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500 Admissions

500.1 Student Admissions and Non-Discriminatory Policy

ACA will follow the Student Admissions and Non-Discriminatory Policy as set forth in Section 102.

500.2 New Students

The Begindergarten maximum will be 14 students. A waiting list for Begindergarten will be kept if applicable.

The maximum classroom size in all other grades is 20. This limit may be waived at the discretion of the administration.

Children entering Begindergarten (transitional Kindergarten) or Kindergarten 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 1-9, 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.

Transfer students from other states with a birthday after September 15th who have begun kindergarten can be tested and may qualify at their current grade level at ACA in accordance with their state standards. Grade level placement for transfer students is determined by the principals and Head of School.

All new students are accepted on a probationary period.

500.3 International/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 ACA Head of School.

A foreign exchange 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.

500.4 Tuition

Tuition is set by the school board and will be published on an annual basis.

500.5 Part-time Students

Part-time students will be required to take a minimum of 8 weekly contact hours at \$300 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.

500.6 Probation

Students who perform below grade level standards may be enrolled on a probationary status. ACA follows the state policy on age for entering school.

501 School Schedule

Monday - Thursday:

8:00 am Classes begin
3:20 pm BG, Kindergarten, and 1st
Grade Dismissal
3:25 pm Elementary Dismissal
3:30 pm Secondary Dismissal

Friday:

8:00 am Classes begin
1:20 pm BG, Kindergarten, and 1st
Grade Dismissal
1:25 pm Elementary Dismissal
1:30 pm Secondary Dismissal

501.1 Holidays

ACA is closed on the following days: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. These days cannot be used as snow make-up day(s).

Child Care holidays are set by the Child Care Director.

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

501.2 Wednesday/Sunday Activities

Ankeny Christian Academy does not normally schedule events on Sundays or on Wednesday nights. This is to allow and encourage family church involvement. However, many activities are determined by outside organizations with whom we have membership. These "outside" organizations may schedule Sunday and Wednesday activities. (IHSA, IGHSAU and DMACC are examples of these outside organizations.) Ankeny Christian Academy may continue to participate in Sunday and Wednesday night activities sponsored by these, and other, approved "outside" organizations.

Scheduling an ACA event (not an outside organization's event) on Sunday or Wednesday night will require administration approval.

501.3 Graduation Date

Graduation will be held on a Saturday unless otherwise determined by the HOS and Board.

502 Academics

502.1 Student Recordkeeping

A. Long-term records:

For long term records, see Policy 701.

B. Current Students:

Non-digital student records are confidential and kept on academics, attendance and health. These records will be kept in locked fireproof files.

There is a cumulative record folder for each child attending the school. The folder is on file in the office.

Information in this folder is confidential. The folder is not to leave the school and must be returned to the files at the close of each day. By law, parents may request to see their child's folder, but they cannot remove it from the school. School authorized individuals may view these folders. The cumulative student records may be checked out by the following: teacher, administrator, AEA employee, and or parent/guardian. The record will be checked out to individuals for use only at school.

With appropriate authorization, a student's records will be forwarded as requested.

Transfer Records and transcript requests must be made in writing at least three business days ahead, no less than 24 hours, ahead of when they are needed. With appropriate authorization, a student's records will be forwarded as requested.

Unofficial student transcripts are available electronically through the school management system. Official transcripts are available on request.

502.2 Academic Reporting

Each teacher is required to record the academic progress of each of his/her students. There are four marking periods for each school year.

Report cards are sent to parents at the end of each mid-term and semester grading period. Individual student progress reports may be accessed by parents at any time through the school management system.

502.3 Grading

The following system is the accepted grading scale of Ankeny Christian Academy:

A+	98-100	4.33
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.00
D-	60-62	0.67
F	59 and below	0.00

502.4 Advanced Placement (AP) and College Level class grade weighting:

Administratively-approved college courses and AP courses are weighted more heavily on the student's transcript. The ACA transcript will weigh the grade on a 5-point scale. ACA policy has no impact on grades given by colleges.

