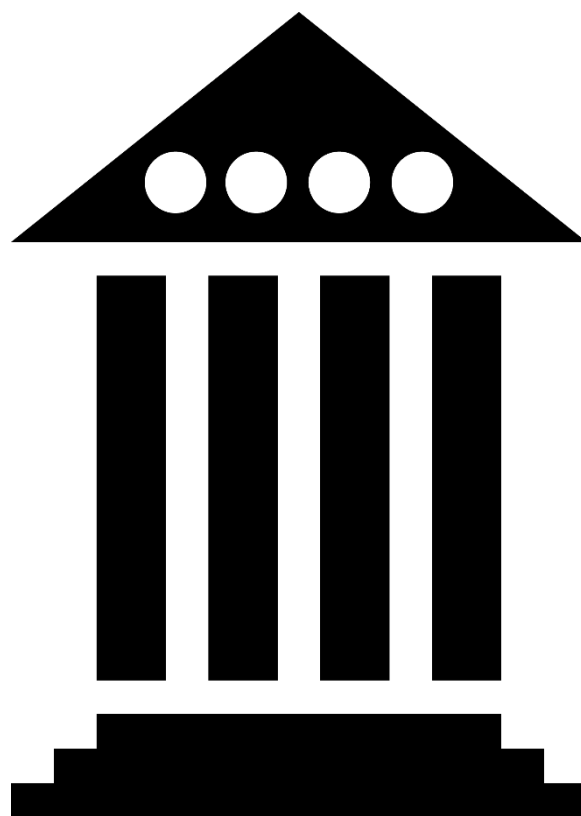


Student/Parent Handbook

2024-2025



ARK ACADEMY

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ArkAcademyRavens.org

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General Information

“You shall therefore lay up these words of mine in your heart and in your soul, . . . You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise.” Deuteronomy 11:18a-19 (ESV)

Mission Statement

Ark Academy partners with families in a grace-filled environment by providing Christ-centered education to enable students to reach their highest potential.

Vision

Our vision is for students to become humble servants who work diligently to disciple others for the glory of God and take an active role in their family, church, and community.

Core Values

LEAD

We LEAD by...

walking in Love,

focusing on Excellence,

striving for a positive Attitude

while growing in Christ-centered Discipleship.

- Love – A new command I give you: Love one another. As I have loved you, so you must love one another (John 13:34).
- Excellence – Whatever you do, work at it with all your heart, as working for the Lord, not for men (Colossians 3:23).
- Attitude – Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth (2 Timothy 2:15). Do everything without complaining or arguing (Philippians 2:14). Your attitude should be the same as that of Christ Jesus (Philippians 2:5).

- Discipleship - Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. (Matthew 28:19-20)

Statement of Faith and Beliefs

Ark Academy believes that every person is valuable and loved by God. Therefore, we should treat all people with honor, love, respect, compassion, dignity, and kindness. The heart of Ark Academy is to love others well by representing Christ to the world through our words and deeds, using Scripture as our standard. Hateful and harassing behavior or attitudes directed toward any individual for any reason are to be repudiated and are not in accord with Scripture nor the beliefs of Ark Academy.

In order to preserve the function and integrity of Ark Academy and to provide a biblical role model to its students, families, and the community, we present the following statement of faith and foundational beliefs.

Although parents need not subscribe to each element of this statement, any teacher may unapologetically teach consistently with these beliefs and must not teach in any way that is inconsistent with these beliefs. When relevant, secular concepts may be discussed with students at age-appropriate levels to enable them to effectively defend their Christian faith in a secular world. Each employee must subscribe to the statement as a whole or declare any particular differences to the LEAD Director for evaluation by the Board of Directors.

Inasmuch as Ark Academy will function as a body of Christians, governed by the Word of God, the following doctrinal statements shall apply. Every school board member, administrator, employed teacher, and support staff member shall be an immersed Christian who steadfastly seeks to be a temple for God's Holy Spirit. They must believe in the full and final inspiration of the Bible to the extent that it is to him or her the infallible Word of God, and therefore, the all-sufficient rule of faith and life; in the deity and supreme authority of Jesus Christ; and in the divine origin and character of the Church as it is revealed in the New Testament.

In harmony with the above, said beliefs shall include the unqualified acceptance of the virgin birth of Christ, the bodily resurrection, and the reality of final judgment of heaven and hell as taught in the Bible. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe in the literal account of creation as recorded in Genesis and that God is the creator and sustainer of all life. Therefore, we believe in the sanctity of life upon

conception. We believe that God is infallible and wonderfully and immutably creates each person as male or female.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has established that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexuality, bisexuality, bestiality, incest, rape, pedophilia, and use of pornography) is contrary to the teachings of the Bible.

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, is the sole and final source of all that we believe. For the purposes of Ark Academy’s practice, policy, discipline, etc., the Board of Directors shall be the school’s final interpretive authority.

History and Governance

Ark Academy is a nonprofit, nonpublic Christian organization. The Board of Directors consists of members from the community and/or surrounding areas. They govern Ark Academy under the Word of God, its adopted bylaws, and its Statement of Faith and Beliefs, mission, and core values. The Board of Directors is comprised of individuals committed to the founding principles and ongoing vision of Ark Academy. The administration of Ark Academy is under the oversight of the LEAD Director. For more details on the board’s operation and policies, please contact the main office.

Non-Discrimination Statement

Ark Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Ark Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Profile of an Ark Academy Graduate

- honors Jesus Christ in their daily life
- humble in their actions
- loves to serve in their community
- disciples others
- whatever they do, they do it for God's glory
- active in their church
- able to defend their faith
- has a teachable spirit
- uses their God-given gifts
- has a biblical worldview
- Jesus first, family second
- strives for excellence
- Christ-like character
- excel academically to the best of their ability
- has developed strong leadership skills
- is a responsible steward of all they are entrusted

Curriculum

The curriculum we have chosen is My Father's World. In the following pages you will understand the four different stages, grades, teaching methods, and the scope and sequence.

Beginning Grammar (Pre-Polly)	Grammar (Poll-Parrot)	Logic (Pert)	Rhetoric (Poetic)
My Father's World Discover	My Father's World Investigate	My Father's World Investigate	My Father's World Declare
Grades K-2 Approx. ages 4-8	Grades 3-6 Approx. ages 9-11	Grades 7-8 Approx. ages 12-14	Grades 9-12 Approx. ages 15-18
<p>Student Characteristics</p> <ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 	<p>Student Characteristics</p> <ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (i.e., Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well 	<p>Student Characteristics</p> <ol style="list-style-type: none"> 1. Still excitable but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? for most things 7. Thinks, acts as though more knowledgeable than adults 	<p>Student Characteristics</p> <ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
Beginning Grammar (Pre-Polly)	Grammar (Poll-Parrot)	Logic (Pert)	Rhetoric (Poetic)
My Father's World Discover	My Father's World Investigate	My Father's World Investigate	My Father's World Declare
Grades K-2 Approx. ages 4-8	Grades 3-6 Approx. ages 9-11	Grades 7-8 Approx. ages 12-14	Grades 9-12 Approx. ages 15-18

Teaching Methods	Teaching Methods	Teaching Methods	Teaching Methods
1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show & Tell, drama, hear/read/tell stories 8. Field trips	1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Categorize, classify 6. Recitations, memorizations, catechisms 7. Drills, games 8. Oral/written presentations	1. Timelines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, re-enactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips	1. Drama, oral presentations 2. Guide research in areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities- i.e. Work with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussions and papers

My Father's World

(This section is taken from My Father's World website)

Classical Education

The Hebraic Way

God Centric vs. Man Centric

My Father's World's God-centric curriculum mirrors the Greco-Roman classical approach of grammar, logic, and rhetoric. However, where the traditional Greco-Roman classical approach has a man-centric view of the universe, we utilize a Hebraic approach. We teach about the God of the universe and His relationship with mankind whereas traditional classical education teaches about the gods that man creates and worships.

