



ANKENY CHRISTIAN **A C A D E M Y**

School Handbook

Revised August 2026

2026-2027 Theme: **Steadfast**

2026-2027 Theme Verse: **I Corinthians 15:57-58**

⁵⁷ **But thanks be to God, who gives us the victory through our Lord Jesus Christ.**

⁵⁸ **Therefore, my beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain.**

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INTRODUCTION

PURPOSE OF THE HANDBOOK

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for each student. Each student and parent/guardian is accountable for the handbook's content. More details can be found in the ACA Board of Directors Policies located on the website (aca eagles.net) in the "Parents and Students" section. Administration reserves the right to change, eliminate, or revise all school policies as well as the statements set forth in the handbook. This may be done at any time that it is deemed necessary.

DEFINITIONS

In this handbook, the word "parent" also means "guardian." The term "school activities" refers to all activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off the school campus.

HISTORY OF THE SCHOOL

The Founding

Ankeny Christian Academy began in February of 1992 when a small group of concerned parents started praying about their children's education. With a \$500 donation and a lot of faith they started looking for a building and a staff.

God led these parents to open a Christian school in Ankeny. In August of 1993, meeting in a church, Ankeny Christian Academy opened with 27 students and 3 teachers in grades Kindergarten through sixth. Since then the school has rented rooms in several churches and a remodeled warehouse office building. ACA started the junior high and high school sports program that included girls' volleyball and boys' and girls' basketball in the fall of 1996. The school continued to add grades and had its first graduating class in 2000. In the spring of 2000, God provided a facility for purchase on West 1st Street in Ankeny.

Accreditation

The school grades Kindergarten through 12th are accredited by Christian Schools International. Grades 7 through 12 are also accredited by the Iowa Department of Education via "Special Accreditation."

PURPOSE AND MISSION STATEMENTS

Purpose: Equip to Engage

Mission: Equipping students to be Christ-centered disciples who engage the world with the Gospel.

VALUES

Academic Excellence: Intellectual growth, critical thinking, and lifelong learning

At ACA, we are committed to fostering a culture of academic excellence that goes beyond mere achievement to encompass the holistic development of each student. We believe that a rigorous and challenging academic environment provides a solid foundation for intellectual growth, critical thinking, and lifelong learning. Our dedicated educators strive to inspire a love for knowledge, encouraging students to explore, question, and engage in the pursuit of biblical truth. With a focus on academic

excellence, we aim to equip students with the skills, knowledge, and character needed to navigate the complexities of the modern world, all within the framework of biblical truth.

Christ-Centered Discipleship: Reaching, teaching, and living out the Great Commission

At the heart of ACA is a commitment to Christ-centered discipleship where students accept salvation through Jesus Christ and in turn disciple others. We believe in nurturing students not only academically, but also spiritually, helping them grow into compassionate and faithful individuals who obey the teachings of Jesus Christ. Our curriculum is designed to integrate a biblical worldview into every aspect of learning, encouraging students to develop a personal relationship with God. Through prayer, worship, and intentional discipleship programs, we seek to guide students on a transformative journey that fosters spiritual maturity and a deep understanding of their identity in Christ.

Authentic Relationships: Learn together, serve together, and live life together

In our community, we prioritize the cultivation of authentic relationships, recognizing the profound impact of genuine connections on personal and spiritual growth. We strive to create an environment where students, educators, and families feel valued, respected, and supported. Through small class sizes, mentorship programs, and community events, we encourage open communication and foster a sense of belonging. Our commitment to authentic relationships extends beyond the classroom, emphasizing the importance of a strong partnership among church, home, and school. By building meaningful connections within our school community, we aim to create a nurturing and uplifting atmosphere that reflects the love and grace exemplified in the teachings of Jesus Christ.

STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings and that they are of supreme and final authority in faith and life. (II Timothy 3:16, II Peter 1:21)

We believe in the Triune God; Father, Son, Holy Spirit. He is the omnipotent, omniscient, and omnipresent God who is sovereign over all. His sovereignty is seen in acts of creation, salvation, and continual care. (I John 5:7, Psalm 2:7-8, Psalm 110:1)

We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, atonement for our sins by His blood sacrifice, His bodily resurrection, ascension, and His personal return in power and glory. (Isaiah 7:14, John 1:1, John 1:14, John 8:58, II Corinthians 5:21, Titus 2:13)

We believe in God the Holy Spirit who acts in and through people's lives today. (I John 2:27, Romans 8:26, Romans 5:5, Romans 8:9)

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God. (Genesis 1:27, Genesis 2:17, Romans 5:12)

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutive sacrifice, and that all who believe in Him are justified on the grounds of His shed blood and resurrection. (II Corinthians 5:21)

We believe in the resurrection of the crucified body of the crucified Lord, His ascension into heaven, and in His present life there for us, as High Priest and Advocate. (I Corinthians 15:4, Hebrews 4:14, I John 2:1)

We believe that all who receive by faith the Lord Jesus Christ, are born again of the Holy Spirit and thereby become children of God. (John 1:12, Acts 16:31, Acts 20:21, John 5:24)

We believe in the "Blessed Hope," the personal and imminent return of our Lord and Savior, Jesus Christ. (Titus 2:13, Philippians 3:20)

We believe in the bodily resurrection of the just and of the unjust, in the everlasting joy of the saved, and the everlasting conscious suffering of the lost. (John 5:28-29)

ENROLLMENT

Ankeny Christian Academy is a Preschool-12th grade independent non-denominational Christian school. ACA provides a college-preparatory education integrated with a Christian view of God and the world. Each teacher is a carefully selected Christian who loves the Lord and considers teaching a ministry, not merely a job.

EQUAL EDUCATION OPPORTUNITY

Ankeny Christian Academy welcomes students who, with their parents/guardians, indicate an understanding and willingness to support the school's mission, statement of faith, principles and policies and who meet the spiritual and academic qualifications.

A student's admittance to the school is based upon the principal's judgment, acceptable entrance, standardized test score(s), behavioral recommendation, special needs, application information, a satisfactory record from the previous school, at least one parent's or guardian's signature indicating agreement with the policies for school enrollment, and at least one parent's or guardian's personal testimony of faith in Christ. Students in grades 5-12 must sign a student commitment indicating their desire to attend and their willingness to abide by the rules and policies in the Parent Student Handbook. Final decisions regarding enrollment are subject to the discretion of the administration. The school reserves the right within its sole discretion to refuse admission to an applicant or discontinue enrollment of a student who opposes the school's values and biblical standards, fails to meet academic requirements, or whose needs cannot be met reasonably within the operation of the school.

Ankeny Christian Academy does not discriminate on the basis of race, color, gender, national and ethnic origin, socioeconomic status, familial status, or age in the administration of its admission, education, financial assistance, extracurricular policies and other school sponsored programs. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Violations of this policy are to be reported to the ACA elementary or secondary principal or head of school. To submit a complaint, follow the grievance procedure. For questions or grievances related to policies, contact ACA's secondary or elementary principal) by phone: 515-965-8114, mail: Ankeny Christian Academy, 1604 W 1st Street, Ankeny, IA 50023, or by email (HR@aca eagles.net)

In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The intent of ACA is to act as an extension of the family and of the church to help families bring up their children in the "nurture and admonition of the Lord" as God has directed in Ephesians 6:4. Every student must come from a home where at least one parent or guardian is a professing born-again Christian.

Children entering Beginnergarten must be five years old by October 15, and Kindergarten children must be five years old by September 15. A readiness test will be administered to all students entering kindergarten.

Children entering 1st grade must be six years old by September 15. In grades 1-5, readiness is determined by achievement tests from the previous year. If none are available, students will be requested to take an entrance exam. Children who perform below grade level standards will be placed on academic probation for one semester.

All new students are accepted on a probationary period. (Policy 505)

Please note: As a bona fide religious organization, we impose qualifications based on a bona fide religious purpose (Refer to the school's Statement of Faith). Sexual orientation, gender identity, religion, and creed have been excluded from this policy in accordance with Iowa Code.

HANDBOOK OVERVIEW

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Board and Administration. Students and parents/guardians are expected to comply with and abide by the school's policies, rules, guidelines, and handbook. Students who fail to abide by our school's policies, rules, guidelines, and handbook may be disciplined for their conduct. The school reserves and retains the right to modify, eliminate, or establish school policies, rules, guidelines, and handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and to comply with it.

ACADEMICS

ACADEMIC CONDUCT

At Ankeny Christian Academy, we desire that students strive to do their best for God's glory.

- Colossians 3:17 - "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 3:23 - "Whatever you do, work heartily, as for the Lord and not for men,"
- II Timothy 2:15 - "Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth."

ADDING/DROPPING CLASSES

In grades 6-12, all adding or dropping of classes must be done within the first five days of class. Those that drop a class after the cutoff date will receive a failing grade unless excused by the secondary principal.

COMMUNITY SERVICE - HIGH SCHOOL

The purpose of ACA's community service hours is to develop in our students a sense of responsibility for their community, demonstrated through a spirit of voluntarism and to live out the example of Jesus Christ as the true servant. In order for service hours to be shown on a student's transcript, the student must

fulfill 80 hours of community service during their high school career. These activities are on a volunteer basis; anything for which the student receives remuneration is not considered community service. No more than half (40) of the service hours are allowed to be ACA service hours. These service hours must be outside the regular school day. Log sheets are available in the school office and on our website. Students are required to submit annual hours of service to the main office. Students who earn at least 80 hours of community service are given a blue cord to wear at commencement.