502.5 Adding or Dropping Classes

All adding or dropping of classes must be within the first five days of class. Those that drop after the cutoff date will receive a failing grade unless excused by the administration.

502.6 Standardized Testing

Achievement tests are given each year in compliance with accreditation requirements.

502.7 Semester exams

Semester exams are given to secondary students at the end of each semester at the discretion of the administration. A formal testing atmosphere is maintained during these tests. The administration will be responsible for creating the exam schedule. No other assignments will be due or other tests given during this time.

502.8 Late Work

Secondary students with late work will receive a reduced grade as a result. The semester grade may be reduced by as much as 10% because of late work. Due to extenuating circumstances, a written explanation from the parent/guardian may be taken into consideration.

Any student carrying two or more late assignments in any class will be assigned an after-school homework completion session. This will take place until the student's assignments are current in each class. If a work session is assigned, it will be served on the next school day. If the late work is completed and turned in before the work session starts, the student will not need to attend the work session. The student must provide written confirmation from the assigning teacher to the work session supervisor in order to be excused from the assigned work session.

502.9 Academic Probation Policy

All students new to ACA begin their enrollment on Academic Behavioral Probation for one year.

All students who appear on the academic deficiency list for three (3) consecutive reporting periods (i.e.: combination of mid-term and end of the quarter) may be placed on Academic Behavioral Probation.

Students who exhibit poor and/or inappropriate academic behavior will be recommended to the administration for conference with parents/guardians and possible withdrawal from school.

502.10 Parent-Teacher Conferences

Parent-Teacher Conferences will be held on two days during the Fall and Spring semesters.

502.11 Grade Advancement Policy

Only under the most extenuating circumstances will full-grade advancement be permitted. Such a request should be supported by these factors:

- A. The student's social and emotional maturity
- B. The student's academic excellence (achievement)
- C. The readiness of any qualifying student for advancement.

The following procedures will apply, not necessarily in this order, but all must be observed:

- A. The student must excel in every subject academically as indicated by the report card.

- B. To qualify for advancement a student will be tested by the principal with the goal of predicting success from academic advancement. Standardized test scores may also be used as an indicator.
- C. Recommendation comes from the principal to the Head of School for final approval.

Finally, the HOS reserves the right to deny the request even when these requirements have been met.

502.12 Dual Enrollment

Parents are permitted to dual enroll their child in a public school in order for their child to receive specialized instruction that is not available at ACA.

502.13 College Dual Credits

ACA high school students who enroll in and complete advanced placement (AP)/college level courses will be eligible to also receive high school credits based on evaluation of courses and upon approval of the administration.

All required courses for graduation are to be completed at ACA unless (a) it is a makeup course for a class that was failed, (b) to keep a student in curricular sequence, or (c) to take advanced classes for high potential learners.

502.14 College Credit Reimbursement

The parents and/or guardians of students who take administrator-approved college courses are required to pay for the course at time of registration and may be reimbursed up to \$500 per semester for their college tuition costs. A condition of this reimbursement will be that the student earns a grade of "C" or higher on each course under consideration for this reimbursement.

502.15 Athletic/Extra-Curricular Eligibility Policy

Eligibility will be determined at mid-term, quarter, and the end of each semester. Specific rules for athletic eligibility are to be found in the School Handbook.

503 Graduation

503.1 Minimum Course Requirements for Graduation

Bible	4	(or one half credit for each semester enrolled at ACA)
English	4	
Math	3	
Social Studies	4	
Science	3	
Physical Ed	1	(See item #1 below)
Computer Lit	0.5	
Health	0.5	
Electives	4	
Total Credits	24	

503.2 Specific Requirements

A. Course Requirements

Bible—1,2,3,4 (or one half credit for each semester enrolled at Ankeny Christian Academy)
 English—English 9, English 10, English 11, English 12
 Social Studies—World Geography/Civics, World History, US History,
 Government/Economics