Consistent Interaction with God's Word

We encourage growing in knowledge, understanding, and wisdom through consistent interaction with God's Word. Starting with simple Bible verse memorization at the youngest years, we grow the mind of our students to memorize larger portions of Scripture and eventually the whole book of James. We employ the classical approach of grammar, logic, and rhetoric by dividing our curriculum into three stages that we call Discover, Investigate, and Declare.



Preschool – 2nd Grade

During the grammar stage of learning, children DISCOVER the building blocks for all other learning in future years. Teaching focuses on learning about God and His world, how to read and write, and an overview of history from Creation to the present.



3rd Grade - 8th Grade

In the logic stage of learning, children INVESTIGATE cause and effect as they begin to think more analytically and understand how facts fit together into a logical framework. Integrating Bible, chronological history, geography, science, literature, music, and art helps children to understand the world around them.



High School

During the rhetoric stage of learning, students learn to apply the rules of logic to their knowledge in order to DECLARE their conclusions both verbally and in writing. My Father's World integrates Bible, history, and English to help students grow in their understanding of a biblical worldview.

Integrating Hands-On, Unit Studies

My Father's World intermixes play and simple, fun activities with traditional classical methodologies such as learning Latin and Greek roots and chronological history in order to build the foundation to become lifelong learners. As students grow, they expand their understanding of God's World throughout the Family Learning Cycle (INVESTIGATE) as they participate interactively with parents and siblings*. At this age, students gather information and respond "logically" and creatively to it through notebook assignments that interweave both writing and art. They dig deeply into mankind's diversity through the study of culture and geography on which foundation, students learn world history chronologically by developing timelines that demonstrate what is happening in all parts of the world simultaneously. U.S. history is interwoven into the tapestry of world history, helping students to think globally.

*If a student is attending part-time.

Mastering the Ability to Declare God's Truth

At the high school level (DECLARE), My Father's World includes a mastery of rhetoric and a pursuit of wisdom. This includes the completion of argumentative essays, traditional research papers, and analyses of classic World and American literature, all from a biblical worldview. A verse-by-verse reading of the full Bible provides students the ability to declare God's Truth when challenged with secular thought. Drawing from all they have learned in Bible, English, and history, these exercises help students mature in their understanding and ownership of a biblical worldview and further their rhetorical skills. Our hope at My Father's World is that not only will students and families use these skills in post-high school formal and informal learning, but that they also will share God's Word with people both at home and around the globe.

My Father's World is dedicated to inspiring academic excellence in an easy and life transforming way.

Scope and Sequence

	Grade Level	Age	Biblical Focus	Thematic Unit	Science	Reading Focus
Discover	Preschool	3	Discover God's Love – Character development	Readiness	Informal exploration	Readiness, read-aloud stories
	Pre-K	4	Discover God's Ways – Understand God's Word	Academic readiness	Exploration	Letters, read-aloud stories
	K	5-6	Discover God's World – God created the world and everything in it	26 science-based units taught through God's Creation	Nature	Learn to read short vowel readers
	First Grade	6-7	Discover God's Word – God gave us His Word to live by	Bible overview from Genesis to Revelation	Nature	Learn to read from short vowels to full books
	2 nd or 3 rd	7-8	Discover God's Character – The names of Jesus teach us His character	Overview of U.S. history and geography	Overview	Practice reading freely and learn to enjoy books
Investiga	3 rd – 8 th	8-14	Investigate God's Heart – Sharing God's love with the world	Exploring Countries and Cultures	Habitats and ecosystems	Learn to “love to read” and experience
			Investigate God's Law – Old	Creation to	Creation	

			Testament	the Greeks	science, pyramids	the value of books
			Investigate God's Mercy - Life of Jesus/New Testament	Rome to the Reformation	Astronomy, anatomy	
			Investigate God's Faithfulness - Perseverance	Exploration to 1850	Botany, animal world	
			Investigate God's Call - God calls us to serve	1850 to Modern Times	Chemistry, physics	
Declare	9 th - 12 th	14-18	Declare God's Glory - Old Testament	Ancient History and Literature	Biology, chemistry, physics	Learn by reading Use books to investigate topics Mostly independent Parent-guided
			Declare God's Sovereignty	World History and Literature		
			Declare God's Kingdom - Biblical Worldview	U.S. History to 1877, Government, and Literature		
			Declare God's Truth - Spiritual disciplines	U.S. History 1877 to Present with English/Speech, and Economics		

Ark Academy Policy Manual

Admission

Ark Academy intends to admit students from families of parents professing Christian belief and who desire a quality Christian education, support the Ark Academy approach, and agree to abide by the Statement of Faith and Beliefs. Applicants for kindergarten must have their fifth birthday on or before September 15th of that year. Each student's academic ability will be assessed, and students will be placed at a grade level in which they can thrive. Exceptions may be made based upon the ability, aptitude, and achievement of each student.

Ark Academy reserves the right to refuse admission or reenrollment for reasons it deems sufficient.

Any students that have previously attended Ark Academy are eligible to reenroll beginning January 1st for the next academic year. New students may apply for admissions beginning February 1st for the next academic year. Enrollment ends May 31st of the same year.

New students should prepare academically by emphasizing development of excellence in reading skills, English grammar, mathematics, biblical literacy, and study skills. Ark Academy students formally learn cursive handwriting as part of the curriculum in kindergarten-3rd grade. Legible cursive handwriting is expected of students in the 4th grade and above. Please contact the administration if you would like the practice book.

Please help your younger child succeed at Ark Academy by emphasizing personal responsibility for clothing organization, chores, potty training, personal hygiene, etc. Train your children to complete an entire job without interruptions - unloading the dishwasher, making a bed, reading a short story from start to finish, etc. Have students take responsibility for packing their belongings for an overnight stay, going to the swimming pool, and so forth.

Admissions Process

<ol style="list-style-type: none">1. Attend Informational Meeting*2. Apply for Admission Online3. Entrance Testing4. Family Interview5. Acceptance/Denial6. Complete Online Enrollment Process if accepted <p>* Attendance is strongly recommended but not required.</p>	<p>If enrolling prior to the start of a new school year:</p> <ol style="list-style-type: none">1. Summer Reading Project2. Attend New Parent Orientation in August*3. Begin Classes in August
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Public Informational Meetings

Both parents are accountable for the material covered at Informational Meetings. Attendance is strongly recommended. Please check the website for meeting dates and times. Only parents and children who will be entering 7th-12th grades in the fall, may attend. No other children please.

Mid-Year Admittance

Given the sequential nature of the curriculum, Ark Academy reviews students applying for mid-year admission on a case-by-case basis. Qualified candidates may enter at the beginning of the 2nd semester with the approval of the principal or LEAD Director. Ark Academy reserves the right to limit a student's schedule to classes the LEAD Director deems appropriate. Attendance at an Informational Meeting is strongly recommended but not required.

Withdrawal

In the event of withdrawal of a student for any reason after the execution of the Enrollment Agreement, all tuition and fees are still due for the entire school year. Should you choose to withdraw your student, please notify the LEAD Director or principal in writing as soon as possible. A student may withdraw by September 1 without academic penalty. Financial penalties will be considered on a case-by-case basis.

