

ACADEMIC COMMUNITY ENRICHMENT



Parent/Student Handbook

Dear Parents,

Welcome to ACE. We are excited that you have decided to join our community. Choosing a school and method of education has many implications for the culture of the home and the parent-child relationship as well as the academic success of our children. Having educated our own children for 20+ years, we know firsthand the blessing of having more time with our children and being more involved in their education. We have witnessed the benefits of smaller class sizes and a more personalized education plan. It is our dream to have a community school where there is a seat at our table for everyone and where children learn to embrace one another's differences in love. Where kindness is king and where Christ is glorified in our attitudes and actions. We desire to have a positive atmosphere, where servitude squashes selfishness and where leaders are created. We want our students to achieve academic literacy as well as success in their faith journey and their character development. We will be their biggest cheerleaders along the way.

As you embark on this journey you will face some challenges but experience far more rewards. We commend you for your commitment to diligently embrace this God-given responsibility to train and instruct your children in the Lord. The staff of ACE eagerly awaits the opportunity to partner with your family in this amazing adventure. It is our prayer that your family is strengthened and enriched through your experience at ACE, that God will give you wisdom and grace for each day, and that leaders will emerge from your home who will affect the next generation with the gospel.

Serving with joy,

Judy Hamilton and Sharise Deimeke

Administrators of ACE

Mission

The teachers and staff at Academic Community Enrichment seek to model the Christian life in order that students might enter into a genuine relationship with Christ, develop good youth character, and strengthen families by providing high-quality education and learning programs that promote academic achievement, social and emotional well-being, and parent/guardian leadership within the family unit.

Vision

Graduates of Academic Community Enrichment will be bold servant leaders equipped to fulfill God's purposes for their lives spiritually, academically, socially, and physically.

School Bible Verse

Psalm 25:4-5 Shew me thy ways, O Lord; teach me thy paths. Lead me in thy truth and teach me: for thou art the God of my salvation; on thee do I wait all the day.

Statement of Faith

We believe the Bible is the inspired Word of God. We believe in one God existing in three persons: God the Father; God the Son, who is Jesus Christ; and God the Holy Spirit. We believe in God the Father Almighty, Creator of the universe and all things in it. We believe in Jesus Christ, the only begotten Son of God, one with the Father, who was conceived by the Holy Spirit, born of the Virgin Mary, came down from Heaven and lived a sinless life of obedience to God the Father, having been sent by Him for our salvation. He suffered under Pontius Pilate, was crucified, died, and was buried. The third day He rose from the dead; ascended into Heaven and sits at the right hand of God the Father. He shall come again with power and glory and will judge the quick and the dead and His kingdom will be forever.

We affirm that all the will of God is included in these two commandments: "The foremost is, "And you shall love the Lord your God with all your heart, and with all your soul, and with all your strength." The second is this, "you shall love your neighbor as yourself," There is no other commandment greater than these." (Mark 12:30, 31)

Non-Discrimination Policy

Academic Community Enrichment admits students of any race, sex, color, national or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in

administration, educational policies, admission policies, tuition assistance programs, athletics, and other school administrated programs/events.

Admissions

All parents/guardians must sign and abide by the ACE Parent Covenant, which affirms the reading of this handbook. Attendance at Academic Community Enrichment is a privilege. ACE reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of ACE. Students who are admitted to Academic Community Enrichment as a transfer or first-time student will be received into the appropriate grade level on the following terms:

Preschool (Ages 4 years old on or before September 1)

- Preschool students must be four years old on or before September 1st.
- Preschool students must demonstrate age-appropriate behavior. (e.g., must be completely independent in toileting.)

Kindergarten (5 years old on or before September 1) through 8th grade

During the first grading period of each year, grade level placement will be considered probationary. Within that time, all factors will be reviewed in order to place the child in the appropriate grade. All students must demonstrate age-appropriate behavior.

- K5 students must be five years old on or before September 1st.
- All new K5 through 8th grade students must successfully complete and meet required guidelines through the ACE admissions procedure, including successful completion of the previous grade level. (Recommendations from previous school educators, as well as standardized test scores, will be considered.)
- All records from previous schools must also be received. In the absence of previous school records (i.e., home education), placement tests/assessments will be required for academic classes prior to enrollment.

9th through 12th grade

All new 9th through 12th grade students must successfully complete and meet required guidelines through the ACE admissions procedure, including successful completion of the previous grade level. All students must demonstrate age-appropriate developmental social skills. (Recommendations from previous school educators, as well as standardized test scores, will be considered.)

- All records from previous schools must also be received. In the absence of previous school records (i.e., home education), placement tests/assessments will be required for academic classes prior to enrollment.

