



**2023–2024 Student/Parent Handbook**

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## **Welcome to Answers Academy!**

We are so excited about this coming school year! We recognize what a privilege you have given us as we join together for an eternal impact in the life of each student here at Answers Academy.

The information within serves to clarify roles and expectations related to routine school operations. Each student and parent should read, understand, and comply with all provisions of the handbook. We hope you will see by reading the handbook's policies, Answers Academy is committed to providing an environment that is pleasing to the Lord and conducive to each student's spiritual, personal, and professional development.

We extend a warm welcome to all families. We are honored by the trust placed in us and are diligent and prayerful about our responsibilities. We pray that God will be honored through all that we do here at Answers Academy as we embark on this journey together.



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# The Foundation

## Goal

To support parents and churches through the education of students based on a biblical, Christian worldview in all subject areas.

## Vision

We want to be the standard that other Christian schools can model after for a strong academic biblical worldview education. We want to stir a passion in parents for the importance of Christian education as we grow leaders in this next generation that will impact both the culture and the church and leave a lasting legacy for the Lord.

## Mission

With academic excellence, the Academy partners with Christian parents in their roles of educating and discipling their children. We stand on the authority of God's Word in all areas. train students to think biblically and critically in all subjects.

## Core Values

Our core values are academic excellence, apologetics, biblical worldview, discipleship, fruit of the spirit, and parent partnership.

## Philosophy of Education

The philosophy of a biblical-worldview education is rooted in the conviction that God is the omnipotent, omnipresent, and omniscient Creator. All things exist by the Word of His power and are sustained by Him (Colossians 1:17).

A biblical-worldview education is predicated on the revealed Word of Christ (John 1; Colossians 1; Hebrews 1). An education that fails to acknowledge God and His work is resting on the fallible authority of man, which is ultimately meaningless. All the treasures of knowledge and wisdom are hidden in Christ (Colossians 2:3).

An education that stands on the authority of the 66 books of the Bible as the absolute standard sees the student as having been made in the image of God and having eternal value. Partnering with parents, Answers Academy's philosophy is to help train students in the admonition of the Lord by teaching them that the Bible is inspired, infallible, authoritative, inerrant, and sufficient in all things. In doing so, we hope to give glory to God as we teach students to start their thinking with God's Word in every academic subject. By teaching students to seek first the kingdom of God, their works should be as unto the Lord and not to man.

## Statement of Faith

In order to carry out the goal, vision, mission, and core values, and to preserve the function and integrity of Answers Academy as a Christian educational institution, including the facilitation of academic excellence predicated upon a biblical-worldview education for students, it is imperative for parents/guardians whose child/children attend Answers Academy, to agree with and abide by our Statement of Faith and conduct themselves accordingly.

## The Triune God

- There is one God, self-existent and eternal, infinitely perfect, the Creator, Sustainer, and Ruler of all things (Genesis 1:1, 2:1–4; Deuteronomy 6:4, 33:27; Psalm 22:28, 103:19, 147:5; Isaiah 40:28, 45:18; Daniel 5:21; 2 Samuel 22:31; Nehemiah 9:6; Ecclesiastes 12:1–6; Matthew 5:48, 28:18; Mark 12:29–34; John 1:1–3; 1 Corinthians 8:4; Romans 16:26; Colossians 1:16–17, 2:3; Hebrews 1:1–3, 9:14; 2 Peter 3:9; Revelation 1:8, 4:11).
- The Godhead is triune: one God, three Persons: God the Father, God the Son, and God the Holy Spirit. Each Person is fully God, their glory equal and their majesty coeternal (Genesis 1:1–2; Matthew 3:15–17; John 1:1–3).
- For his own glory and by his own decree, the triune God created heaven and earth, time, and all things, visible and invisible, living and nonliving, material and nonmaterial (Genesis 1:1–2:3; Exodus 20:11, 31:17; Isaiah 46:9–10; Nehemiah 9:6; 1 Timothy 1:17; Colossians 1:16; Revelation 22:13).
- Our Lord Jesus Christ, the uncreated Creator and only begotten Son of God, took on human flesh to be fully man without ever ceasing to be fully God (Luke 24:39; John 1:1–3, 1:14, 1:18, 3:16, 8:58; Colossians 1:16; Acts 2:22; 1 Corinthians 15:47; Philippians 2:5–8; Hebrews 1:1–3).
- Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, and lived a sinless life (Isaiah 7:14, 53:4–6; Matthew 1:16–23; John 8:29, 8:46; 2 Corinthians 5:21; 1 Peter 2:21–22).
- Jesus died on the cross, making a full and satisfactory atonement for man’s sin. (Matthew 1:16–23; Luke 1:30–31; John 19:30; 1 Thessalonians 1:10; Hebrews 9:11–12, 10:12–14; 1 Peter 1:17–19; 1 John 2:2).
- Jesus Christ rose bodily from the dead, ascended to heaven, is currently seated at the right hand of God the Father as our Intercessor, and shall return in person (bodily and visibly) to this earth as Judge of the living and the dead (1 Corinthians 15:3–5; Acts 17:31; Ephesians 1:17–23; 2 Timothy 4:1; Hebrews 7:25).
- The scientific aspects of creation are important but are secondary in importance to the proclamation of the gospel of Jesus Christ as Sovereign, Creator, Redeemer, and Judge (1 Corinthians 15:3–5).
- The Holy Spirit, the third Person of the Godhead, is Lord and Giver of life, who glorifies our Lord Jesus Christ and convicts the world of sin, righteousness, and judgment (John 15:26, 16:8–11, 16:14).
- The Holy Spirit’s work is necessary for sinners to repent and believe in Jesus Christ through the gospel call (Romans 8; 1 Corinthians 2:6–14, 12:3; Titus 3:3–7).
- The Holy Spirit lives and works in each believer to produce the fruits of righteousness (John 14:16–17; Acts 1:8, 4:31; Romans 8:11; 1 Corinthians 3:16, 6:18–20; Galatians 5:22–23; Ephesians 2:19–22).
- The Triune God has revealed himself in Scripture in the male gender with masculine pronouns and masculine titles such as Father, Son, God, King, Priest, and Prophet (Psalm 5:2; Matthew 28:19; John 14:26).

## Scripture

- The 66 books of the Bible are the unique, written Word of God. The Bible is divinely inspired, inerrant, infallible, supremely authoritative, and sufficient in everything it teaches. Its assertions are factually true in all the original autographs. Its authority is not limited to spiritual, religious, or redemptive themes but includes its assertions in such fields as history and science (Deuteronomy 4:2, 12:32; 2 Timothy 3:16–17; Revelation 22:18–19).

- The final guide to the interpretation of Scripture is Scripture itself (Proverbs 8:8–9; Matthew 12:3–5, 19:4, 22:31; Mark 7:13, 12:10, 12:26; Luke 6:3; 2 Corinthians 4:2; 2 Timothy 3:16–17).
- All things necessary for our salvation are expressly and clearly taught in Scripture (foundation of the gospel: Genesis 1:1, 1:31, 3:17–19; Romans 5:12, 3:23; presenting the gospel: 1 Corinthians 15:1–4; Romans 6:23, 10:9; John 3:14–18; Acts 16:30–31; Ephesians 2:8; Romans 5:1–2).

## **Origins and History**

- The account of origins presented in Genesis 1–11 is a simple but factual presentation of actual events, and therefore, provides a reliable framework for scientific research into the question of the origin and history of life, mankind, the earth, and the universe.
- The various original life forms (kinds), including mankind, were made by direct, supernatural, creative acts of God (i.e., not by natural, physical processes over millions of years). The living descendants of any of the original kinds (apart from man) may represent more than one species today, reflecting the genetic potential within each original kind. Only limited biological changes (including mutational deterioration) have occurred naturally within each kind since creation (i.e., one kind does not change over time into a different kind: Genesis 1:11–12, 1:21, 1:24–25, 30:37–42; 1 Corinthians 15:39).
- The great flood of Genesis was an actual historic event, worldwide (global) in its extent and catastrophic in its effects. At one stage during the flood, the waters covered the entire surface of the whole globe with no land surface being exposed anywhere—the flood of Noah is not to be understood as any form of local or regional flood. The Noachian flood was a significant geological event, and most fossiliferous sediments were deposited at that time (Genesis 7:19–20; 2 Peter 3:5–7).
- Scripture teaches a recent origin of man and the whole creation, with history spanning approximately 4,000 years from creation to Christ. This places the age of the earth at about 6,000 years old for all of history.
- The days in Genesis do not correspond to geologic ages but are six consecutive, 24-hour days of creation; the first day began in Genesis 1:1, and the seventh day, which was also a normal 24-hour day, ended in Genesis 2:3 (Genesis 1:1–2:3; Exodus 20:8–11, 31:17; Hebrews 4:3–4).
- The gap theory, progressive creation, day-age, framework hypothesis, theistic evolution (i.e., evolutionary creation), functionality–cosmic temple, analogical days, day-gap-day, and any other views that try to fit evolution or millions of years into Genesis are incompatible with Scripture.
- The view, commonly used to evade the implications or the authority of biblical teaching, namely that knowledge and/or truth may be divided into secular and religious, is unbiblical and therefore should be rejected (1 Corinthians 10:31; Colossians 3:17; for more information, see here).
- No apparent, perceived, or claimed evidence in any field of study, including science, history, and chronology, can be valid if it contradicts the clear teaching of Scripture obtained by historical-grammatical interpretation. Of primary importance is the fact that evidence is always subject to interpretation by fallible people who do not possess all information (Numbers 23:19; 2 Samuel 22:31; Psalm 18:30; Isaiah 46:9–10, 55:9; Romans 3:4; 2 Timothy 3:16).

## **Man**

- Mankind, consisting of two genders (male and female), is created in the image of God. Each of these two distinct, complementary genders reflects the image of God (Genesis 1:26–27, 5:2, 9:6; Matthew 19:4–6; Mark 10:6; 1 Corinthians 11:7; James 3:9–10).



