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## **500 STUDENTS**

### 501 Hours of School Day

8:00 am	Classes begin
3:20 pm	BK and Kindergarten Dismissal
3:30 pm	Dismissal

### 502.01 Student Notice of Non-Discriminatory/Admittance (Reference Educational Opportunity 102 School District Handbook, 400).

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

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

Ankeny Christian Academy does not discriminate on the basis of race, color, gender, nationality and ethnicity, socioeconomic status, age, creed, marital status or disability in the administration of its admission, education, financial assistance, extracurricular policies, or employment policies and other school sponsored programs. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment (See Harassment Policy 580). Violations of this policy are to be reported to the ACA secondary principal, administrator, or board chair of the school. To submit a complaint, follow the grievance procedure. For questions or grievances related to policies, contact ACA's Equity Coordinator (the administrator) by phone – (515) 965-8114, by mail: Ankeny Christian Academy, 1604 W 1 Street, Ankeny IA 50023, or by email: [info@ankenychristianacademy.com](mailto:info@ankenychristianacademy.com).

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

In keeping with this intention, the following are ACA admission requirements: A Parent or guardian and student(s) enrolling in grades 5th-12th must sign the Statement of Cooperation.

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

Children entering 1st grade must be six years old by September 15. In grades 1-9, readiness is determined by achievement tests from the previous year. If none are available, students will be requested to take an entrance exam. Children who perform below grade level standards will be placed on academic probation for one semester.

All new students are accepted on a probationary period.

**\*\*Note:** As a bona fide religious organization, we impose qualifications based on a bona fide religious purpose. (Refer to school's doctrinal statement and Biblical Lifestyle Policy.) Sexual orientation, gender identity, and religion have been excluded from this policy in accordance with Iowa Code 216.9(2) (2003)

### 503 Student Tuition

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

### 504 International/Foreign Exchange Students

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

The number of exchange students accepted to the school is left to the discretion of the ACA administrator.

A foreign exchange student may be considered for graduation if he/she meets the minimum ACA requirements for graduation. If a student intends to graduate, ACA must first evaluate the student's transcript (translated into English) to see if he/she is a candidate for graduation.

### 505 Admissions (Revised 8/19)

The intent of the Ankeny Christian Academy is to act as an extension of the family and of the church to help families bring up their children in the "nurture and admonition of the Lord" as God has directed in Ephesians 6:4. Every student must come from a home where at least one parent or guardian is a professing born-again Christian. Parents of enrollees must sign the Biblical Lifestyle Policy. In keeping with this intention, the following admission guideline is applied:

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

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

Students entering grades 6-12 are placed in age-appropriate classes. In grades 6-8, retention may be requested by the student's parents/guardians or teachers. The goal of all retention conversations is success in high school.

All new students are accepted on a probationary period.

**Readiness**—Readiness is a criteria for admission to any grade. A readiness test may be administered to students entering Begindergarten/Kindergarten. In the other elementary grades (1-5), readiness is determined by achievement tests from the previous year. If none is available, students can be tested at the parent's/guardian's request. The placement decision for Begindergarten and Kindergarten students rests with the ACA Administrator.

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

The maximum classroom size in Kindergarten, first and second grades is 20 students. The maximum classroom size in grades 3-5 is 24.

**Begindergarten/Kindergarten**—Children are required to be five years old by October 15 for admittance to Begindergarten and 5 years old by September 15th for admittance to kindergarten. Transfer students from other states with a birthday after September 15th who have begun kindergarten can be tested and may qualify for kindergarten at ACA in accordance with their state standards.

**First Grade**—Children should be six years old by September 15.

The elementary principal may use curriculum-based testing results to decide if a student should be exempt from the school-board established kindergarten and first grade entrance requirements.

**Seniors (12th Grade)** - No 12<sup>th</sup> grade student may be accepted as a transfer student who has not provided either an accredited school transcript or standardized test scores deemed acceptable by the Administrator of Ankeny Christian Academy. "Accredited school" is defined as having government accreditation, regional accreditation, or accreditation from a State of Iowa approved independent accrediting agency.

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

#### 505.01 Withdrawal After Enrollment (12/2024)

In an effort to solidify an accurate count for the student body, we need to ensure we have adequate time and preparation for the upcoming academic year. Any student that enrolls for the upcoming school year and subsequently withdraws from that school year from July 1st until the first day of classes will incur a \$1,000 penalty made payable to ACA. Exceptions will need the approval of the Head of School. Withdrawal needs to be submitted in writing to the office personnel via email.