- Information: [Community Service Hours Explanation](#)
- Reporting Form: [Community Service Hours Reporting Form](#)

DAILY SCHEDULE

Monday – Friday:

7:30 – 8:00 a.m.	Student Arrival
8:00 a.m.	Classes Begin
2:50 p.m.	Beginnergarten/Kindergarten/1 st Grade Dismissal
2:55 p.m.	2 nd Grade & 3 rd Grade Dismissal
3:00 p.m.	4 th - 12 th Grade Dismissal

FIELD TRIPS

Periodically classes take field trips for educational and/or ministry purposes. All ACA field trips will be under the direction of a qualified faculty member. An informational sheet will be provided to the parent including date, time, destination, cost, and type of transportation. Parents, at the discretion of the teacher, are welcome to assist in chaperoning school field trips and should contact the classroom teacher if they wish to do so. Sometimes the number of adults able to attend is limited by the field trip location. Parents are expected to adhere to school dress code policies for these trips and leave younger siblings with a care provider. Please note that drivers for these trips must fill out a form in order to transport students.

GRADING SCALE

The following system is the grading scale used by grades 2nd-12th at Ankeny Christian Academy.

A+	98-100	4.33	C+	78-79	2.33
A	93-97	4.00	C	73-77	2.00
A-	90-92	3.67	C-	70-72	1.67
B+	88-89	3.33	D+	68-69	1.33
B	83-87	3.00	D	63-67	1.00
B-	80-82	2.67	D-	60-62	0.67
			F	59	Below 0.0

COLLEGE LEVEL CLASSES (Weighted Classes)

Students in grades 10th-12th grade, may be considered to enroll in Dual-Enrollment courses through local Colleges of Online. All course registrations must be approved by the Secondary Guidance Counselor. The weighted GPA benefit is intended as an incentive for students to enroll in more difficult courses, while allowing them to place less stress upon their GPA. If a student earns a “B” in a college-level course, the GPA calculation will not use the regular 3.0 but a 4.0. Likewise if an ‘A’ is earned, a 5.0 will be used in the

calculation. However, the letter grades displayed on report cards will not be increased. That is to say a “B” grade will still be shown as a ‘B’ and ‘A’ will remain an “A.”

Regardless of the number of college credits earned in a college level course, the number of high school credits is determined by the amount of class “seat time.” That is, a one semester college level course will be counted as ½ of a high school credit. Two semesters of the same course will be counted as a full high school credit.

PART-TIME STUDENTS

Part-time students will be required to take a minimum of 8 weekly contact hours at \$500 per hour. This qualifies part-time students to participate in athletics and school activities. Part time students must follow ACA enrollment procedures.

Part-time elementary students may take “specials” classes. The cost is \$500 per course. Part-time students must follow ACA enrollment procedures.

Part-time students may be enrolled at the discretion of the school administration. Secondary students must enroll in a minimum of eight weekly periods to be eligible to participate in athletics and school activities. Student athletes must also meet any additional state athletic high school requirements. All part-time students must follow ACA enrollment procedures and abide by the Student Code of Conduct.

GRADUATION REQUIREMENTS

Minimum Credits and Course Requirements

Subject	Credit	Courses
Bible	4.0	Bible 9, Bible 10, Bible 11, Senior Bible
English	4.0	English 9, English 10, English 11 or AP English Lang, English 12 or AP English Lit
Math	3.0	Algebra 1, Geometry, Algebra 2 (Recommended) or Advanced Algebra
Social Studies	4.0	World Geography/Civics, World History, US History, Government/Economics
Science	3.0	Physical Science, Biology, Chemistry (Recommended) or Physics
Physical Ed	1.0	Physical Education
Health	0.5	Health
Computer	0.5	Computers and Applications
World Language	2.0	Spanish 1 or French 1, Spanish 2 or French 2
Fine Art	0.5	Varies
Electives	2.5	A variety of any non-required courses in all subject areas
TOTAL	25	

SECONDARY FINAL EXAM EXEMPTION POLICY

High School Fall Semester Policy

Students may earn the privilege of exempting one end of semester exam provided they

- Have achieved a grade of at least a 90% in the course.
- Have not received a detention (or a more serious disciplinary action) over the course of the semester.

- Have not missed more than 8 absences in the class period of the exam they would like to exempt.

High School Spring Semester Policy

Students may earn the privilege of exempting one end of semester exam provided they

- Have achieved a grade of at least a 90% in the course.
- Have not received a detention (or a more serious disciplinary action) over the course of the semester.
- Have not missed more than 8 absences in the class period of the exam they would like to exempt.
- **Note: Seniors are eligible to exempt all final exams during the second semester provided they have met the above requirements.**

Middle School Policy

All middle school students will take a unit test or a semester exam during the designated testing period at the end of the semester.

OTHER ACADEMIC CONSIDERATIONS

- Twenty-five academic credits are required for graduation.
- Only full-time students may receive a diploma from Ankeny Christian Academy. "Full time" status will be reserved for full tuition paying students. Full paying students are "full pay" regardless of the source of payment.
- Special Accreditation requirement – For our Special State Accreditation in secondary it is required that our seniors complete applications for acceptance to an accredited 4-year college/university before receiving their diploma. Copies of acceptance letters are to be turned into the ACA office.
- All 11th grade students will be offered the ACT test to be taken at ACA in April of their 11th grade year.
- Freshmen, sophomores, and juniors are expected to carry a minimum of 6 credits per year. The number of credits carried by seniors will be evaluated on an individual basis.
- Though ACA does not provide a Driver's Education course, students may receive 0.5 credit toward graduation if they provide the office with proof that they have successfully completed the course elsewhere.
- P.E. Credits
 - Transfer Students: The physical education requirement may be waived for students who transfer from accredited schools (grades 9-12) that do not award physical education credits.
 - Students Participating in Year-Round Sports: Only one-half (.5) of a credit may be given to a student who participates in a full year (three seasons) of "organized" sports.
 - PE Exemptions: Students will be awarded a "Pass" grade on their transcript and awarded the credit for the exempted semester. Parents and students must fill out a PE exemption form and have it signed by the Guidance Counselor to be eligible.

Grades earned from all subjects in the 9th-11th grades and through the first semester of the 12th grade, in addition to Algebra 1 and/or Spanish 1 taken in 8th grade, are used to compute the student's rank in class.

HOMEWORK

Teachers assign homework as a reinforcement of classroom work. Students are expected to complete homework on time.

For grades 5-12, late work submitted by students may result in a grade reduction as determined by the classroom teacher. When extenuating circumstances exist, a written explanation from the parent/guardian may be taken into consideration.

HONOR ROLLS

At ACA secondary students can attain one of two honor rolls. The Highest Honor Roll recognizes students with a 4.0 or above GPA Average. The Honor Roll recognizes students with a 3.5 -3.99 GPA Average. Students must have at least a satisfactory mark (S) in all specials to be on the Honor Roll.

INCOMPLETE WORK

An "I" designation for an incomplete is issued when a student has not completed assigned and/or required work. A grade is not given until the work is completed. The incomplete work should be done within the allowable time (one day for every day absent plus one). If work is not completed during the allotted time, the missing work will be given a zero grade and will be averaged accordingly. A student may also be placed on academic probation for a period of time if low or failing grades persist.

PROBATION POLICIES

Academic Probation

Definition:

A student is academic deficient when they receive two or more Ds or one or more Fs for a reporting period. A reporting period includes mid-terms grades and end of the quarter grades.

Policy:

All students who appear to be academic deficient for three consecutive reporting periods (i.e. combination of mid-terms and end of the quarter) may be placed on academic probation and on student academic achievement contract.

- Students who continue to exhibit academic deficiencies may be recommended for academic testing to determine if any learning disabilities exist and to recommend academic accommodations with the academic strategist.
- Students who continue to struggle with academic achievement may be required to meet with the administrator/principal to determine the student's future at ACA.

Behavior Probation:

Definition:

A student is placed on behavior probation when they are assigned to serve an in-school suspension. An in-school suspension is assigned when a student has served two after-school detentions and receives three additional demerits within a semester.

Purpose:

The purpose of placing a student on probation for continued misbehavior is to

- Make the student aware of their continued misbehavior
- Hold the student accountable to complying with the Student Code of Conduct

- Bring the student to a place of godly repentance (II Corinthians 7:10) and restoration (Galatians 6:1)

Policy:

Students who are placed on behavior probation will meet with the principal(s) and parents to create a written behavior contract. This behavior contract will include objectives and specific performance tasks that the student must meet. The contract will be signed by the student, parents, and the principal(s).

- The behavior contract will include
 - Expected behaviors
 - Conditions under which the student will remain on or removed from probation
 - Consequences for continued misbehavior

Students may also be referred to the Discipleship Director for biblical counseling and mentoring.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held on two dates during the first quarter and on two dates during the third quarter. Please consult the school calendar for those dates. Other than those conference times, teachers are available to meet with parents by prearranged appointment throughout the school year.

RECORDS AND TRANSCRIPTS

Ankeny Christian Academy has partnered with Parchment to order and send your transcript and other credentials securely. Please visit our website and click on the Parchment link for you to proceed in ordering your transcript.

ACADEMIC SUPPORT

Students who have unique educational needs requiring additional accommodations and/or services may be served through a 504 Plan or an Advanced Student Success Plan. Special Education services are only provided through the public schools.

Elementary: Two programs exist to meet student needs. Academic support interventions may assist a student who has the need for reteaching or multiple opportunities to gain understanding of concepts or skills outside of classroom instruction and/or interventions. The Omega Challenge Program helps to enrich and/or compact the instruction, so a high potential learner can advance at his/her pace.

Secondary: Specialized programming in the secondary program is provided by individual student class scheduling and 504 Plans.