Attendance

A student enrolled in Ark Academy is expected to be on time and present in class every day we are in session for the number of days they signed up for. The actual number of days classes are in session (148) will be posted on the Ark Academy website calendar. Students are also expected to attend and complete all requirements for every course offered. Due to the limited number of days in class, if a student is part-time, class attendance is vitally important to each student's progress. Please use the ample time in the school-at-home days to schedule personal activities (i.e., dentist appointments).

1. Short-Term Absences: If a student needs to be absent from school for a day, for any reason, the parents should contact the administrative office by email, text, or phone as soon as possible.
2. Long-Term Absences: If a student needs to be absent for two or more consecutive days, the parents should notify the office in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary classwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed classwork.
3. Extended Absences: We will cooperate with families taking their children from class for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all classwork to be completed ahead of the absence. We recommend that prior to any planned, extended absence, the student works ahead as much as possible. This eliminates both the need to work on vacation and doing a significant amount of make-up work.
4. In the event the total number of planned (that is, parent-approved) absences exceeds six days for the semester, the student may not receive credit for that time period. In the event the total number of absences, whether planned or unplanned, exceeds ten days in one semester, the student may not receive credit for that semester.
5. When a student is absent, they will have two class days, per day absent, to turn homework in without being penalized.

Students may not attend or participate in any extracurricular activity on a day that they have been absent from class. A student who is unable to complete the last half of the class day because of illness will also be unable to attend or participate in extracurricular activities later on the same day.

In addition, a student should not attend or participate in any extracurricular activity if he/she has been ill within the last 24 hours, including but not limited to a fever higher than 100 degrees, nausea, vomiting, diarrhea, strep throat, lice/nits, and/or other potentially communicable illnesses.

Arrival and Dismissal

Kindergarten through twelfth grades should arrive at the building between 8:00 a.m. to 8:15 a.m. to ensure class starts on time. All students will be considered tardy when they are not seated for the opening ceremony by 8:15 a.m. It is important that students arrive on time and are ready to listen, participate, and learn.

End-of-day pickup time for kindergarten through twelfth grade students is 2:45 p.m.

Parents of ALL students should remain inside the vehicle until it is your turn to unload your child(ren). Please wait for the cars ahead of you to finish unloading before pulling forward to the next available spot. Please have children exit only the building side of the vehicle. Car lines will move slowly the first few days of class, but they quickly improve. Please call the LEAD Director or your child's teacher if you will be late picking up a child, or if there are any unusual carpool changes. More detailed information on how the car line will work will be received during the enrollment process. We must receive prior notification if anyone other than a family member or the regular carpool will be picking up your child. Children will not be released until permission is received.

Basic Rules

The following list of rules are those essential policies that Ark Academy requires all students to be aware of and adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. Students may not use obscene, vulgar, or profane language, as well as taking the name of the Lord in vain. Honesty is expected of all students in all situations.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. The following items including illegal drugs, alcohol, tobacco products, electronic cigarettes (or similar devices), guns, knives, weapons, or explosive devices (including fireworks), are prohibited on the campus grounds, in transportation vehicles, and/or during Ark Academy sponsored events/activities. The only exceptions will be: 1) The use of a weapon for a class sponsored activity, such as archery, under supervision of the coach or sponsor and with permission from the LEAD Director. 2) Parents or designated adults may bring a historical weapon as part of a class-related activity/demonstration if they have received permission ahead of time from the principal and/or LEAD Director. Students may not handle the weapon.

4. Students are expected to be aware of and avoid the off-limit areas of the building or grounds.
5. Students are expected to treat all of Ark Academy's property, facilities, and materials with respect and care. This includes Ark Academy's curriculum that may be distributed to the students. Students may be charged for any damage to property that is attributable to their actions. To help maintain our facilities, chewing gum is not allowed inside campus facilities.
6. Students may not express any physical display of affection or dislike on campus premises, in transportation vehicles, and/or during Ark Academy sponsored events/activities.
7. Students must treat others with honor, love, respect, compassion, dignity, and kindness through words and deeds, using Scripture as the standard. Students may not direct hateful and/or harassing behavior, attitudes, threats, and/or physical aggression toward any individual for any reason. Ignoring or excluding students will not be tolerated.

Closed Campus

Ark Academy is a closed campus. All visitors, including parents, must check in at the campus office. Students are not to open doors to admit visitors at any time. We encourage lunch visits and especially lunch helpers. Classroom visits must be scheduled in advance and may not always be possible due to space limitations and the disruptions visits can cause.

If your child(ren) will be leaving early for any reason (illness, injury, doctor's appointment, etc.), a parent or other emergency contact must let the office know.

Drills

Preschool will have monthly fire and tornado drills, while the upper grades will have them twice a year. Safety procedures will be discussed prior to drills and are available in the classrooms. Teachers will be informed of the intruder policy. Intruder drills will not be practiced or discussed with the students.

Discipline

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the principal and/or LEAD Director. The discipline will be administered in the light of the student's offense and attitude. All discipline will be based on biblical principles,

e.g., restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes. The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student. Parents and students must act in a godly, respectful manner toward students and instructors. The Word of God as found in the scriptures of the Old and New Testaments and especially the Ten Commandments are the standard used to evaluate conduct. Corporal punishment will not be administered under any circumstance.

If students need to be corrected for a behavior, they will be asked what they did, which rule they broke and which fruit of the Spirit they didn't display. If they don't know, the teacher will explain it to them. They are then asked to apologize for the offense, and to ask for forgiveness from the person/people they offended. The motivation behind this method is to train children's hearts and minds and not to punish.

We believe discipline should come from the parents, so when a behavior can't be corrected at Ark Academy, parents are sent a green Discipline Training form. Since the purpose is teaching and training, we are mostly concerned about repeat offenses for the same behavior. If a child receives three forms for the same offense or several slips in a short time span, a meeting will be set with the teacher to work on the solution together with the parents. The principal or LEAD Director will only become involved in this process if the parent/teacher attempts at correction are unsuccessful.

The academic program of Ark Academy requires students to arrive at class on time with assignments responsibly completed. Students that do not complete assignments or score an average of less than 70% may be placed on academic discipline as determined by faculty and the principal and/or LEAD Director.

Violation of the Student/Parent Handbook and/or Statement of Faith and Beliefs (including uniform requirements) may result in disciplinary action. Parents may be required to remove their student from classes and interview for readmission with the LEAD Director or Board of Directors if deemed necessary by Ark Academy. In rare circumstances, parents may be required to permanently withdraw a student from school. Ark Academy may suspend a student from classes at the discretion of the principal and/or LEAD Director. The LEAD Director is authorized to enforce suspensions and the readmission process. Expulsion from Ark Academy will be at the discretion of the Ark Academy Board. Appeal of any decision should be made first to the principal and/or LEAD Director and if necessary to the Ark Academy Board. All decisions of the Board are final.

In regard to discipline the following are specific actions that may be taken:

Teacher Correction

Most offenses require no more than a verbal correction or warning from the teacher and, when warranted restitution, apology, and/or forgiveness for the offended person(s). Parents may or may not be contacted depending on the intent and nature of the offense and whether it is a recurring issue.

Discipline Training Form (Green Slip)

This is the least severe form of discipline. The notice is sent home for a parent's signature. Offenses typically include, but are not limited to: uniform violations, missing homework, tardiness, minor classroom disturbances, recurrent behavior, etc. If the student is in violation of a uniform offense, they will receive one green slip. Any violations of uniform after this will require that the parents bring the appropriate uniform to the student for the remainder of the day.