Enrollment Procedures

1. Parents may register students in the office on designated days. Registration is not finalized until the following items have been completed:
2. Birth Certificate (A copy of an official certificate can be made in the ACE Office)
3. Physical Exam (completed within 1 year of enrollment)
4. Immunization Records (on state approved form) DH680 or DH681
5. Application & Enrollment Fee
6. ACE Family Agreement of Cooperation
7. Authorization to Release Records Form (when applicable)
8. Entrance Testing (all new students' grades K5 – 12)
9. Records received from previous schools.
10. Attendance at orientation meeting (Parents)

Re-enrollment Procedures

Students re-enrolling must comply with all steps required for enrollment. Attendance at Academic Community Enrichment is a privilege. Academic Community Enrichment reserves the right to refuse re-enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of ACE. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year.

Homeschool Transfer of High School Credits

Credit for homeschool coursework will be considered based on the following:

- Adequate document is provided that supports the completion of the course and grade
- Provide a Homeschool Transcript with credits earned
- Provide a list of curricula used
- Provide a portfolio of support for core classes-sample writing, sample exams for math and science

When transferring to Academic Community Enrichment, there may be times when an assessment is needed to determine class placement (ex. Math, Spanish).

Math Retention Policy

Any student who takes Pre-Algebra or Algebra 1 and receives a "D" average or below for one semester or for the year will be required to repeat that course. A student may repeat a course in an approved summer school program or through an approved online program. Approval by ACE Administration must be obtained before beginning the summer course. An exam will be given to verify math level upon returning.

Dismissals

If parents wish to withdraw their child, they should formally do so through the ACE Office. This will provide an official day of withdrawal so that the remainder of tuition owed can be determined. All fees, including application/enrollment fees will be non-refundable.

Financial Policies

Account Payment Plans

Below is a listing of the available payment plans:

1. *Full Payment (if self-pay)*: Pay tuition in full by August 13th (check, cash or money orders only.)
2. *Monthly (if self-pay)* (10 months): Monthly payments are due by the 1st of each month and may be paid by cash, or check. The initial payment for the ten-month plan is due August 13th.
3. *Semester (if self-pay)*: Two payments, due August 13th and January 7th.
4. *Step Up for Students Scholarships*:
 - Provide award number for FES-EO and FTC students for enrollment.
 - Full-time FES-UA students will need to provide an award number for enrollment.
 - Two- or three-day FES-UA and PEP students will pay tuition through the SUFS Marketplace quarterly.

Financial Policies

1. Only the above payment plans are available.
2. All monthly payments are due on the first of the month.
3. All fees are non-refundable.
4. A fee of \$40.00 will be added for any returned check.
5. A late charge of \$40.00 will be added if payment is not received by the 15th of the month.
6. If tuition or other fees (if self-pay) are delinquent more than 45 days past the due date, the student may be suspended from class until all fees have been paid. **No student records will be released until the account balance has been paid.**

Additional Fees

Tuition does not include the following fees:

1. Competitive Sports (including e-sports)
2. Late Pickup Charges (all grades) \$10.00 (per ¼ hour)
3. Yearbook
4. Entrance fees to sporting events, drama events, dances, prom, graduation
5. School pictures
6. Fees for lost or damaged textbooks
7. Fees for damage to school property
8. Uniforms

Attendance

Excused Absences

CALL, LEAVE VOICEMAIL, OR TEXT THE ACE PHONE TO INFORM THE OFFICE OF AN ABSENCE, 321-747-6897.

The following shall constitute a valid excused absence or tardy, provided satisfactory evidence of the excuse is submitted to the ACE office:

1. Personal illness or injury
2. Illness or injury in the household
3. Death in the family
4. Impassable roads due to inclement weather/disasters/accidents
5. Unavoidable family travel-related absences

ABSENCE FOR ANY OTHER REASON MUST BE APPROVED ONE WEEK IN ADVANCE.

Excused, planned absences require administrative approval, and may include attendance at a Christian retreat, educational travel, court proceedings, or immediate demands of the home. Requests for absence submitted less than one week in advance will be denied unless there are mitigating circumstances. The time allowed to complete work is equal to the number of days absent, beginning on the first day the student returns to school.

A note of explanation for an absence must be submitted directly to the ACE Office within five days of an unplanned absence, otherwise the absence is considered unexcused.

To be considered in attendance for a school day, the student must be present for four or more hours of class time. This policy will be used in determining eligibility for athletic games or extracurricular participation.

In the case of an excused or an unexcused absence or tardy, missed work is made up at the discretion of the teacher. If make up work is not required by the teacher, that assignment will be exempted from the gradebook average so the child's nine weeks' grades will not be penalized.

Absence caused by student participation in ACE sponsored activities will not be counted as an absence. Eighteen (18) absences for the year, excused or unexcused, are considered excessive for grades K-12. Twelve (12) absences for the year, excused or unexcused, are considered excessive for Preschool students.

