See Delinquent Accounts section).

DELINQUENT ACCOUNTS

To maintain enrollment, tuition accounts (including incidental billings) must be kept up to date throughout the year. Monthly tuition payments are considered past due if not paid by the 20th of each month. A late fee of \$35 per family will be automatically assessed after FACTS's (or the Institution's) second failed attempt to collect tuition. In addition, a \$30 service charge for failure to collect due to insufficient funds or invalid payment type. Delinquent accounts will be considered a cause for removing a student from the school. Students will not be admitted to class or allowed to participate in athletics when an account has two months of tuition past due. If the account is not made current by the designated date, the family's child(ren) will not be permitted to attend school. Once the account is paid in full, the child(ren) may return to school. No students will be allowed to start school the following year until all outstanding financial obligations (including incidentals) are met. In addition, the student's records will not be released until all financial obligations have been fulfilled.

WITHDRAWALS

To withdraw a student from ACA, a written notice indicating the final day of attendance must be submitted. The parent or guardian will be responsible for paying the full month's tuition corresponding to the withdrawal date plus a one-month tuition penalty; any balance will be refunded net of the non-refundable fees (Student Fees, Field Trips, Application, and Registration Fees). The student's records will not be released until all financial obligations have been fulfilled.

When withdrawing a student from ACA, these procedures must be followed:

- Contact Admissions to request a link to the electronic withdrawal form, complete, and submit the form.
- All textbooks must be returned to the teacher.
- All library books must be returned to the library.
- All athletic materials and uniforms must be returned to the athletic department.

If a student withdraws for disciplinary reasons, he/she may not be on campus during school hours or attend any extra-curricular activities unless permission is secured from an administrator. The student may not apply for re-admission for a period of 12 months.

STUDENT ACCIDENTS/INSURANCE

Medical requirements for student injuries are the financial responsibility of each parent or guardian. ACA only carries supplemental student accident coverage for its students. The policy will cover only those items not covered by the family's insurance and after a deductible is met per claim. It is the parent's or guardian's responsibility to request a Secondary Insurance Claim Form (and instructions) from the ACA Business Office within 30 days of the accident. It is the parent's or guardian's responsibility to file the claim and work directly with the Secondary Insurance Company for reimbursement.

HEALTH POLICY

ABSENCES/ILLNESS

Parents/guardians must provide a reason for any student's absence by calling the main office or sending in a note upon the student's return to school.

Students who are absent for **more than three days due to illness** must also provide a doctor's note clearing them to return to school or receive clearance from the school nurse prior to returning to school.

Students who are picked up early for dismissal due to illness or appointments will have the early dismissal documented in their attendance portal. When students leave school early for appointments it is disruptive for the entire classroom. **We ask that you do your best to please minimize disruption to learning by scheduling appointments during non-school hours.**

Students with communicable illnesses must follow the following protocols before returning to school:

- Fever-free without medication for 24 hours
- No vomiting or diarrhea for 24 hours

Additional protocols are required for the following illnesses before returning to school:

- Chickenpox: Lesions must be dry and scabbed over.
- Conjunctivitis (Pink Eye): Treatment initiated with a doctor's note.
- Hand Foot & Mouth (Coxsackievirus): Fever free for at least 24 hours and lesions must be dry and scabbed over.
- Impetigo: Treatment initiated for a minimum of 24 hours with a doctor's note.
- Lice: A student with active head lice is not permitted to attend school. The student may return once all active/or dead head lice have been removed from the student's hair as confirmed by the school nurse AND proof of treatment has been provided to the nurse. The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school as long as the above requirements are met.
- Ringworm: Lesions must be covered. If unable to cover, may return after treatment initiated with a doctor's note.
- Scabies: After treatment has been completed with a doctor's note.
- Strep: Antibiotics for a minimum of 24 hours with a doctor's note.

Allergies/Epi-Pens

Please notify the school nurse in writing if your student has a known allergy including the type of reaction the student experiences. ACA has stock Epi-Pens on campus in the case of an anaphylactic emergency, but we highly recommend that students with a known history of severe reaction provide a personal epinephrine device along with a completed Allergy & Anaphylaxis Action Plan to the school nurse. Copies of the Allergy & Anaphylaxis Action Plan are available in the school office or upon request. A student may self-carry their epinephrine device if they demonstrate the maturity to manage and administer the medication effectively and written permission is received from both the parent/guardian and the medical provider. ACA highly recommends that if a student self-carries a second epinephrine device be given to the school nurse.

Asthma/Inhalers

Please notify the school nurse in writing if your student has asthma including the type of reaction the student experiences. Students who require the use of an inhaler or nebulizer during the school day should submit the medication along with a completed Asthma Action Plan to the school nurse. Copies of the Asthma Action Plan are available in the school office or upon request. A student may self-carry their inhaler if they demonstrate the maturity to manage and administer the medication effectively and written permission is received from both the parent/guardian and the medical provider. ACA highly recommends that if a student self-carries a second inhaler be given to the school nurse.

Concussions

Any student with a head injury will be screened for concussion. Students showing signs of a possible concussion will be sent home and recommended for medical follow-up. A student with a confirmed concussion will need to provide a note from their doctor including the level of approved activity to the school nurse.