- The special and unique creation of Adam from dust and Eve from Adam's rib was supernatural and immediate. Adam and Eve did not originate from any other preexisting lifeforms (Genesis 2:7, 2:21–23, 3:19; 1 Corinthians 11:8–12, 15:47–49).
- All human life is sacred and begins at conception (defined as the moment of fertilization). Each unborn child is a unique, living human being, created in the image of God, and must be respected and protected both before and after birth. The abortion of an unborn child or the active, intentional taking of human life through euthanasia or assisted suicide constitutes a violation of the sanctity of human life and is a crime against God and man (Genesis 9:6; Exodus 20:13; Deuteronomy 5:17; Psalm 51:5; 1 Corinthians 15:49; James 2:11).
- There is only one race of mankind—the human race or Adam's race. Adam and Eve were the first two humans. All people alive today are the descendants of Adam and Eve and subsequently Noah (Genesis 1:26–27, 3:20, 10:1, 10:32; 1 Corinthians 15:45–47; Luke 17:27; Hebrews 11:7; 1 Peter 3:20; 2 Peter 2:5).
- Since all humans are made in the image of God, all humans have equal dignity and value regardless of age (including the unborn), intelligence, gender, physical ability, shade of skin tone, religion, ethnicity, or any other characteristic (Genesis 1:26–27, 3:20, 11:9; Acts 17:26–28).
- The concepts of “social justice,” “intersectionality,” and “critical race theory” as defined in modern terminology are anti-biblical and destructive to human flourishing (Ezekiel 18:1–20; James 2:8–9).
- Parents are responsible to instruct their children in Christian faith and conduct, to set before them godly and consistent examples of the same, and in every way to “bring them up in the nurture and admonition of the Lord” (Deuteronomy 6:6–9; Proverbs 22:6; Ephesians 6:4).
- The only legitimate marriage, based on the creation ordinance in Genesis 1 and 2, sanctioned by God is the joining of one naturally born man and one naturally born woman in a single, exclusive union as delineated in Scripture. God intends sexual intimacy to only occur between a man and a woman who are married to each other and has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality, such as adultery, fornication, prostitution, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, abuse, or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God (Genesis 1:27–28, 2:24; Matthew 5:27–30, 19:4–5; Mark 10:2–9; 1 Corinthians 6:9–11; 1 Thessalonians 4:3–7; Hebrews 13:4).
- Gender and biological sex are equivalent and cannot be separated. A person's gender is determined at conception (fertilization), coded in the DNA, and cannot be changed by drugs, hormones, or surgery. Rejection of one's biological sex (gender) or identifying oneself by the opposite sex is a sinful rejection of the way God made that person. These truths must be communicated with compassion, love, kindness, and respect, pointing everyone to the truth that God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ (Genesis 1:26–28, 5:1–2; Psalm 51:5, 139:13–16; Jeremiah 1:5; Matthew 1:20–21, 19:4–6; Mark 10:6; Luke 1:31; Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11; Galatians 3:28).

## **Sin**

- The special creation of Adam (the first man) and Eve (the first woman) and their subsequent fall into sin is the basis for the necessity of salvation for mankind (Genesis 2:7, 2:17, 2:22–23, 3:6–20; Romans 5:12; 1 Corinthians 15:45–49).

- Human death (both physical and spiritual) as well as all animal death, disease, bloodshed, suffering, extinction, thorns and thistles, and all other natural evils (e.g., earthquakes, hurricanes, tsunamis, etc.) entered this world subsequent to, and as a direct consequence of, man's sin (Genesis 2:16–17, 3:8, 3:19, 4:4–8; Romans 5:12, 8:20–22; 1 Corinthians 15:21–22).
- All mankind are sinners, inherently from Adam and individually (by choice), and are therefore subject to God's wrath and condemnation (1 Kings 8:46; Isaiah 53:6; Psalm 116:11; Proverbs 16:5; John 3:16–18, 12:48; Romans 3:23).
- Since all of mankind is made in God's image and also fallen, all humans are equally sinful, equally deserving of eternal punishment, and equally able to receive salvation in Christ (Isaiah 53:6; John 12:32; Romans 3:23, 5:12; 2 Peter 3:9).

## **Salvation**

- The doctrines of Creator and Creation cannot ultimately be divorced from the gospel of Jesus Christ (John 1:1–3, 1:14–18; Colossians 1:13–20).
- Freedom from the penalty and power of sin is available to man only through the sacrificial death and shed blood of Jesus Christ and his complete and bodily resurrection from the dead (Luke 24:39; John 8:12, 8:36, 14:6; Acts 4:12; 1 Timothy 2:3–6; 1 Peter 1:3).
- Salvation is by God's grace alone, a gift received by faith alone in Christ alone (Ephesians 2:8–9; Titus 3:3–7).
- The one who is born of God has repented, recognized the death of Christ as full payment for sin, and received the risen Christ as Savior, Lord, and God (John 1:12–13; Acts 3:19, 16:31, 17:30–31, 20:21; Galatians 2:20–21; 1 John 3:9).

## **Church**

- The church of Jesus Christ is composed of all who are united with him in saving faith and who are thus members of the body of which he is the head (John 3:16, 3:36, 11:25; Acts 16:30–31; Romans 10:8–10; Ephesians 5:23; Colossians 1:18).
- Those who do not believe in Christ are subject to everlasting, conscious punishment in hell, but believers are secure to enjoy eternal life with God in heaven (Matthew 13:49–50, 25:46; John 3:16–18, 3:36, 5:24; 1 Thessalonians 1:8–10; 1 John 5:11–13; Revelation 21:8).
- All Christians are to live in fellowship with a local, Bible-believing church (as portrayed in the New Testament), uniting in its worship of the triune God, supporting the great commission, and loving one another with pure and sincere hearts (Acts 20:7; 1 Corinthians 11:17–33, 16:2; Hebrews 10:23–25, 13:17).

## **Christ's Return**

- Our Lord Jesus Christ will personally and bodily return in glory as he has promised, and he will consummate his kingdom. Christ will judge the living and the dead at his appearing (John 6:39–40, 12:48; Acts 1:9–11; 1 Peter 4:5).
- All shall be raised from the dead: those who have died in Christ to eternal life in heaven and those who have rejected him to conscious and everlasting punishment in the lake of fire (hell) (Daniel 12:2; Matthew 13:49–50, 25:41–46; Luke 12:5; 1 Corinthians 15:12–26; Revelation 21:8).
- Satan, who is a personal spiritual adversary of both God and mankind, will be judged and cast into the lake of fire (hell) for eternity (Matthew 25:41; Revelation 20:10).

# Organization

## The School Board

The school board is responsible for the vision and governance of the school. Other duties are to hire and evaluate the school Administrator, approving the annual budget, and ensuring progress towards meeting the long-term objectives identified in the strategic plan.

## Administrator

The Administrator reports directly to the Answers Academy's Board as well as to Answers in Genesis and is responsible for all day-to-day operations of the school. This includes accountability for progress towards the strategic plan objectives, academic achievements of the overall school, facilities, oversight of the instructional program (overseeing the students, faculty, and staff of their division and ensuring that the teachers perform their assigned jobs with excellence, passion, and commitment), continuity of the curricula, adherence to the annual operational budget, and ensuring fulfillment of the Answers Academy's vision. The Administrator also makes certain that the academic standards are met or exceeded, monitor student behavior, apply faculty and student discipline, identify teacher professional development, monitor safety, adhere to budgets, and make faculty and/or student selection and retention decisions. A critical requirement is that he/she provides leadership and has a world and life view that reflects a strong commitment to Christ.

## Faculty

The faculty report directly to the Administrator. The men and women who comprise the Answers Academy faculty are Christian teachers who desire to help students learn from a biblical perspective. Teachers are selected not only for their instructional skills and academic preparedness, but also for their solid biblical stance and able to teach each subject through the lens of the Bible, exhibits a life that exemplifies Christ, and has a heart of love for each student. Coming from a wide variety of educational backgrounds, the staff work together as a unit to help prepare students academically for life after high school, shaping each student's worldview to be built solidly on God's Word, apologetically equipping each student to be able to defend God's Word and refute false religions, and impart a life that is honoring to Christ. Our goal with teacher training and accountability is to create a strong academic biblical team for all students.

# Policies and Procedures

Answers Academy has established certain guidelines in order to define limits of acceptable behavior. No handbook can anticipate every circumstance or questions. As Answers Academy continues to grow, the need for handbook changes will undoubtedly arise and reserves the right to revise, supplement or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

## Attendance and Punctuality

One of the keys to successful academic achievement is punctuality and regular attendance. This is a very valuable pattern for kids to develop. Luke 16:10 says, "One who is faithful in a very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much." We want to help form healthy patterns while they are younger so they will have healthy patterns when they are an adult and have the responsibility of a job. These habits do carry over into the time when the student enters the workforce.

Even missing one day can have a surprisingly disruptive impact on progress, and especially so if a new concept or skill is being taught. Proper education relies on continuity of instruction, classroom participation, learning experiences, student/teacher interaction, and structured study. It also places an extra burden on the teaching staff as they spend extra hours preparing make-up work.

While some absences are inevitable and unavoidable, we ask that parents schedule appointments after school or during vacation. A student enrolled in Answers Academy is expected to be present and on time each day school is in session. We have many significant breaks throughout the school year...Thanksgiving, Christmas, Easter/spring break, and summertime. We ask that you please limit vacations to during these times. Please make sure you plan ahead for doctor/dentist appointments – most tardies can be avoided if planning ahead. We do understand that there are occasions when professional schedules will not permit an appointment outside of school hours. In these instances, we will require a Dr.'s note.

### **Hours**

- School begins promptly at 8:00am and ends at 3:15pm for group 1 and 3:30pm for group 2.
- The doors will open at 7:45am for student drop off. Parents should remain with their children in carline until the doors are open and the carline teacher is present.
- Parents are asked to pick up their child promptly at the pick-up time.
- Please contact the office if you are needing after school care.

### **Attendance**

- Students must be in school attendance for a minimum of four hours or they will be counted absent for the day.
- In order to participate or attend any school-sponsored activities, students must be present at school on the day of the activity such as class trips, after school programs, etc.
- For a student to receive credit in any class, the total year absences should not exceed ten (10) or the student's promotion to the next grade will be in jeopardy. Absences are not designated as excused or unexcused. Students and parents need to be thoughtful of the required days of classroom attendance when choosing nonessential absences from class. School related absences such as field trips, contests, etc. do not count toward this number.
- Juniors and seniors are allowed 2 college visits per year. These visits do not count towards the absence count. Evidence of their trip will need to be presented to the office.
- In cases involving extended or chronic illness or extreme circumstances, exceptions may be considered with a conference involving the Administrator, parents, and student.
- Absences during testing days for any standardized tests will forfeit the student's ability to take it.

### **Planned Absences**

- **We cannot stress enough that families are to give the school notification of any planned tardy or absence at least 3 days before occurring by submitting a Pre-Planned Absence/Tardy Form.**
- It is the student's/family's responsibility to contact the school before the absence to get work that is planned for the time the student will be out of class.
- The make-up schoolwork is due back to school the first day back from a non-medical pre-planned absence, otherwise a grade of zero will be recorded for missed assignments.
- Any tests or quizzes that a student misses during an absence should be promptly scheduled with the teacher upon the student's return to school.

## **Unplanned Absences**

- When an unexpected absence is necessary (illness or family emergency) please notify the school or teacher prior to 8am. If a message is not received, the office will call your home, cell, or work number to inquire why your child is not present.
- It is the student's/family's responsibility to contact the teacher to request any work that the student missed due to the absence.
- Work missed due to an absence must be made up within the number of days absent plus one, otherwise a grade of zero will be recorded for missed assignments.
- Any tests or quizzes that a student misses during an absence should be promptly scheduled with the teacher upon the student's return to school.