Although the school may not be able to meet the special educational needs of all students, the staff will endeavor to work with parents and educators to provide reasonable accommodations to meet the needs of identified students whenever possible.

ACHIEVEMENT TESTING

Achievement tests are given each year to 3rd-11th grade students. The ASVAB and PSAT are offered to select students that show interest or qualify from previous test scores. ACA recommends that junior level students take the ACT, and seniors may want to retake the test to achieve their best possible score for greater success toward college goals. Students register for the ACT at www.actstudent.org. ACA will offer a school day ACT test to all 11th grade students in April of their junior year.

VALEDICTORIAN/SALUTATORIAN

Valedictorian and salutatorian are determined by weighted grade point average (GPA). In the case of a tie, valedictorian and salutatorian will be determined by calculating the percentage grade for the non-elective graduation required ACA core classes. One or more recipients for valedictorian and or salutatorian may be awarded. The minimum cumulative grade percentage is 90%.

The student only qualifies for the valedictorian and salutatorian if they have been at Ankeny Christian Academy for their final two years of high school with a minimum of 10 credits obtained from ACA. The valedictorian and salutatorian must have received all high school credits from accredited high school programs. To qualify as valedictorian or salutatorian, all of a student's high school credits must be from schools which are accredited by a state or state accepted accrediting organization.

Grades earned from all subjects in 9th-11th grade and through the first semester of 12th grade are used to compute the student's rank in class. ACA does not publish class ranking.

ATTENDANCE

ATTENDANCE PHILOSOPHY

The attendance policies of Ankeny Christian Academy have been adopted to encourage regular school attendance. When a student is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra out-of-school instruction. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of education. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and personal study in order to reach the goal of maximum educational benefits for each individual student.

Frequent absences have an impact beyond the individual student who is missing school. It also creates a significant amount of additional work for teachers in managing learning for those students who are not in the classroom consistently. Furthermore, it impacts the other students in the classroom as well as oftentimes learning activities (ex: reviewing a test) must be delayed until the absent student has returned to school and completed it. In summary, consistent student attendance is extremely important for the student, but also for the classroom community as a whole.

In addition to the above philosophy, the state of Iowa has also established attendance guidelines and requirements for schools. One such area of Iowa Code is SF 2435 (2024), which states that students who are absent more from school more than 10% of the days or hours in a semester are considered "chronically absent." Once this threshold has been exceeded, schools are expected to take steps with students and parents in order to achieve greater consistency in attendance.

COMMUNICATION REGARDING ABSENCES

Due to state requirements, the school will take specific steps in working with families on attendance related issues when their child(ren) reach 6, 9, and 12 absences.

STUDENT ABSENCES AND TARDINESS

ACA students should be responsible for handling each absence or tardy. Below are the procedures the student should follow:

- Secondary students missing up to 15 minutes of class will be considered tardy. After 15 minutes, the student is considered absent.
- When coming tardy to school the student must go to the office for an admit slip that will permit their admittance to class.
- In secondary, when the student is tardy to a class, they must have a teacher pass or it is considered unexcused.
- Secondary students with scheduled daily release and late arrival need to sign in and/or out through the office daily.
- Students are not permitted to leave the school grounds without documented permission from their parent/guardian. Students must report to the office when leaving to sign out.
- Upon returning, the student needs to sign in and report to the office to obtain a pass to return to class.
- For grades 6th-12th, upon accumulating three unexcused tardies a student will be assigned to serve an after-school detention. Students will be assigned an after-school detention for every three unexcused tardies accumulated (ie: three, six, nine, etc.). Unexcused tardies will reset at the beginning of each semester. After-school detentions can be the result of an accumulation of tardies at any point during the school day. See Excessive Tardiness policy for further details.

Elementary (K-5th) students arriving late to school, but before 9:30 a.m., are counted as tardy. Elementary students have their absences recorded according to the following standards:

- Arriving after 9:30 a.m. is counted as a 1/2 day absence
- Leaving before 1:20 p.m. is counted as a 1/2 day absence.

Middle school and high school students (6th-12th) have their absences recorded according to the following standards:

- Arriving late to any class is counted as a tardy for each instance.
- Missing more than 15 minutes per class is considered an absence. Attendance is taken at each class period in 6th-12th grade.

PLANNED ABSENCES

Elementary: Family vacations and other non-essential travel at times other than scheduled breaks in the school calendar are strongly discouraged. These absences will count as part of a student's attendance record. When a family vacation is taken on school days, the family must know that this decision to take a vacation will affect a student's education.

It is the responsibility of the family to notify the school and the teacher of any planned absences. It is requested that a student arrange for make-up work with individual teachers prior to an approved absence. In the case of "approved" absences related to family vacations, the work may not be given to the student prior to leaving. Any work that the teacher does not provide will not count against a student's grade. When the student returns, the teacher will direct any work for the student to complete.

Elementary Absence Thresholds and Steps Taken:

Regular attendance for all students brings an increase in student achievement and postsecondary success. To support student accountability and family partnership, the school will communicate with parents when students reach various absence thresholds:

- When a student reaches 6 absences in a semester, parents will be notified via letter or email stating that the student is nearing the 10% absence standard for being “chronically absent” set forth by the state of Iowa
- When a student reaches 9 absences in a semester, parents will be notified via phone call from one of the principals stating that the student is considered “chronically absent” as stated in Iowa law.
- When a student reaches 12 absences in a semester, one of the principals will contact the parents to schedule an in-person meeting with both parents. This meeting will be for the purposes of identifying attendance barriers and discussing specific steps to improve the student’s attendance. The meeting will involve the creation of an Attendance Cooperation Agreement, which will detail the causes of the previous absences and the responsibilities of each participant in the meeting. Principals will monitor compliance with the agreement and will be in weekly contact with parents, if necessary. Failure to comply with the agreement could impact enrollment status for the future.

Secondary: A planned absence form must be completed if a student will be absent for more than one day. These forms are available in the office. In these situations, please note that the responsibility for make-up work rests primarily with the students and parents. The teacher is not obligated to provide any missed class work ahead of time nor does the teacher need to remind students to complete make-up work by the given deadlines. As noted above, this is the responsibility of the student and parents. Class work given to students upon their return to class must be completed by the number of days missed plus one. For example, if a student misses three school days, they will have four days to complete their missed class work. Any class work not assigned by the teacher will not count against a student’s grade.

Family vacations and other non-essential travel at times other than scheduled breaks in the school calendar are strongly discouraged. These absences will count as part of a student’s attendance record. When a family vacation is taken during school days, the family must understand that this decision will have a significant impact on their child’s education.

During end of semester examinations, student attendance is mandatory for the entire testing schedule. A family vacation is not considered an acceptable reason for a student to miss their examinations or to request an alternative testing schedule. In extenuating circumstances (ex: sickness or family emergency), alternative testing arrangements will be made, but students will not be permitted to test early. If family situations arise that require adjustments to a student’s testing schedule, parents must contact the Secondary Principal as promptly as possible to make this request. Requests may be denied by administration, so students and parents should be prepared to either modify plans or have the semester exam grade scored as a zero.

- Elementary Pre-planned Absences: Parents need to communicate with ACA office, administration, and classroom teachers.
- 6th-12th Pre-planned Absence Form: [W Secondary Pre-planned Absence Form.docx](#)

Secondary Absence Thresholds and Steps Taken:

To support student accountability and family partnership, the school will communicate with parents when students reach various absence thresholds:

- When a student has been absent in a class period 6 times in a semester, the school will verbally advise the student that he or she is nearing having been absent 10% of the days or hours in the grading period established by ACA's attendance policy. The school will also email the parents to make them aware of their child's attendance record as well as share the school's attendance policy.
- When a student has been absent in a class period 9 times in a semester, the school will verbally advise the student that he or she has reached the 10% absence threshold for days/hours in the grading period established by ACA's attendance policy. The school will also call the parents to discuss their child's attendance record as well as share the school's attendance policy.
- When a student has been absent in a class period 12 times (approximately 15% of the days/hours in the grading period established by ACA's attendance policy) in a semester, the school will arrange for an in-person meeting with the student, the student's parents, and secondary administration. This meeting will aim to identify attendance barriers and discuss specific steps to improve the student's attendance. The meeting will also involve the creation of an Attendance Cooperation Agreement, which will detail the causes of prior absences and the responsibilities moving forward of each participant in the meeting. School administration will monitor compliance with the plan, contacting participants weekly for the remainder of the semester, if deemed necessary. If participants fail to comply with the plan or participate in the meeting, school administration will consider denying the student credit for any class period where he or she has been absent 12 or more periods.
- Extenuating Circumstances
 - Please note that situations such as catastrophic injury, prolonged hospitalization, serious illness, and verified medical or mental health needs will be considered on a case-by-case basis. The final decision regarding students' eligibility to earn course credit will reside with the Secondary Principal.
 - If the extenuating circumstance leads to a level of absence that is not conducive with staying enrolled at ACA, the school will work with parents to identify different educational options to help the student continue to make academic progress. These options will not be supplied through ACA and the family will be responsible for any costs to access these resources.

EXCUSED ABSENCES/TARDIES

The following reasons may be identified as possible excused absences. The principal or designee may request documentation or verification for any of the following absences and may consider an excess of absences (beyond a reasonable amount) as unexcused truant days:

- Personal illness
- Medical appointments
- Emergencies (flat tire, weather-related problems, and all others as determined by the principal)
- Other pre-approved activities by administrators (family outing, college visits, and other educational opportunities).

PLEASE NOTE: In the case of "approved" absences related to family vacations, the work may not be provided to the student. Any work that the teacher does not provide will not count against a student's grade. When a family vacation is taken on school days, the family must know that this decision to take a vacation will affect the student's education.