- B. Twenty-four academic credits are required for graduation.
- C. 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.
- D. 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.
- E. In order to graduate, a college readiness score must be on file in the student's cumulative file. "A college readiness score" is defined as a score from a test required by the college to which the senior is applying. This would be a test that is required for entry into that college. This college must fulfill ACA requirements for application to a 4 year college or university. The ACT and SAT are examples of "college readiness" tests.
- F. A student must have 6 credits to be classified as a 10th grader; 12 credits to be classified as an 11th grader; 18 credits to be classified as a 12th grader.
- G. 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.
- H. Students may complete courses in Summer School at a public school or other administratively-approved source. Not more than 1 credit will be accepted in any one summer, with a maximum of three such units counting toward graduation. Prior approval must be obtained from the Administration. No limit will apply to making up failed coursework.
- I. 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.
- J. P.E. Credits
 - i. Transfer Students: The physical education requirement may be waived for students who transfer from accredited schools (grades 8-12) that do not award physical education credits.
 - ii. Students Participating in Year-Round Sports: Only one-half (0.5) of a credit may be given to a student who participates in a full year (three seasons) of "organized" sports.

303.3 Class Rank

Class Rank is determined by GPA. If there is more than one student with the same GPA they will have equal rank and those following will be subsequent. (i.e.: 3 students with a 4.0 rank all 1, the student with 3.99 would have a rank of 4).

Grades earned from all subjects in the 9th through 11th grades and through the first semester of the 12th grade are used to compute the student's rank in class.

303.4 Valedictorian and Salutatorian

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.

Any student with credits from non-accredited sources will not qualify to be named the valedictorian or salutatorian of Ankeny Christian Academy.

Valedictorian and salutatorian are determined by GPA (Grade Point Average). In the case of a tie, valedictorian and salutatorian will be determined by calculating the GPA for the non-elective graduation required ACA core classes. The minimum GPA to be valedictorian or salutatorian is 3.67. If a tie remains, more than one valedictorian or salutatorian will be named.

303.5 Graduating Early

No early graduation will be allowed except for special circumstances approved by the administration and the Board of Directors. Full tuition will be charged for the entire year.

504 Absence Procedures

- A. A student arriving late to school, and before 9:30 AM, is counted as tardy.
- B. A student arriving after 9:30 AM will accrue ½ day absence.
- C. A student leaving 2 hours before dismissal will accrue ½ day absence.
- D. All arrivals after 8:00 AM and all departures before dismissal must go through the office. Students who have early release or a scheduled late start will need to sign in and out of the office daily.
- E. Students who miss any class or subject more than ten days in a semester, for any reason, will have a letter grade reduction in that class unless a successful appeal to the Principal is made.
- F. A student is not counted absent if missing class due to school sponsored events or events at a school in which he/she is dually enrolled.
- G. In the event of student illness, teachers will establish a procedure whereby the student is informed of any make-up work.
- H. A student will be given a minimum of two days to makeup work missed for an excused absence. For excused absences that exceed a single day, the student will be given a number of days to makeup work that is equal to the number of days absent plus one.

504.1 Unexcused Absence Policy

An unexcused absence occurs when a student is missing from school without an acceptable reason (see 520). There will be no right of a student to makeup work if the absence is not excused.

504.2 Missing School Without Parent Approval

In the case of absences about which the parent is unaware (grades 6-12):

- A. The first incidence of missing school without parent permission will result in a detention for each class.
- B. The second incident will result in a penalty of in-school suspension.
- C. The third incident will result in a single day of out of school suspension.
- D. In all cases, missing school without parent permission will result in a loss of credit for all classwork missed

504.3 Excessive Tardiness Policy

- A. 1st – 3rd Grades: Three unexcused tardies will be allowed per quarter without penalty. If students 1st – 3rd grade exceed three tardies, the student will be required on the same day as the excessive tardy to go to an opportunity room for 15 minutes during his/her lunch/recess.
- B. 4th -12th Grades: Three unexcused tardies will be allowed per quarter without penalty. If a student exceeds 3, the following consequences will be assigned: 4 through 7 tardies - one

half-hour detention each; 8 or more tardies - one hour detention each. Secondary students who are tardy more than 15 minutes to any class period will be considered absent from that class. (see 517.01)