## **Tardiness**

- Students are required to be on time for all classes.
- Students not in their designated rooms at the beginning of each class are considered tardy.
- A student tardy more than 90 minutes will be considered absent for a half-day.
- For a tardy to be excused, the front office will need the completed Pre-Planned Absence/Tardy Form 3 days before the tardy as well as a doctor's note upon return. All other tardies will be unexcused.
- Upon receiving six unexcused tardies, the student will receive an absence.
- A parent/guardian must sign their children in at the office if they are tardy. Students who drive to school may sign themselves in at the school office.

## **Early Check Out**

- In order to allow orderly dismissal from classes, please do not check your student out after 3:00pm, except for emergencies and/or professional appointments.
- A student is NOT allowed off campus unless signed out by a parent or guardian in the school office.
- During enrollment, parents will fill out a student pick up authorization form in which they will list all the individuals who are authorized to pick up their child. If someone other than an authorized individual is picking up your child, the staff must be notified.
- For an early check-out to be excused, a pre-planned tardy form must be completed and turned in to the school office 3 days before and will also require a doctor's note upon return the next day. All other early dismissals will be unexcused.
- For early check-outs, a parent/guardian must sign their child out at the office. Only then will we dismiss the child from class. Students who drive themselves must check out in the school office and must have a pre-planned tardy form filled out and signed by the parent.
- An early check-out extending beyond 90 minutes will be treated as a half-day absence.
- Unexcused early check outs are treated as tardies. Upon receiving six tardies, the student will receive an absence.

## **Drop Off and Pick Up Procedure**

The specific drop off and pick up procedure will be explained at Parent Orientation before the start of school. Please follow all directions as the safety of all students is our priority. For further guidelines please see Traffic Safety and Parking Guidelines.

## **Uniforms**

Answers Academy is a uniformed school to ensure the neatness of its students and to allow students the freedom to be themselves apart from the stress of competitive dress. It is important that the school standards for clothing and general appearance reflect the mission of our school and are acceptable. The fashion world is developing new styles all the time, and the styles are not always right or wrong; however, in a day of constantly deteriorating cultural styles, we feel we must set a standard which will bring honor and glory to Jesus Christ. We do expect a willing spirit of cooperation from students and parents, and the Administration reserves the right to make the final decision in matters of judgment.

Each family is responsible for paying for their child's uniforms. Chapel day (Monday) is our formal uniform day and casual day attire is Tuesday through Friday. **Uniform attire will need to be ordered through the school's selection from Lands' End.** When ordering from Lands' End, you must make sure you are on Answers Academy's uniform page (formerly Twelve Stones Christian Academy). Our school's code is: School code 900183211.

### **General Dress Code for All Students:**

- Students are to be neat, modest and well-groomed while on the school campus.
- Uniforms should be clean and not wrinkled.
- Clothing with holes is not permitted.
- Pants/shorts must be appropriately fitting (not tight or excessively loose).
- All students must keep their hair neatly groomed and conservatively styled.
- Unnaturally colored/dyed hair are not permitted.
- No writing, painting, drawing, or tattooing on the skin (including a henna or tattoo stickers).

### **For Girls specifically:**

- Dresses, skirts, jumpers, skorts, and shorts should be a modest length – a good rule of thumb is not much shorter than the length of a credit card from the top of the knee while standing.
- Hair accessories: large hair accessories (hair bows or headbands with flowers, bows, etc.) should reflect school colors (red, navy, white).
- Excessive jewelry and excessive make-up are not permitted.
- Jewelry in pierced body parts, with the exception modest earrings (one per ear), is not permitted.

### **For Boys specifically:**

- Dress shirts or polo shirts are to be tucked in. If a teacher or administrator determines a shirt needs to be tucked in, the student is expected to respectfully comply.
- Jewelry is not permitted on boys.
- Boys must keep their hair conservatively styled with the back being shorter than the collar, the sides being above the ears, and the front shorter than the eyes.
- Boys must be clean shaven.

## Chapel Attire (Monday)

### **BOYS K-8th Grade:**

- Gray **dress** pants
- A monogrammed white short or long sleeve button down dress shirt
- A monogrammed navy vest or V-neck sweater to be worn over the dress shirt
- Belts are required (black, navy, or brown)
- 6-8th grade will be required to wear a tie under their vest
- Shoes—black, navy, or brown **dress** shoes with white, brown, navy or black socks

### **BOYS 9-12th Grade:**

- Gray **dress** pants
- A monogrammed white short or long sleeve button down dress shirt
- A monogrammed navy blazer
- Classic navy plaid tie
- Belts are required (black, navy, or brown)
- Shoes—black, navy, or brown **dress** shoes with white, brown, navy or black socks

### **GIRLS K-5th Grade:**

- Classic navy plaid jumper
- A monogrammed white short or long sleeve ruffled peter pan collar shirt
- Shoes—navy, black, or brown **dress** shoes
- Solid white socks (bobby socks or knee high) or tights ONLY (no leggings)

### **GIRLS 6th-8th Grade:**

- Classic navy plaid A-line skirt or classic navy plaid box pleat skirt
- A monogrammed white short or long sleeve blouse (peter pan collar or oxford style)
- A monogrammed navy vest is to be worn over the dress shirt
- Shoes—navy, black, or brown **dress** shoes
- Solid white socks or tights ONLY (no leggings) or no-show socks

### **GIRLS 9-12th Grade:**

- Classic navy plaid A-line skirt or classic navy plaid box pleat skirt
- A monogrammed white short or long-sleeved button up oxford dress shirt
- A monogrammed navy blazer
- Shoes—navy, black, or brown **dress** shoes
- Solid white socks or tights ONLY (no leggings) or no-show socks

## Casual Attire (Tuesday through Friday)

\*Articles of clothing from chapel day, may also be worn throughout the week.

### **Boys K-12th grade: non-chapel days (Tuesday through Friday)**

- Bottoms: gray pants or shorts
- Shirts: A monogrammed long sleeve or short sleeve navy, white, blue, or garnet polo-style shirt
- Belt (black, brown or navy)
- Shoes: non-marking dress shoes or casual shoes/tennis shoes (no open toed shoes)
- Socks: black, white, brown, or navy
- If outerwear is worn in the classroom, it must be the monogrammed crew sweatshirt, cardigan sweater, track jacket, or quarter zip pullover
- A white long sleeve t-shirt may be worn underneath a short sleeve polo shirt

### **Girls K-12th grade: non-chapel days (Tuesday through Friday)**

- Bottoms/dresses:
  - Gray pants or shorts
  - Navy skirts, skorts, or jumpers
- Shirts: A monogrammed long sleeve or short sleeve navy, white, blue, or garnet polo-style shirt
- Tights or knee socks: dark navy or white only (no patterns)
- Low ankle socks/bobby socks: black, white, or navy
- White or dark navy leggings may be worn under shorts, skirts, or dresses...for girls in sizes 2-20, the dark navy leggings must be bought from Lands' End. Adult size leggings can be bought from other stores, but please make sure the navy is a dark navy
- Shoes: non-marking dress shoes, boots, or casual shoes/tennis shoes (no open toed shoes)
- If outerwear is worn in the classroom, it must be the monogrammed crew sweatshirt, cardigan sweater, zipped cardigan, track jacket, or quarter zip pullover
- For elementary girls, bike shorts (white/navy/black) must be worn under all jumpers, dresses, and skirts unless it is a skort with built in shorts
- A white long sleeve t-shirt may be worn underneath a short sleeve polo shirt

Accessories such as belts, bike shorts, socks, tights, etc. do not need to be purchased from the uniform companies.

**Gym/PE wear for 4th – 7th grade and H.S. PE elective:** These are also available through our schools Lands' End website.

- Classic navy short sleeve active tee shirt (with logo)
- Classic navy mesh gym shorts (with optional logo)
- Tennis shoes

**Spirit Day Wear:** Dress down pants or shorts (jeans, athletic wear) that are a solid neutral color (i.e. blue/black/gray) with a school approved spirit wear shirt.

**Field Trip wear:** Typical field trip wear is spirit day wear unless something different is specified by a teacher.



## **Miscellaneous Dress Code Item**

- If swimsuits are worn for any school function, they need to be modest. Boys must wear knee length trunks/shorts and girls must wear a modest one-piece suit.
- The dress code for extra-curricular activities may be established by the teachers (subject to administrative approval) if required to be different for the activity.
- Special dress down days during the school year will occur. If there is a theme for these days (the 100th day, western day, Christmas, etc.), it will be communicated to the parents and students. Here are the general dress down guidelines:
  - Leggings are only to be worn under a skirt or dress and not by themselves
  - No tight pants or shorts
  - The length of shorts, skirts, and dresses are to be of modest length (a good rule of thumb is not much shorter than the length of a credit card from the top of the knee while standing)
  - No markings on the skin
  - No writing or sayings on clothing unless it's a Christian shirt or specific to the theme chosen (if applicable)
  - No hoodies, jackets, or coats will be allowed to be worn in the classroom
  - No scary, violent, or questionable pictures on clothing
  - No tank tops
  - Unnaturally colored/dyed hair are not permitted (except for gray hair on the 100<sup>th</sup> days of school or spirit color for spirit week)

## **Dresses**

- For special events and performances, dresses and slits must stop no more than the length of a credit card from the top of the knee while standing. Tight-fitting skirts and dresses are not permitted. No spaghetti straps or strapless dresses and the necklines should be modest, so no cleavage is showing. Halter dresses will need to be approved case by case.

Additionally, Answers Academy reserves the right to request students refrain from wearing or displaying a particular style of dress, makeup, or hairstyle that calls undue attention to them and/or is judged to be inconsistent with the standards that define the rules and policies of the school. Students are expected to conform to the dress code while on the campus.

## **Health**

The front office personnel can provide minor, temporary first aid in the event of a non-life-threatening illness or injury. Parents of students who become ill or are injured during the school day (beyond minor issues) will be notified so that proper treatment can be provided by qualified medical personnel off campus.

## **Illness**

A student with any of the following symptoms will be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated, or submits a signed physician's statement that he/she is no longer contagious.

- Fever: Any child presenting to the school office with a fever will be assessed and either returned to class or discharged from school according to the following guidelines:
  - 99.5-99.9 with no other presenting symptoms: parents will be notified and let us know if they wish for child to go back to the classroom or if they want to pick up the child.
  - 99.5-99.9 with other symptoms: Parents will be asked to pick up their child
  - 100.0 and above: Parents will be asked to pick up child
- A deep, barking, unusually persistent cough/fits of coughing, or productive cough of colored mucous
- An undetermined rash, blisters, or scaly patches over any part of the body
- Nausea, vomiting, or diarrhea
- Red, draining eyes
- Sore throat with fever
- Intense itching with signs and symptoms of secondary infection
- Open, draining lesions
- Jaundice-a yellowish tint to eyes or skin for unknown reason
- Pain and/or swelling at angle of jaw
- An unusual behavior changes such as irritability or lethargy

### **Dispensing Medicine**

The dispensing of recurrent medicine or vitamins should take place at home or by a parent whenever possible. School personnel are not permitted to dispense any recurring medication to students unless requested to do so in writing with specific instructions by a parent as well as a completed Medicine Release Form. Dispensing of medicine for fever, pain, etc. (i.e., Tylenol and Advil) will be done under the discretion of the administration or other qualified personnel with prior written permission from the parent as stated on the Medical Release Form.