UNEXCUSED ABSENCES/TARDIES

An unexcused absence occurs when a student is missing from school without parental/guardian approval or for reasons the school deems as inappropriate.

Secondary (6th-12th) students missing more than 15 minutes of any class period will be considered absent from that class. The first day that a student receives one or more unexcused absences will result in a detention for each class missed. The second day that a student receives one or more unexcused absences will result in an in-school suspension.

EXCESSIVE TARDINESS

K-3rd Grades:

After three (3) or more unexcused tardies per quarter, or excessive tardiness (even excused) will result in an email/phone call from administration.

4th-5th Grades:

After three (3) or more unexcused tardies per quarter, or excessive tardiness (even excused) will result in an email/phone call from administration. If students in 4th-5th grades exceed three unexcused tardies or have chronic tardiness, the student will be required to go to an opportunity room for 20 minutes during their lunch recess or stay after school. Students in the opportunity room will work on assignments missed due to the tardy or other incomplete work.

6th-12th Grades:

- Upon accumulating three unexcused tardies a student will be assigned to serve an after-school detention. Students will be assigned an after-school detention for every three unexcused tardies accumulated (ie: three, six, nine, etc.). Unexcused tardies will reset at the beginning of each semester. After-school detentions can be the result of an accumulation of tardies at any point during the school day.
- Should a student's unexcused tardiness become excessive (9 or more in a semester), the student will receive a demerit for every unexcused tardy to school and class. The disciplinary steps regarding demerits will then be followed.
- Should a student's tardiness continue to be excessive a meeting will be scheduled with parents to discuss the student's future at ACA.

MAKE-UP WORK

The amount of time that a student will be given to make up work is equivalent to the number of days missed plus one day. For example: if a student misses three days, they will be allowed four days to complete and turn in any make-up work.

WITHDRAWAL POLICY

When students are withdrawing from school, they must complete the online withdrawal form that is available on the school website. A withdrawal notice will be sent to each of the student's teachers. Students must turn in all books and take care of any obligations. In-progress grades must be computed for each student by the second Tuesday after withdrawal. Tuition is prorated on a daily basis, and accounts are charged or refunded accordingly.

Withdrawal After Enrollment: In an effort to solidify an accurate count for the student body, we need to ensure we have adequate time and preparation for the upcoming academic year. Any student that enrolls

for the upcoming school year and subsequently withdraws from that school year from May 1st until the first day of classes will incur a \$1,000 penalty (per student) made payable to ACA. Exceptions will need the approval of the Head of School. Withdrawal needs to be submitted by completing the Withdrawal Form found on the school's website.

EXPECTATIONS FOR STUDENTS

Please note: Students behavior and grades that fall below the school's expectations, as well as students who fail to serve assigned detentions may be prohibited from participating in extracurricular activities. These extracurricular activities may include athletic competitions and field trips. Homecoming events are also included in this provision. A senior who does not maintain passing grades, maintain acceptable behavior, and serve assigned detentions will not be allowed to attend the senior trip. If the offense occurs late in the preparation for a theater production, participation in theater events will be exempt from this requirement.

BEHAVIOR STANDARDS

We strive to provide a Christ-like environment where students can learn in a positive and safe manner. An effective discipline program is found when there is a strong level of support between the school and the home.

The ultimate goal of our discipline program is to guide students to display a standard of behavior that demonstrates Christ in their lives (Galatians 5:22, 23). We believe that biblical discipline involves correction to train/teach rather than to punish. Restoration and spiritual growth are the goals of biblical correction (Hebrews 12:11).

Students are expected to be helpful, friendly, respectful, obedient, and sportsmanlike.

ELEMENTARY

Classroom Behavior Expectations:

- Elementary students are expected to follow the guidelines and rules set forth by their classroom and special area teachers.

Hallway Behavior Expectations:

- Walk quietly
- Keep hands and feet to yourself
- Face forward with hands to your side
- Get to your destination quickly

Lunchroom Behavior Expectations:

- Wait quietly in line
- Keep hands and feet to yourself
- Use manners by saying "please" and "thank you"
- Follow directions
- Keep your food for yourself
- Clean up after yourself and throw trash away

- Raise your hand and wait to be dismissed

Bathroom Behavior Expectations:

- Take care of your needs and don't forget to flush
- Respect others' privacy
- Wash your hands with soap and water
- Dry your hands and throw away the paper towel
- Return to your class quickly and quietly

Playground Behavior Expectations:

- Play fairly and safely
- Include others
- Follow directions
- Keep hands and feet to yourself

Elementary Recess Protocol

Staff will monitor the weather throughout the day using the National Weather Service

Kindergarten-5th grade students are scheduled for daily recess times on the playground. During rainy days or extremely cold days ("feels like temp" below 0 degrees F), recess will be indoors. If the heat index is 95 degrees or above ("feels like temp"), then students will remain inside for recess. If recess is in the gym, students will need to have socks or PE shoes, since street shoes are not allowed on the gym floor.

Kindergarten-5th grade students are required to wear footwear with back straps during recess. If they do not have straps, they will need other shoes to change into.

Coats, jackets or hoodies need to be worn for recess when the "feels like" temperature is between 40-60 degrees. On cold days ("feels like temp" 1-39 degrees), coats, mittens or gloves must be worn. On snowy days, boots and snow pants are also required to play in the snow.

Students must obey all the recess supervisors and the communicated recess rules. Students who disobey and do not cooperate may be disciplined. They may be referred to the administration if needed.

SECONDARY

Classroom Behavior Standards:

- Students are expected to abide by the rules and regulations set down by each individual teacher. While each teacher may conduct their classes differently, they all expect students to conduct themselves with common courtesy and respect.
- Students are expected to remain in their seats during the class time unless given permission by the teacher.
- Students are expected to maintain the highest level of behavior as a way of honoring God, their family, and themselves.
- Students are expected to keep the area around their desks neat and clean, and to pick up after themselves. They should make sure to push in their chairs at the end of class and to walk out of the classroom.

Hallway Behavior Standards

- Students are expected to move through the hallways respectfully and conscientiously. Students are not to be running, pushing, shoving, shouting, yelling, or in general being disruptive. Any

unnecessary physical contact between students (pushing, shoving, pinching, hitting, etc.) will not be tolerated, and may result in a demerit being given.

- Students are also expected to keep the area (the floor) near their locker free from papers, pens, pencils, or anything else that may fall from their locker. It is their responsibility to clean up after themselves.

Lunchroom Behavior Standards

- Hot lunches are available to be ordered online. Students may bring their own lunch from home. Microwaves are available for 6th-12th grade students to use during lunch.
- Students who bring their own lunch should also provide their own plates, napkins, and plastic cutlery. Remember that students are not allowed to bring sharp knives, paring knives, or table knives to school.
- During lunch time, students have the freedom to choose where they sit and with whom they sit, but that freedom may be taken away should their behavior be disruptive. Students are expected to use quiet voices and not to shout over others who are talking. There are other classes still in session during lunch and excessive noise is distracting.
- Students are expected to clean up any messes that they make while eating. This includes picking up dropped food items, wiping up any spills, and throwing away their own garbage. Secondary students will be assigned to assist with wiping tables, sweeping the floor, and taking out the trash after lunch.

BOY-GIRL RELATIONSHIPS

As stated in our Code of Conduct, students are to “refrain from public display of affection.” Students are expected to conduct themselves in a discreet and Christian manner.”

BULLYING/HARASSMENT POLICY

Statement of Policy

Ankeny Christian Academy intends to provide its employees and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. All school employees, volunteers, and students are expected to conduct themselves with respect for the dignity of others. This expectation is consistent with our understanding with the Biblical teaching that all people are created in the image of God and are worthy of respect. Bullying and harassment of employees, volunteers, and students will not be tolerated at Ankeny Christian Academy. Ankeny Christian Academy includes the school facilities, school premises, and non-school property if the employee or student is participating in any school sponsored, school approved, or school related activity or function, such as field trips or athletics events where students are under the supervision of the school or where the employee is engaged in school business.

Some situations, such as online behavior, may originate off-site. While the school will ordinarily not become involved in off-site behavior, as student off-site behavior is primarily the responsibility of parents, if the behavior has a substantial impact on a student’s academic performance or an employee’s job performance, there may be cause for disciplinary action on the part of the school.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a target, witness, or an individual who has reliable information about an act of harassment or bullying. School employees, volunteers, parents, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

Definitions

Bullying and harassment are defined as any repeated electronic, written, verbal, or physical act or conduct toward an individual, based on an imbalance of power, which is:

- Based on any actual or perceived trait or characteristic of the individual, and
- Creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the individual in reasonable fear of harm to the student's person or property,
 - Has a substantially detrimental effect on the individual's physical or mental health, or substantially interferes with the student's academic performance,
 - Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by the educational program

The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

- Discussion and debate concerning issues important to the Christian faith and the development of a Christian worldview.
- Isolated "mean moments" which are not repeated. While this kind of behavior is not appropriate, it would not fall under the category of bullying/harassment.
- Conflict/Disagreement between two or more individuals in which both sides play an equal (or relatively equal) role. While this kind of behavior may be inappropriate, it would not fall under the category of bullying/harassment.

Reporting

Suspected incidents of harassment and bullying should be reported to the administrative team in a timely manner. The administrative team is responsible for receiving reports and ensuring the bullying and harassment policy is implemented.

Investigation

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the administrative team. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action, as determined by school administration.

Publication

This policy shall be published annually in the Parent-Student Handbook.