In addition to official parent notification by the ACE office, disciplinary action will be taken when a student reaches 5 (unexcused), 10 (excused or unexcused), and 15 (excused or unexcused) absences in a school year. **See "Discipline Levels and Consequences" for guidelines on violations.*

The maximum number of absences allowed in a school year is 20 days, including days at home (excused or unexcused). A mandatory meeting with the parent/guardian will take place with administration. If the parent does not agree with the discipline of making up the days in order to be eligible for promotion, then the student will be retained in their grade level at the discretion of administration or expelled from the school. A student with a history of excessive absences may become ineligible to re-enroll.

In cases of extended illness or injury, a parent must submit a written statement from a doctor indicating the dates and reasons for the student's inability to attend classes.

Returning following an absence

Upon returning to school following absence, students are expected to immediately report to the office (not the classroom). The office staff will review the excuse and give the student a pass (excused or unexcused) to return to class. The office keeps records of all written excuses for the year.

Checking students out

Only parents, guardians, or persons you have designated on your registration transportation list may check out your child(ren). Please contact the front office via email or text to let us know your child is going to be leaving earlier than normal dismissal time. At any time, if the person picking up a student is impaired, the

student will be detained until authorities are notified. No one is allowed to leave within 45 minutes of dismissal time.

Tardiness

Teaching our children to be responsible by being on time is very important. All determinations of excused and unexcused tardiness will be the sole responsibility of the ACE Office. Even with a note, a tardy is not automatically excused. If the child arrives at school late, the child must report to the ACE Office to turn in a written excuse and to receive permission to enter class.

K - 4TH

For every third time a student is late in a quarter in grades K-4th, they will serve lunch detention (eat a table with a teacher, no friends, no playing).

Grades 5-8

For every third time a student is late in a quarter in grades 5-8, they will serve lunch detention (eat a table with a teacher, wipe tables, and sweep floors).

Grades 9-12

If a student is late three times to school or to an individual class in a quarter in grades 9-12, they will serve an after-school detention (on designated days), receive a demerit, and be assessed a \$10 detention fee (not payable or reimbursable with SUFS funds).

Dress Code

Students must wear long pants (no pajama pants except on spirit days), Jeans (no whole leg holes), long shorts that touch the kneecap (boys and girls) when standing, and ACE T-shirts. On chapel days, students will be required to wear long pants and collared ACE shirts. No shorts on chapel days.

Any student violating the dress code will be given a dress code violation discipline. Repeated dress code violations will result in lunch detention or further consequences if necessary.

Elementary students should wear shoes suitable for recess and Physical Education. For safety reasons, flip-flops, slides, and open backed shoes are not allowed on PE days. In addition, students may not wear heeled shoes (with or without wheels) to school. **PLEASE LABEL ALL OUTERWEAR ITEMS WITH YOUR STUDENT'S NAME.**

Field Trip Dress Code

Students will wear their designated ACE Field Trip T-shirt. Bottoms can be normal dress code unless otherwise stated.

Academic Program

Overview

Academic Community Enrichment strives to provide a Christ-centered educational environment where students are encouraged, nurtured, and challenged spiritually, academically, emotionally, and physically. ACE offers a variety of subject areas, including Bible, Language Arts, Social Studies, Math, Science, Physical Education, Music, Art, Performing Arts, and Spanish. We have classes that are teacher-directed, and a strong emphasis is placed on foundational skills, critical thinking and problem solving. ACE meets the hourly requirements for instruction.

Instructional Staff

There are four basic areas which we consider for evaluation of our faculty, as well as our staff personnel.

1. They must be people with a love for God that comes from their heart, soul, and mind. They must walk with a joyful sense of God's forgiveness.
2. Teachers must be competent in the subject which they will teach, having received adequate educational preparation to equip them to teach the subjects.
3. A love for children must be a part of our teacher's inner motivation and calling to Christian education.
4. Teachers must develop an active sense of trust, respect, and unity in relation to their students' parents, colleagues, and administrative authority.

Report Cards and Progress Reports

- K-8th grade report cards are made available each nine (9) weeks. Conduct and work habits grades are included for elementary.
- 9th-12th grade report cards are made available each nine (9) weeks.

Assignments/Class Work

All work must be clear and legible. A teacher may refuse to accept any work that does not meet these two standards. Written work in every class (Grades 6-12) is subject to being checked for spelling and grammar. Work may be graded on both content and grammar.

Homework

Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded. Homework is assigned for

practice, drill, remedial activity, enrichment activity and special projects. Students are expected to complete homework assignments on time. Homework should be completed prior to coming to school.

Achievement Testing

The Stanford Achievement Test will be administered in the spring. Full-time enrolled and full day hybrid students will receive priority seats. An additional charge will apply for students outside of full-time and full day hybrid enrollment.