Prescription and over-the-counter medicine to be taken by students will be locked in the office. No medication will be allowed in the classroom, lockers, backpacks, or in the student's possession. It is considered a serious infraction of school rules if a student has any form of medication in his possession.

### **Returning After an Illness**

Students must be symptom-free (including, but not limited to fever, rashes, vomiting, diarrhea, etc.) for at least 24 hours without fever-reducing medication.

### **Special medical situations**

For the safety of your child, please notify your child's teachers, the Administrator, or the health care professional of any warning signs to look for or special treatment that needs to be administered in case of a medical situation.

### **Health Records**

In keeping with the Kentucky State immunization law and school policy, students must have on file with the school a current immunization certificate or religious exemption. It is the parents' responsibility to ensure that this certificate is current even if the certificate should expire during the school year.

## Safety and Security

### Security on Campus

We, unfortunately, live in a day and age where school security is a must. At Answers Academy, we strive to ensure that your students remain safe and secure at all times while under our jurisdiction. We take this responsibility very seriously. We would love to be able to have open access to families and friends, but this is not possible in today's world. We appreciate you working with us in the security standards that we have for the school.

- All visitors, whether parents, relatives or other guests, can ring the buzzer at the school entrance to gain entrance. If no response with the buzzer, all visitors can call the school to obtain entrance at the school entrance.
- All visitors will need to check in to the school office and receive a visitor's badge, which must be worn at all times while on campus. All faculty and staff must wear approved identification badges during school hours.
- If a parent, grandparent, or sibling would like to visit during lunch, at least a days notice must be given.
- If a parent needs to meet with a teacher, please arrange for an appointment at least 24 hours in advance.
- If you desire an appointment with the administrator, please schedule that appointment with the school office and the reason for the appointment.
- The school campus operates under a closed-campus policy which means that once a student arrives that morning, he/she is not to leave until dismissed from school in the afternoon.
- Forgotten homework, books, lunches, etc. should be dropped off in the school office.

### Traffic Safety and Parking Guidelines

Student safety is of utmost importance. To prevent serious injury, all drivers should adhere to the following traffic safety rules:

- Drive in a manner that reflects a concern for the safety of all people whether seen or unseen.
- Park cars in marked spaces or approved locations only. Driveways and grassy areas are generally not approved areas.
- Follow the traffic pattern for student drop off and pick up.
- Do not leave the carline if there are still cars in front of you that are loading up.
- Refrain from conversing with others outside the vehicle while in the drop off or pick up line, thereby holding up traffic.
- Please refrain from cell phone use while driving on campus.

### Student Driver policy

Student and at least one parent/guardian must sign our student driver policy in order for the student to drive independently on campus.

- Student must possess a valid driver's license and furnish proof of insurance (copies need to be submitted with this form).
- Student must park in designated student parking area only.

- No loitering in the parking lot during school hours.
- Student must adhere to parking lot safety guidelines.
- Only family members may ride with student driver, unless special written permission is given by school, in accordance with state law restrictions.
- Students are not permitted to leave the school until school is dismissed, without prior approval from both school and parent(s).
- Student must be in good academic and citizenship (behavioral) standing to keep this privilege.
- Parents agree to be responsible for any claims or damages caused by the student driver's negligence or misconduct when operating a motor vehicle on, to, or from school property, and agree to indemnify and hold the school harmless from any and all claims or damages relating thereto.

Violation of these rules may result in a suspension of driving privileges on, to, or from the school property for a period of time, as determined by the administration.

### **Emergency Preparedness and Procedures:**

In addition to the day-to-day events on our campus, there can be unusual emergency situations that occur. Some involve school closings while others deal with emergency situations while class is in session. As student safety is our top priority, it is the duty of all school employees to take steps to identify, notify, and then act as soon as possible to provide for a student's safety.

Answers Academy has an emergency preparedness plan on file. Fire, tornado, earthquake, and intruder drills are conducted regularly each school year to ensure that each employee knows how to provide safety for the students in emergency situations.

In the rare event of an emergency involving the school we ask that you:

- Please do not call the school – we must have the lines open for emergency calls.
- Please do not come to the school unless requested to pick up your child. An emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get into the building. If the emergency necessitates relocation of staff and students, your child will be taken to and cared for at an alternative site and you will be contacted when and where to pick up your child.

### **Fire Alarms**

Students are led out of the building following evacuation plans. Students and teachers are allowed to re-enter the buildings once the "all clear" has been given from Administration.

### **Tornado Alarms**

Students are led to the tornado designated area. Students are to assume the protective position - kneeling or sitting, with head bent down, and covered with a book or hands and arms. It is our general policy not to release any student to the parents while the sirens are going off for a tornado warning. This is to ensure the safety of you and your children.

### **Visitors or Intruders**

All doors remain locked during school hours. Any person seen on campus that is not church staff and is without a visitor's badge will be confronted by a school faculty or staff member and escorted to the front office. In situations where a locked door is breached or there is difficulty in escorting the visitor, the front

office is to be notified immediately of an intruder alert. At this time, the teachers will determine the best course of action as trained by security personnel.

### **Earthquake**

The students will drop to the ground, take cover under a sturdy piece of furniture, hold on to the table leg with one hand and cover their eyes with the other hand. They will remain in place until the shaking stops.

## Harassment

Answers Academy is dedicated to fostering an environment that promotes learning within a caring, responsive, and safe environment. The school has a ZERO tolerance policy toward any type of harassment/bullying against anyone (including any student, teacher, or administrator). Harassment means verbal, written communication, texting, or physical conduct that insults or shows hostility or aversion toward an individual. Harassment may include: Epithets or slurs,

negative stereotyping, threats, intimidation, hostile acts, demeaning or hostile jokes or pranks, and insulting or hostile written or graphic material posted or circulated.

### **Bullying**

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others) **that is repeated, systematic, deliberate, and specific**. The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying). Bullying is NOT a random act of unkindness, aggression, intimidation, or single acts of nastiness.

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment and bullying to a staff member. When the school administration becomes aware that harassment or bullying may be occurring, they will promptly and thoroughly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, possibly including dismissal from school.

### **Sexual Harassment**

Any form of sexual harassment is prohibited and will not be tolerated. This includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and/or other verbal or physical conduct of a sexual nature. Any student whose conduct toward or communication with another individual at the school is of a sexual nature and deemed harassment is in violation of school policy; therefore, that student is subject to suspension or termination depending on the severity of the case and the number of transgressions.

Students who feel that they have been subjected to or are a witness of sexual harassment should promptly report the matter to the Administrator. All reported claims will be thoroughly investigated, and appropriate corrective action will be taken. If a complaint of sexual harassment is not resolved at the Administrator level within 15 days or if the alleged offender does not follow through with the resolution agreed upon, the person making the complaint may contact the school board.

The Administrator will inform the person who made the complaint of the results of the investigation as soon as possible. A confidential record of the proceedings and the outcome will be filed at the school.

## **Sexual Harassment by School Employees**

Any student who feels they have been subjected to sexual harassment by an employee must notify the Administrator. All complaints, formal or informal, verbal or written, of sexual harassment by an employee will be investigated and reviewed by the Administrator. The Administrator will discipline or take other appropriate action against any teacher or other school personnel found to have violated this policy and report to the appropriate authorities if applicable.

## **Confidentiality**

No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

# **General Items**

## **Birthday Celebrations**

We are happy to have your student observe a birthday at school by sharing a treat. Please coordinate with the classroom teacher on the type of treat, number, and if there are any food allergies. We prefer food with little frosting as frosting can be very messy.

If your child has a summer birthday, please coordinate with the classroom teacher on a day during the school year that would work to celebrate your child's birthday.

Please do not send invitations to private parties to be handed out at school unless everyone in the class is invited.

## **Buildings and Grounds**

God has provided us with wonderful facilities to use for the education of our children. All of us must assume personal responsibility for the care and upkeep of the buildings and grounds of our school.

- Any damage to the buildings, grounds, or furnishings of the school must be repaired and/or replaced at the expense of those causing the damage. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property.
- Student pranks which disrupt any aspect of the school program or cause property damage will subject the student to serious disciplinary action. The student and parents will also be financially responsible for any damage and subsequent repairs resulting from the prank. Report cards and grades may be withheld until the damage is paid in full and/or proper repairs are made.
- The school prohibits smoking and the use of any tobacco products (to include smokeless tobacco products and electronic smoking devices) on any school property or when representing Answers Academy at off-site functions.
- This notice informs you that Answers Academy complies with the Asbestos Hazard Emergency Response Act (AHERA – EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan. An Asbestos Management Plan for the school district is available for review at the Office during normal business hours. Please contact the office or Gary Schimmel (LEA Designee) if you would like to view this Plan.

## Campus Visitors

There are multiple reasons for campus visitors – a parent or grandparent having lunch with the students, assisting with lunch duties, volunteering, etc. Any visitor must have prior approval from the staff (teacher or administrator) before the visit is to take place. The visitor(s) must adhere to the school policies while on campus. If visiting a child during lunch time, the visitor must stay with the student at all times during the campus visit. The administration reserves the right to refuse visitors access to the school and to the students.

## Change of Address

Please notify the office if there is a change in contact information as this information is imperative for our emergency, financial, and health records.

## Church Attendance

As a Christian school, partnering with like-minded families, we expect all of our students and parents to be faithful and regular attendees at their local Bible believing church.

## Copy Machines

If copies need to be made by students for copying notes from when they were absent, or copying something for homework, it will be 10 cents per copy for black and white and 25 cents for color.

## Dating/Relationships

Just like we are not a dancing studio or sports club, we are also not a dating service. The Lord created us to develop feelings for the opposite sex as hormones start changing in the pre-teen/teen years and we encourage open discussion between students and their parents regarding this subject.

Every family has different dating rules for their children, and we respect that. Because of the difference in rules in each family, we are maintaining a no-dating zone here at school. This helps keep the students focused on their schoolwork while they are here. The following rules will apply while on the school campus and at school functions:

- There will be no public displays of affection between students (no hand holding, kissing, etc.).
- No notes are to be passed around at school.
- The talking of who likes who will be kept minimal to none as this creates an uncomfortable environment for individual students and creates gossip.
- Students are to remain sexually pure until marriage in accordance with Scripture and our statement of faith.

## Fundraising

Only those fund-raising activities approved by the administration will be permitted. Tuition is never meant to cover all the operating costs of a school, so we rely on fundraising to help. We encourage all families to participate, but these are never mandatory. The more help we have for our fundraisers, the more we are able to keep our costs down and continue to have affordable tuition and fee costs. The fundraising opportunities will be communicated at the beginning of each year and as they come during the school year. Thank you in advance for your help!

## Gum

Absolutely no gum is allowed to be chewed by students.

## Holidays and Breaks

Answers Academy observes Labor Day, Thanksgiving Break, Christmas Break, President's Day, Easter Monday, and Spring Break. Neither students nor faculty are required to be present during these holidays. This is subject to change at administrative discretion.