Relevant Forms

- Complaint Form: <https://ankenychristianacademy.wufoo.com/forms/pveejtm0l1xcce/>
- Witness Disclosure Form: <https://ankenychristianacademy.wufoo.com/forms/p1outngm1we8xca/>

CHAPEL PROCEDURES

Chapel times typically include songs, prayer, announcements, and a message. Students are expected to bring their Bible, come in and sit together as a class or in assigned seats. They are to participate in singing and listen attentively to the speaker, sitting with their feet on the floor. Teachers take attendance and

make sure acceptable chapel behavior is followed. If a student is not present at chapel, the office will be notified by the teacher. ACA does not require a separate dress code for chapel days. The regular school dress code applies.

CODE OF CONDUCT

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity. (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18) and the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Ankeny Christian Academy, we realized that human wisdom falls short of God's standards. We do not claim to be perfect in all of our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home both work corporately for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in our program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17). In the best interest of the entire school community certain guidelines of conduct must be maintained by all students of Ankeny Christian Academy, both on and off campus throughout the entire calendar year, so that we might all learn, live, and work happily together.

These general guidelines for student conduct are listed below:

- Practice courtesy and consideration in one's association with teachers, school employees, fellow students, and visitors. Respect their person and property (see Ephesians 4:28-32).
- Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (see Hebrews 13:17 and 1 Thessalonians 5:12-13).
- Abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs, and pornography and other undesirable practices that are generally recognized to be harmful to health and Christian character (see 1 Corinthians 6:19-20).
- Abstain from profanity and vulgar or abusive speech, writing, and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to one's moral and spiritual development (see Ephesians 4:29).
- Refrain from public display of affection. As students, conduct yourselves in a discreet and Christian manner.
- Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, fireworks, and matches at home. Iowa law states any person carrying or possessing a firearm on school grounds can be charged with a class D felony.
- Complete academic assignments promptly and submit work by due dates.
- Do your own work. Do not give or receive help on quizzes or tests unless the teacher has granted permission on a particular project. Your record should reflect your individual effort. Honesty is a

Christian virtue that should be displayed by all students, therefore cheating is considered a serious offense. Any appearance of cheating may be a reason to qualify your work as unacceptable.

- The use of AI or Chat GPT is highly discouraged unless given specific permission by a teacher for a specific assignment.
- Do not plagiarize; this is a serious offense. Plagiarism is the use of someone else's ideas, pictures, or words without giving proper credit and recognition.
- Use of personal electronic devices (excepting cell phones with teacher permission and calculators) are not allowed during class time. At the discretion of official school personnel, further restrictions may be added for school events.
- Secondary students will be required to store their cell phone in an assigned bin in a phone cabinet during the school day. Students also have the option of leaving their cell phone at home during the day. Students will not be allowed access to their phones during the day. Students with medical excuses are exempt. Refer to cell phone policy.
- The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it. The Code of Conduct also applies to the students' use of various electronic communications (text messages, instant messaging, tweets, personal blogs, web sites, or other communication methods) Students will maintain an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications.

DRESS CODE

The purpose of the dress code is to provide a modest appearance that is non-distracting for the Christian educational environment. Our goal is that students conduct themselves in a manner that pleases God and glorifies the Lord Jesus Christ (Romans 12:1-2). Parents are expected to be knowledgeable of the dress code and to cooperate with the school in seeing that the student meets the dress code standards.

Personal appearance that is considered questionable is left to the discretion of the Ankeny Christian Academy administration. Dress code at school-related events outside the school day is at the discretion of the administration. Administration reserves the right to waive any of the following policies for special occasions and circumstances.

Secondary students who are not in compliance with the dress code will be given a demerit for being out of dress code. The disciplinary steps regarding demerits will then be followed.

Elementary students who are not in compliance with the dress code will have a teacher call home and parents will be asked to bring the appropriate clothing to assure their student meets dress code.

General Dress Code Guidelines

- Clothing needs to be in good condition with no holes, whether accidental or on purpose.
- Printed messages/pictures on any garment should be positive, non-distracting, and should not promote non-Christian values or advertise for secular music groups.
- Earrings for female students are the only acceptable body piercing.
 - A small, non-distracting nose stud (no rings or hoops) is permitted for high school female students.
- Undergarments should not show during any activity.
- Students should avoid excessively tight or form-fitting garments.
- Tattoos are discouraged. Any inappropriate tattoo must be covered during school hours and activities.

Tops

- Midriff, either front or back, may not be exposed.
- Cleavage must not be visible at any time.
- Shirts with an open back are not allowed.
- Camisoles, strapless tops or halter-tops may not be worn as a single garment.
- Shirts must have a sleeve of some form and cover the top of the shoulders. Off the shoulder shirts are not permitted.
- Shirts must not extend past the hem of the shorts.

Bottoms

- Pajama or flannel pants may not be worn.
- Lettering across the seat is not permitted.
- Leggings may only be worn under a dress or skirt that is above mid-thigh.
- Shorts must reach mid-thigh or lower.

Dresses/Skirts

- Skirts/dresses must reach mid-thigh or lower.
- Slits of skirt or dress must reach mid-thigh or lower.
- Dresses must have a sleeve of some form and cover the top of the shoulders.
- Kindergarden-5th girls must wear shorts under their dresses due to recess and PE class.

Shoes

- Kindergarden-5th students must wear shoes with a back strap for the purpose of playground safety while outside.
- Shoes must be worn at all times.
- No slippers.

Hats and Hair

- Hats/hoods are not allowed during the school day.
- Hair should be clean and neatly trimmed. It should be kept out of the eyes, be a natural color and a non-distracting style.
 - Non-distracting hair weave colors are acceptable.
 - Extreme hairstyles such as mohawks are not allowed.
- Facial hair must be neatly trimmed.

Chapel Attire

- ACA does not require a separate dress code for chapel days. The regular school dress code applies.

P.E. Attire

- All students must have separate, clean, non-marking gym shoes.
- Secondary students will be expected to change into appropriate gym attire for P.E. Gym attire must be within the standard dress code guidelines.

Formal Wear

- Clothing should be modest.
- Ladies must wear dresses that do not include holes or sheer/see-through areas exposing cleavage, stomach, side, lower back, or upper thigh.

- Gentlemen must wear a collared or button-down shirt and dress pants that are free of rips or holes. A suit jacket and tie are encouraged but optional. Only top hats or formal dress hats are permitted.
- Outfits/Clothing must be approved by the school prior to the event, on or before the deadline given.
- Guests must abide by this same dress code.

ENERGY DRINKS/HIGHLY CAFFEINATED DRINKS

- The consumption of sodas and highly caffeinated drinks by high school students is strongly discouraged, but not prohibited. Should the consumption of these beverages cause a student's behavior to become unacceptable, this privilege may be revoked.
 - Teachers have the right to disallow the consumption of highly caffeinated drinks in their classrooms.
- Elementary students are not allowed to consume any kind of caffeinated drinks, such as sodas and energy drinks, during lunch.
- Middle School students are not allowed to consume any kind of highly caffeinated drinks during the school day. This may include some sodas and energy drinks. Any drink that contains more than 60 mg per serving of caffeine is considered to be an energy drink and is not allowed.

MUSIC POLICY

It is the responsibility of ACA to promote music that honors God and brings Him glory. Therefore, the following criteria will be used in determining what music will be played in the classrooms, school vans, and at school-sponsored events.

These songs/music will NOT be played:

- Songs with profanity or racial slurs of any kind.
- Songs that are degrading and/or disrespectful to women.
- Songs that encourage/glorify alcohol or drug use, sex or guns.
- Songs that encourage/glorify violence against women, police or any specific group.
- Songs that encourage illegal activity of any kind.
- Clean versions of songs - we do not consider music to be family-friendly if the offending content has been dropped or bleeped out.

Administration reserves the right to make the final decision regarding acceptable music.

TECHNOLOGY USE AND ONLINE ACCESS

For students, Ankeny Christian Academy offers access to the school computer network for educational use. To gain access, all students must obtain parental/guardian permission. The permission form will need to be signed and given to their homeroom teacher before students will be allowed online.

Parents/Guardians have an important role in setting and conveying the standards that their children should follow when using technological resources and are ultimately responsible for the student's activities or behaviors. Questions from parents/guardians concerning technology use by students should be directed to the administrator/principal. Students will use the following guidelines whenever they are online via school or personal devices:

- The use of technological resources will be consistent with ACA's educational mission and policies, as well as state and federal laws and regulations.

- Use of these resources is a privilege that requires a high-level of personal responsibility to act in a considerate and responsible manner.
- Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
- Students will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, familial status, national origin, religion or disability.
- Students will not use technology to harass, insult, attack, or threaten harm or embarrassment to others.
- Students will respect the property and privacy of others, including their electronic storage areas. Students will not access or attempt to access another individual's materials, information or files without permission.
- Students will keep their passwords and technological accesses secure. Students will not engage in the unauthorized use of another individual's access. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
- Students will make every effort to protect ACA equipment from physical and electronic damage. Users will not vandalize IT equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including, but not limited to, creating, uploading, or intentionally introducing or transmitting viruses and other destructive programs.
- Students may be given access to an ACA-provided e-mail account under the supervision of a teacher or designated staff member/supervisor. Appropriate and respectful language will be used in electronic mail and other electronic communications.
- Students should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses while online.
- ACA technology resources will not be used for personal or commercial purposes without prior approval.
- Personal network devices may, in some situations, be allowed to connect to the ACA network and devices. All requests for connecting personally owned devices of any nature to ACA equipment and networks need prior approval. The contents of these personal devices may be inspected by ACA personnel on request and in accordance with this policy.
- Users will not seek to gain unauthorized access to information resources or other computing devices or entities (no hacking).