Grading Scale

Grades for most subjects will be on a numerical basis using the following grading scale:

| Letter Grade | Numerical Scale | Progress |
|---------------------|------------------------|------------------|
| A | 90%-100% | Excellent |
| B | 80%-89% | Above Average |
| C | 70%-79% | Average |
| D | 60%-69% | Below Average |
| F | 0%-59% | Failure |
| I | | Incomplete |
| E | 90%-100% | Excellent |
| S | 75% - 89% | Satisfactory |
| N | 60% - 74% | Needs To Improve |
| U | 0%- 59% | Unsatisfactory |

Permanent Records

All permanent records are kept on file in the administrator's office. These files may be viewed by the student's teacher, but the files cannot leave the school office. Copies of items in the permanent records are available upon request from the parent or custodial guardian.

Retention/Promotion Policies

Retention is recommended when a student fails or performs poorly in one or more subject areas and/or lacks developmental social skills. The student's classroom teacher, in consultation with parents, the next grade level teacher, and Administration will determine whether the student should be retained in that particular subject. The only point of parental appeal will be with Administration.

Conduct And Discipline

Family-ACE Covenant

According to the Bible, parents are responsible for the training of their children. Academic Community Enrichment serves as partners with parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for godly training to take place (Deut. 6:1-7; Proverb 22:6; Eph. 6:1-4). We seek to nurture development of the following essential character traits in the lives of our students.

For the Parent

We are in support of the educational philosophy, objectives, ACE Handbook, standards of conduct, and the principles of this covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child. If we can no longer work together in a spirit of unity, at any time during the training of our child, and all reasonable avenues of communication are exhausted, we will withdraw our child from Academic Community Enrichment. We understand that ACE's administration, faculty, and staff must be treated with respect. We understand that failure to uphold these principles and guidelines of the ACE Handbook may result in dismissal from Academic Community Enrichment.

For the Student

I desire to attend Academic Community Enrichment and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Academic Community Enrichment.

I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word. With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified. I understand that failure to uphold these principles and guidelines of the ACE Handbook may result in my dismissal from Academic Community Enrichment.

For ACE

The faculty and staff of Academic Community Enrichment pledge by God's grace to uphold the principles and guidelines of this covenant as we train your child together.

Corrective Discipline

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are

maintained at Academic Community Enrichment. Students are expected to comply with the standards and regulations of ACE with a positive attitude. They are encouraged to use “Yes Sir” or “Yes Ma’am” when conversing with a teacher or other adult. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline and who displays an attitude which is consistently out of harmony with the spirit of ACE will be considered for dismissal.

Behavior and Conduct

Academic Community Enrichment is organized as a Christian ministry, and we desire to enforce discipline from a biblical standpoint. We strive to have a culture at ACE that reflects Christ-like behavior. All who apply and are accepted into ACE should understand and abide by our effort to enforce biblical discipline. Perhaps the best way forward is to understand that biblical discipline is about making disciples and working together as a community of disciples. Since any area of sin is a hindrance to discipleship, and any sin might damage relationships with others, any area of sin can come within the scope of biblical discipline. There is no need to try to assess how serious a sin is against some arbitrary scale. What is important is first, the effect it has on a person’s discipleship; second, the way in which he/she is dealing with it; and third, the effect it has on the fellowship of those involved.

Therefore, with this understood, Academic Community Enrichment desires to use the following framework in dealing with students who break the behavior guidelines that ACE has adopted.

ACE will:

- Confront the student, understanding the issues.
- Assign consequences - this can take many different forms, but care is taken in handling the student as an individual.
- Restore the student - this process can also take many different forms because we are looking out for the best interest of the student and ACE.

There is a direct correlation between any failure to exercise discipline and the prevalence of gossip. If the process of biblical discipline is not understood and owned by parents, students, and ACE staff, the probable outcome of such tensions will be disunity, backbiting, gossip, and broken relationships. Exercising biblical discipline may be painful at times, but the alternatives are much more painful – and

contain none of the healing potential of biblical discipline. Biblical discipline protects a community from gossip and restores relationships. With all this understood, we have put together a framework that we will use in determining the infraction and its consequences. This list is not all inclusive but will give clear ideas of the expectations of ACE. Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers and the administration of Academic Community Enrichment.

Discipline Levels and Consequences

Note: Social Networking, texting, or any other electronic means of communication that leads to sexual harassment and/or bullying toward any student or interference in the school climate will not be tolerated and may fall into any one of the following categories.

Level I

Level I violations result in lunch detention (consequences based on age), loss of recess, helpful chores, or after-class detention to be determined by the teacher in addition to student-teacher conference discussing the infraction. If a lunch detention is assigned, and the student fails to serve on the date assigned, the student will serve lunch detentions on the following two campus days. For each lunch or after-class detention assigned, a demerit will be issued to the student. After 3 demerits, the student will have to serve a Level II consequence. The fee for an after-class detention is \$10.