Halloween: The school does not celebrate Halloween (which is one of the many Days of the Dead which is a pagan distortion of sacrifice in the OT) but instead focuses on Reformation Day.

Easter/Christmas: The scriptural and spiritual elements of holidays will be emphasized for Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than other secular elements (Santa and the Easter Bunny).

## Lost & Found

Lost articles are typically turned in to the front office. Students are encouraged to claim lost items as quickly as possible. At the end of each quarter, unclaimed items will be donated to charity. Since we use uniforms, it is very hard to tell which student a clothing piece belongs to – please label all your child's items clearly! The school is not responsible for the personal belongings of students.

## Lunch

All students will be required to bring in their own lunch unless they have signed up for a hot lunch on specific days. Hot lunches must be ordered in advance.

- All students must stay in the lunchroom until dismissed by their teacher.
- Absolutely no food sharing among students.
- Students are expected to display good manners, to assist in keeping the lunch area clean by removing items from the table when finished, and to clean up the area where they eat. No open containers of food or drink are permitted beyond the cafeteria.
- Throwing food in the lunchroom will result in disciplinary measures.
- Any table assignments and lunch guidelines will be explained to the students during the first few days of school. Parents are always welcome to join their children for lunch with a days notice (see campus visitor section).
- The parent will be notified in advance if the school will be offering a special lunch (pizza, etc.) on a certain day and the fee involved if they choose to do that.
- Please make sure that any utensils the child needs for their lunch are included along with a napkin/paper towel. Thermos bottles are preferred for the younger children instead of a microwavable meal.

## Office Hours

During the school year, the office is open on school days from 7:30am – 4pm. If you contact the school outside of these hours, please leave a message and we will return your call when possible. Summer office hours will vary.



## Office Phone

The telephones in the offices are for school related business only. Students will not be permitted to use these phones except in cases of emergency or unless approval from the teacher or administrator is given. Students will not be called out of class to answer telephone calls. Please handle family communications prior to the school day.

## Parent Involvement

As Answers Academy is partnering with the families for their child's education, we encourage parents (and grandparents) to participate in many aspects of their child's education:

- At least one parent (although both are preferred) is expected to attend any parent meetings throughout the year.
- At least one parent (although both are preferred) is expected to attend parent/teacher conferences which will be scheduled by the teacher.
- Opportunities to act as a chaperone on field trips.
- Being a room mom.
- Opportunities to volunteer for food.
- Assisting with classroom needs – doing cutouts, etc.
- Monitor your child's progress by reading all teacher notes and papers sent home as well as monitoring grades in FACTS.
- Joining the PTA.

## Prospective Students

Prospective students may schedule a half-day or full-day visit to “shadow” a classroom. This visit will need to be set-up and approved through the school office. They are expected to dress modestly and abide by school regulations.

## Student Search and Seizure

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, cars, and their lockers by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent.

## Supply Lists

Before the start of school, class supply lists will be provided so parents can make sure each child has the materials he/she needs to be equipped for learning in the classroom.

## Textbooks and Supplies

Most textbooks are furnished to the students and, therefore, remain the property of the school. Students are responsible for the care and protection of textbooks, and any excessive wear and tear on textbooks will be reflected in a fine charged. Some classes may require special supplies, materials, or books that are not furnished by the school.

## Weather

If we need to cancel or delay school due to weather or facility problems, the school will make every effort to get word out by 6:30am via email, text, and closing/weather alerts on Fox 19, WCPO 9, and WLWT 5.

Recess and lunch guidelines:

- Students may go outside for recess and lunch if the weather is not raining, snowing, or has a cold wind chill.
- Please dress your child appropriately for the weather.

## Conflict Resolution Procedures

### **The Matthew 18 Principle of Conflict Resolution**

If your brother sins against you, go and tell him his fault, between you and him alone (Matthew 18:15). Answers Academy is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ.

When conflicts do arise, it is important they be handled in a biblical manner and in a way that leads to an effective resolution. The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, the Administrator's first response to a vocalized complaint regarding a teacher/staff member will be to ask whether a discussion with the teacher/staff member in question has taken place. If one has not, the Administrator will strongly encourage a meeting with that teacher/staff member. All questions, problems, or complaints should be brought directly to the teacher/staff member first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the Administrator. If the situation is a moral or illegal matter and the Administrator is unresponsive, then, in these extraordinary circumstances, a parent may contact the school board. School board members do not deal directly with the daily operational issues of the school and are, therefore, not directly involved in most of the conflicts that arise. Therefore, school board members should not be called to voice complaints or seek their influence in individual matters or conflicts unless resolution is not being addressed by the Administrator.

Parents and students should work through the process outlined above as the appropriate means to settle conflicts.

## Discipline

### Student Code of Conduct

**Colossians 3:17** And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

One of the key distinctives of an education at Answers Academy is the discipleship of students. As we teach, mentor, and train our students to follow Christ's example, we desire our student's behavior to be consistent with the values outlined in the Bible. Our goal is Christ in all things, including discipline; therefore, we have chosen to emphasize the below guidelines for acceptable students behavior.

**Respect:** All students are expected to act in such a way that demonstrates the proper respect for God in school and out of school. Students are also expected to show proper respect to any authority placed over them as well as to each other and the facility.

**Honesty:** All students are expected to be honest and truthful in all situations, especially in the taking of tests, the completion of homework, and the interrelationships that occur daily in general school life.

**Integrity:** All students are expected to exhibit character that reflects our Lord in language and behavior.

**Cooperation:** All students are expected to cooperate with all school administration, faculty, and staff in achieving the goals of Answers Academy regarding their education. This includes expectations in conduct, performance, and attitude that are vital to a student's academic success as well as spiritual well-being.

**Teachable:** We expect all students to have a teachable heart for not only academic learning, but also for discipleship. Students should have a willingness to grow in Christlikeness and have a heart that is open for the things of the Lord. Psalm 51:12, "Restore to me the joy of your salvation, and uphold me with a willing spirit" (ESV).

**Effort:** All students are expected to use their God-given gifts to the best of their ability in accordance with God's will for their lives as well as their citizenship in the kingdom. It is the desire of the school to instill in every student an ability to work hard and be diligent in whatever vocation chosen for the glory of God.

**Edification:** As followers of Christ, we should be lifting up each other, encouraging one another, and being loyal to the needs of one another in love.

**Fruits of the Spirit:** Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law."

**Sexual purity:** God's Word states that we are to remain sexually pure until marriage. Students are required to recognize their God-given role as male or female and live within the purity that God has called us to. It is our privilege to come alongside the parents and church to do our part in teaching and holding the students accountable to this loving command.

## Discipline & Disciplinary Procedures

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. The approach to discipline should stem from a heart that desires discipleship for each student.

2 Timothy 3:16-17 states, "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work" (ESV). Part of our education program is holding students accountable in ways that lovingly instruct, warn, rebuke, and restore students so that they grow in their understanding of biblical truth and their actions change to reflect Christlikeness.

The goal of discipling a child is to mentor the heart of the child in hopes to change the behavior. The way we act are a reflection of our heart. It is our desire that our love for God and love for others permeate all aspects of discipleship, including rebuke and correction.

## **Principles Related to Discipline:**

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
- Every discipline situation is an opportunity to teach expected behavior based on God's Word.
- Expected behaviors must be communicated, taught, and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

## **School Wide Discipline Plan**

The majority of discipline is addressed and handled by the teachers in the classroom. If there is an instance that goes beyond minor infractions, the student will be referred to the office to see the school administrator.

Teachers will share their expectations and classroom discipline policy at the beginning of each year. Unacceptable behaviors and consequences will be documented while trying several interventions to stop the inappropriate behavior. Teachers will communicate with parents about concerns related to their student's misbehavior on a consistent basis. If this type of behavior becomes habitual then the administrator may also become involved.

### **Lower School (K-5th grade):**

Kindergarten through 2nd grade lay the groundwork for teaching the students what is expected. Third grade and above should not have any difficulty in doing what is expected. There are multiple ways we use positive reinforcement, but a student also needs to understand that there are consequences for their actions. Consequences for behavior for the lower school are classroom specific, behavior specific, and age appropriate (please refer to the classroom discipline policy handed out at the beginning of the school year).

Examples of behaviors that are dealt with in the classroom:

- Talking without permission
- Being a distraction in class
- Minimal disobedience
- Minor disrespect – eye rolling, talking back, tone of voice, bad attitude, arguing, etc.
- Tearing down others/getting along with fellow students
- Horseplay
- Minor technology infractions

Consequences may include:

- Returning a classroom reward (i.e. ticket, "gold" coin, etc.)
- Completing a behavior Essay
- Being separated from the other students
- Having a time out to reflect on their behavior
- Practicing the right behavior response

- Parent contact by the Teacher
- If the student has consistent behavior problems or their behavior is outside of the minor classroom infractions, they will meet with the administrator. It will be at the administrator's discretion to assign an appropriate punishment which may include detention, suspension, or expulsion (see section below labeled Administrative Discipline).

### **Middle School/High School (6th-12th grade):**

Answers Academy uses a demerit system to address behavior in the upper school. This system is to help instruct students that they must be faithful in the little things. Luke 16:10, "One who is faithful in a very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much" (ESV).

Teachers are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as the hallways, cafeteria and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant demerits. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline. Major infractions may result in disciplinary action that is not addressed through the use of demerits. Please note that demerits can be adjusted by administration depending on the severity of the infraction.

Demerits will be documented through FACTS and parent contact will be made accordingly. Students who demonstrate the following negative behaviors will earn demerits:

#### **1 Demerit Offenses—Level 1**

- Dress code violation
- Communication without permission
- Being a distraction in class
- Not following directions
- Instances of minor disrespect such as eye rolling, tone of voice, bad attitude, etc.
- Unkind to others/tearing others down
- Unprepared for class, chapel, school day, etc.
- Not turning in a cell phone, iPod, or unauthorized electronic device during school hours
- Unexcused tardy to class
- Failure to maintain school property (leaving behind trash, not keeping lockers locked or clean, etc.)
- Horseplay
- Not returning required signed work
- Minor technology violations

#### **5 Demerit Offenses—Level 2**

- Continued issues of level 1 demerit offenses
- Disrespect, unkindness
- Disrespect to staff, peers, and guests such as instances of talking back, arguing, etc.
- Disobedience

- Portraying the school negatively
- Being in an area of the school without permission
- Not keeping hands to themselves
- Dishonesty (lying, plagiarism, cheating, minor theft, forging or altering documents)
- Destruction of property
- Using an unapproved cell phone or electronic device during school hours
- Technology violations
- On campus driving violation

### **15-30 Demerit Offenses (demerits will be given by the administrator)—Level 3**

- Rebellious or disrespectful attitude
- Direct disobedience to any staff or faculty
- Not putting forth effort
- Threats of violence
- Bullying of other student(s)
- Willful and deliberate destruction of property
- Inappropriate gestures or language
- Continued dishonesty
- Harassment or inappropriate touching
- Rude/sexual behavior such as pornographic material, impure or suggestive literature, writing, symbols, drawings, recordings, or jokes.
- Major violations of the Acceptable Use Policy
- Cutting a class
- Actions which hurt self or others such as physically fighting, rock throwing, biting, kicking, punching, lashing out in anger, etc.
- Any form of sexual immorality, such as adultery, fornication, prostitution, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, abuse, or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God (Genesis 1:27–28, 2:24; Matthew 5:27–30, 19:4–5; Mark 10:2–9; 1 Corinthians 6:9–11; 1 Thessalonians 4:3–7; Hebrews 13:4).