Gym Excusal

A student may be excused from gym class for one day with a note from the parent/guardian. A doctor's note or approval by the school nurse is required for gym excusal for a longer period of time.

Immunizations

The State of New Jersey (N.J.A.C 8:57-4) requires specific immunizations for all children attending school in New Jersey. Information regarding these immunizations can be found at the NJ Health Website: www.nj.gov/health/cd/imm_requirements

The State of New Jersey also recognizes a student's right to Religious Exemption. To be exempt from the above immunizations, the student must have a signed and dated letter from the parent or guardian on file that requests exemption for religious reasons. Generic Religious Exemption forms are available in the ACA school office.

Medical Clearance to Participate

If a student goes home early due to illness or injury, they may not participate in extracurricular activities without clearance from a medical professional.

Medications

The nurse's office can provide the following medications to students with parental permission:

- Tylenol (Acetaminophen) for fever or pain
- Ibuprofen for fever or pain
- Benadryl (Diphenhydramine) for mild allergic reaction

If a student requires additional medication during the school day, the parent/guardian must:

1. Bring the medication in its original packaging and clearly labeled with the student's name directly to the school office or school nurse. Students may not transport medication to and from school unless they have been approved to self-carry.
2. Have a doctor's note prescribing the medication including dosage and frequency of administration. This includes over-the-counter medications such as ibuprofen and allergy medications. Medications that are over-the-counter and drug-free such as saline eye drops or lotions/sunscreens may be approved at the school nurse's discretion.

Nurse's Office

The ACA nurse's office is located in the gym building and is staffed by a qualified Registered Nurse. Services provided by the school nurse include the evaluation and treatment of acute illnesses and injuries, health screenings, medication administration, and chronic health problem management and support. Parents/guardians are welcome to reach out with questions and concerns at any time.

Screenings

Annual health screenings are provided in accordance with State of New Jersey requirements. Each year students will have their height, weight, and blood pressure checked by the school nurse. In addition, vision, hearing, and scoliosis screenings are performed in specific grades. A letter will be sent home to parents each year informing them of the screenings their child will receive and directions on how to opt-out if desired.

Sports Physicals

The State of New Jersey Scholastic Student-Athlete Safety Act (P.L. 2013, c. 71) requires the completion of standardized physical evaluation forms prior to participation in school athletics. These forms include evaluation and clearance by a medical professional. **Any student participating in sports at ACA must therefore have the forms turned in and approved by the school nurse before attending any practices.** The student is considered cleared for sports participation for one calendar year from the date of the physical examination. These forms are available in the ACA office or upon request. This requirement does not apply to non-competitive practice sessions for elementary-age students.

SCHOOL MANAGEMENT

ATTENDANCE

Quality education requires regular and punctual student attendance. Parents/guardians of a child within the compulsory attendance age are responsible for their child's attendance at school, as required by the state. Irregular attendance deprives the student of an opportunity for effective learning and is disruptive to the overall implementation of the curriculum. We recognize that situations arise in which missing school is unavoidable. **More than 10 absences per semester are considered excessive.** If a student accumulates **more than 18 absences** during the school year (10% of the academic year), he/she **may not be promoted to the next grade level.**

Excused Absences

- Medical appointments (physician's note required)
- Extended illness (physician's note required)
- Weddings and funerals of immediate family members
- Church retreats

Unexcused Absences (will negatively impact student's eligibility to receive end-of-year awards)

- Any absence without a physician's note
- Vacations

Students who are ill or running a fever greater than 100° (without medication) should not be on campus and must be fever-free for 24 hours before returning to school. Upon returning to school after an absence, the student must provide a written note or e-mail signed by the parent/guardian. The note should state the dates and reason for the absence.

Students must be in attendance at least four (4) class periods of the school day in order to participate in any extracurricular activities that day. If a student is picked up before 11:30 a.m. or dropped off after 11:30 a.m., they will be considered absent for the day. Students who are picked up early for dismissal due to illness or appointments will have the early dismissal documented in their attendance portal. When students leave school early for appointments is disruptive for the entire classroom. **We ask that you do your best to please minimize disruption to learning by scheduling appointments during non-school hours.**

At the middle school and high school levels, attendance is taken during each class period. **Middle school and high school students who accumulate more than eight (8) absences in a particular class per semester risk failing the class and losing academic credit, regardless of the grades achieved.**

TARDY POLICY

Beginning the school day on time is very important, and all students are expected to be punctual. Students who arrive at school after the **8:30 a.m. bell** rings are marked tardy and must be signed in at the office by having the parent/guardian sign in the student. For the safety of our students and staff, all entrance doors will be locked. Tardies related to traffic will not be excused, except for extreme circumstances as determined by administration. **A cumulative total of 7 tardies will be counted as one absence.** **Tardiness will impact a student's eligibility for end-of-year awards.**

BEFORE CARE

Before Care opens at 7:30 a.m. in the CAFÉ. Before Care is a flat fee of \$15 per student. The **parent/guardian must sign in the student(s) to Before Care.** Students will be provided supervision and breakfast. Parents will be billed on the 15th and 30th of the month and may pay online. Ms. Vivian Fabrizio is the Before Care Coordinator and can be contacted at 732-341-0860.