Middle School Computer Policy

- Beginning in middle school many teachers will give assignments that must be researched and/or completed by the use of computers. To ensure the proper use and care of the ACA-owned computers, the following guidelines will be followed:
 - **In-Classroom Availability & Use**
 - Each middle school classroom will house a set of computers for students to use in that particular classroom.
 - Students may only open and use a computer with explicit permission from the teacher.
 - Computers must be used strictly for approved class activities and learning assignments.

- **Charging Cart Responsibilities**
 - Students are strictly responsible for returning their assigned computer to the cart before leaving the classroom.
 - Computers must be plugged into the designated charging cable so they are ready for the next class period.
 - Students must place the computer into its correct numbered slot.
- **Home Check-out Procedure**
 - Students can check out a computer **ONLY** for the completion of a school assignment - not for personal use.
 - Students requiring a computer for home use must check one out at the end of the day from their 1st period teacher.
 - Checked-out computers must be returned to the 1st period teacher the following school day.
 - Students and parents assume responsibility for the computer's safety and proper care while off school campus.
- **Improper Use and/or Damage**
 - A demerit will be issued for any student found using their assigned computer improperly or without permission.
 - Continued improper use may result in more severe consequences, which may include computer privileges being suspended or revoked.
 - Any cost incurred to repair damage to an ACA-owned computer will be the responsibility of the students and/or parents.

- Elementary Technology Use Guidelines: [Elem Technology Use Guidelines](#)
- Elementary Technology Use Contract: [Elem Technology Use Contract](#)
- Secondary Computer Loan Agreement: [26-27 Computer Loan Agreement.docx](#)

SECONDARY SMART DEVICES POLICY (6th-12th)

Smartphones and personal smart devices (ex: smart watches, video game devices) may not be used by students during school hours (8:00am-3:00pm). We understand that many students will bring phones to school for travel emergencies and after school responsibilities and activities; our expectation is that we will not see them and students will not use them during the school day.

- Upon arrival, students will place their device(s) into a slot box location (phone locker).
- Each student will be assigned a slot.
- The device(s) must be turned in when the student arrives at school.
- The device(s) will be picked up at the end of the school day or when the student leaves school.

The slot box/phone locker is mobile and will be moved to a secure location in the front office for the duration of the school day. If students check out of school earlier, their phones will be accessible by request in the front office.

If a student's smartphone or personal smart device (**this includes smart watches**) is visible during school hours, the device will be brought to the office and the following actions will be taken:

First Offense: Office personnel will notify a parent/guardian and will require the parent/guardian to pick up the device from the school office. The student will receive a demerit.

Second Offense: Office personnel will notify a parent/guardian and will require the parent/guardian to pick up the device from the school office. The student will receive a detention.

Third Offense: Office personnel will notify a parent/guardian and will require the parent/guardian to pick up the device from the school office. The student will receive a suspension (either in-school or out of school).

The school will grant exceptions to this policy when there is documentation from a doctor or educational professional which indicates the student needs access to the phone for specific health related reasons during certain portions of the day. We will work with the students and families in these situations.

Any student who uses an electronic device to take photos in a restroom or locker room will be suspended.

The use of earbuds/headphones is not permitted in the hallways at any point. Earbuds/headphones are not allowed to be used in the classroom unless permission is given by the teacher.

- Smart Devices Policy Rationale: [26-27 Smart Devices Policy Rationale](#)
- Smart Devices Policy FAQ: [26-27 Smart Devices Policy FAQ](#)

ELEMENTARY SMART DEVICES POLICY

- Smartphones and personal smart devices (ex: smart watches, video game devices) may not be used by students upon arrival and during school hours (7:30am-3:00pm). We understand that many students will bring phones to school for travel emergencies and after school responsibilities and activities; our expectation is that we will not see them and students will not use them during the school day.
- Upon arrival to their classrooms, elementary students will place their device(s) into their backpack and/or in their lockers.

SEARCH/INSPECTION OF STUDENT LOCKERS AND SCHOOL FACILITIES

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense under State Law. School officials also have the right to search students' belongings (cars, backpacks, and phones) when there is reasonable suspicion of misbehavior.

Students are required to keep lockers neat and orderly. Periodic inspections may be done to ensure compliance.

SCHOOL WIDE RULES

- Follow the guidelines of our Code of Conduct for students.
- Gum chewing by elementary students is not allowed during school hours. Secondary students may chew gum if it is not seen or heard during school hours. Gum is not allowed in PE and music classes.
- Eating in classrooms is limited to special occasions.
- Toys, trading cards, comic books, catalogs, magazines, or books containing objectionable or controversial material cannot be brought to school or any school events.

- Students should not make disturbing or distracting noises or actions. Behavior should reflect social etiquette and not distract other students.
- Come prepared for class with the appropriate materials.

STUDENT DISCIPLINE

ACA desires to help students grow spiritually and to think and act as Christians. Therefore, the ACA Board and administration, in order to develop and maintain a distinctive Christian atmosphere and quality educational program, have set forth these policies. It is expected that students will abide by these policies. All Kindergartens-12th grade parents and students in grades 5 -12 will be required to sign a statement of cooperation each year. School conduct standards apply on and off-campus throughout the entire calendar year.

ACA is responsible before God to first create in each student an awareness of misbehavior and then to help the students avoid such behavior. At the beginning of each school year, individual teachers will establish classroom rules and disciplinary procedures.

ELEMENTARY STUDENT DISCIPLINARY PROCEDURES

All teachers will use their own classroom management plans to guide and correct behaviors in their classrooms. If a student is showing repeated behaviors that need to be corrected and have been addressed by the classroom management plan, then the following guidelines will be used.

Leveled Guidance for Behavioral Referral Expectations

Level 0 - (Grades 1st-3rd)

- When a student has a repeated behavior that has been addressed previously with the teacher and classroom management plan, then that behavior will be moved into the Leveled Behavior System.
- Students will be given two (2) warnings. On the third Level 0, the student will move to a Level 1.
- Consequences for Level 0 behaviors:
 - A conference with the teacher will be held to discuss specific behavior and make the student aware of next steps if behavior continues - teachers will use their classroom management plan to reinforce these discussions and explain the connection.

Level 1

- If a student displays the same repeated behavior, has earned 2 Level 0's, and the classroom management system has been exhausted, that student will earn a Level 1 behavior and the teacher will notify the parents by email or phone. The student will also be informed of the Level 1 behavior. A completed form will also be sent to administration.
- If a student earns a third Level 1, they will move to a Level 2.
- These behaviors will be processed by the classroom or special area teachers - not by administration.
- Classroom Management Plans will be implemented and carried out.
- Possible Consequences for Level 1 behaviors (based on teacher's classroom management system) some could be:
 - Call home with the student if possible, or student writes a note home
 - Loss of recess - 5 minute increments for each referral
 - Suspended for lunch - eat in the classroom supervised by an adult, or at a table by themselves in the lunchroom

- Have the student document (written or call home) - based on classroom procedures - their own behavior and next steps.

Level 2

- These types of behaviors are where the student has clearly not understood or is choosing to not comply with teacher/staff expectations. Re-teaching and warnings have been ineffective.
- If a student earns a Level 2 behavior, the teacher will notify the parents.
 - BG-3rd grade students will be referred to the office.
 - 4th-5th grade students will be referred to the administrator and will receive an automatic detention
 - If a student has earned a third Level 2, they will be moved to a Level 3 and administrators will become directly involved.
- Consequences for Level 2 behaviors could include:
 - BG-3rd grades - administrator will decide on consequence.
 - 4th-5th grades - a detention will be assigned, giving parents 24 hours notice.
 - The administrator will discuss with the teacher what has been done previously for instruction and determine next steps based on function.

Level 3

- These behaviors are a blatant disregard for the rules and expectations set forth by the school, faculty, and staff.
- Consequences for Level 3 behaviors could include (issued by the administrator):
 - ½ day ISS
 - Full day ISS
 - Possible Out of School Suspension (OSS)
- Further consequences may be issued at the discretion of the administrator.

Student Referral to Administration

At Ankeny Christian Academy most student behavior issues are addressed by the classroom teacher. The principal of the student should be brought in to resolve student behavior issues if any of the following is true:

- An infraction occurs that puts a student, or students, in danger or causes harm.
 - Physical harm
 - Emotional harm
- A teacher's authority is undermined.
- Cheating/plagiarism is involved.
- A student continues to exhibit inappropriate behavior after a parent has been notified.

SECONDARY STUDENT DISCIPLINARY PROCEDURES

A teacher can issue a demerit for any action that is deemed inappropriate by the teacher based on school rules or that teacher's personal, well-communicated, procedures. Administration and teachers have worked together to devise the following levels of discipline in order to foster consistency in our discipline plan.

Level 1: Issues to be determined to be "lower level" and are addressed by demerits.

- Teachers will assign demerits to students who participate in lower level infractions.
- A student who has accumulated 3 demerits (from a single, or a combination of teachers) will be required to serve an after school detention.

- A student who has accumulated 6 demerits (from a single, or combination of teachers) will be required to serve an after school detention.
- A student who has accumulated 9 demerits (from a single, or combination of teachers) will be required to serve an all day in-school suspension.
- Each additional 3 demerits will merit an additional In-school suspension.

Level 2: Issues are determined to be “higher level” by the faculty member involved.

- Level two disciplinary infractions result in an after school detention.
- Each after school detention is worth three demerits on the *Level One Procedures* noted above. So, for example, three demerits, one detention assignment, and three more demerits will accumulate to an in-school suspension placement.

Level 3: Issues that are referred directly to a school administrator.

- This higher level issue can be initiated by a single disciplinary infraction or a culmination of disciplinary infractions. For emphasis, continued misbehavior is viewed as a high level problem.