Office Visits

Although there are other behaviors that may constitute an office visit, there are five basic behaviors that will automatically necessitate discipline from the principal or LEAD Director rather than the teacher. Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether disrespect has been shown.
2. Dishonesty in any situation while on campus, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the principal or LEAD Director, the principal or LEAD Director will determine the nature of the discipline. This may include restitution, parental attendance during the class day with their student, or other measures consistent with biblical guidelines, which may be appropriate. If for any of the above or other reasons, a student receives discipline from the principal or LEAD Director the following will be observed within either semester during the year:

1. The first two times a student is sent to the principal or LEAD Director for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the students' parents and the principal or LEAD Director.
3. Should the student require a fourth office visit, a suspension may be imposed.
4. If a fifth office visit is required, the student may be expelled from Ark Academy.

Expulsion

The Ark Academy Board realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

Immediate Action for Serious Misconduct

Should a student commit an act with such serious consequences that the principal or LEAD Director deems it necessary, the office-visit process may be bypassed, and suspension or expulsion imposed immediately. Examples of such serious misconduct may include but are not limited to the following: endangering other students or staff members, acts of violence, vandalism to the campus facilities, or any act in clear contradiction of scriptural commands. Students may be subject to after school hours of discipline for serious misconduct.

Legally Regulated Substances

Students who use drugs, tobacco or alcohol illegally, at any time while enrolled at Ark Academy will be suspended from class for a minimum of three days and may be expelled. Student use of drugs, tobacco, or alcohol should be reported by the student or parent to the Ark Academy administration. Though tobacco and nicotine products are legal for students who are 18 or older, we ask that students at Ark Academy not use these products.

Academic Integrity

Ark Academy has high expectations for student academic honesty and integrity. Academic honesty is an integral part of the academic process. Cheating, plagiarism, falsification, and attempting or assisting another student with a violation of academic integrity is in violation of Ark Academy policy. Consequences for academic dishonesty include:

First Violation: Automatic office referral. Conference with the LEAD Director or principal. Student will receive a grade of “0” on the assignment.

Second Violation: Automatic office referral. Conference with the LEAD Director or principal and parents. Student will receive a grade of “0” on the assignment. Student will also receive a suspension and be placed on Academic Probation (see Academic Probation policy above).

Third Violation: Expulsion from Ark Academy.

First Time Obedience

When a student hears a teacher, administrator, or other person in authority say their name (or students, first graders, class, friends, etc.) the student(s) are expected to immediately stop what they are doing, give their full attention to the person speaking, and respond with, “Yes, Mrs./Mr./Miss _____.” We ask parents to practice this at home if it is not something the student is used to doing. When full attention is given to the person speaking, instructions can be given to ears and hearts that are ready to listen.

Campus Rules:

- Respect for Authority
- Respect for Peers
- Respect for Self
- Respect for Property
- Respect for Time
- Respect for Nature

Dress Code

Ark Academy is a workplace for students as well as for teachers. Students should dress in a way that demonstrates their respect for the school. Therefore, students shall:

1. Dress neatly: Shoes tied, no holes/tears in clothes, no stains or pet fur, clothing appropriately sized for the wearer, etc.
2. Be clean: Come to class recently washed with hair combed and neatly trimmed.
3. Be modest: No short skirts, short shorts, or inappropriate footwear will be tolerated. Outlandish or distracting clothing, jewelry, or appearance will not be allowed. Skirts/skorts/shorts should be no more than 4 inches above the knee when kneeling. Please wear shorts or leggings under skirts.
4. Hair color: Dyed hair must be a naturally occurring shade (i.e., blue would not be an acceptable color). Students in violation of this component of the dress code will be asked to return their hair to a naturally occurring shade as soon as possible. While hair color is in violation of the dress code, students will not be allowed to participate in class or in Ark Academy sanctioned activities, e.g., sports, theater, speech and debate, retreats, etc.
5. Non-uniform days/activities: Students should follow the general guidelines listed above, as well as refrain from wearing anything with words and/or images that would be in violation of Ark Academy's basic rules and/or biblical principles. Leggings must be worn under a skirt and are not allowed to be worn alone.

General Uniform Demeanor

- Parents are responsible for their children's uniform conformity. Students who are in violation of the dress code will be given a green slip for the first offense. On the second offense the student will either be sent home or the parents will be called to bring the proper uniform to class.
- Students are expected to be neatly dressed in the Ark Academy uniform.
- All elements of the uniform will be enforced by the staff on the Ark Academy campus from 8:00 a.m. to 3:00 p.m.
- Students must keep their short sleeves and waistbands unrolled.
- Only regulation clothing may be worn while in the classroom. If your student desires warmth, they must wear Ark Academy sweatshirts while they are on campus. All these items must display the Ark Academy logo.
- No Ark Academy clothing may be worn around the waist of the student.
- Non-regulation outerwear may be worn to and from campus or during outside recess only. Students should remove coats, hoodies without the Ark Academy logo, etc. upon arriving at the building. Coats are not allowed to be worn in the classroom.

- ALL uniform components MUST be labeled. Unlabeled uniform clothing will be donated to the uniform box.
- Attending Ark Academy-sponsored events where uniforms are not required, students must dress in a neat, clean, and modest manner.
- The administration will determine if there is a violation of the dress code.

Uniform List

Uniforms have been adopted by Ark Academy starting in kindergarten to ensure a tasteful and modest learning environment. All uniform tops/dresses must be ordered through Wittrock T-shirts. Pants may be purchased at the place of your choice. You may purchase these at places like Walmart, Target, or any other department store if they meet the stated qualifications:

- Chino Pants - Woven Stretch Pencil Leg, Elastic Waist Blend, Plain Front Blend, Plain Front Stretch
- Chino Shorts - Elastic Waist, Plain Front
- Skirts/Skorts (below, top of, or above the knee)

New or used uniforms in good condition (no rips, holes, patches, or large stains) are acceptable. Uniforms may be passed down to new students from older students who may need a new size.

Please purchase new uniforms through Wittrock T-shirts. Please allow 3-4 weeks for delivery. Order early to ensure delivery prior to the beginning of the academic year. Order enough to be able to wear a clean shirt each day you will be attending class on campus.

Girls' Uniforms

Shirts: Students may wear long-sleeved or short-sleeved shirts, T-shirts or Polos that are either black, purple, gray, or navy. All tops must have the Ark Academy logo. If your child chooses to wear an undershirt beneath their uniform it must be white. Students may not wear long-sleeved shirts under short-sleeved shirts.

Girls that wear 2T-6T may also wear a Rib Dress in ballerina pink, black, or heather gray. This is also ordered at Wittrock T-shirts.

Pants: Students may wear khaki, navy, black, or gray pants and must wear a black or brown belt with any item that has belt loops. Skirts/skorts should be no more than 4 inches above the knee when kneeling. Please wear shorts or leggings under skirts.

Footwear:

- Socks/Tights/Leggings - Plain black, gray, or navy. Students may color coordinate socks/tights/leggings if they are the same color as their top (e.g., gray socks with a gray shirt). Socks/tights/leggings may not have patterns or designs. Name brand logos on socks are acceptable (e.g., Nike swoosh).
- Tennis Shoes - Any brand, color, or design is acceptable. Shoes must tie/lace or Velcro. No slip-ons (Hey Dudes), sandals, boots, Mary-Janes, or dress shoes for safety reasons.

Boys' Uniforms

Shirts: Students may wear long-sleeved or short-sleeved shirts, T-shirts or Polos that are either black, purple, gray, or navy. All tops must have the Ark Academy logo. If your child chooses to wear an undershirt beneath their uniform, it must be white. Students may not wear long-sleeved shirts under short-sleeved shirts.