ARRIVAL PROCEDURE

Both **YELLOW** and **BLUE** car lines will be open for both arrival and dismissal. BOTH car lines will open at 8:15 and close at 8:25. Once car lines are closed parents must escort their child(ren) to the main office. ANY STUDENT arriving after 8:30 MUST BE SIGNED IN at the main office and a late pass will be issued by the Attendance Officer, Mr. Ivan Pilco.

YELLOW CAR LINE: All families who have at least one child in second grade or younger.

BLUE CAR LINE: All families who have children only in third grade or older.

EARLY DISMISSAL & PARTIAL DAY ABSENCES

When early dismissal is necessary, a note from the parent/guardian stating the time of dismissal and reason must be given to the teacher. The parent/guardian must sign the student out at the school office.

To avoid disrupting the educational process, early dismissals should be kept to a minimum. Anyone other than the parent/guardian picking up a student for early dismissal must show a picture I.D. and be listed as an emergency pick-up. Students who have tests or quizzes scheduled for the day of early dismissal or late arrival will be expected to take the test or quiz that day unless other arrangements are made with the teacher.

Only seniors are permitted early dismissal from school on a regular basis. Seniors must complete an Early Dismissal Agreement form and have it signed by a parent/guardian in order to leave each day before school is dismissed. Signing out at the main office is still necessary for senior early dismissal. The administration has the authority to revoke this privilege.

A cumulative total of 7 early dismissals will be counted as one absence. Early dismissals and partial day absences will impact a student's eligibility for end-of-year awards.

DISMISSAL

Dismissal begins at 3:15 p.m. in BOTH **YELLOW** and **BLUE** car lines. In an effort to provide security and supervision for our students, all students must be picked up by 3:30 p.m. If a person picking up a student in the car line does not have a car tag for the student, they will be asked to show ID. **All students not picked up in car line will be sent to Aftercare.**

DISMISSAL: ALTERNATE PERSON PICKUP

If anyone other than a parent/guardian needs to pick up a child, please send a note to the classroom teacher with the date and name of the person responsible for picking up the student. **Again, all students not picked up in car line will be sent to Aftercare at a rate of \$15 per hour, per student.**

AFTERCARE

All students must be picked up by 3:30 p.m. **All students not picked up in car line will be sent to Aftercare at a rate of \$15 per hour, per student.** Students who attend Aftercare will be given a snack and homework supervision will be provided. Aftercare hours are 3:30-5:30 p.m. Ms. Vivian Fabrizio is the Aftercare Coordinator and can be contacted at 732-341-0860.

STUDENT DRIVERS

- The ability of a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that he/she will drive responsibly and will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on his/her responsibility.
- Students are allowed to drive their cars to school and should park in the student-designated parking area behind the gym.
- Students must drive slowly and carefully on school grounds and on the streets surrounding the school.
- Students may not go to their cars at any time during the school day without permission from a teacher or administrator.
- Student drivers must sign out (with parent/guardian consent) when leaving school early.

VISITOR POLICY

ACA is a closed campus. All parents and visitors must sign in with the ACA receptionist upon arrival and wear a visitor badge throughout their stay. Student visitors are limited to prospective students and ACA graduates; non-ACA students are not allowed on the school campus during regular school hours. Visits should not disrupt instruction, testing, or other activities. The lunch period is “closed,” meaning that non-ACA students are not permitted in the lunchrooms or on the campus to dine with ACA students during lunch or mid-day break.

VOLUNTEERS

ACA relies heavily upon the service of parent and grandparent volunteers. As such, we heartily welcome the extra hands and eyes that our volunteers provide. **We are so thankful to our many faithful volunteers who assist the faculty and staff in a myriad of ways.** Though we love you, all volunteers are required to have a background check prior to working with our students whom we love equally and want to keep safe.

We have a dress code for faculty and staff that is both professional and **modest**. Therefore, all volunteers should also adhere to modest clothing when volunteering at ACA. Clothing that reveals cleavage and tight clothing in general, is not acceptable at ACA. Jeans and T-shirts are acceptable. If we have a dress code that **STRESSES MODESTY** to our students, our faculty, and staff then our dress code for parents **MUST** stress **MODESTY** as well.

Volunteers must remain in the area of volunteer oversight. If a volunteer signs up to cover recess, they **MUST** work in their assigned area and not simply visit with their own child(ren). If a volunteer cannot abide by these guidelines they may be asked to leave campus and will not be permitted to volunteer for future events.

ACADEMIC MANAGEMENT

ACADEMIC INTEGRITY

Ambassador Christian Academy strives to teach students the importance of personal and academic integrity. “He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity” - Proverbs 2:7). Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means.

ACADEMIC WATCH

- Any student who has two D's or one F at any eligibility checkpoint (or sooner if determined appropriate by the administration) will be placed on academic watch.
- Individualized interventions may be implemented for a student who falls into this category.

ACADEMIC PROBATION

- Any student who is failing two classes, at the quarter or end of the year, will be placed on academic probation and will be considered ineligible to participate in athletics until the next academic checkpoint.
- Students on academic probation will be held accountable, at minimum, for the interventions as defined above for academic watch.
- Students may be eligible for practice (coach's discretion) during academic probation.
- A student who is placed on academic probation following the fourth quarter will be considered ineligible at the beginning of the next school year. This eligibility determination can be adjusted upon the completion of appropriate coursework for credit retrieval prior to the first day of the next school year.