- Absenteeism (>5 absences)
- Cheating (on homework/classwork)
- Disrespect of peer
- Disrupting class
- Distracting peers/teacher
- Dress code
- Electronic devices violation
- Horseplay
- Phone (visible or use of during on campus hours)
- Property misuse/littering
- Public display of affection
- Tardiness (3 times in quarter)

Level II

Level II violations result in multiple-day detentions or campus suspension to be determined by the administrator in addition to a student/administrator conference discussing the infraction. For each consequence given for a Level II offense, three demerits will be issued to the student.

- Absenteeism (> 10 absences)
- Cheating (Homework or Quiz)
- Defiance/disrespect of staff (repentant attitude correcting behavior)
- Forgery/Lying
- Inappropriate use of social media
- Leaving campus without permission
- Major disruption of class
- Minor vandalism/property damage
- Obscene, profane or racist language with student
- Pattern of tardiness (6 or more in quarter)
- Pattern of Level I offenses
- Physical or Verbal harassment of peer
- Skipping part or all of class
- Skipping detention
- Unauthorized fundraising

Level III

Level III violations result in a short-term suspension from school (1-5 campus days plus 5 demerits), long-term suspension from school (6-10 campus days plus 10 demerits), or immediate expulsion to be determined by the administration in addition to a mandatory parent conference discussing the infraction. A single Level III offense can result in 15 demerits assigned and an immediate expulsion at the discretion of the administrator.

- Absenteeism (>15 absences)
- Assault/battery of a staff member
- Arson/explosives/fire alarm tampering
- Blatant disrespect of staff
- Bullying
- Cheating/ Plagiarism (Test/Essay/Project or repeated offenses)
- Fighting
- Major vandalism/property damage
- Obscene, profane, or racist language with staff
- Pattern of Level I & II offenses (10 demerits earned/Disciplinary Probation)
- Possession of obscene material

- Possession of prescription or OTC drugs
- Sexual harassment/misconduct
- Stealing/theft
- Threats of any kind (verbal, written, social media, bomb)
- Using drugs, alcohol, tobacco, or vaping
- Weapons

Procedures for Disciplinary Consequences

After Class Detention Hall

Failure to attend the detention at the appointed time will result in an additional detention being required. The second and subsequent failure to attend the detention will result in an in-school suspension for each detention hall missed. Detention dates may be changed at the request of the parent/guardian, at the discretion of the administration.

We understand that detentions and suspensions may cause an inconvenience for the family; however, it is the inconvenience that serves as part of the discipline for the student. Any student who exceeds 10 demerits for the year may be subject to being placed on disciplinary probation and may be subject to expulsion at the discretion of the administration. Note: Failure to pay in a timely fashion for detention will result in the student being removed from class until all fees are paid. The goal of the discipline policy is redemptive in nature. Consequently, the points for infractions and merits are zeroed out at the end of each year, even though the file stays intact.

On-Campus Suspension

On-Campus Suspension (OCS) isolates the student from any form of social contact. It begins at 8:00 a.m. and ends at 2:30 p.m. It is served in a designated room with an adult supervisor. The student will be assigned physical or academic work to be completed during the day. Students may make up tests or exams but will receive only 75% of the possible points. Students must make up all missed work within the week of the last day of the suspension. Students will receive full credit for daily work that is made up. Work is to be accomplished quietly and without assistance. The student may visit the restroom only when regular classes are in session. Cell phones will not be allowed.

Suspension

Suspension may be assigned for a period of time to be determined by the administration. It may also be assigned if OCS has been used and not proved

effective in producing a positive response. Suspension is often the last stop before requiring expulsion. Students may make up tests or exams but will receive only 75% of the possible points. Students will receive full credit for daily work that is made up, within guidelines for typical absences.

Expulsion

Expulsion will be recommended if it becomes apparent that ACE will not be able to meet the needs of a student, or if that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admission. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Academic Community Enrichment reserves the right to dismiss any student who does not cooperate with the educational process at Academic Community Enrichment. If the discipline at home and in school is not effectual and disobedience is continued, you will be required/asked to withdraw your child.

Disciplinary Probation

When a student has accumulated 10 or more demerits in a school year, the child is put on disciplinary probation. The student will meet with the administration every three weeks to discuss behavior to make sure the student does not keep repeating violations and stay in danger of being expelled from ACE. If a student ends up with 15 or more demerits in a school year, the student will be considered for immediate expulsion.

Conflict Resolution and Restoration Procedure

Contrition - In the face of severe pending disciplinary consequences for misbehavior, a student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of and repentance for wrongdoing." ACE cannot presume to know who is truly contrite and who is not; therefore, for the purposes of determining contrition, a student is contrite by confessing wrongdoing before being called to the office or called upon by administration in any way to account for behavior. Any student confession must be made to the Administration by the student alone or with an accompanying faculty member or parent.