Pants: Students may wear khaki, navy, black, or gray pants and must wear a black or brown belt with any item that has belt loops.

Footwear:

- Socks - Plain black, gray, or navy. Students may color coordinate socks if they are the same color as their top (e.g., navy socks with a navy shirt.) Socks may not have patterns or designs. Name brands or logos are acceptable (e.g., Nike swoosh).
- Tennis Shoes - Any color or design is acceptable. Shoes must tie/lace or Velcro. No slip-ons (Hey Dudes), cowboy boots, or sandals will be allowed.

Assessment and Reporting

Ark Academy partners with parents to educate students in a historic biblical worldview through our curriculum. We educate formally with attention given to precision in both presentation and evaluation. As such, we seek to grade fairly and report student achievement accurately and uniformly. From K-8th grade, student progress is based on mastery of a given skill set reported quarterly. In grades 9-12, Ark Academy bases grades on objective standards and reports grades quarterly and cumulatively as a percentage. Grades are based primarily on the following: tests, quizzes, homework, and class participation.

Ark Academy encourages students to explore additional elements of learning beyond the prescribed coursework boundaries, and we enthusiastically welcome additional work that our students perform. Instructors have the liberty and are encouraged to recognize this additional effort in various and creative ways. However, the student's grades and academic pointing systems must accurately and honestly reflect their mastery of the prescribed coursework. Adding to or replacing the prescribed coursework with extra credit work potentially skews assessment of the student's coursework mastery. Therefore, Ark Academy discourages instructors from using extra assignments and/or allowing students to retake tests or quizzes for the purpose of supplementing or replacing evaluation of a student's mastery of a subject. Exceptions to this policy will be allowed only at the joint discretion of the principal or LEAD Director and the classroom instructor.

Grade Conversion Chart

Numerical Average	Letter Grade	Grade Point Average
97-100	A+	4.0
93-96	A	3.7
90-92	A-	3.3
87-89	B+	3.0
83-86	B	2.7
80-82	B-	2.3
77-79	C+	2.0
73-76	C	1.7
70-72	C-	1.3
67-69	D+	1.0
63-66	D	0.7
60-62	D-	0.3
Below 60	F	0.0

Health Requirements

1. Ark Academy, in compliance with Iowa law and thus biblical citizenship, is required to keep current annual immunization records of all students. We are therefore asking that you submit along with your application, a letter or form from your family physician verifying your child's current immunizations against communicable diseases. You are within your rights as a citizen not to immunize your children for medical reasons or for reasons of conscience, however, we at Ark Academy will need a record of your letter of exemption should you choose these exemptions.

Completion of this responsibility is required as part of the admissions process before a student can attend classes.

2. Before Ark Academy will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of nonprescription medicine (e.g., Tylenol, Tums), parents must complete a Medical Information section as part of their enrollment to grant a year's permission to Ark Academy to issue non-prescription medicines to their student(s). This information will be kept in the student's digital file. Any other non-prescription medicines needed should be given to the administrative secretary or the child's teacher by the parent. Prescription medicines will not be dispensed without written parental permission per prescription. Students/siblings may not administer medicine of any kind to other students/siblings.
3. Emergency Contacts and Authorized Pick Up: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency as well as those who have permission to pick up your child. Completed as part of the enrollment process.
4. Medical Information and Consent: Includes signed consent to give medical care and treatment of a minor child in order to facilitate necessary action in an emergency. The form also includes physician/hospital and insurance information. Completed as part of the enrollment process.
5. Illness Policy: Children will not be admitted to Ark Academy if they have been ill within the last 24 hours, including but not limited to a fever higher than 100 degrees, nausea, vomiting, diarrhea, lice/nits and other potentially communicable illnesses. If a child becomes ill during class, it is the parent's responsibility to arrange for their pick up as soon as possible when notified by the staff. There may be occasions when we have a more restrictive policy, if necessary.
6. Pandemic/Health Emergency Plan: Health policies will be modified based on current information and recommendations from the CDC as well as state and local health organizations. Ark Academy will remain in compliance with mandated ordinances and will keep families informed of its plans.

Allergies

Ark Academy recognizes that some learners may have critical allergies to certain foods. While we will do our best to protect our students from harm, we cannot ask the entire student population to omit food items such as peanuts or eggs. We will ensure all staff are knowledgeable of all students' allergies and proper emergency procedures but cannot guarantee that our campus will be free of these items.

Child Abuse Reporting

Our staff are Mandatory Reporters for Child and Dependent Adult Abuse. The Iowa Department of Health and Human Services establishes a reporting and investigation procedure for alleged cases of child abuse. We are required to orally report within 24 hours to the Iowa Department of Health and Human Services when they “reasonably believe a child has suffered from abuse.” The requirement to report is mandatory and required by law.

School-at-Home (SAH) Day Expectations

Due to the nature of our program, work is assigned for days not at school, such as part-time students and days missed due to weather, to be completed at home. Completing assignments on time and completely is the most significant key to a student's success at Ark Academy. Work done at home will generally cover concepts introduced in class; however, parents will reinforce learned concepts. In our experience, successful students are successful because their parents are available to assist them with the at-home component of our program. Especially in the lower grades, it is expected that parents will instruct and support their child as needed to complete assigned work and master concepts assigned on the S.A.H. days. Some notes on “school-at-home day” work:

1. Set aside a designated place and time for S.A.H. work.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long study period.
3. Encourage complete mastery. For instance, when you correct a math assignment for your child, make sure your child is able to restudy and then work problems similar to those missed.
4. Teach your child to manage their time wisely. Set boundaries around the designated S.A.H. time.
5. Help your child to learn organizational skills such as putting completed work in his/her folder, storing memory work in plastic sleeves, returning their books to their backpack when finished, etc.
6. Completed S.A.H. work is required for admission to any class upon the return to school. A deduction of 10% for each school day late will be taken for late work.

Electronic and Digital Devices

Cell phones, headphones, smart watches, video game systems, and other electronic/digital devices can be disruptive to the educational process. Preschool through sixth grade students may not bring the aforementioned items to campus without a parent/guardian receiving prior permission from the principal and/or LEAD Director. Students in grades 7-12 will abide by the technology policies outlined in the “Electronic and Digital Devices” section of the Upper Grade Policies below and the Technology Contract regarding the use of such devices. All phones will be powered down and placed in a designated place in the classroom.

Learning Disabilities

A severe learning disability is any condition in a potential student which would require a separate classroom, program, and/or staff in order to provide the educational services needed for the student and/or desired by the parents.

A learning disability is any condition in a potential student or current student which does not require a separate classroom, program, and/or staff in order to provide the educational services needed for the student and/or desired by the parents, e.g., hyperactivity, attention deficit disorder, dyslexia. For the purposes of this policy, it is not important whether the condition was accurately diagnosed and is a genuine learning disability.

1. Children with a severe learning disability may not be admitted to Ark Academy due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level; however, learning at a different speed or beginning at a different level may be accommodated based on meeting the child where he/she is. Depending upon the severity of the disability and the number of accommodations needed, some students may not be admitted.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

Lost and Found

During the school year, students often misplace or leave behind personal items. Items found without a name are placed in our designated lost and found receptacles. Small items may be turned into the office. Please use a permanent marker to write your student’s name

on all jackets, sweatshirts, removable clothing items, water bottles, and lunch boxes to be sure they will be returned to the proper owner.