Quarter	Quarter Ends
1 st	October 31, 2024
2 nd	January 17, 2025
3 rd	March 25, 2025
4 th	June 2, 2025

REPORT CARDS will be emailed within two weeks of the end of the quarter. Please note that a student's academic performance at the end of the fourth marking period will determine eligibility for fall sports as well as academic advancement in certain subjects.

FACTS STUDENT INFORMATION SYSTEM (SIS)

Parents/guardians can view all grades, report cards, assignments, tests and quizzes, email, student attendance, and discipline records via FACTS SIS.

GOOGLE CLASSROOM

Google Classroom will be utilized in Upper School for assignments, quizzes, team projects, and other homework. All Google Classroom assignments MUST BE SUBMITTED THROUGH GOOGLE CLASSROOM, therefore students MUST have access to Google Classroom from home as well as school.

GRADE REPORTING LOWER SCHOOL (K-5)

Lower School classes will be given a letter grade of Outstanding (O), Satisfactory (S), or Needs Improvement (N). Additionally, students in Kindergarten will receive a skill-based progress report on a quarterly basis at the end of marking periods 2, 3, and 4. Grades and report cards for individual students may be viewed online through FACTS SIS.

GRADE REPORTING UPPER SCHOOL (6-12)

Grade	Average	GPA	
		Regular	Honors
A+	97-100	4.33	5.33
A	94-96	4.0	5.0
A-	90-93	3.67	4.67
B+	87-89	3.33	4.33
B	84-86	3.0	4.0
B-	80-83	2.67	3.67
C+	77-79	2.33	3.33
C	74-76	2.0	3.0
C-	70-73	1.67	2.67
D+	67-69	1.33	2.33
D	64-66	1.0	2.0
D-	60-63	0.67	1.67
F	Below 60	0	0

GRADE POINT AVERAGE

If a student has transferred into Ambassador, the transcript and GPA from the previous school will be factored separately from the ACA transcript.

GRADING WEIGHTED CATEGORIES (STANDARDIZED FOR GRADES 3-12)

Summative Assessments	Tests, Projects, Final Papers	50%
Formative Assessments	Quizzes, Labs, Journals, Reflections, etc	30%
Formative Practice	Participation, Classwork, and Homework	20%

MAKE-UP WORK

The student will have **one school day for every day missed to complete makeup work**. For example, if a student is absent on Monday and Tuesday, he/she has Wednesday and Thursday to make up the work missed. Students who are absent for 5 or more days should consult with their teacher to create a plan for making up their assignments. Exception: Students who have completed all work, including the review section (if applicable), may be required upon their return to school to take any tests missed.

It is the student's responsibility to make up missed assignments. The student is expected to check with teachers, FACTS SIS, or Google Classroom for makeup work upon his/her return from an absence. If a student misses only the day a test is given or a project/assignment is due, the student is responsible for making up the work the first day he/she returns, provided the student was informed of the due date in advance of the absence. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given.

Students will have five school days to work with their teacher to change an "I" (incomplete) received as a nine-week grade to a passing letter grade. Students not meeting the five-day deadline will receive a zero for incomplete work except in cases of extreme hardship. These cases will be handled on an individual basis.

MIDTERM & FINAL EXAMS

Students in 8th through 12th grade will take midterm and final exams in their core subjects. Midterm and final exams each will comprise 10% of a student's final grade in a subject area. Finals will not be administered to students with an A average in class.

PARENT/GUARDIAN TEACHER CONFERENCES

Parent/guardian/teacher conferences are scheduled for October 17, 2024 and February 14, 2025. Conferences are encouraged as they provide an exchange of information that will foster a greater understanding of the student and his/her academic progress.

PROMOTION POLICIES

Kindergarten students must demonstrate mastery of academic benchmarks in phonics and math, as well as social and emotional maturity to be promoted to first grade. Parents/guardians will be informed as the year progresses if there are any areas of concern.

Lower School students in grades 1-5 will be promoted at the discretion of the teacher and administration based on satisfactory academic performance, Christ-like conduct, and work habits. If a student receives any failing grades in the five core classes, he/she may be subject to individual tutoring and may not be promoted.

An Upper School student who fails more than two courses may be required to repeat his/her current grade at the discretion of the teachers and administration.

STANDARDIZED TESTING

This year we will utilize NWEA MAPS with students in grades 3-9. MAPS will be administered three times throughout the school year and provide real-time feedback for teachers to inform instruction. PSAT will be used for students in 10th grade and SAT for students in 11th grade.

SENIOR CAPSTONE

As a graduation requirement (1.0 credit), all seniors will successfully complete a capstone course that serves as ACA's culminating educational experience. The project encompasses written components and an oral defense that demonstrates the student's understanding of a controversial topic when applied to a biblical worldview. Mrs. Ellie Post will guide students through the process of planning, refining, and defending their chosen topic.

TEXTBOOKS

- All materials, whether from Christian publishers or non-Christian publishers, will be taught within the Biblical worldview.
- If damage occurs, the student should report it to their teacher immediately.
- Any damage or replacement costs of books must be paid prior to the issuance of end-of-year report cards or transcripts.
- In the event of withdrawal from school, all textbooks must be returned to the teacher.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

ACA offers athletic programs to provide opportunities for students to develop leadership, teamwork skills, and commitment.