#### 506 Holidays (Revised 8/19)

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

Child Care is closed on the following days: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

508 Delinquent Accounts - BOE approved 7/12, revised 4/14  
See Policy 702.03

509 Financial Aid Programs – BOE approved 7/12 revised 4/14  
See Policy 702.5

511 Part-time Students BOE approved 10/18 (Revised 8/19)

Part-time students will be required to take a minimum of 8 weekly contact hours at \$300 per hour. This qualifies part-time students to participate in athletics and school activities. Part time students must follow ACA enrollment procedures.

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

512 Student Records

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

There is a cumulative record folder for each child attending the school. The folder is on file in the office. Information in this folder is confidential. The folder is not to leave the school and must be returned to the files at the close of each day. By law, parents may request to see their child's folder, but they cannot remove it from the school. The cumulative student records may be checked out by the following: teacher, administrator, AEA employee, and or parent/guardian. The record will be checked out to individuals for use only at school. The administrator should be aware of any parents wanting to examine their child's folder. All final grades, achievement scores, and/or I.Q. results are to be entered in the cumulative records.

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

514 Records and Reports on Students

Each teacher is required to record the academic progress of each of his/her students. Teachers are to record numerical grades.

There are four marking periods for each school year. Nine weeks grades should also be kept in the class grade book.

515 Student Health

Pertinent health information is recorded on each student’s health record.

Parents/Guardians are expected to keep children at home when they are ill. Students should not return to school until their temperature is normal for 24 hours. Students should not return to school until vomiting has ceased for 24 hours. Conditions that warrant staying home from school include head lice, vomiting, diarrhea, above-normal temperature, pink-eye, communicable childhood diseases, and other conditions that will impede the child’s learning at school or place other persons at risk of contracting the illness or condition.

School employees will fill out an accident report when a student is injured at school or on a school activity.

When students leave school, the caregiver must sign the student out of the office. High school students may sign out when the office has received parent or guardian approval.

Infectious Diseases Policy: If a teacher suspects that a child has an infectious disease (measles, chicken pox, lice, 5<sup>th</sup> disease, etc.) the student should be sent to the office for confirmation. Parents should be notified for immediate removal of the student from school.

See Medication Administration Policy and Procedures for details about medications.

516 Absence Procedures - BOE revised 5/07, 7/12, 5/22

In the event of student illness, teachers will establish a procedure whereby the student is informed of any make-up work.

A student arriving late to school, and before 9:30 AM, is counted as tardy. Absences are recorded from class according to the following chart:

arriving after 9:30 AM	1/2 day absence
leaving before 1:30 PM	1/2 day absence

A student will be given a minimum of two days to makeup work missed for an excused absence. For excused absences that exceed a single day, the student will be given a number of days to makeup work that is equal to the number of days missed.

Students who miss any class or subject more than ten days in a semester, for any reason, will have a letter grade reduction in that class unless a successful appeal to the school administrator is made. If a parent does not agree with the administrator's decision, an appeal to the school board can be made.

A student is not counted absent if missing class due to school sponsored events or events at a school in which he/she is dually enrolled.

517 Unexcused Absence Policy – BOE revised 7/12, 5/22, 6/22

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

517.01 Missing School Without Parent Approval BOE created 5/22

**In the case of absences about which the parent is unaware (grades 6-12):** The first incidence of missing school without parent permission will result in a detention for each class. The second incident will result in a penalty of in-school suspension. The third incident will result in a single day of out of school suspension. In all cases, missing school without parent permission will result in a loss of credit for all classwork missed.

518 Excessive Tardiness Policy - BOE revised 7/08, 3/14, 5/22

1<sup>st</sup> – 3<sup>rd</sup> Grades: Three unexcused tardies will be allowed per quarter without penalty. If students 1<sup>st</sup> – 3<sup>rd</sup> grade exceed three tardies, the student will be required on the same day as the excessive tardy to go to an opportunity room for 15 minutes during his/her lunch/recess.

4<sup>th</sup> -12<sup>th</sup> Grades: Three unexcused tardies will be allowed per quarter without penalty. If a student exceeds 3, the following consequences will be assigned: 4 through 7 tardies - one half-hour detention each 8 or more tardies - one hour detention each. Secondary students who are tardy more than 15 minutes to any class period will be considered absent from that class. (see 517.01)

#### 520 Excused Absence or Tardy – BOE revised 3/09, 2/14, 5/22

An excused absence or tardy includes:

1. Personal illness
2. A doctor's appointment
3. An emergency approved by an administrator
4. Other reasons **pre-approved** by an administrator

All arrivals after 8:00 AM and all departures before 3:30 PM must go through the office. Students who have early release or a scheduled late start will need to sign in and out of the office daily.