Demerits for each student reset at each semester, but detentions and in-school suspensions keep accumulating for the entire school year.

- Should a student serve two in-school suspensions, a mandatory meeting with parents, the student and administration will be held to determine the student’s fit at ACA and may result in their withdrawal.

Out of school suspension and expulsion are higher levels of disciplinary action and are addressed in the ACA Board Policy (500 Series).

STUDENT DRIVING POLICIES

Students may drive to school when they have a valid driver’s license or school permit. The following guidelines govern student drivers at ACA:

- Any student going to their vehicle during the school day must sign in and out of the building through the main office.
- Students will obey the speed limit of 10 mph in the parking lot. Reckless driving, speeding, leaving school without proper authorization or failure to follow these established policies will result in a suspension from driving on school property for a period of time.
- Students will park in their designated parking spots and follow directions given by staff members who are on duty.
- No students will be allowed to park along Sharmin Street between West 1st and West 2nd Streets.
- With written permission from parents/guardians, students may leave other than normal check out time.

TRANSPORTATION

Parents wishing to have their child/children ride home from an event with them must notify the chaperone/school personnel before leaving the event.

BUS RULES

At times ACA will provide transportation to school activities. Parents will be notified if a bus will be taken and if fees will be required. When ACA does provide school bus transportation to an event, these policies will apply:

- All participants must ride the school bus to the event.
- Parents wishing to have their child/children ride home from an event with them must notify the chaperone/school personnel before leaving the event.

SCHOOL VAN RULES

- Seat belt use is mandatory for the driver and all passengers on school-sponsored trips.
- Students will be expected to return to the school in the same vehicle in which they came to a school event unless the event coordinator approves.
- Due to the wide-range of music standards, music listened to will follow the music policy of ACA
- Student use of cell phones and other electronic devices, muted by earphones, may be allowed or disallowed by the school owned vehicle driver.
- General vehicle care:
 - Keep the van clean!
 - Only bottled drinks may be used in school owned vehicles.
 - No track or baseball spikes and no muddy shoes may be worn in the van.

HEALTH

Please note:

- All student medication information is confidential with the exception of school personnel needing to know for the health and well-being of the student as provided to the Family Education Rights and Privacy Act (FERPA).
- By law, parents/guardians may request to see their child's folder, but they cannot remove it from the school. Pertinent portions of health records may be viewed by auditors as required by the State of Iowa.

ACCIDENT/HEAD INJURY

Any student who sustains a head injury will be assessed by the school nurse. An accident/ head injury form will be completed by school staff who witnessed or were on duty when the head injury occurred. The school nurse will notify a parent/guardian.

STUDENT HEALTH CONDITIONS

Parents are expected to update student health records annually. If a condition was listed in your child's health record previously, but not currently, it will be assumed the condition has resolved. Pertinent health information and healthcare plans will be shared with school staff who are in contact with the student.

Any time your child has a visit in urgent care, emergency room or hospital for illness, head injury, or other injury requiring treatment or restricted activity, please notify the nurse and send written orders to the nurse.

LIFE THREATENING CONDITIONS AND ALLERGIES

If your child has any life-threatening condition, such as a severe allergic reaction to nuts or insect stings, asthma, seizures, diabetes, etc. An Emergency Action Plan (EAP) provided by the child's healthcare provider (HCP) or Emergency Medical Plan (EMP) developed by the school nurse and parent is required. If a plan is not on file, the school staff will follow the school's Emergency Plan.

FOOD PREFERENCES, INTOLERANCES, AND SENSITIVITIES

Parents need to alert the school nurse to a student's diet restrictions. Classrooms will be encouraged to accommodate intolerances and sensitivities when able for special occasions. The nurse will communicate student diet restrictions with staff.

For medically documented food allergies (a condition diagnosed by a healthcare provider), please contact the school nurse to discuss appropriate accommodations and safety measures. The FARE (Food and Allergy Research & Education) Food Allergy & Anaphylaxis Emergency Care Plan to be completed by a parent/provider annually and submitted to the school nurse. If a FARE plan is not on file, the school staff will follow the school's Emergency Plan.

COMMUNICABLE AND INFECTIOUS DISEASES

Parents/guardians are encouraged to use good judgement to keep sick children home. If it is suspected that a student has an infectious disease (measles, chicken pox, lice, 5th disease, etc.), a parent/guardian will be notified for immediate removal of the student from school. The school will follow Polk County Health Department guidelines to determine exclusions and re-admittances. Administration reserves the right to make decisions to protect the health and safety of all students. The school will notify families of communicable disease concerns and recommended precautions.

- **Fever**
 - Students with a body temperature of 100.4°F (38°C) or higher will be sent home or shall remain at home.
 - Return to school is permitted only after the student has been fever-free for at least 24 hours without the use of fever-reducing medications such as acetaminophen (Tylenol) or ibuprofen.
- **Vomiting and Diarrhea**
 - Students who experience vomiting and/or diarrhea must stay home.
 - They may return to school no sooner than 24 hours after all symptoms have resolved.
- **Rash**
 - Students with a questionable rash may be asked to be seen by a health care provider to determine if the condition is contagious before having continuous contact with others.
 - Provider verification may be in writing, by fax, or contact with the school nurse
- **Physical Activity Readiness**
 - Upon returning to school following illness, students should be able to fully participate in all school programs, including outdoor recess and physical education.
 - Exemptions from these activities will be granted only with written documentation from the student's licensed physician or primary healthcare provider.
- **Communication and Attendance**
 - Parents/guardians are responsible for ensuring the school has up-to-date contact information in case their child becomes ill during the school day.
 - If a student is absent due to illness, parents/guardians must notify the school by calling the office.

TOILETING

Students are expected to be independent with toileting. If your child has an accident, they may change their own clothes in the nurse office bathroom. If your child requires assistance, you may be notified to come assist your child. Your child may resume class once they are cleaned up. For bowel movement accidents, it is recommended you pick up your child for showering to avoid further embarrassment with

odor before returning to class. If your child has occasional accidents, please have extra clothes in their backpacks. The school nurse is not able to supply or store extra clothes.

MEDICATIONS AT SCHOOL

“Medication” for purposes of this policy refers to prescribed medications and over the counter medications that have been approved by the FDA, ordered by a licensed provider. If your child needs to take medication during the school day or at school-related activities (sports, music, drama, etc.), the school will assist in administering medications with a completed Medication Administration Form and the medication is in the original, labeled container, either as dispensed or in the manufacturer’s container.

Medication will be dispensed by the school nurse/staff member who has successfully completed training. Please follow these important steps:

- **Annual Medication Form**
 - A completed **Medication Administration (MA) form** is required each school year.
 - Must be signed by a parent or guardian.
- **Medication Drop-Off**
 - A responsible adult must bring medications to school.
 - Medications must be in the original pharmacy-labeled container. Medications brought without proper documentation will be sent home. Pharmacies will grant a separate bottle for school use.
 - Allow time for a pill count at drop-off.

Please note:

- Only a licensed prescriber can change medication instructions—not parents. Applies to new prescriptions, changes, and refills.
- First doses must be given at home at least 24 hours before school administration.

The following information must be on the container, in the instruction sheet, and/or in the parental authorization:

- Student name
- Medication name
- Directions for use of medication, including dosage
- Time(s) of and duration for administration of the medication
- Name, phone number and address of the pharmacy (if applicable)
- Date of the prescription (if applicable)
- Name of the prescribing physician (if applicable)
- Potential side effects
- Emergency phone number for parents or caregivers
- Prescription medications must include a pharmacy label or written order from a legal prescriber.

Cough drops are permitted for 1st-12th grade. They must be provided by the parent/guardian, be in the original packaging and have the student’s name on the package. Students may request a cough drop from the school nurse.

RETURN AND DISPOSAL OF MEDICATIONS

On your child’s last day of school, medications will be given to your child’s elementary teacher. Secondary student’s medication will need to be picked up from the Nurse’s Office. All controlled substances will only

be handed to a parent or responsible adult, not to students. Any medications not picked up by the end of the day, up to 3 days after their last day, will be discarded in compliance with federal and state law.

Expired, discontinued/recalled medications will be disposed of in compliance with federal and state law. The school shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medication needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

PERMISSION FOR INHALERS/EPINEPHRINE

Iowa law requires that students who carry inhalers or epinephrine throughout the school day must have written parent and prescriber consent with the purpose of the medication, dosage, times or special circumstances under which the medication is to be given.

The Asthma Action Plan is to be completed by a parent/provider annually and submitted to the school nurse. The form indicates a parent and the provider deem the student has demonstrated competency in the proper way to use his/her inhaler or epinephrine and authorizes consent for communication between the prescribing health care provider/clinic and the school nurse.

PHYSICAL ACTIVITY EXEMPTION

Realizing that our bodies are a “temple of the Holy Spirit,” Physical Education classes are offered at ACA. P.E. classes are required for students in Kindergarden-5th grade. High school students are required to have two years (or the credit equivalent) of Physical Education to graduate. A parent/guardian may excuse a student for one day, in writing. Request for exemption beyond one day requires a written excuse from a licensed health care provider and should include: the student’s name, reason for exemption, duration of exemption (start and end dates), any recommended activity limitations, and the provider’s contact details and signature.

SAFETY

DANGEROUS ITEMS

The use or possession of weapons (firearms, knives, fire-crackers, lighters, etc.) is considered a serious violation and will be referred to the head of school or principal. All dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, and matches should be left at home. Iowa law states any person carrying or possessing a firearm on school grounds can be charged with a Class D Felony.