Athletics: Interscholastic competition is available to students in grades 5-12. We currently offer the following opportunities for league sports:

Girls' Soccer: grades 5-8

Boys' Soccer: grades 5-8

MS Girls' Volleyball: Grades 5-8

HS Girls' Volleyball: Grades 8-12

High School Girls' Basketball grades 8-12

High School Boys' Basketball grades 8-12

Middle School Girls' Basketball grades 5-8

Middle School Boys' Basketball grades 5-8

Softball: grades 6-9

Baseball: 6-9

Running Club: **Co-ed grades 4-12**

EXTRA-CURRICULAR ACTIVITIES

Worship Team: The Worship Team practices weekly and leads our school community in worship on the first Wednesday of every month during Chapel. The Worship Team may be called upon to lead special events.

SPIRITUAL LIFE

BIBLICALLY BASED CURRICULUM & INSTRUCTION

At Ambassador Christian Academy we believe what the Bible teaches and therefore know that each student is a unique individual created in the image of God and loved by God. At ACA, we embrace the opportunity to develop each student's God-given talents and skills in a spiritual and academic community. ACA provides training and support needed for each student and teacher to develop their faith more deeply and achieve their highest level of learning so that we become ambassadors for Christ who transform the world.

We aim to understand all things through a biblical lens: the work of developing a Christian worldview is a lifelong quest. Teachers guide students to consider biblical texts and Christian perspectives in academic topics, current events, and issues of spiritual growth. Teachers correct and guide students concerning behavior and social issues to follow Christ and fulfill the commandment to love God and our neighbors.

At ACA we are committed to bringing our community together to explore our relationship with God and each other through schoolwide chapels, cross-grade buddies, Daze in Creation, and community activities. Our emphasis on the faith formation of students extends to all subjects and all parts of our day.

We provide developmentally appropriate ways to practice our faith from preschool through grade 12. Bible courses begin with a childlike foundation of faith and wonderment in preschool advancing to deeper exposure to Bible stories and memory work as elementary school progresses. By middle and high school the Bible courses allow students to mature in their faith, study apologetics, and wrestle with ethical doctrinal and cultural topics. In addition to exploring their faith through a Bible curriculum, students at Ambassador Christian Academy also take part in a number of activities and events that deepen their spiritual journey. Students receive a well-rounded Christian experience in a variety of ways: weekly chapels, robust Bible curriculum, Scripture memorization, MS and HS fall retreat, and Academy of Arts theatrical performance highlighting a servant of Jesus Christ who has made a significant impact in the Christian faith.

CHAPEL

Parents/guardians are welcome to attend chapel services and should **sign in at the main office before attending Chapel**. All students attend chapel on Wednesday from 9:25-10:10 a.m. Appropriate Chapel attire must be worn.

Chapel attire:

PreK - Normal clothing

K-12 Boys: Navy shorts or navy pants and light blue, oxford shirt

K-3 Girls: Plaid jumper with white Peter Pan collar blouse

4-5 Girls: Jumper and blouse above OR plaid skirt and white or blue oxford shirt

6-12 Girls: Plaid skirt and white or blue oxford shirt

SOCKS and SHOES see DRESS CODE on the next page

DRESS CODE

The School Uniform Shop in Pt. Pleasant is the ONLY approved school uniform vendor. Parents/guardians are responsible to ensure that their student's attire conforms to the following standards. If a child comes to school in violation of the dress code, the parent/guardian will be notified. On a second violation, the parent/guardian will be expected to bring proper attire to

school. The student may be removed from class until his/her apparel meets school standards. Students demonstrating non-conformity to the ACA dress code will be subject to disciplinary consequences.

SHIRTS | OUTERWEAR

- All shirts, blouses, sweaters, and fleece pullovers **must be purchased from The School Uniform Shop.**
- **Only ACA-approved outerwear, jackets, or fleece, are acceptable during school hours.**

PANTS | SHORTS

- Solid khaki or navy shorts or pants are expected to be neat and presentable, exhibiting a normal degree of wear.
- Khaki and navy uniform-style shorts may be purchased from any vendor but must be no shorter than 3 inches above the knee. Cargo shorts and athletic shorts are not approved styles for daily school uniforms. Boxers may NOT be displayed above or below the shorts.

SKORTS | DRESSES

Skorts, as well as navy, khaki, and plaid jumpers, **must be purchased from The School Uniform Shop.**

TIGHTS/SOCKS

Black, navy, or white socks may be worn by all students. Girls may wear tights or knee socks that are solid black, navy, or white.

SHOES

Boys: All-black sneakers, all-white sneakers, OR black and white sneakers are permitted.

Girls: All-black sneakers, all-white sneakers, OR black and white sneakers are permitted. "MaryJane" style dress shoes are also permitted for younger girls. Sandals will be permitted for high school students **beginning May 1.**

GYM UNIFORM

Sneakers MUST be worn on gym days. The standard GYM UNIFORM for all students in Grades K-12 is the YELLOW gym shirt and the NAVY BLUE gym shorts. In colder weather, the GYM sweatshirt and sweatpants may be worn ONLY. The GYM UNIFORM is ONLY permitted on GYM DAY. Failure to be dressed appropriately for GYM will negatively impact a student's grade.