### **Penalties for Accumulated Demerits**

Answers Academy believes that a progressive discipline plan best allows students the opportunity for positive behavior change. Teachers can also use other interventions for dealing with inappropriate behaviors in the classroom. For example, if a student did not finish their homework, they will need to work during recess.

The following consequence will be assigned when amount of demits are earned for negative behavior:

<b>Demerit Totals</b>	<b>Consequences</b>
5 demerits	Recess detention
10 demerits	Thursday after-school detention (30 minutes)
15 demerits	Thursday after-school detention (1 hour)
20 demerits	1 day suspension
25 demerits	3 day suspension
30 demerits	Eligible for immdiate expulsion

**Additional Sanctions:**

1. A student who has been placed on an In School Suspension WILL NOT be permitted to participate or attend any school-sponsored curricular or extracurricular activities or student activities conducted on or off school premises for the duration of the suspension.
2. In addition to the consequences listed, privileges that relate to a specific offense can also be revoked.

**Administrative Discipline**

If the student’s behavior goes beyond the classroom management of the teacher, they will refer the student to see the administrator. The school administrator will meet with the student individually or with the parents depending on the offense. Either way, parents will be notified. The administrator will determine the necessary and appropriate consequences for the behavior which may include detention, suspension, withdrawal, or expulsion.

**Detention**

Detention is designed to alert the student and their parents to areas of the student’s life that need special attention. Detention is a consequence for their action but is also a time of reflection on their behavior. Detentions will be served after school for either 30 minutes or 1 hour.

**Suspension**

Suspension may be used for more serious violations or repeated violations of school rules. A suspension is an out-of-school suspension, not an in-school suspension. Should a suspension be necessary, the student will not be allowed to attend classes, be on school grounds, or attend after-school functions during the period of an out-of-school suspension which may be for a period of one to three days. The student will be the responsibility of the parents during this time period. Work for missed assignments will not receive credit, but work must still be completed.

**Withdrawals**

A student may be subject to involuntary administrative withdrawal if their attitude or conduct does not fit the spirit of the biblical principles that guide the school’s philosophy to which parents and students have agreed.

## **Expulsion**

Answers Academy believes it is an honor and a privilege to be a student at our school. Any student representing inappropriate behavior jeopardizes the entire student body and shows a blatant disregard for school policy, discipline, and the desire to submit to the authority placed over him by God. The school also views repeated offenses as symptoms to a greater problem that involves more than education. These offenses are considered serious and will, in most instances, lead to expulsion from the school. Should expulsion be necessary, the student will lose the privilege to attend classes at Answers Academy or be on school property during school hours and functions for the remainder of the school year. No refunds are issued if a student is expelled.

Expulsion demands that a student be removed from the student body and continued attendance at Answers Academy is refused. The administration and School Board reserve the right to expel any student from the school.

Any student may be automatically expelled at the discretion of the Administrator and/or School Board for any of, but not limited to, the following inappropriate behaviors:

- The student's conduct is not in keeping with the best interests of the school and/or hinders the accomplishment of the school's mission
- The student puts forth no effort in their academic studies
- The student has a scholastic and/or behavioral record not in keeping with the high standards of the school
- Blatant disrespectful of authority, others, or the facility
- Use of foul, profane, and/or abusive language or gestures
- Theft
- Sexual immorality or harassment
- Possession of and/ or using or under the influence of alcoholic beverages, tobacco products, vaping, and/or illicit drugs
- The student is charged or convicted of violating a county, state, or federal criminal law.
- A pattern of inappropriate behavior, be it in word, deed, or attitude
- Bullying and/or engaging in physical or verbal violent behavior against another
- The student is found to be in possession of, or threatening, the use of a harmful weapon in which local authorities will also be notified
- Moral violations that go against our student policies

Answers Academy considers student possession, use of, or the threat of the use of weapons as a serious offense, and these actions will not be tolerated on school property, at school events, or any other time the student is enrolled. Students who possess a weapon, or who carry, exhibit, display, or even draw any items which apparently or ostensibly portray a capability of producing bodily harm in a manner which under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including immediate expulsion.

Students whose conduct and behavior outside of school reflects poorly on accepted Christian behavior, may be subject to suspension or expulsion at the discretion of the Administrator. This includes the improper use of the Internet.



## **Reporting Offenses**

Answers Academy is required by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Kentucky) to the proper authorities and to press charges against the student if the situation should warrant.

## **Parental Support**

As a condition of enrollment, it is expected that parents will give their full support and cooperation with the school's discipline strategies. We are all fallen human beings before our merciful God and have fallen short (Rom. 3:23) in one area or another. We truly hope that each student acknowledges their wrongdoing and has a heart of forgiveness.

## Slang Words

As families have different rules for what words are allowed to be said at home, we want to take the conservative route here at the school to play it as safe as possible. Since many of the slang words are replacement words for foul language, we will not allow words such as dang, darn, crap, heck, what the, oh my gosh, shoot, etc. to be said during school hours. There are a lot of other safe words to say instead of these slangs. When in doubt, please don't hesitate to ask.

# Technology

Technology is very useful; however, it can come with risks as well. The school does not shy away from technology, but at the same time, we recognize the dangers if improperly used that can affect students, families, and the school. In light of this, we have set up guidelines to help protect and nurture students in safe use of technology.

These policies are for the protection of the student as we live in an immoral culture that uses different aspects of technology in ways that are displeasing to God. We want to come alongside the children to help them mature and be discerning in their choices. It is for this reason that this section was written in the first place as we sincerely care for the student's and families that the Lord has blessed us with.

## Cell Phones and Electronic Devices

Students are not allowed to use personal electronic devices of any kind during school hours. This includes, but is not limited to, cell phones, portable CD players, radios, electronic games, electronic tablets, etc. If students bring electronic devices to school, they are to be turned in to their teacher each morning. If any of these items are in use and seen during the school day, then these items will be confiscated by a staff member and turned in to the front office. It will be the student's responsibility to pick their item up from the school office with a parent. Any exceptions must be worked out with the teacher/administration in advance. In the case of Apple Watches, the student must have the airplane mode setting on for the duration of school hours. Repeat violations will be treated according to the discipline plan.

## Electronic Device

### **Acceptable Use Policy**

The school provides computer, networking, and internet service through a strict firewall protection. Computers will be incorporated in the classroom under strict teacher supervision to be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators.

Each student must obtain parental permission as verified by the signatures on the Device Acceptable Use Policy Guidelines which will be handed out each year. The student also will need to sign the policy. This Accepted Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

Students are responsible for appropriate behavior while using these devices. Any user of computers will be held responsible for his/her computer usage. Unacceptable uses of these resources may result in disciplinary action as well as the suspension of all computing privileges. Students will be referred to the school administration for major violations.

## Social Media Policy

Social media is any form of online publication or presence that allows interactive communication. This includes social networks, blogs, photo-sharing websites, internet forums, and wikis. Social media tools are constantly changing. Below is a list of tools that might be used by students, faculty, and staff.

### **Purpose**

Answers Academy understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and “social media”—such services as Facebook, Twitter, blogs, and many other online tools through which people connect and share information. Social media can provide opportunities to create lifelong learners through access to a vast array of resources and experts, increase creativity and collaboration, and make connections with a diverse community of learners.

### **Student Guidelines**

Due to the wealth of new social media tools available to students, student products, and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Students represent the school even outside school hours and should follow these guidelines anytime material is posted.

- All posts and comments should honor the name of Jesus Christ and reflect the biblical principle that people are created in God's image and should be treated with kindness, dignity, and respect.
- As a social media user, be aware that all online communications are considered public. Privacy does not exist online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Posts are permanent, archived, and can be accessed years after they are created.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions. However, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Adhere to all age restrictions on social media sites.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate.
- Honor copyrights and trademarks for all electronic media, brands, logos, etc.
- Be discerning, respectful and honor Christ with your use

## Texting and Emails

We ask that students be diligent and discerning regarding their text messages, emails, and other forms of communications and to maintain the highest standards even in a secular culture.

We encourage parents to monitor their child's technology/social networking. Even though this is in the realm of the parent's responsibilities, it can still have repercussions at the school if improperly used. For example, any text or email sent should never contain inappropriate information. If it is brought to the school's attention, the discipline plan will be activated.

# Academics

Answers Academy offers a well-rounded academic program tailored to meet the needs of the average to above average student. The core program is built upon a biblical worldview where God's authority is the foundation for all areas. Apologetics are also a huge part of the program as these students learn how to defend their faith and refute the false ideas that are attacking Christianity and the Bible today. In addition, the school maintains high expectations for all students while providing an academically rigorous program to push all students to their potential. Students will need to put forth effort and good study habits to be successful in their academic studies.

## A Honor Roll

Students in 1st-12th grade who maintain A's on all subjects (outside of specials and handwriting grades) will be recognized quarterly. Those students who maintain A's the entire year will be recognized at the closing ceremony at the end of the school year.

## Chapel and Opening Assembly

Each day starts with opening assembly where all the students come together to do pledges, prayer, and songs. Weekly chapel services are held on Monday mornings following opening assembly. Guest speakers, musical groups, drama presentations, as well as the school's faculty, staff, and students lead these services.

## Fieldtrips/Off Campus School Activities

Field trips are a vital part of the academic process. Throughout the school year, classes will take trips to interesting and education places in the area. Field trips and excursions shall be conducted under the supervision of teachers and/or administration to educational locations. The place to be visited and the method of transportation shall be approved by the Administrator. All such trips will require the prior written consent of the parents of each student attending. We love having our parents/guardians come on field trips with us! The classroom teacher will be in touch if there are driver or chaperone needs.

- Field trip permission forms will be emailed out to families this year to be filled out online.
- In order to help with the students, we ask that other siblings (brothers/sisters) not go on the field trip with you. Chaperones and students are expected to follow the school guidelines for behavior and dress. In all things we want to be honoring to Christ.
- For each field trip, the teacher will inform you of location, cost, appropriate dress code, if snacks/lunch is needed, who is driving, and any other specific information to the field trip.
- Each driver/chaperone will need to submit to the office a copy of their driver's license and insurance card as well as have a background check done (the office will email a link for the background check).
- No one under the age of 21 will be allowed to transport school children.