504.4 Excused Absence or Tardy

An excused absence or tardy includes:

- A. Personal illness
- B. Medical appointments
- C. An emergency approved by an administrator
- D. Other reasons **pre-approved** by an administrator

505 Disciplinary Actions

505.1 Out of School Suspension

Out of School Suspension is removal of a student from school and/or school activities for no more than ten school days. Out of school suspensions may result as a violation of any rule listed in the student conduct code. Steps for suspension:

- A. Written notice of intention to suspend and the reason(s) will be given to the parent by the Head of School. This can be an email to the address provided to the school at registration.
- B. The student will be given the opportunity to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions. This appeal will be made to the Head of School who is suspending the student.
- C. The decision to suspend or not to suspend is made after the student explains his/her actions.
- D. If the decision is to suspend, within 24 hours, a written notification of suspension is sent to the parents or guardian. The notification of suspension shall include the:
 - Type of suspension: out of school
 - Reason(s) for suspension
 - Exact number of days of suspension, to include the date the student may return to class/school.

Out of school suspensions may result as a violation of any rule listed in the student conduct code.

- A. No credit or makeup assignments shall be given for out of school suspension except as noted below.
- B. Major tests and major assignments may be made up by the student within 10 days after returning from the suspension. Credit is to be given for major tests and major assignments.
- C. During the suspension period, students may not participate in extracurricular activities.

505.2 In-school suspension

In-school suspension may result as a violation of any rule listed in the student conduct code. During this time:

- A. The student shall be given regular class assignments.
- B. Completed assignments shall be accepted and corrected by the teacher.
- C. The student shall take all tests.
- D. The student must follow the directions of the person in charge of the in-school suspension program.
- E. Credit will be given for makeup work completed satisfactorily.

F. During the suspension period, students may not participate in extracurricular activities.

505.3 Expulsion

Expulsion is the removal of a student from school and/or school activities for a period of time that may be for the remainder of the school year, but not less than the remainder of the current semester.

A. Procedure for expulsion:

1. When deemed necessary to expel a student, the Head of School will suspend the student noting the intent to expel. The suspension will remain in place until a hearing with the Board of Education is held for the purpose of appealing the expulsion. If no hearing is requested by the parent, the expulsion will be in place.
2. The Head of School will send a written communication of his/her intent to expel to the student. The written communication may be an email to the email address supplied by the parent at registration. The written communication shall include:
 - Reason(s) for expulsion.
 - Date expulsion will begin and date student may return to school.
 - The right of the student, parent, or legal guardian to appeal to the Board of Education.
 - The right to legal counsel or other representation at all appeals proceedings.
3. The parents may request a conference with the Head of School to appeal the expulsion. This request must be made within 24 hours of the expulsion.
4. The parents may request an appeal of the expulsion before the Board of Directors. A request for the appeal must be made within 48 hours of the expulsion.
5. The Board of Directors may affirm, reverse, or modify the expulsion.

The Head of School has discretion as to appropriate disciplinary action.

B. Effects of Expulsion

The academic penalty in cases of expulsion will be to lose credit for all school work for the period of the expulsion.

C. Appeal

The expulsion may be appealed to the Board of Directors. The Board will set the date, time, and place for a hearing and notify the parents or guardians in writing. Parents have the right to legal counsel or other representation at all appeal proceedings. The final decision of the Board must be by majority vote of those members present.

The Board may affirm, reverse, or modify the expulsion.

506 Student Health

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.

506.1 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.

506.2 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.

506.3 Food Preferences, intolerances, and Sensitivities.

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.

506.4 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.

A. 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.

B. 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.

C. 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

D. 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.

E. 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.

506.5 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:

A. Annual Medication Form

- A completed Medication Administration (MA) form is required each school year.
- Must be signed by a parent or guardian.