SPIRIT WEAR and DRESS DOWN DAYS

On the last Friday of the month, students may wear school spirit wear purchased from our Spirit Wear website. An online store will be available on several occasions throughout the school year. Spirit Wear Store will be advertised in weekly emails.

- All Spirit Day wear and Dress-down days must be modest and non-offensive clothing.
- Clothing **should NOT BE form-fitting.**
- Ripped jeans, pajama pants, and leggings are **NOT** permitted.

HAIR and MAKEUP

- Hair for males may not touch the shoulders, and hair that is dyed or worn in styles that attract attention is in essence distracting students from learning.
- Makeup should not be worn in an excessive manner.

DISCIPLINE/CODE OF CONDUCT

The Bible clearly indicates that parents/guardians are responsible for the discipline of their children. Ambassador Christian Academy exists to assist parents/guardians in their God-given responsibilities. Therefore, ACA seeks not to assume the task that God gives to parents/guardians but to partner and serve alongside the parents/ guardians in shepherding the hearts of their children. Attending ACA is a privilege and not a right. If at any time we feel we can no longer assist in nurturing a student's heart, the student will be removed from the school and/or denied readmission for the upcoming school year.

God's word and His first and second greatest commandments guide all of our discipline. Matthew 22:37-40 Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."

GOALS AND EXPECTATIONS OF DISCIPLINE

- Respect God/Authority: The apostle Paul said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." - Romans 3:2
- Respect Yourself: "Teach us to number our days, that we may gain a heart of wisdom." - Psalm 90:12
- Respect Others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." - Ephesians 4:29 & 32

DISCIPLINE POLICY

The first line of discipline happens in the classroom. The teachers are expected to address behaviors and pray with their students for heart and head (mind) change. If the students are not changing their choices, the teachers will reach out to the parents to make them aware of the choices being made and to determine what is being seen and done at home.

If the behavior still persists, the students will be sent to the office to complete a reflection form. This form will be sent home for a parent's signature, and we will note this has taken place on the students' behavior record in FACTS SIS.

If a student is sent to the office for the same behavior repeatedly, this becomes grounds for suspension.

Any behavior that intentionally physically harms another student or is explicitly sexual in nature (touch, verbal abuse, sexual innuendos and gestures, sexting, pornography) is possible grounds for immediate suspension without prior warning to parent/ guardian.

SUSPENSION

- Begins on the date assigned and may range from 1-5 days.
- Students are to complete all work given during their suspension.
- When a student is serving a suspension, he/she is not permitted on campus and is not permitted to attend any school function unless permission is secured from the Head of School or Principal
- Students who served a suspension during a semester will automatically be on probation for the remainder of the school year. Students suspended during the last nine weeks of the year will automatically be on probation for the first semester of the following year.
- Students who are suspended from school for disciplinary reasons may be suspended from activities, class trips, or positions of leadership for the remainder of the school year at the discretion of the Head of School or the Principal.
- **A total of three suspensions will lead to expulsion.**

EXPULSION

Ambassador Christian Academy reserves the right of dismissal at any time during the school year at the discretion of the Head of School in counsel with the Board of Trustees. Any student who persistently neglects work, fails to meet academic or other standards or qualifications, exercises poor citizenship, fails to cooperate, or whose parents/guardians fail to cooperate may be asked to withdraw from the school.

Dismissal will be administered by the Head of School in counsel with the Board of Trustees. Appeal of a dismissal may be made in writing to the Head of School and Board of Trustees within three days of the dismissal. A student may not attend classes during the request for an appeal. A student who has lost the privilege to attend ACA is not permitted to attend school-related events. Students who have been dismissed may not apply for re-admission for a period of 12 months.

Expulsion may occur when any of the following take place:

- Possession or use of non-prescription drugs of any kind, or the misuse of any prescription drugs of any kind on or off school property.
- Selling or supplying illegal drugs, prescription or non-prescription drugs
- Possession, consumption, supply, or selling of alcohol on school property or at school-sponsored events
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents/guardians to cooperate with the ACA in the discipline of their children
- Assault of a staff member
- Sexual Misconduct - Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendos, gestures, or other serious sexual misconduct, which include sexting or social media use. This includes the sharing of sexually suggestive photos by any means.
- Moral Misconduct - computer/internet use for immoral purposes or other serious moral misconduct
- Possession or use of any object used as a weapon in a threatening or dangerous manner
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type whether loaded or unloaded, on school property or at a school-related activity
- Any other situation at the discretion of the administration in conjunction with the Board of Trustees

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case.

It is our belief that discipline must address **attitudes of the heart and lead students toward repentance resulting in Christ-like behavior**. Factors that will be considered are the seriousness of the offense, the student's age, the frequency of misbehavior, the student's attitude, and parent/guardian support.

HARASSMENT POLICY

Ambassador Christian Academy is committed to providing an environment in which every student is treated as an image bearer of God. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments, or actions because of race, national origin, sex, physical characteristics, or disability, robs the student of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another student.
- **Physical Harassment:** Unwanted physical touching, assault.
- **Visual Harassment:** Derogatory drawings, writings, cartoons, or gestures/actions.
- **Sexual Harassment:** Unwanted sexual advances, request for sexual favors.