- If a parent is driving for the field trip, their insurance is automatically primary regarding any injury/damage claims. Each driver must have insurance with minimum coverage of 100/300/100 on their insurance policies:
  - \$100K per incident/injury to persons
  - \$300K aggregate annual coverage for injuries
  - \$100K for property damage coverage
- Safety Tips for transporting children:
  - Make sure children are wearing seatbelts at all times
  - Booster seats are required as per state laws
  - Follow all posted speed limits and state driving guidelines
  - Cell phones should be used in hands-free mode as per AiG policy
  - Maintain safe following distances to avoid collision
  - In the event of an emergency contact local emergency providers first, then immediately contact the school.

## Academic Grading Scale:

Letter	% Grade	GPA
A	93–100	4.0
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.0
B-	80–82	2.67
C+	77–79	2.33

Letter	% Grade	GPA
C	73–76	2.0
C-	70–72	1.67
D+	67–69	1.33
D	63–66	1.0
D-	60–62	0.67
F	<60	0

## Skill/Social Development and Specials Grading Scale:

- O:** Outstanding
- S:** Satisfactory
- NI:** Needs improvement
- U:** Unsatisfactory

## Grade Retention

Any potential retention of a student will be the subject of discussion beforehand between the teacher, the Administrator, and parents. The ultimate authority to promote or retain a student remains with the Administrator. Although academically does play a huge part in considering retention, other factors are looked at also such as the age and maturity of a student.

- In Kindergarten through second grade, a student may be retained if the teacher and the Administrator agree that he/she is developmentally delayed so that it hinders his/her learning or is having great difficulty with grade level reading and/or math.

- In third through fifth grades, a student may be retained if they fail two core academic subjects (reading, math, social studies, science, or language arts) and/or if the teacher and Administrator agree that retention would be in their best interest. Attending an approved summer school or tutoring program may be required for promotion.
- In middle school, both semesters will be averaged together—if there is a failing grade, the student must make up that class through an approved course by administration.
- In high school, we operate on a semester basis for credit to meet the graduation requirements. If a core course has been failed that is needed to meet credit requirements for graduation, a student must make up that class through an approved course by the administration.
- Any student needing to make-up a course should have the make-up course completed before the next school year begins.
- The school has the right to issue summer school or tutoring for any struggling student in order for them to return to school.

## Homework

Our philosophy on homework is that it is a vital ingredient in producing students who will be successful at the next level. We believe homework instills in students two foundational traits: the ability to work independently and the ability to do that independent work successfully. We recognize that homework can quickly get out of balance and homework shall be assigned in such quantities as to provide adequate balance between training independent study and in practicing the skills conferred in the classroom with family time or meeting a healthy bedtime hour. To help promote family time, homework will be limited on the weekends. However, if a student didn't finish work in class, or there is an ongoing project, the student will need to work on these over the weekend.

Each student will have varying amounts of homework depending on how much they were able to complete in the classroom and the student's grade level. If a student consistently has difficulty in this area, something is wrong with either the amount of assignments received, with his time management, or with the amount of time spent in extracurricular activities, it is the parents' responsibility to get in touch with the classroom teacher so that the matter might be resolved in a timely manner. Please understand that homework is not optional for students but is expected to be completed by the due date. If a homework assignment is turned in late, there will be a penalty per classroom policy.

## Parent Conferences

The school schedules one parent/teacher conference at the end of the first quarter and one during second semester for all students in order to promote good communication. Teacher conferences are always available at the request of either parent or teacher. As a parent, e-mail your child's teacher to set up the conference.

We understand that a lot of information and happenings about the day comes home from the student. Please remember that a student's perspective is only that...their perspective. If there is every any concern or clarification needed, please immediately contact the teacher. We find that most of these issues are easily cleared up as the student misheard, misunderstood, or didn't have all the information.

## Report Cards

Report cards are sent home at the end of each quarter for all students. Grades for students may be checked by parents and students at any time during the school year using our online system, FACTS. Please be

aware that the grades online may not always be the final grade - teachers may give additional credit for corrections if they deem it's appropriate and this reflection may not be shown for a few days. Also note that grades are not equal in value - they are weighted by assignment. If you try to calculate how they ended with a certain grade, you will not be able to do so unless you know the grading components.

## School Communication

Specific classroom policies and academic information will be handed out to each family during orientation. We make extra efforts to communicate effectively with all parents, but communication is a two-way process. We want to encourage our parents to communicate with the teachers for simple check-ins on their child, questions, clarifications, or if something is "off" due to circumstances in their home life. The school uses FACTS, email, phone calls, and the Homeroom app. Each parent will be given the contact information for their teacher(s) at the beginning of each school year.

## Standardized Testing

To help measure the growth and academic achievement of each student, the school will administer the Iowa Achievement Test annually in the spring. We ask that your child gets adequate rest and hearty breakfasts during this time to help with focus and alertness. These tests help the teachers monitor the progress of each child and to build their academic goals specific to the student's needs. These tests are not meant to stress students out as we are not expecting a certain level to be reached.

## Valedictorian and Salutatorian

In order for a student to qualify for valedictorian or salutatorian, they must be enrolled at Answers Academy for at least 2 years.

## Athletics

While we love athletics, it's important to remember that they are secondary to the biblical and academic program that Answers Academy offers. We are excited to have added this extra-curricular layer to our program and look forward to growing this area. There are many benefits to being part of our athletic program. Not only do students learn certain skills for a particular sport, but there are many life lessons that are learnt as well. Athletics help to build teamwork, good sportsmanship, responsibility, fair play, decision making, physical rigor, dealing with wins/losses in a Christ-like way, representing our school as ambassadors, but even more importantly they are representing our Lord and Savior.

Even Paul used the analogy of sports to confer spiritual truths to the NT church. I Corinthians 9:24-25 says, "Do you not know that in a race all the runners run, but only one receives the prize? So run that you may obtain it. Every athlete exercises self-control in all things. They do it to receive a perishable wreath, but we an imperishable." Just as an athlete should be focused and dedicated to their sport, our motivation in serving Christ is much higher as we "run" not for a temporary crown, but for an eternal crown!

## **Purpose and Philosophy**

Answers Academy strives to do all the glory of God, (Col 3:23). The Athletic department seeks to accomplish this by our participation and representation of that goal in sporting contests. We encourage and desire our students glorify God as they participate in athletics. In the competitive culture of our day, where “Winning is all that matters,” we seek to show that athletics can reveal our testimony of Christ and still pursue excellence in athletics. So, no matter what the outcome of the sporting event, we do all to the glory of God!

The Athletic program endeavors to challenge the student-athlete to live a life of integrity, discipline, and godliness. Because of the nature of competition, athletics often test and reveal the character of the contestant. Therefore, we seek to lead our student-athletes to develop Christ-like character as they compete and point others to Him through the avenue of athletics. Continued spiritual growth and gratitude are taught and modeled by leaders working with the student-athletes.

Biblical truths taught in the classroom can be practiced and exhibited in the athletic arena. We strive for students to grow in all areas of life including mentally, socially, physically, and most importantly, spiritually. Athletics will be integrated with all of these aspects in mind and not be elevated above them. Our hope is to produce athletes that are honorable, respectable, diligent, hardworking, and godly.

## **Eligibility**

### **Academics**

Student-athletes participating in athletics will be required to have a 2.0 GPA in their subjects with no failing grades. The Athletic director will check on the grades with the teachers every four weeks. Failure to maintain the 2.0 GPA, the student may still practice but will not be able to dress in uniform or participate in games. After the four-week period, grades will be averaged again, and if passing the student can return to full participation. If an athlete has two periods of below average GPA, they will no longer be able to participate.

### **Attendance**

Students will not be allowed to or participate in a sporting event/game if they miss more than three periods' hours of class time that day unless special permission is given by the administration. Student-athletes that leave early because of illness will not be allowed to participate in athletic activities unless permission is granted by the Athletic Director (AD).

### **Behavior**

Students may become ineligible because of disciplinary action in school. A total of fifteen demerits obtained in school will result in corrective action determined by the Administrator and Athletic Director. Failure to maintain proper sportsman-like conduct on the playing field may result in correction by the coach and/or the AD.

### **Fees/Medical**

A sports fee will be assessed for each sport in which the student participates. The fee must be paid before the student is allowed to participate. A student-athlete must have a sports physical and complete AA's medical and consent forms before the first sport in which he/she participates. It will be good for the entire school year.

## Participation

### Practice and games

Student athletes are expected to be at all practices and games if possible. Coaches should be informed ahead of time if a student plans on missing. Playing time is partially based on attendance in both of the above, so game time may be limited if they are missed without sufficient cause.

### Dress

Practice clothing should be in conformity with the Answers Student Handbook rules for modesty in PE class. Uniforms are the property of the school and during the season they are to be maintained by families of the student-athlete. At the end of the season, they will be returned to the school. Uniforms returned damaged will be charged an appropriate fee for repair or replacement.

### Competition philosophy and playing time.

In upper levels, the goal will be to attempt to win the game in accordance with our afore mentioned philosophy. Playing time will be based on practice, effort, and skill. During lower-level games, coaches will use games to develop skill and to gain experience for all players and attempt to win the game.

### Parents role

Parents play a vital role in the student-athletes involvement in the athletic program. Parents are expected to support their child, coaches, other parents, and referees/umpires in sporting events. Our parents are also representing the school and Christ at every event. The following motto should be followed by all participants during athletic contests:

**Student-Athletes** play the game or participate in the sporting event.

**Coaches** lead and coach players and the team.

**Officials** referee the game.

**Parents** cheer and support their student-athlete and their teams.

### Authority

If a question arises concerning your student-athlete and their involvement, in accordance with Matthew 18, please follow this procedure in addressing the issue:

- First, talk with the coach.
- After talking with the coach and you are not satisfied, please talk with the Athletic Director.
- If the issue still has not been resolved, a meeting can be scheduled with the Administrator and the AD.

### Objectives for the Athletic Department

- Provide a Sports Program that glorifies the Lord.
- Encourage athletes to grow spiritually and witness to others of Christ.
- Serve and respect others while competing.
- Develop God-given abilities by hard work and discipline.
- Be able to deal with victory, defeat, conflict, and setbacks while honoring the Lord.



- Provide coaches who are spiritual leaders, serve the Lord while coaching, and impart adequate knowledge and instruction to the team and the sport involved.

## Business & Finance

### Admissions/Enrollment

Answers Academy seeks to admit students whose parents desire a quality, biblical education for their child. The school admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial assistance, athletic programs, and other school administered programs and activities. The school does reserve the right to deny admission to any family/student who are not in accordance with our vision, mission, statement of faith and whose personal lifestyle is not in alignment with biblical principles.