Due to limited storage space, unclaimed lost and found items will be donated to charity at the end of the year.

Snacks and Lunches

Students may bring a healthy snack for morning break. There should be a designated snack time for all grades. All students that attend a full day on campus will be required to provide their own cold lunch. A microwave and refrigerator will be available for use.

Parent Involvement

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4 (ESV)

As a support to the family unit, Ark Academy considers the family to be of first importance to a child. The Bible indicates that the family is an important God-designed institution, that is compared to the relationship believers have with Christ and the Father. Due to the nature of our parent-partnering schedule, Ark Academy requires a level of parental involvement that goes well beyond any traditional school. In order for your child to succeed, at least one adult should be available to help the student with his or her work on home days, especially in the lower grades. Your child's teacher(s) will explain the details of your role prior to the start of class.

Below are just a few of the ways parents are involved. Please feel free to ask if you would like to try additional ideas.

1. Our teachers rely on you to partner with them in the education of your child by closely supervising and administering the home component of the program.
2. Organize class or study group field trips and/or library visits for the S.A.H. days.
3. Volunteer your help as may be needed in many areas (i.e., be a room mom or dad.)

Tuition and Fees

Please contact Ark Academy on their website to set up an educational consultation with the LEAD Director to discuss your family's educational needs as well as tuition and fees. If your child(ren) has attended Noah's Ark Preschool in the past, they would be considered as reenrolling. The application fee for new students is \$27.

Full/Part Time	Grades	Tuition	Non-Refundable Enrollment Fee	Non-Refundable Reenrollment Fee
Full Time	K-6	\$ 6,200	\$ 366	\$ 291
Full Time	7-12	\$ 6,400	\$ 476	\$ 401
Part Time	K-6	\$ 2,900	\$ 366	\$ 291
Part Time	7-12	\$ 3,200	\$ 476	\$ 401
MTW AM 8-11	Preschool/Pre-K	\$ 2,000	\$ 191	\$ 141
MTW PM 12-3	Preschool/Pre-K	\$ 2,000	\$ 191	\$ 141

The reenrollment fees will increase \$50/monthly beginning February 1st until enrollment ends on May 31st. Enrollment fees will increase \$50/monthly beginning March 1st until enrollment is closed May 31st.

Weather

Ark Academy will follow the Belle Plaine Public School District for weather related cancellations, delays, or early dismissals. School may also be closed even if the corresponding public school district is not closed if travel conditions prohibit teachers/staff from attending. A school day cancelled due to winter weather will become a school-at-home day. Teachers will communicate assignments that students are responsible for on these days. If school is not cancelled and you believe the travel conditions from where you live are hazardous, we encourage you to stay home. No student will be penalized academically for missing school on a day when travel conditions could have been reasonably deemed hazardous; however, they will still be responsible for all assignments completed in class that day.

Belle Plaine Public School District will be posting their weather-related announcements on the listed local stations and on their website: KWVL-TV7, KGAN-TV2, KCRG-TV9, KCCI-TV8, WMT-AM 600, KGYM-AM, 1600 ESPN, WHO-AM 1040.

Ark Academy will send out a school-wide text stating the changes due to weather, post on our private Facebook group and KCRG-TV9.

Ark Academy's Preschool Policies

What is our Preschool Program all about?

Ark Academy Preschool wants to provide a safe, comfortable, and fun place for children from ages 2 - 5 to learn, play, and grow. We know that each child is "God's Masterpiece" (Ephesians 2:10). God loves every child, and He has great things planned for each one of them (Jeremiah 29:11).

Our preschool serves the developmental needs of children by letting them know they are special, strengthening their readiness skills for school, and encouraging them to serve Jesus, their family, friends, neighbors, and community through sound curriculum and quality teaching.

It is our goal to create an environment that stimulates and challenges each child according to his/her developmental level. Their first classroom experience should be a positive one that will LEAD to a lifetime of learning. We want the children to experience God's love and to grow spiritually, socially, emotionally, physically, and mentally. We believe that children reach their fullest potential in a nurturing environment where learning is based on hands-on experiences within a play-centered classroom.

Ark Academy Preschool includes children ranging from 2 - 5 years of age. Research shows that multiage groupings benefit both younger and older students in the classroom. According to Dr. Lilian Katz, an international leader in early childhood education, "Mixed-age grouping resembles family and neighborhood groupings, which throughout history have informally provided much of children's socialization and education (from *The Case for Mixed-Age Groupings in Early Education*)."

We can tell you from over a decade of experience that having a multi-age class has worked wonderfully. The younger students learn from the older students, and the older students thrive when they can practice their skills by demonstrating to the younger students what they can do. We have been able to see firsthand how this can create a caring and learning environment.

Because the students can enroll in our preschool program for more than one year, it helps us become more familiar with each student and their families, potentially resulting in a stronger sense of continuity. Such an environment helps with building a connection between families and our class, which leads to better teacher-parent relationships and increased parent involvement.

Tobacco Free Environment

Pursuant to the Iowa Smokefree Air Act, smoking is prohibited in all classrooms, outdoor play area, and in any vehicle that Ark Academy uses to transport children.

SUPPLIES FOR PRESCHOOLERS

Items to Bring

Please bring extra clothing for each child for each season of the year: long-sleeved and short-sleeved shirts, pants/leggings, shorts, socks, and underwear. Put them in a gallon Ziploc bag with child's name on it. This will stay at preschool all year. If they need to wear their extra clothes during the day, their Ziploc bag will be sent home to bring back the next day of class with a new clean pair of clothing.

They will also need something to transport their things to preschool and home. A regular size backpack works great for this. The small backpacks make it hard for a lot of artwork and/or papers.

A school supply list will be sent to the parents before the beginning of each preschool year.

Items Not to Bring

Because Ark Academy cannot be responsible for any lost or damaged items from home, it is in your child's best interest to leave toys and personal items at home, with the exception of things needed at different times throughout the year when asked to bring items from home for projects or curriculum-based needs.

In keeping with the curriculum and goals of our program, toys in the form of weapons, knives, guns, warriors, action figures, electronic games and videos, should be kept at home at all times.

HEALTH AND SAFETY FOR PRESCHOOLERS

Potty Trained

All students beginning preschool will need to be completely potty trained before the first day of class.

Locked Doors

To ensure the safety of all students, both doors remain locked throughout the day. The back door is always locked. In the morning once the children all arrive, the front door will be locked for the rest of the day.

Vision Screening

Free vision screening will be offered to children by a local Lions Club in the fall. Screenings are in conjunction with Iowa KidSight, under the Department of Ophthalmology and Visual Sciences at the University of Iowa Hospitals and Clinics. Vision screening produces images of a child's eyes to determine the presence of eye disorders including far- and near-sightedness, astigmatism, anisometropia (unequal refractive power), strabismus (misaligned eyes), and media opacities (e.g., cataracts). No physical contact is made with a child, and no eye drops are used during the vision screening. This screening is approximately 85-90% effective in detecting problems that can cause reduced vision and is available for kids ages preschool through kindergarten.

Participation is voluntary. No child will be screened without a signed and completed consent form.

Illness Policy

A fever of 100 degrees or higher is considered contagious, and your child will be unable to attend class. Children need to be fever free for 24 hours without any kind of medicine to keep it down before they can return and be around other children.

If your child has vomited or had diarrhea within the last 24 hours, they should also stay home.

If your child is just plain run down and not feeling well, it is best to keep them at home so they can rest. You know your child better than anyone, so use your best judgment on this one.