Restoration - Students who have been expelled from school may be lovingly restored to the ACE student body should the family want to apply for reinstatement. Not all students will be eligible for restoration. Once an appeal is

made to the Administration, the case will be reviewed. In some cases, a meeting with the family will need to occur prior to approval. If approval is granted for restoration, a clear plan for improvement will be given and action steps needed to return, recommend mentoring or counseling as necessary, provide a plan for restitution, and help the student to verbalize the offense while following the Matthew 18:15-18 biblical principle leading to repentance and forgiveness. ACE will maintain a policy of privacy concerning the student's offense and consequence, as well as the restoration process.

Heath/Communicable Disease Policy

Immunization records

All student immunizations must be up to date prior to the start of each school year. A religious exemption form may be submitted in place of immunization records.

Physical exams

A physical will need to be completed within one year of enrollment. In addition, ACE requires that each student participating in extra-curricular sports complete a physical exam prior to participation each year.

Illness

In all cases involving a public grouping of people, prudence requires that students and employees with acute symptoms of communicable diseases take sick leave when ill. We desire to have the healthiest campus environment possible. The best way to prevent illness is to prevent exposure.

PLEASE KEEP YOUR CHILD(REN) AT HOME IF THEY HAVE ANY OF THE FOLLOWING:

1. A fever up to 100.5 degrees in the last 24 hours (must be fever free for 72 hours without the aid of medication).
2. Vomiting or diarrhea in the last 24 hours, unless not due to illness..
3. Frequent or excessive coughing and/or a runny nose (anything other than a clear discharge)
4. Discharge around the eyes (e.g., pink eye)
5. Questionable rash
6. Any communicable disease

Please call the ACE phone (321-747-6897) or email (admin@ace321.org) to report your child's absence on the morning they are out.

Symptoms requiring removal of a child from the classroom:

- Fever – fever is defined as having a temperature of 100°F or higher taken by ear/forehead, 101°F or higher taken orally, or 102°F or higher taken rectally. Students may not return until fever free for 72 hours without help of medication.
- Diarrhea
- Vomiting, unless not due to illness
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing – child gets red or blue in the face or makes a high-pitched whooping sound after coughing
- Eye discharge – thick mucus or pus draining from the eye, or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires more attention than the teacher can provide without inhibiting the health, safety, or other needs of other children in his/her care

Medicine

All medicine, including cough drops or ointments, sent to the school must be kept and administered in the ACE Office. Medicine cannot be administered without clearly written instructions and parental consent. All medicines must be dropped off and picked up by a parent/guardian. **MEDICINE MUST BE IN THE ORIGINAL CONTAINER**, and should contain the following information written clearly either on the container or on a signed note from the parent:

1. Child's name
2. Medicine dosage
3. Time, date and reason medicine is being administered.

Miscellaneous Policies

Care of Property

Willful damage to, or destruction of ACE or church property will not be tolerated. All damage, whether willful or accidental, must be paid for. All students are expected to report any damage to furniture or other property immediately.

Car Line Etiquette

NOTE: The ACE car pick up line runs quickly. There is no need to wait an hour before school dismisses. Last year, we never went over 17 minutes! The following courtesies help our pickup line to run efficiently:

- Observe the School Zone Speed Limit (15mph) and established traffic patterns. Be patient, careful, and watchful.
- Do not use drop off or pick up as a time to conference with your child's teacher or administration. Please call/email the ACE Office (admin@ace321.org or 321-747-6897) to make a conference appointment.
- If someone other than you or whom you authorized on your designated pickup list, please text 321-747-6897 (this is the ACE cell phone). Otherwise, your child will not be released to anyone who has not been authorized.
- Each family will receive one pick up pass. Additional pick-up placards are available for an additional fee (\$5). **Please show the side with your name** to anyone working the car loop line.
- Please pull forward when in the car line. **DO NOT** hold up the line because you want to park in the shade.
- **DO NOT text a student to walk across the parking lot to your car.** This is dangerous. Please tell teens who are picking up younger siblings of this rule. It is best to use the car loop line.
- **DO NOT** drive your car onto the basketball court.
- **DO NOT** park your car in loop and walk around chatting.
- **DO NOT** park and walk across parking lot to retrieve your child.
- **DO NOT** park or drive in the yards of the neighbors within FBCM vicinity.
- **PLEASE** respect your place in the car line and **DO NOT** try to get ahead of others.
- At any time, if the person picking up a student is impaired, the student will be detained until authorities are notified.