B. 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.

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.

506.6 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.

506.7 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.

507 Sex Education

Ankeny Christian Academy does not teach sex education. ACA recognizes that parents bear the responsibility to teach sex education.

508 Field Trips

Periodically classes take field trips for educational and/or ministry purposes and are designed to help students utilize and develop their abilities and talents, foster leadership, build Christian friendships, learn social interaction, and glorify God. An informational sheet will be provided to the parent including date, time, destination, cost, and type of transportation. A signed permission slip for the field trip must be returned to the classroom teacher prior to the event, or the student will not be able to participate.

509 Ministry Opportunities

Teachers must plan one project/trip per school year that has a ministry or service emphasis. These projects/trips must be consistent with the mission and values of ACA. More than one class can be involved in a specific project or ministry opportunity. Teachers should follow the field trip policy and process in planning ministry projects.

510 ACA Student Service Hours

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 volunteerism and to live out the example of Jesus Christ as the true servant.

The Board of Directors grants a “community service” award for seniors who perform 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. Activities are to be approved by the administration.

No more than one-half of the service hours are allowed to be performed at Ankeny Christian Academy. All service hours are to be outside the regular school day.

511 Visitor Policy

ACA welcomes visitors to our school during school hours. Anyone who is not a staff member, board member, or student of the school shall be termed “visitor.”

In order to protect our students, ACA requires visitors to follow these guidelines:

- A. All visitors are asked to sign in at the office upon entering the building and indicate the nature of their visit.
- B. Visitors must wear a “Visitor” name tag while on school grounds.
- C. When the visit is complete, visitors will sign out in the office and return the name tag.

Formal Conferences (outside of regular fall or spring conferences) with teachers need to be prearranged.

External student visits require permission from the administration.

512 Search/Inspection of Student Lockers and School Facilities

School employees may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school.

513 Tobacco

School facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school premises immediately.

514 Information Technology

Students will use technology-based tools appropriately and solely for the advancement of learning and teaching as governed by the acceptable use of technology form as signed by the students and parent or guardian annually. The use of these resources will be consistent with ACA's educational mission and policies, as well as state and federal laws and regulations.

ACA makes no warranties of any kind, whether expressed or implied, for the access it is providing. ACA is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by ACA or user errors or omissions. Use of any information obtained via the internet is at the user's risk. ACA cannot be responsible for the accuracy or quality of information obtained through the internet.

Students and their parents/guardians will hold ACA harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. ACA reserves the right, as further outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

Any statement of personal belief found on the computer network or internet or other telecommunications system is implicitly understood to be representative of the author's individual point of view, and not that of the Ankeny Christian Academy, its administration, teachers, or staff.

514.1 Personal Devices

ACA is a personal device free environment during school hours for the student body. See the Parent Student Handbook for implementation and enforcement.

514.2 System Monitoring

ACA unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems. ACA may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, ACA may inspect the contents of electronic mail sent by a student to an identified address and may disclose the contents to others when required to do so by law or policies of ACA, or to investigate complaints regarding electronic mail that is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The administration will determine what is inappropriate use according to the guidelines listed and age and grade of the student. ACA may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity.

514.3 Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, ACA may suspend or revoke a system user's privilege of access to ACA's computers and network. Failure to abide by school policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access. A student is expected to provide full cooperation to ACA administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of ACA's IT resources.

ACA reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage.

Prior to disciplinary action or as soon as practical, ACA's administration will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy and/or state or federal law. When applicable, law enforcement or other agencies may be involved. ACA will cooperate with any investigation conducted by any official or agency concerning or related to misuse of ACA's IT resources.

ACA's administration is responsible for disseminating and interpreting district policy governing the use of ACA's IT resources.

515 Student Driving

Students may drive to school when they have a valid driver's license or school permit. All cars must be registered in the main office. The following policies govern student drivers at ACA:

- A. Student drivers must register their vehicles with the main office.
- B. Student drivers, who are under age 18, must have a permission form on file in the office to be allowed to drive to school.
- C. 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.