If your child is in attendance and either vomits, gets diarrhea, or a fever of 100 degrees, you will be notified and expected to pick up your child within one hour. If a child is complaining of not feeling well or is just acting differently than usual and does not demonstrate any of the above symptoms, it will be documented throughout the rest of the day, and you will be made aware of it when you pick up your child, unless we have already

done so. They will be given an option to lie down to rest, eat soft or bland foods, and will be given extra comfort.

OUR PRESCHOOL DAY

Curriculum

My Father's World is our curriculum. My Father's World integrates Bible with the study of history, geography, science, literature, art, and music while helping children learn a biblical worldview.

A biblical perspective is thoughtfully and thoroughly integrated throughout the learning experience. As children learn about the amazing world they live in, they also learn to love and believe in the One who created it. Activities and Bible stories help develop practical life skills, focusing on character development.

Assessments

A Preschool Progress Report will be sent home in September and May. Parent/Teacher Conferences are scheduled with the teacher. You will receive more information in regards to this at a later date.

The primary purposes of assessments are to help teachers:

- observe and document children's development and learning over time
- support, guide, and inform planning and instruction
- identify children who might benefit from special help, screening, or further evaluation
- report and communicate with family members

Clothing

All students need to be dressed to play outside and be prepared for the weather every day they attend class. They also are required to wear tennis shoes with socks every day at school. You may not want to send them in their best clothes to avoid stains, wear, and tear. Please send a jacket in the spring/summer/fall and hats, mittens or gloves, boots, snow pants, and a winter coat in the winter. Students do play in a sandbox and the sand may stain lighter colored clothing. During their play in the mud kitchen and sandbox, they are required to wear their mud boots.

When choosing tennis shoes, mittens, coats, etc. for them to wear to preschool, please keep in mind that the students are encouraged to dress themselves. Sending them in things that would help facilitate their independence would greatly aid in this process.

School Pictures

A photographer will come to our classroom to take the student's school pictures within a few weeks of school starting. Families will receive the details once school begins. Purchasing a package is not required. Each child will have their photo taken to be in the class composite unless stated otherwise.

Snacks

Every child will be offered a mid-morning snack. A variety of foods will be offered.

Children will be encouraged to try new foods but never forced. Children will pour their own beverage from small jugs. The children wash their hands before and after a snack. Food is never used as a reward or threat.

Birthdays

Your child's birthday is a very special day and will be celebrated in class. Their classroom teacher will be in contact with the parents to make arrangements for treats and day of celebration. Your child is more than welcome to bring birthday treats. Please make us aware if you will be bringing them and be sure to ask if there are any food allergies within the class to take into consideration. It is left up to your discretion as to what treats to bring.

One request we do have is not to send cupcakes or a cake. Not that we don't like messes, but those are the messiest of all snacks. Generally, most children just eat the frosting and don't like the actual cake part. Making birthday cookies would go over well as any of the pre-packaged Little Debbie's snacks.

Field Trips/Transportation

Ark Academy preschool enjoys giving children the opportunity to experience as much as they can; to see things they haven't had a chance to see and learn about things in the big world around them. As ideas and opportunities arise throughout the year for a field trip, you will be informed at that time. There may be times when your assistance is needed such as driving for an event. The child is always able to go with or without a parent to accompany them. Some field trips may require an additional fee.

You will be asked to leave their personal safety seat to be used on the field trip if you are not attending to be used by whomever will be transporting your child. Your permission will be requested as to who your child will be riding with.

Family Involvement

Would you like to join our class? Would you be interested in enhancing our program? If you would like to share about your profession, a hobby or talent, read a book, or volunteer for an hour during a class, please contact us to set up a time and date. Children are always proud of their family and what they do and would like to have an opportunity to share with their friends.

Discipline

In the classroom we will talk about choices. We will concentrate on good choices and learn the consequences of bad choices.

Problem solving is something we will encourage each of them to do on their own when possible. When the need arises, we will talk with them about different ways of solving an issue and how to decide which way is best.

Redirecting the child is a way of handling some situations. If the problem cannot be resolved, the child will be asked to leave the situation to take some time to calm down. If the problem persists, we will inform the parents to assist in the process.

Subject to Change

This handbook is subject to change at any time. You will be notified of any such changes.

EOP

Ark Academy is an Equal Opportunity Provider.

Ark Academy's Kindergarten – 12th Grade Policies

My Father's World - High School Suggested Course of Study

Math, science, and electives will vary; less challenging options are in parenthesis.

9 th Grade – Ancient History and Literature	Credits
Bible: Old Testament	1
English: Ancient Literature	1
History: Ancient History	1
Math: Geometry (or Algebra 1)	1
Science: Biology (or Earth Science)	1
Foreign Language 1	1
Electives: Introduction to Logic	.5
	6.5

10 th Grade – World History and Literature	Credits
Bible: New Testament and Church History	1
English: World Literature	1
History: World History	1
Math: Algebra 2 (or Geometry)	1
Science: Chemistry (or Biology)	1
Foreign Language 2	1
Electives: Fine Arts (see appendix in Daily Lesson Plans)	1
	7

11 th Grade – U.S. History to 1877	Credits
Bible: Biblical Worldview	1
English: American Literature	1
History: U.S. History to 1877	.5
Government	.5
Math: Advanced Math – first half (or Algebra 2)	1
Science: Advanced Biology – The Human Body	1
Foreign Language 3	1
Electives: Health	.5
	6.5

12 th Grade – U.S. History 1877 to the Present	Credits
Bible: Spiritual Disciplines	1
English: Modern Literature and Speech	1
History: U.S. History 1877 to the Present	.5
Economics	.5
Geography – includes ¼ credit for maps completed earlier in <i>World History and Literature</i> ; may be expanded to a full-year credit with suggested additional activities	.5 (or 1)
Math: finish Advanced Math (or begin Advanced Math; some students' goals will not require Advanced Math)	1
Science: Physics or other course (some students' goals will not require science this year)	1
Foreign Language 4 – optional; consider a community course or other live speaker plan	1
Electives: Personal Finance	.5
	7.0 (or 7.5)

Academic Probation

Academic probation will be enforced for failure to maintain an overall average of 70% in his/her academic coursework for high school students. All students kindergarten through 12th grade are expected to complete daily assignments. A student's progress while on academic probation will be closely monitored with the first goal being to remove the probationary status and, secondarily, to evaluate the student's eligibility for continuation beyond the semester in session or reenrollment for the next academic year. Administration will communicate details with the parents or guardians and the student regarding the timeline and details of this process.

After Hours

Students who remain in the building after hours must be directly supervised by a teacher, coach, or other staff member. This includes students whose parents are late for pick up. There will be no “hanging out” in the hallways after school. Students are not allowed to stay after school for special projects or socializing without permission from and supervision by a staff member.

Audio Books

Ark Academy will consider the use of audio books on a case-by-case basis. Paper books will be the standard form of reading. If we find a student has used an audio book without permission, their work will be marked incomplete for the assignment.

Computers

Ark Academy may maintain a limited number of computers for use. We strongly encourage each Ark Academy family to have an up-to-date computer with adequate software, internet access, and printing capabilities in their home. We also strongly encourage the use of filtering software, placing the computer in a living area, and consistent parental supervision. Computers will only be used in the class with the teacher's permission for educational purposes.

Electronic and Digital Devices

Cell phones, headphones, smart watches, and other electronic and digital devices can be disruptive to the educational process. Therefore, for the sake of consistency, they will not be allowed to be used during school hours without permission. Extracurricular usage shall be at the discretion of the teacher or coach. Cell phones brought to school must remain off and be placed with the instructor, to be used only after school. Laptop computers and personal computing devices may be used for legitimate educational purposes.