Student Drivers

Students, even those who drive, are not allowed to leave campus until they have completed classes for the day. Students who drive to ACE must enter church property through the proper entrance and drive slowly and cautiously while driving on church property. Students will not be allowed to play loud music from car radios or other sound equipment while driving on church property or while parked on church property. Any student who abuses their driving privileges on church property will not be allowed to drive to ACE and will have to make other arrangements for transportation. Older students who drive to ACE may not take other students away from church property during lunch or any other time. It is the parents' responsibility to discuss this issue with their children. Parents are legally and morally responsible for the actions of their minor children who drive. **Please remember to put your student drivers on your list of designated drivers allowed to pick up any minor children (siblings).**

Communication/Students

Lunches, homework, books, and other items should be left in the office to be delivered to your child. If you need to send an important message to your child during school, please call the office (321-747-6897) and a message will be delivered. A message may be given to a student to call a parent during a convenient break (i.e., lunch). **WE WILL NOT** call students to the phone, except for emergencies. Please do not try to text/call your child during class time. This is very distracting to the class and disrespectful to teachers.

Parent-Teacher Grievances

The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. The process is spelled out in detail in Matthews 18:15-17. Parents should seek to resolve any grievances directly with the teacher or staff member involved first. As such, improper use of social media by a parent or student, in a manner that can cause harm to ACE or its staff, could lead to the student or family being dismissed from ACE.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are seeking to promote. We do that best when we seek to do things His way. His way involves attacking problems, not people. Guidelines to consider as we seek to do this are as follows:

1. Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
2. Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
3. If the problem cannot be resolved with your child's teacher, it is recommended that you present your concerns in writing to the Administration. Discussions at this level will most likely require the teacher's continued input.
4. The Administrator will have the final say and his/her decision should resolve the issue at hand.

Parent-Teacher Conferences

A conference may be scheduled at any time if requested by parents or teachers. Please email the teacher to arrange a time. Teachers will be happy to talk to you by telephone if you call the office and leave your number for a return call or send a note with your child. **Please, no unscheduled conference visits.** Teachers may ask

you to come in to discuss the progress of your child. This can be a valuable time for both parents and teachers. Parents are encouraged to attend these meetings.

Cell Phones/Electronic Devices

LOWER SCHOOL: NO Cell phones are allowed on campus for grades K-6. Except in the case of needing a phone for medical purposes.

UPPER SCHOOL (7-12): If a cell phone is brought to school, it must be **TURNED OFF** and not visible during class. If a cell phone or electronic device is found or is reported to be being out and in use, it will be confiscated, sent to the office and the student's **parent/guardian** will receive it at the end of the school day in the car loop. Cell phones or electronic devices should only be out and used at the discretion of the teacher, never in the hallways, in the bathrooms or at lunchtime.

If a student needs to make a call, they can come to the office and be granted permission by the administration.

This is a Level I offense and the student will be assigned lunch detention.

The third offense is considered a Level II offense, and the parent will need to meet with administration to retrieve the phone. Additional offenses involving a cell phone and/or electronic device will result in escalating consequences.

Emergency Announcements/Crisis Management

In case of emergency due to natural causes (i.e. tropical storm, hurricane, etc.), Academic Community Enrichment will follow the decision of the Brevard County School System concerning school closure. In the event of a Code Red lock down, no one will be allowed to enter or exit campus buildings. Parents will be notified via Praxischool. Students practice code Blue/lockdown, Toto/weather, and Red/Fire Drills periodically throughout the year.

Field Trips

A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion.

Chaperone Instructions

Our school greatly depends on the involvement of our parents for chaperoning on field trips and other off-site events. The following are guidelines that we ask our drivers and chaperones to follow:

- All chaperones must have completed volunteer paperwork and a local fingerprint and background screening (parents' expense) through ACE prior

to chaperoning ACE functions. **No parent is allowed to be alone with a student or group of students** without having first been approved through the VECHS fingerprinting screening. Chaperones who have not been VECHS approved must stay with a VECHS approved chaperone when supervising students.

- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes and dress. A VECHS approved classroom teacher or ACE representative will be in charge of each trip and will direct the volunteers as to what is expected of them.
- Only children enrolled in the class or activity may go. Please do not make arrangements for unauthorized guests to meet you at the field trip or event site. The first responsibility of a volunteer is to the students being supervised. Thank you for understanding these priorities.
- Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones, enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
- Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another.

Fundraising

ACE may select certain fundraising projects to supplement the regular budget. Many of these funds are used for various projects for which there is no regular funding. While participation in any of our fundraising is voluntary, we ask the parents to help as much as they can. ACE will announce the dates and times of fundraising projects.

Personal fundraising on campus by students or parents for outside organizations such as athletic teams, youth groups, or civic organizations is not permitted.

Leaving ACE Campus Grounds

Student Release Forms, which must be filed before the first day of school, are to contain the names of persons, including parents, who are permitted to pick up students after school or during the day. Under no circumstances will students be released to anyone whose name does not appear on this form. Changes or additions can be made in person or by a written note signed by one parent whose signature is on his/her child's registration application.