Ambassador Christian Academy does not condone or allow harassment of others, whether engaged in by students, employees, or family members. Any student who believes he or she has been subjected to harassment should report these actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner.

Students who violate these principles will be subject to disciplinary action up to and including dismissal. Students found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

CONFLICT POLICY (formerly known as bullying)

Though we understand that our society has adopted this language, we do not. Rather, we prefer to refer to such incidents by verbalizing the specifics of what actually is occurring between students. We DO NOT permit students to call other students a bully. We adhere to NO name-calling.

To instill biblical values and create a more loving environment, the school has adopted a conflict policy. From time to time, conflict will occur. We seek to implement a clear framework for dealing with incidents of conflict in order to protect the students and help the offender learn how to relate in a way that is in line with the biblical standard of relationships: "My command is this: Love each other as I have loved you." John 15:12. Additionally, we shepherd the hearts of ALL students involved, honoring the principles outlined in Matthew 18. God intends for us to live in a way that acknowledges differences and accepts others because we are ALL made in the image of God.

Behaviors will be assessed by the teacher and/or administrator and addressed according to the following procedures:

- All parties and sufficient bystanders will be spoken to in order to establish the facts of the situation and to determine accountability for their actions/inaction.
- Investigations into allegations will be done in a timely manner and appropriate documentation will be completed.

Student

- Students should ask the offending student to stop their behaviors.
- Students reporting an offense should direct it to their teacher, parents/guardians, or another staff member.
- Students should be willing to resolve conflict situations, employing forgiveness and some changes in behavior.

Parents/guardians

- Parents/guardians should understand that the whole story may be quite complex and trust the school to resolve issues of conflict.
- Parents/guardians not satisfied with the action may speak with administrators as needed.

CHILD SAFETY POLICY AND PROCEDURES

The Bible clearly indicates that parents/guardians are responsible for the discipline of their children. Ambassador Christian Academy exists to assist parents/guardians in their God-given responsibilities. Therefore, ACA seeks not to assume the task that God gives to parents/guardians, but only to serve as the parents/guardians' appointed and authorized representatives in the child training process, in a limited way.

Attendance at Ambassador Christian Academy is a privilege and not a right. ACA will cooperate with the home in the nurturing of the student(s). ACA reserves the right and at its sole discretion may remove students from enrollment if the school can no longer assist the family in the nurturing of their children. ACA reserves the right to deny re-admission to any student whose actions demonstrate it is not in the school's best interest to allow re-admission.

DISCIPLINARY GOALS:

- Respect Authority: The apostle Paul said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." (Romans 3:2)
- Respect Yourself: "Teach us to number our days aright, that we may gain a heart of wisdom." (Psalm 90:12)
- Respect Others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:29, 32)

STUDENT EXPECTATIONS

- Students should demonstrate respect to faculty members, staff members, and fellow students.
- Students are to be respectful of the property of ACA and others.
- Students are expected to maintain academic integrity as previously described.
- Students are expected to demonstrate appropriate behavior at all school functions, in and on school property, at all times, including school functions.

ACA CAFÉ

During the 2022-2023 school year ACA opened its first-ever Café with Chef Tina Weaver. The Café has added great value to ACA and we are thankful to offer the outstanding value and service of ACA Café again this year. Students will be offered a variety of lunch options each day. A daily hot lunch option as well alternative lunch options such as deli sandwiches, bagel lunch, chicken Caesar salad, and soup. An allergen menu is also available to all students needing alternative lunch options. A monthly calendar of hot lunch food options is provided on the website and is emailed to parents until December 2023. In 2024 and following the monthly ACA Café menu will be available exclusively on our website.

This student lunch includes the hot or cold lunch offering, fresh fruit, soup, and choice of beverage all for \$5.50. A la carte items are available daily as well.

LUNCH PAYMENT POLICY

All children have a lunch account at ACA Café with their own 4-digit PIN. Whether or not you choose to use the account is entirely up to you and your family. We encourage you to discuss the family rules and parameters of budget and spending with your children. Here are a few options to add money to the account:

1. Send in cash or check in an envelope or Ziplock with your child's name CLEARLY marked and notate Lunch or ACA Café along with the name.
2. Use our online software to make payments using a credit, debit, or bank account. You can also set up an auto-replenish if so desired. As an added benefit, you can see all cash register transactions on your child's account.

It is imperative to **keep your child's account in the positive at all times**. If your child does go into the negative and they don't have a packed lunch, we will provide lunch. Once the account goes \$25 into the negative and your child doesn't have payment or a packed lunch the parent/guardian will be contacted and asked to bring both payment and a lunch to school.

If you decide not to set up a payment through our online software and choose the check or cash method, PLEASE know you can still go through the software to see the current balance as well as register transactions. If you have any questions, please do not hesitate to call Chef Tina Weaver at 732-962-8020. We are here to help!