#### 522 Medication Administration Policy and Procedures – BOE revised 7/11

It may be necessary for a student to take medication during the school day. Medications shall be administered through the office.

Prescription medication that comes to school in any container, other than the bottle from the pharmacy with the correct prescription label, and an authorization from the parent and licensed health professional (per Iowa law) cannot be given at school. Over the counter medications must come to the school in the original manufacturer's container as well and with an authorization from the parent. The authorization form must include the student name, medication name, dosage, time of administration, method of administration, and any other pertinent information. Medications will be kept in a secure area, with the exception of cough drops and inhalers/airway medication.

Cough drops may be kept with the student in the classroom or in the teacher's desk after a permission note from the parent has been received in the office. Cough drops must be in the original container and be labeled with the student's name.

Iowa Code 280.16 (signed April 12, 2004) allows students with asthma or other airway-constricting diseases to self-administer medication at school with parental and physician consent. The parents and the prescribing physician must sign an authorization form, which are available in the office. As with all other medications, the medication must be in the original container and labeled with the student's name.

When administration of medication requires ongoing professional health judgment, an individual health plan shall need to be developed by a licensed health professional, the student and the student's parents. Individuals who have demonstrated competency in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. Medications will be stored in a secure area, except cough drops and inhaler/airway medication.

Emergency protocols for medication-related reactions shall be posted.

The student medication information is confidential with the exception of school personnel needing to know for the health and well-being of the student as provided to the Family Education Rights and Privacy Act (FERPA)

#### 523 Collection of Money In School



All collections of money for school projects must have the prior approval from the administrator.

#### 524 Field Trips

Periodically classes take field trips for educational and/or ministry purposes. An informational sheet will be provided to the parent including date, time, destination, cost, and type of transportation. A signed permission slip and money for the field trip must be returned to the classroom teacher prior to the event, or the student will not be able to participate.

#### 525 Student Activities

The following student activities are designed to help students utilize and develop their abilities and talents, foster leadership, build Christian friendships, learn social interaction, and glorify God. ACA sponsors some activities that may not have a faculty member designated as the supervisor. In these cases, the parent(s) or volunteer(s) designated by the administration and School Board have full authority over the event under the direction of the administrator.

#### 525.01 Wednesday/Sunday Activities Board approved 1/15 (Revised 8/19)

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

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

#### 526 ACA Student Service Hours BOE Approved 2006. BOE Revised 11/06, 5/07, 8/19

The purpose of ACA’s community service hours is to develop in our students a sense of responsibility for their community demonstrated through a spirit of volunteerism and to live out the example of Jesus Christ as the true servant.

The Board of Education grants a “community service” award for seniors who perform 80 hours of community service during their high school career. These activities are on a volunteer basis, anything for which the student receives remuneration is not considered community service. Activities are to be approved by the administrator.

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

#### 527 Ministry Opportunities

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

Students are encouraged to get involved in periodic ministry opportunities and service projects. While we realize that many opportunities are available through area local churches, ACA desires to teach our students the importance of serving others and sharing the gospel with others.

#### 529 Homecoming/Spirit Week - BOE Revised 5/08

Homecoming/Spirit Week will be celebrated during football season and may include an ACA Spirit Day, when students dress in school colors, a pep assembly, and introduction of the ACA Ambassador candidates and varsity athletes. The Homecoming football game and homecoming activity (for grades 9-12) will conclude the week. This event is organized by the athletic department and Student Council.

#### 531 Spring Formal - BOE Approved 5/08 (Revised 8/19)

This event will be held in the spring for the 9<sup>th</sup> -12<sup>th</sup> grade students. Those bringing guests that are out of high school or not attending ACA must complete a form to be approved by the administrator. Each student is allowed to invite one guest.

#### 534 Grading System - Revised 2/16, 10/19

A marking system is necessary in order that a report may be given to parents, that the student may be treated justly when transferred to another school, and that the student may receive the wholesome stimulus of judicious rating. The marking system should be as simple as possible, and the symbols used should have well-defined and easily understood meanings. The following system is the accepted grading scale of Ankeny Christian Academy effective starting the 2016-2017 school year:

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

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

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

#### 534.01 Adding or Dropping Classes - BOE approved 7/09 (Revised 8/19)

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

#### 534.02 Elementary Report Cards BOE revised 10/19

Report cards are issued at the end of each quarter. Progress reports are issued at the mid point of each quarter.