If your child has permission to go home after school with a friend, the person picking them up must be listed on your child's release form. Please contact the office to have additional parties added to your child's record.

All students, regardless of age, should check in and out through the ACE Office to retain accountability for absences from school. Parents who wish to check their child out early must do so through the ACE Office.

FBCM Library

While in the library, students are supervised by the media assistant. Students are responsible for all books checked out in their name. If a student fails to return a book on time, he/she will be required to pay a fine. Students will be required to pay replacement value for the book, plus overdue fees, for any lost or damaged books.

Lost and Found

The Lost and Found table is located in Leverington Hall. Every year **large amounts** of clothing, shoes, and lunchboxes are unclaimed by students and delivered to local charities. **Please label all items with your child's name** (especially outerwear and reusable water bottles) so they won't end up in Lost and Found. Small items such as money, keys, jewelry, etc., are turned into the ACE Office.

Lunch/Drinks/Snacks

Lunches are not provided, and students should bring a lunch box. A table will be provided for students to leave their lunchbox and pick up later during lunch.

Snacks and drinks may not be permitted in the classrooms (unless the teacher gives approval, such as for a classroom party). Water is permitted in classrooms **ONLY** in a completely sealable bottle. Water fountains and stations are available for refills.

Parent Involvement

We believe that ACE will be effective to the degree that we have parent involvement. Parents are encouraged to volunteer. We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical

welfare of our children. We encourage all parents to be involved for their families' sakes.

If you would like to volunteer, please send an email to admin@ace321.org to be added to the volunteer list and connected to our volunteer coordinator. All adult volunteers will be required to pass a VECHS fingerprinting and background check at parents' expense.

Transfer of Records

In the event that a student transfers to a new school: The new school will send a request for the release of records. The entire contents of the student's cumulative folder are transferred to the new school **as long as the account balance is paid in full**. The official records are sent only between educational institutions. Permanent files cannot be given to the parent/guardian to be taken to the new school.

Student Records

A student cumulative folder is maintained in the ACE Office, which contains the student's required health records, emergency information, attendance record, and all grade level academic records. All student cumulative folders are kept strictly confidential with access available only to teachers, administration, and appropriate ACE personnel. All student cumulative folders are official records, property of ACE, which are maintained during the student's tenure at ACE. When a student leaves ACE, the cumulative folder is filed and held as a part of ACE's permanent record. Parents have the right to view their child's cumulative folder. Parents are required to give 24-hour notice for any request to review a student's cumulative folder. Any viewing is to be supervised and done in the ACE Office. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of the contents, the matter must be directed, in writing, to administration for resolution. The administration's response should be in writing, and both documents are to become part of the official record.

Withdrawal

In the event a student needs to withdraw from ACE, the parent must complete the Student Withdrawal Form located in the ACE Office. This procedure must be followed to insure proper documentation of your child's enrollment status. Until the parent completes the student withdrawal form, the student is still considered enrolled. All tuition and fees must be paid until the withdrawal date has been listed and verified by office personnel.

Class Parent Volunteers

Class Parent Volunteers may be called upon by the teacher to provide support to the teacher and act as a communication conduit between ACE and the other families in the class, if needed. Duties may include such things as: helping the teacher with large classroom projects, providing support to accomplish ACE projects, chaperoning field trips, and planning class parties.

Visits on Campus

All parents and student visitors must sign in at the ACE Office upon arrival. **NO VISITORS ARE ALLOWED ON CAMPUS WITHOUT A VISITOR BADGE.** All guests should show respect while on our campus by complying with the ACE dress code. Visitors may not use the ACE playground during school hours. All visitors on our campus must wear an identifying badge, which is issued when they register in the office. Visitors must sign out and return their badge before leaving the campus.

Appendix

Sexual Harassment Policy

Academic Community Enrichment is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Academic Community Enrichment is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

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:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. 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.
4. 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 Academic Community Enrichment.

Examples of Sexual Harassment

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

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
6. Verbal abuse of a sexual nature or graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
7. Physical conduct such as touching, assaulting, impeding or blocking movements

What to do if you Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the ACE officials designated below. All complaints will be promptly investigated. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one the officials designated below.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and respond to questions regarding sexual harassment:

Judy Hamilton and/or Sharise Deimeke, 321-747-6897, admin@ace321.org.

Confidentiality

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

Protection Against Retaliation

It is against the ACE's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the ACE officials designated in this policy receives a complaint, she shall immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment 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 Dignity Policy

Academic Community Enrichment intends to provide its students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics, or disability, robs the person of dignity and is not permitted. Academic Community Enrichment does not condone or allow harassment of others, whether engaged in by students, employees, or other family members who may be present. Any student who believes he or she has been subjected to harassment should report immediately to a teacher, or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.