TECHNOLOGY POLICY

CELL PHONE & SMART WATCH POLICY

Students are not permitted to use cell phones or smart watches during the school day. The phone should never be visible during class. Smartwatches may be worn but not used for anything other than checking the time during the school day. If a student brings a cell phone, it must be secured in the student's locker or backpack and it must be turned off. If a student's cell phone or smartwatch rings while in a student's locker or backpack, the teacher will initiate disciplinary action according to the consequences listed below. *Forgetting to turn off the cell phone or smartwatch is not an excuse for violation.*

- Use of a cell phone during a test for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration. No taking of or other use of cell phone photographs is permitted during the school day. **Specifically, no cell phones are permitted during any portion of mid-day break, lunch, in restrooms, or locker rooms at any time. Violation of this prohibition is a serious disciplinary offense.**
- Student cell phones may be given to the student's homeroom teacher each morning and safely stored throughout the school day. All cell phones will be returned to students at the end of the day.
- Use of a cell phone or smartwatch during a test for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the discretion of the administration.

Parents/guardians should not consider their student's cell phone or smartwatch as a means of contacting their child during the school day. Parents/guardians who need to contact their child during the school day for emergency purposes should call the main office.

Disciplinary consequences for violation of the cell phone or smartwatch policy shall be as follows:

- The phone or watch will be confiscated by the teacher and returned at the end of the school day to the parent/guardian. The parent/guardian may retrieve the phone or smart watch between 3:30 and 4:00 PM or during school hours on a subsequent day. The phone or smartwatch will not be returned to the student.
- If the phone or smartwatch is confiscated more than once, additional consequences will be given.
- If a student is caught using another student's phone, discipline will be administered as deemed appropriate by the administration.

ACA accepts no responsibility for the use, breakage, theft, or loss of cell phones or other personal items.

CHROMEBOOKS

Chromebooks are given to each student in grades 6-12. The Chromebooks are the property of ACA but are being entrusted to the care of students for appropriate, school-related classwork and homework. If a student damages, loses, or breaks the Chromebook they will assume financial responsibility for the Chromebook. All students and parents/guardians must sign, return, and abide by the school's Acceptable Usage Policy.

SOCIAL MEDIA

As members of the Ambassador Christian Academy community, we continuously represent Jesus Christ and ACA whenever and wherever we use online communications (both at school and at home.) This includes, but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social media sites. In all our online communication with classmates, teachers, and anyone else inside or outside the ACA community, we will treat others in love and respect as Christ teaches. Any illegal, disrespectful, obscene, or inflammatory language or media, ethnic or racial slurs, bullying, harassment, or defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

ONLINE ACTIVITY

Activity on social media sites such as Twitter, Instagram, and Facebook are not allowed at school. The school understands many students have access to these sites outside of school. Students are reminded that regardless of where their post originates, any text, photographs, or videos they put on these sites or similar sites that would be obscene, derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited and will be subject to school disciplinary action and may be referred to local law enforcement agencies.

RECORDING DEVICES

Students may not use any recording devices on the school grounds. This includes transmitting images, taking photographs with a phone, camera, or other recording devices, or using any electronic device on an audio or video record setting.

EXCEPTIONS: An exception may be granted if an ACA student has been approved for the use of a camera or video camera to record images for curriculum or school-related purposes.

DIGITAL DEVICE USAGE

While not comprehensive (see AUP - Acceptable Use Policy - for more details), the following list identifies uses of a digital device for which a student could face disciplinary action ranging from loss of use privilege to expulsion from the school depending on the severity of the infraction:

- Unapproved recording (audio and/or video) or photography of individuals at any time on campus.
- Unapproved communication between devices – whether social or academic in nature.
- Access to unapproved websites at any time while on campus.
- Playback of unapproved or inappropriate material (audio and/or video) at any time while on campus
- Non-academic usage of a digital device during an academic class.

ADDITIONAL POLICIES

GUNS AND WEAPONS

Ambassador Christian Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of facsimile which may result in suspension or dismissal at the discretion of the administration.

SUBSTANCE ABUSE

ACA provides a safe environment in which our students can grow spiritually and academically. The use of illegal drugs by any student or faculty member is strictly prohibited. Drug tests will be required for those students who show signs of drug use. These tests (administered at the cost of the parent/ guardian) will be administered off-site and required the same day the suspicion of use is addressed by the administration. A student who is asked to participate in a drug test will not be able to return to school until the results of the test conclusively clear the student of wrongdoing and a meeting is scheduled with the Head of School, student, and parent/guardian(s). A positive drug test will lead to separation from the Academy. Refusal to take the test or share test results will be considered an admission of guilt and will lead to separation from the Academy.

Ambassador Christian Academy will not tolerate the buying, selling, or other transfer of drugs and/or alcohol; such actions will result in the dismissal of the offending student(s). Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at ACA. Although consumption is an offense that warrants expulsion, individual situations will be evaluated case by case in an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the principal.

SEARCH AND SEIZURE

To maintain order and discipline and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. ACA reserves the right to invite the Monmouth County Sheriff's Department, the Wall Township Police Department, or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

Personal Searches: A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent/guardian's permission or the student's permission. Enrollment of the child constitutes parent/guardian consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents/guardians will be phoned and must come to school to perform the search. If the parents/guardians fail to come to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend ACA will be revoked. If a phone is confiscated, the administration reserves the right to review the phone's content for any reason.

Locker Searches: Student lockers are the property of Grace Bible Church (GBC) and remain at all times under the control of the GBC and ACA; however, students are expected to assume full responsibility for the security of their lockers. ACA exercises exclusive control over school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.