534.03 Secondary Report Cards - BOE revised 7/08, 10/19, 11/22

Reports of academic progress are provided at three points during each semester. Semester grades are provided at the end of each semester. Semester Exams will count as 15% of the student's semester average in high school and 10% of the student's semester average in middle school. In courses where semester exams are not required by board policy, teachers may choose to give them and choose how much the exam will impact the grade.

534.04 Testing Procedures - BOE revised 5/07, 7/12, 7/19, 8/23

Achievement tests are given each year based on accreditation requirements.

534.05 Semester exams -BOE revised 8/07, 11/08, 10/19, 11/22

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

6th Grade--none required

7th Grade—Math, English

8th Grade—Math, English, History and Science

9th-12th Grade—Math, English, History, Science, and Bible

Final exams for 9-12th grade elective classes will be at the discretion of the teacher.

Seniors are exempt from 2nd semester exams if they have an A (90% or above) in that class for the 2nd Semester.

534.07 Student Events/Project Guidelines BOE revised 10/19

The board encourages student involvement in activities outside of the classroom.

534.12 Late Work Policy – BOE Approved 07/13

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

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

534.13 Makeup Work Policy - BOE revised 5/07, revised 10/19

The amount of time that a student will be given to make up work is equivalent to the number of days that the student missed plus one day.

It is requested that a student arrange for make-up work with individual teachers prior to leaving for a family vacation or approved absence.

534.14 Parent-Teacher Conferences – BOE revised 7/11, 10/19

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

534.15 Athletic/Extra-Curricular Eligibility Policy - BOE approved 08/06, 10/8, 10/19  
Eligibility will be determined at mid-term, quarter, and the end of each semester. Specific rules for athletic eligibility are to be found in the Board Policy 1000 series. (Reference topic III)

534.16 Academic Probation Policy – BOE approved 7/09  
All students new to ACA begin their enrollment on Academic Behavioral Probation for one year. All students who appear on the academic deficiency list for three (3) consecutive reporting periods (i.e.: combination of mid-term and end of the quarter) may be placed on Academic Behavioral Probation. Students who exhibit poor and/or inappropriate academic behavior will be recommended to the administrator for conference with parents/guardians and possible withdrawal from school.

535 Graduation Requirements - BOE revised 2/08, 7/08, 7/09, 7/19, 5/22, 8/24

Minimum Courses Requirements for Graduation

Bible	4	(or one half credit for each semester enrolled at Ankeny Christian Academy)
English	4	
Math	3	
Social Studies	4	
Science	3	
Physical Ed	1	(See item #7 below)
Computer Lit	0.5	
Health	0.5	
<u>Electives</u>	<u>4</u>	
Total Credits	24	

Specific Requirements

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

1. Twenty-four academic credits are required for graduation
2. Only full-time students may receive a diploma from Ankeny Christian Academy. “Full time” status will be reserved for full tuition paying students. Full paying students are “full pay” regardless of the source of payment. (BOE approved 9/2017)
3. Special Accreditation requirement – For our Special State Accreditation in secondary it is required that our seniors complete applications for acceptance to an accredited 4-year college/university before receiving their diploma. Copies of acceptance letters are to be turned into the ACA office.
4. In order to graduate, a college readiness score must be on file in the student’s cumulative file. “A college readiness score” is defined as a score from a test required by the college to which the senior is applying. This would be a test that is required for entry into that college. This college must fulfill ACA requirements for application to a 4 year college or university. The ACT and SAT are examples of “college readiness” tests.
5. A student must have 6 credits to be classified as a 10th grader; 12 credits to be classified as an 11th grader; 18 credits to be classified as a 12th grader.

6. Freshmen, sophomores and juniors are expected to carry a minimum of 6 credits per year. The number of credits carried by seniors will be evaluated on an individual basis.
7. Students may complete courses in Summer School at a public school or other administratively-approved source. Not more than 1 credit will be accepted in any one summer, with a maximum of three such units counting toward graduation. Prior approval must be obtained from the Administration. No limit will apply to making up failed coursework.
8. Though ACA does not provide a Driver's Education course, students may receive 0.5 credit toward graduation if they provide the office with proof that they have successfully completed the course elsewhere.
9. P.E. Credits – BOE approved 7/09, revised 7/19
  - a. Transfer Students: The physical education requirement may be waived for students who transfer from accredited schools (grades 8-12) that do not award physical education credits.
  - b. Students Participating in Year-Round Sports: Only one-half (.5) of a credit may be given to a student who participates in a full year (three seasons) of "organized" sports.