In addition to these general rules, please refer to the Technology Contract for more specific guidelines. All students in grades Kindergarten - 12 must read and electronically sign a Technology Contract stating they will comply with the computer/phone rules set forth by the school and understand these privileges may be revoked if they do not abide by the rules as stated in the contract. Students who do not have a signed contract on file in the office may not use cell phones, laptop computers, or other computing devices.

Extracurricular Activities

As a student of Ark Academy, you will be able to dual enroll with the public school for any extracurricular activities that we do not offer. During the enrollment process, parents will fill out the proper paperwork and turn it into the local school district's administration office.

Students are encouraged to participate in extracurricular activities. These are provided to give a wide range of opportunities to reinforce and apply what is learned in the classroom, provide social contacts, and to give exposure to areas that are not directly taught in the classroom. All students are encouraged to participate in one or more extracurricular activities. All students should support the activities and talents of others. Your presence is much appreciated at concerts, banquets, sporting events, etc.

Students may not attend or participate in any extracurricular activity on a day that they have been absent from school. A student who is unable to complete the last half of the school day because of illness will also be unable to attend or participate in extracurricular activities later on the same day.

In addition, a student should not attend or participate in any extracurricular activity if he/she has been ill within the last 24 hours, including but not limited to a fever higher than 100, nausea, vomiting, diarrhea, strep throat, lice/nits, and/or other potentially communicable illnesses.

Students will not be allowed to participate if on academic probation.

Extracurricular Options:

- Student Leadership - The purpose of Student Leadership is to provide leadership and service opportunities as students work together with staff, parents, and fellow students to impact the surrounding community.
- Band and Choir – Students will be able to dual enroll in a public school to participate until we are able to form a band/choir at Ark Academy.
- Theatre – Students will be able to dual enroll in a public school to participate until we are able to establish a theatre class at Ark Academy.
- Athletics – Students will be able to dual enroll in a public school to participate until we have enough interested participants attending Ark Academy.

Service Hours

Students in 9th- 12th grades are required to spend 34 hours each academic year in service to their community. These are to be hands on active service hours. Volunteering for any ‘on call’ position does not fulfill this requirement unless the student is actually engaging in active fulfillment of the position.

Social Networking

The LEAD Director and/or principal may ask to review a child's social networking account if sufficient evidence is present to indicate bullying or harassment of any Ark Academy Student.

Student Records

In the event that Ark Academy should permanently close student records will be sent to the school district in which the student resides.

After graduation only minimum records are kept, such as the transcript of all courses and grades. If you need a copy of your transcript sent to a school or business, please let the office know in writing and indicate the exact address to which the records are to be sent. All records are confidential. Student records will not be released if there are outstanding fees, as stated in the Enrollment Agreement.

Summer Reading Project

Students are required to read a book from the designated book list approved by the teacher and complete a project. Projects are due the first day of class. Projects may be a diorama, book report, dress up and skit, drawing or painting a picture, a Lego project, creating a board game, or a report on the author. Be creative, these are just a few ideas. Remember, whatever you choose for your project, do it with Excellence!

Tardies

Kindergarten – 12th grade students will be considered tardy when they are not seated for the Opening Ceremony at 8:15 a.m. Students who arrive late must check in at the office upon arrival to receive a tardy slip for admittance to class. It is important that students arrive on time and are ready to listen and participate. After the third tardy in a quarter, parents will be notified.

Test Retaking

Retaking any tests is not an option. Deadlines, studying, and consequences for test results provide scaffolding for students to learn self-control and responsibility.

Vehicle Control/Parking

Driving a car to school is a privilege, not a right. Please use consideration for others in regards to driving. All vehicles driven to Ark Academy must be registered during the enrollment process. Unregistered vehicles may be towed at the owner's expense.

Yearly Activities

Ark Academy has put into place activities that our families will look forward to taking part in throughout the year.

- Retreat - Every fall, students are encouraged to attend a day retreat. The purpose of the retreat is to bring unity among the students. Retreats will include things such as team building games and/or a service project.
- Class Activities - Various classes occasionally sponsor social activities at times other than during the regular school hours. These may include such events as swimming parties, hikes, geocaching, or picnics.
- Closing Ceremonies - The last day of school we will have a special event for the students and look back on all they accomplished throughout the year.
- Senior Trip - A senior trip to the Ark Encounter in Williamstown, KY and the Creation Museum in Petersburg, KY will be planned for all seniors that have completed all required schoolwork and credits within the academic school year. This trip is planned with the senior class and the administration. The LEAD Director, principal, and/or approved sponsors will chaperone the trip. Fundraising activities will help raise the funds.
- Graduation - Family and friends are invited to watch as the seniors receive their diplomas in a special ceremony, along with our preschool graduates.

Grievance Policies

Definition

A grievance is an unresolved problem, concern, complaint, or dispute. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal

The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

Policy

Ark Academy is committed to helpful communication during the process of resolving concerns, complaints, or disputes within the student population. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care, and at all times confidentiality will be respected.

Rationale

Ark Academy is composed of many people and from time to time, concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly, and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

Scope

These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Ark Academy. This includes students, parents, staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the LEAD Director will decide what procedures to follow based on those procedures established by this policy.

General Guidelines

1. If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.

2. If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or LEAD Director if you are unsure of the person to whom you should address your concern or complaint.
3. Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication, and resolution.
4. Decisions of the board constitute the final position of Ark Academy with regard to any grievance. No further appeals will be granted by the board once it has reached a decision.

Grievance Resolution Process

Students/Parents to Teachers

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself/herself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the student's/parent's satisfaction, the parents should appeal the decision to the LEAD Director in writing. The LEAD Director will speak with parties involved, investigate as appropriate, and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision, will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Ark Academy Board of Directors within two weeks of the LEAD Director's determination requesting a review of the LEAD Director's determination during the next board meeting.

Athletes/Parents to Coaches

1. Follow the process outlined in the Athletic Handbook.
2. If there is no satisfactory resolution, refer to steps #3 and #4 in "Student/Parents to Teachers" process above.

Parents/Board Members/Donors to Administrator

1. If parents, board members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the LEAD Director. Complaints at this level and above are documented by the LEAD Director to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The LEAD Director will speak with parties involved, investigate as appropriate, and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision, will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Ark Academy Board of Directors within two weeks of the LEAD Director's determination requesting a review of the LEAD Director's determination.
4. This procedure applies to board members who are acting in their capacity as parents or donors and not as representatives of the board.

Staff to Administration

1. All concerns about the school must first be presented to the appropriate principal. A respectful demeanor is always required.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the LEAD Director. The LEAD Director will schedule a meeting to discuss the matter. Complaints at this level are documented by the LEAD Director to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The LEAD Director will speak with parties involved, investigate as appropriate, and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision, will be communicated in writing.
3. If there is not a satisfactory resolution, the staff member may appeal to the board in writing within two weeks of the LEAD Director's final determination. The appeal should be submitted to the LEAD Director to be submitted to the board. The board will not entertain requests until steps 1 and 2 have been completed.
4. Staff should refer to the Teacher Handbook if the concerns are in regards to disability discrimination, equal employment opportunities, illegal activities, or harassment.

Volunteers to Staff/Administration

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for its oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the LEAD Director. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The LEAD Director will speak with the parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision, will be communicated in writing.
3. If the resolution is unsatisfactory, the volunteer may appeal to the board in writing within two weeks of the LEAD Director's final determination. The request will be passed through the LEAD Director. The LEAD Director is required to pass the request on to the board.