- Parents/Guardians must agree with our Vision, Mission, and Statement of Faith and attend a local Bible believing church.
- The curriculum is designed to be academically rigorous and challenging. Answers Academy recognizes that some students will need more support than we are prepared to provide; therefore, we may not be able to accommodate all IEPs and students needing additional support.
- Students must have the ability to adjust to classroom learning.
- Students shall be of the highest moral character and be obedient to biblical principles and demonstrate acceptable conduct and good behavior as evidenced on prior report card evaluation.
- For students desiring to transfer in during the school year, an investigation is conducted as to the reasons for transferring, performance and conduct while at the previous school, along with achievement test scores and progress reports. Students removed (expelled, suspended, reassigned, etc.) from another school are not accepted within a year of expulsion.
- All students must obey the laws of the United States of American and the Commonwealth of KY and all local ordinances. The school reserves the right to dismiss any student with or without cause.
- The school will not be able to provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.
- Each family will need to interview with the admissions committee and each student will need to be academically tested. Each student 5th grade and higher will also have an interview with a staff member.
- Families interested in finding out more about Admissions may email: [office@tschristianacademy.org](mailto:office@tschristianacademy.org) or visit our website at [www.answersacademy.org](http://www.answersacademy.org).

#### Kindergarten (K5)

- Each kindergartener must turn 5 years old on or before August 1st of the school year.
- An entrance test will be administered to determine Kindergarten readiness.

#### Elementary and Middle School

- Must be of suitable age for the grade assigned.
- An entrance test may be administered to determine elementary grade readiness.

## High School

- An entrance test may be administered to determine readiness levels.
- Official transcripts from previous school(s) are required for high school.

## Transfer Credit Information

*For students entering Answers Academy in 10th-12th grade for the first time*

Transfer students must furnish official transcripts of all previous course work attempted. Transcripts must list the specific course name, grades received by semester, and credits received (semester or quarter credits). The transcripts must note if the school had any accreditation while the student took the courses.

Because Answers Academy assumes responsibility for the academic quality of any work or credit recorded on the school's transcript, all coursework taken elsewhere must meet specific requirements to be considered for transfer. Upon application, copies of the transfer student's transcript are sent to the Academic and Curriculum Director for evaluation who will send notification of credits transferred to the student, parents, and office. Then, the student will be eligible to enroll in courses that will lead to a potential diploma.

**Basic graduation requirements may be found at this link:** <http://education.ky.gov/curriculum/hsgadreq/Pages/default.aspx>

**The following guidelines have been determined to help evaluate transcripts for credit transfer:**

1. Courses taken at **accredited high schools** where a grade of "C" or higher was earned will be accepted for transfer credit, provided the course or courses are similar in content to a course or courses offered at Answers Academy.
2. Courses taken at **non-accredited high schools** where a grade of "C" or higher was earned may also be accepted for transfer credit. Along with a transcript, Answers Academy will need a copy of the syllabus (or detailed outline of the course) which includes a list of the major assessments, the grading scale, or how the course work was graded, a copy of the catalog or school description of the course, and the name of the textbook and resources that were used.
3. Courses taken through a **homeschool program** where a grade of "C" or higher was earned may also be accepted for transfer credit. Along with a transcript, Answers Academy will need a copy of the syllabus (or detailed outline of the course) which includes a list of the major assessments, the grading scale or how the course work was graded, a detailed description of the course, the name of the textbook, and resources that were used, and the approximate number of hours spent completing the coursework. Samples of graded exams and final projects may be requested.

**Additional Information Regarding Transfer Students:**

1. All transfer students must take at least 5 full credits at Answers Academy and complete all requirements for graduation.
2. Transferred grades will not become part of the official Answers Academy transcript. Only courses taken from Answers Academy will appear on the transcript.
3. All credits being transferred must be submitted for processing before completing the Application for Graduation, which takes place at least 5 months before graduation.

## **Admission Procedures:**

### **Submit the paperwork:**

Our enrollment process is online through FACTS and is live March 1st for new families. Please contact the school office at **office@tschristianacademy.org** for the enrollment link. A list of items we will be asking for are as follows:

- Application for Admission
- Application Fee
- Current and Past Report Cards
- Standardized Test Scores from the last 12 months
- Birth Certificate
- Signed Statement of Faith
- Signed Statement of Support
- Once application is received, a pastor reference form will be emailed to you

### **Testing:**

After we have received the enrollment paperwork, we will set up a time for each family to bring their child in for academic testing.

- All kindergarten students will be given a kindergarten readiness test.
- Students (1st grade and above) will need to be tested primarily in the areas of math, handwriting, writing and grammar, reading, and Bible.

Potential students coming from a variety of other schools (private, Christian, public, or home school) can be at very different academic levels. Because of our academic rigor, we want to make sure that each student is a good fit for their grade level so that they will be successful.

### **Parent and student interview:**

Part of the application process includes a sit-down interview with each family. Both parents with the prospective student(s) will meet with the admissions committee and Administrator. This allows us to get to know you (and vice-versa) as we consider each student for enrollment.

### **Enrollment**

After evaluation of all forms submitted, testing results, and the interview, a decision will be made by the admission committee regarding status for entry into the school. Each family will receive an email with the decision and any next steps, if applicable.

### **Selection Process (New Students)**

Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview:

- Students who have a heart for the things of the Lord and desire to follow His Word.
- Students must demonstrate acceptable conduct and good behavior as evidenced on recent and prior report card behavior evaluation.

- Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.
- The student and family must be willing to work in close partnership with Answers Academy as evidenced by signing the appropriate forms such as the Statement of Cooperation, Statement of Faith, Financial Agreement, and the Medical Treatment Form.
- Answers Academy does not accept students who have been expelled, suspended or reassigned from other schools within one year of the incident.
- Children of current Answers Academy families will be given priority enrollment beginning February 14.

### **Waiting List**

In the event of a full class, a child may be placed on our waiting list after all other admission requirements have been fulfilled. You may withdraw from the waiting list at any time

### **Continuous Enrollment**

Re-enrollment for the next year is done as continuous enrollment. This means that all students are automatically enrolled for the next school year on February 14th unless the families submit an opt out form by the deadline. Only students in good academic and moral standing will be eligible as well as financial accounts being paid up to date.

A \$150 non-refundable fee will be charged to each student's account on Feb. 14 to save their spot for next school year. A financial account for the next school year will need to be set up in FACTS by each family as well as confirm current information on file. Each family will need to then sign a financial agreement for the next school year.

## **Financial Policies**

Answers Academy was formed to assist parents in training their children to have a biblical worldview and attain academic excellence. Such an institution is costly to run but we have strived to keep tuition reasonable trusting in faith that God will provide needs through His people. However, it is imperative that parents fulfill their obligation before the Lord in paying the tuition promptly to ensure that our financial obligations can be met.

### **Fees**

The registration fee must accompany the New Student Enrollment Application, or for returning students, is due on Feb. 14 for continuous enrollment. This fee is non-refundable. High school students will also have a lab fee that can be paid up front or can be included with the total tuition cost. All students will be charged a curriculum fee and technology fee.

### **Annual Tuition**

A Financial Agreement will be completed during the enrollment process that will establish the contracted financial obligation as well as a payment plan.

### **Tuition Discounts**

- Multiple student discounts
- Full time pastors
- Answers in Genesis full time
- Staff

*\*Check with the school office for more details*

## **Payment Plans**

*Parents may elect to pay:*

- **Full Payment**—the entire amount of tuition is due and must be paid on or before August 5.
- **Monthly Payments**—the entire amount of tuition will be paid over a 10-month payment plan beginning August 5 and is due on the fifth day of each month thereafter.

## **Payment Methods**

FACTS Management Company helps us manage our tuition payment program as they offer greater efficiency and financial stability for the school while providing convenience to our families.

- All families must register for a FACTS financial account and set up a payment plan.
- FACTS accepts ACH or credit card (credit cards have a 2.85% processing fee).
- Only one family member needs to sign up for this account. If the payment will be split between two parents (such as in a divorce situation) then each parent would need to create their own plan.
- FACTS fee: FACTS will charge a one-time \$50 fee for monthly plans and a one-time \$20 fee for pay-in-full plants.
- Each account will be given the option to include all incidentals (i.e. pizza, water, field trip fees, etc.) in the payment plan. If incidentals are not included in the payment plan, the account holder will need to manually pay for these through their FACTS account.
- For continued use of your FACTS account, please bookmark this link for login: <https://factsmgt.com/>.

## **Returned Payment Fee**

There will be a \$30.00 per item fee on returned payments and a \$40 payment fee on a 2nd returned check

## **Fines/Debts**

Fines or debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, or damage to church or school property.

## **Withdrawal Policy**

We require a formal written notice from the parents/guardians for withdrawal with at least 1-week notice. A withdrawal form must be completed and signed by the parents and principal. All school bills are to be up-to-date, and all schoolbooks and property must be returned on or before the child's last day.

If all outstanding balances are paid and school property returned, we will release school records to the new school. If there are still outstanding balances, school records will be withheld until all bills are up to date.

Please understand that in the case of student withdrawal, whether voluntary, involuntary, or otherwise, families are responsible for the entire month's tuition that withdrawal occurs and the remaining months of that semester. Tuition due and payable is calculated based on the percent of the school year completed regardless of payment plan. We understand that sometimes there are extreme or extenuation circumstances – in those cases, please contact the Administrator. The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full.

## **Financial Aid**

The School Board intends that no family committed to biblical worldview Christian education be denied that opportunity because of financial need. However, the distribution of funds is dependent upon the amount available in this account based on donor support and if the family meet the financial requirements established through FACTS. Families requiring assistance should first start the school application process. Once acceptance of the students has been given, the family can then start the financial application process through FACTS on the school's website. Tuition assistance is granted on an annual basis as funds are available.

## **Uniforms**

Each family is responsible for paying for their child's student uniforms. Uniform items must be purchased from our designated supplier - Lands' End.

## **Field trips**

From time to time there will be fields trips which may require a cost. Teachers will communicate any information about these trips as the time approaches.

## **Payment and Delinquent Account Policy**

Families are expected to make tuition payments in accordance with one of the payment plans. All payments are due on the 5th of the month in which they are due.

- For all payment plan accounts, class attendance will not be permitted if payments are 60 days past due until arrangements have been made to have the account brought to a current status. Additionally, unpaid balances and/or delinquent accounts may result in a temporary suspension of access to grades via report card or FACTS account.
- The school prorates tuition for students entering after the first month of school. All fees must be paid in full at the time of enrollment.
- All tuition payments must be completed by May.
- Students may not begin attending classes at the beginning of the school year unless all previous past due amounts are current. Past due accounts will be notified via mail prior to the beginning of classes.
- Families failing to pay tuition from a previous year according to their individual agreement, or who have been unwilling to make suitable alternative arrangements, will be informed their child/children will not be re-admitted to the school. All previously unpaid tuition and/or other amounts owed to the school must be paid no later than July 5 if a student is to be re-admitted on the first day of class for a new school year.
- Answers Academy reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other delinquent fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams, restricting student participation in extra-curricular activities, restricting participation in graduation and other year-end events, withholding of yearbooks, and withholding of transcripts and records as prescribed by law.

# Conclusion

This handbook is published for the community of Answers Academy. The information contained in this handbook serves as the foundation for the daily operation within the structure of the school. It is imperative that parents read the contents of this handbook and understand that they will be held responsible for the contents of this handbook. If you have any questions or concerns, please contact the school office and they will refer you to the appropriate party.