516 Child Abuse/Mandatory Reporting

Ankeny Christian Academy requires that all teachers remain current on Child Abuse/Mandatory Reporter training.

The Code of Iowa requires mandatory reporters (licensed school employees, teachers, coaches and paraeducators) to report to the Department of Human Services all instances of suspected child abuse involving students. The law further states that any mandatory reporter who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor, and may also be subject to civil liability for damages caused by the failure to report. The code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in the judicial proceedings that may result from the report. (It is not necessary to get a release of information for any written/oral documentation given to the special investigator.)

Mandatory reporters are required to report if:

- A. The victim is a child, defined as any person under the age of 18 years.
- B. The child is subjected to one or more of the eight categories of child abuse defined in Iowa Code 232.68:

Physical abuse	Child prostitution
Mental injury	Presence of illegal drugs
Sexual abuse	Manufacturing/possession of dangerous substance
Denial of critical care	Bestiality in the presence of a minor

- C. The abuse is the result of the acts or omissions of the person responsible for the care of the child.

All mandatory reporters at ACA will follow the procedure outlined below when child abuse is suspected. This process should be held in the strictest of confidence, not to be discussed with other faculty, parents, or students.

- A. The reporter will log information with dates and a detailed, objective description.
- B. The reporter, with the advice and counsel of the Head of School, will decide on a proper course of action.
- C. If child abuse is suspected, the reporter is required by Iowa law to make a report. (not the Head of School)
 - Oral reports shall be made by telephone within twenty-four hours by calling 283-9222 (Des Moines area) or 1-800-362-2178.
 - Written reports shall be made within 48 hours of the oral report.
 - If a child is in imminent danger, call law enforcement to provide immediate assistance to the child. After you have notified law enforcement, then call DHS.
- D. Finally, the reporter will need to provide the Head of School a copy of any documentation provided to DHS.

Oral and written reports should contain the following information, if it is known:

- A. The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
- B. The child's present whereabouts.
- C. The child's age.
- D. The nature and extent of the child's injuries, including any evidence of previous injuries.
- E. The name, age, and condition of other children in the same household.
- F. Any other information that you believe may be helpful in establishing the cause of the abuse or neglect of the child.
- G. The identity of the person or persons responsible for the abuse or neglect of the child.
- H. Your name and address.

It is not the responsibility of ACA staff to prove that a child has been abused or neglected, and staff shall not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The DHS has the responsibility to follow up on reports.

Use caution and good sense in identifying child abuse. Every parent makes errors in judgment and actions sometimes. But when it becomes plain that it is a pattern or is becoming one, then it is time for help.

517 Procedures for Investigating Allegations of Abuse of Students by School Employees

It is the policy of Ankeny Christian Academy (ACA) that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including termination.

It is policy of ACA to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the

maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The ACA has appointed a level-one investigator(s) and alternate(s), (Head of School and Principal) and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator, i.e. police official. The level-one investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of Ankeny Christian Academy.

The Head of School or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education (chapter 102) to carry out this policy.

Legal References: Iowa Code § 280.17 281-IAC chapter 102

518 Safety Drills

518.1 Fire Drill Evacuation

In accordance with local and state codes, ACA will conduct regular fire drills.

518.2 Tornado Drills

In accordance with local and state codes, ACA will conduct regular tornado drills.

518.3 Intruder and Lockdown Drills

In accordance with local and state codes, ACA will conduct regular intruder and lockdown drills.

519 Fundraisers and Advertising

All student fundraisers and advertising must be approved by the Advancement Director.

520 Bullying and Harassment

All students will be expected to conduct themselves in accordance with the bullying and harassment rules in chapter 104. See Parent Student Handbook for procedures to address perceived harassment.

521 Delinquent Accounts

No report cards are issued to families where tuition has not been paid, but are filed for permanent records/cumulative folder.