EMERGENCY DRILLS

Fire Drill Evacuation Procedures

In accordance with local and state fire codes, ACA will conduct regular fire drills. Teachers will assist students in identifying exits from each classroom, the auditorium, the cafeteria, and the gym. A map is posted in every room/area with fire exit and tornado shelter information. It is the responsibility of each student to know all emergency procedures for each room in which he/she has class. The signal for a fire is a continuous alarm.

- All students will walk silently single file out their assigned exits.

- Students will keep hands, feet, and the rest of their bodies to themselves.
- Students will not stop for belongings.

In the event of an actual emergency, parents/guardians will be notified.

Tornado Drill Procedures

Periodic tornado drills are planned throughout the year. Teachers will assist students in identifying shelter areas for each classroom, the cafeteria, and the gym. It is the responsibility of each student to know all emergency procedures for each room in which he/she has class. A map is posted in every room/area with fire exit and tornado shelter information. During a tornado drill, student conduct should be the same as with a fire drill. The signal for a tornado drill is an intermittent alarm.

Intruder/Lockdown Drill Procedures

Occasional intruder drills are planned throughout the school year. Teachers will assist students in identifying hiding places for each classroom, cafeteria, and the gym. It is the responsibility of each student to know all emergency procedures for each room in which he/she has class. During an intruder drill, student conduct should be the same as with fire and tornado drills.

Staff members have been informed of emergency and crisis procedures and have been properly trained and prepared should an emergency or crisis occur.

STUDENT SERVICES

ACTIVITIES AND ACADEMIC ELIGIBILITY

Periodically teachers will be asked to keep administrators and coaches/directors informed of student grades for eligibility (see Academic Eligibility policy in the Athletic Handbook).

Eligibility will be determined at mid-quarter, quarter, and the end of each semester. All grades for this policy will be cumulative for the current semester up to the point checked.

CLASSROOM PARTIES

Elementary classroom celebrations of up to sixty minutes may be held for Christmas, Harvest/Fall, Thanksgiving, and Valentine's Day. Other celebrations are at the teachers' discretion. Parties are to be Christ-honoring. Decorations and activities are to focus on the true meaning of the holidays. Jack-o-lanterns, witches, ghosts, goblins, Santa Claus, leprechauns, and the Easter bunny are to be avoided.

Christmas Gift Exchanges: Gift exchanges at Christmas time may be done at the teachers' discretion. Teachers, being mindful of family situations, will need to set guidelines for the price of gifts and the method of exchange. In lieu of gift exchanges, the classroom teacher may request that the class bring money or gifts for a mission project.

Homeroom parents may be requested by the teacher to help the teacher organize, facilitate, and clean-up for each class party.

Invitations: In order to avoid hurt feelings, individuals are not permitted to pass out party invitations for their birthday (or any other event) to their classmates while on school property, unless all classmates are included.

Birthday Treats: Students are permitted to bring a treat to school for their birthdays. Please inform the teacher two days in advance that you would like to provide a treat and make arrangements to drop off the snack and any necessary paper goods and utensils needed. The teacher will inform you of the number of students in the class as well as any other pertinent allergy information.

FOREIGN EXCHANGE STUDENTS

International students may be enrolled and attend ACA at the discretion of the Head of School. A Christian testimony is required by at least one of their host parents. Admittance to ACA requires enrollment forms, proper I-20 forms, (which must be processed by the student and the sponsoring organization) and payment of all applicable fees (fees will vary on a case-by-case basis).

The number of exchange students accepted to the school is left to the discretion of the Head of School.

Generally, the purpose for the exchange program is for the students to benefit from cultural exchange, not to graduate from high school. However, a student may be considered for graduation if he/she meets the minimum ACA requirements for graduation. If a student intends to graduate, ACA must first evaluate the student's transcript (translated into English) to see if he/she is a candidate for graduation.

Foreign exchange students may not participate in high school graduation ceremonies unless they notified ACA of their intent to graduate at the time of application for enrollment and have met all the graduation requirements to earn an ACA high school diploma.

SCHOOL INFORMATION

ADDRESS CHANGES

Please report any changes in address, telephone numbers, and email addresses to the office. The information needed includes any changes in business telephone numbers, school district, and emergency phone numbers. ACA's phone number is 515-965-8114, and the office email address is office@aca eagles.net

ANIMALS ON CAMPUS

Students bringing animals from home and into the building must have administrative permission and give advance notice. Parents/guardians transporting animals in vehicles during drop off and pick up are required to keep animals in their vehicles.

SCHOOL CALENDAR

The school calendar is on the website. There is a yearly calendar with main events, days off, and early dismissal days. There are monthly calendars on the website with a more detailed list of events. The calendars are updated on the website if changes are made.

COMMUNICATION

Most school communication occurs through JMC, email, the Eagle Update, and the ACA website. Please check these resources often for the most up to date information.

RE-ENROLLMENT

Parents must submit annual re-enrollment registration and fees via the student information system. If there are any academic or behavioral issues, re-enrollment may be delayed or denied. Students may not re-enroll until all financial obligations are current.

LATE FEES AND INSUFFICIENT FUNDS FEE

Tuition payments are processed through Blackbaud. All payments taken in the office are subject to a \$25 processing fee. Blackbaud fees apply for failed bank transactions and late payments. If tuition is outstanding by two (2) scheduled payments, the student may be dismissed from the school until all accounts are brought up to date.

FUNDRAISERS

Ankeny Christian Academy encourages fundraising that supports the school's mission and provides meaningful opportunities for students to learn stewardship, service, and leadership. To ensure fundraising efforts are coordinated, effective, and respectful of our donor community, all school-sponsored fundraising activities must follow the guidelines below:

- Fundraising activities must support the mission and educational objectives of Ankeny Christian Academy.
- All fundraising events, sponsorship requests, advertising, and business solicitations must receive approval before they begin.
- A completed **Fundraising Request Form** must be submitted to the Office of Advancement at least **30 days** prior to the proposed start date (60 days is encouraged for larger fundraising initiatives).
- Fundraising involving businesses, churches, alumni, foundations, board members, or established ACA donors must be coordinated through the Office of Advancement before any solicitation occurs.
- All funds raised on behalf of ACA must be processed through the school's approved financial procedures.
- Student fundraisers should demonstrate integrity, gratitude, and Christ-like character in every interaction with donors and supporters.
- Final approval of fundraising activities rests with the ACA Administration.

For complete fundraising policies and procedures, including Official Program and Class & Club Fundraising SOPs, please contact the Office of Advancement.

GRIEVANCES

Bullying and Harassment

Please refer to the Bullying and Harassment Policy.

Textbook/Curriculum

Parents, guardians, students, or employees concerned with the content of educational materials, textbook(s), and/or written curriculum that are felt to be offensive or inaccurate may complete and submit a grievance form to Ankeny Christian Academy's Principals.

- Grievance Form:  Textbook/Curriculum Grievance Form

INCLEMENT WEATHER

Emergency closing information will be communicated through the following:

- ACA Website (at the very top - header - above the menus)
- JMC (email, voice and/or text) by 6:15 AM the day of a closing
- Facebook (www.facebook.com/AnkenyChristian/)
- Instagram (www.instagram.com/ankeny_christian_eagles)

PLEASE NOTE:

- Child care for three and four year olds will be open unless specifically stated that child care will be closed. School-aged care is open if school is open. If there is no school, there will not be school-aged care.
- If there is a delay, AM preschool will be canceled.
- If school is canceled, evening events and activities will also be canceled.

PARENT SUPPORT OPPORTUNITIES

Ankeny Christian Academy encourages parent involvement. For safety purposes, all volunteers are required to complete and pass a background check. The background check process will take a number of days to be verified, so please do not wait until the last minute. Parents are able to support the school in a variety of ways including, but not limited, to the following:

- Attend the Parent/Teacher Fellowship meetings
- Help our Athletic Department
 - Serve in the concession stand
 - Serve with admissions
- Sign up to be a homeroom parent or assist the homeroom parent with
 - Class parties
 - Field Trips
 - Track and Field Day
 - Teacher Appreciation Gifts (Birthday, Christmas)
- Volunteer
 - Library
 - Recess Duty
 - Lunch Duty
- Stop by the front office to ask where you can volunteer
- Watch for volunteer opportunities in the Eagle Update and in emails

SCHOOL SUPPLIES

School supply lists are available in the front office, on the school website or by clicking on the following links.

- 3 Year Old Supply List:  26-27 3-Yr PreK Supply List
- 4 Year Old Supply List:  26-27 4-Yr PreK Supply List
- Elementary Supply List:  26-27 Elementary Supply List.docx
- Middle School Supply List:  26-27 MS Supply List.docx
- High School Supply List:  26-27 HS Supply List

VISITORS

ACA welcomes parents, grandparents, or other family members and adult friends, such as pastors, to visit our school. Anyone who is not a staff member, board member, or student of the school shall be termed “visitor,” and any business that brings you into ACA will be termed a “visit.” In order to protect our students, ACA requires visitors to follow these guidelines:

- All visitors must sign in at the office upon entering the building and indicate the nature of their visit or errand in the building.
- When your visit or business is done in the building, please return to the office to sign out, then leave the school.

School-age students that are not enrolled at ACA will not be allowed to attend classes during the school day. An exception will be made for students who are interested in enrolling or those who the principal grants permission. Student visits require permission from the principal as well as the ACA student’s parent/guardian. No more than two visitors are permitted in any class at one time.

ACA invites parents/guardians to visit their children’s classrooms to see a specific lesson. Visits should be limited to a specific time period of the class and usually not last for more than 40 minutes. In addition, the following policy applies:

- No more than two parents (mother and father) per visit.
- No more than two visits per semester.
- Visits are to be scheduled through the teacher and principal.