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

536 Class Rank and Valedictorian and Salutatorian Policy – BOE approved 2/08, BOE revised 7/08, 7/09, 7/19

**Class Rank**

1. Class Rank is determined by GPA. If there is more than one student with the same GPA they will have equal rank and those following will be subsequent. (i.e.: 3 students with a 4.0 rank all 1, the student with 3.99 would have a rank of 4).
2. Grades earned from all subjects in the 9th through 11th grades and through the first semester of the 12th grade are used to compute the student's rank in class. (BOE Revised 2-08)

**Valedictorian and Salutatorian**

1. The student only qualifies for the Valedictorian and Salutatorian if they have been at Ankeny Christian Academy for their final two years of high school with a minimum of 10 credits obtained from ACA. (BOE approved 2-08)
2. Effective 2018-19 school year, any student with credits from non-accredited sources will not qualify to be named the valedictorian or salutatorian of Ankeny Christian Academy. (BOE approved 9/2017)
3. Valedictorian and Salutatorian are determined by GPA (Grade Point Average). In the case of a tie, Valedictorian and Salutatorian will be determined by calculating the GPA for the non-elective graduation required ACA core classes. The minimum GPA to be Valedictorian or Salutatorian is 3.67. If a tie remains, more than one valedictorian or salutatorian will be named.

537 Graduating Early –BOE approved 6/09

No early graduation will be allowed except for special circumstances approved by the administrator and the Board of Education

537.02 Graduation Date – BOE approved 5/09

Graduation will be held on Saturdays unless Board approval per a special request for change to Sunday (i.e. school athletic events).

538 Grade Advancement Policy - BOE revised 7/09, 10/19

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

1. The student's social and emotional maturity
2. The student's academic excellence (achievement)
3. The readiness of any qualifying student for advancement.

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

1. The student must excel in every subject academically as indicated by the report card.
2. To qualify for advancement a student will be tested by the principal with the goal of predicting success from academic advancement. Standardized test scores may also be used as an indicator.
3. Recommendation comes from the administrator to the Board of Education for final approval.

Finally, the Board reserves the right to deny the request even when requirements 1, 2, and 3 have been met.

#### 541 College Dual Credits – BOE approved 5/06, BOE revised 7/07, 4/08, 10/19

ACA high school students who enroll and complete advanced placement (AP)/college level courses will be eligible to also receive high school credits based on evaluation of courses and upon approval of the administrator. All required courses for graduation are to be completed at ACA unless it is a makeup course for a class that was failed, to keep a student in curricular sequence, advance and/or compact classes for high potential learners.

#### 541.02 College Credit Reimbursement - BOE approved 4/17, revised 10/19

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

#### 542 Dual Enrollment BOE revised 10/19

Parents may wish to dual enroll their child in a public school in order for their child to receive specialized instruction.

#### 548 Visitor Policy - BOE Approved 05-07, revised 10/19

School Visits - ACA welcomes visitors to our school during school hours. Anyone who is not a staff member, board member, or student of the school shall be termed “visitor.” In order to protect our students, ACA requires visitors to follow these guidelines:

1. All visitors are asked to sign in at the office upon entering the building and indicate the nature of their visit.
2. When the visit is complete, visitors will sign out in the office.
3. Formal Conferences (outside of regular fall or spring conferences) with teachers need to be prearranged.

Student visits require permission from the administrator.

#### 550 Search/Inspection of Student Lockers and School Facilities

School officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable

cause to believe that the students possess an item; the possession of which constitutes a criminal offense under State Law.

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

#### 550.01 Tobacco Policy – BOE approved 3/09

School facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school premises immediately. It is the responsibility of the administration to enforce this policy. In accordance with state law the school will post no-smoking signs at all entrances. School employees will ask anyone who is smoking to stop or to leave the area. Failure to comply with the law may result in a civil fine of \$100, \$200, or \$500 depending on the number of violations.

#### 564 Music Policy - BOE approved 5/05, revised 10/13

The choice of music selections at ACA should represent the diversity of our Association, while upholding the foundational Christian principles of ACA. It is the responsibility of the school administrator to verify that the music and lyrics used at the school, or any school sponsored activity, do not detract from the mission of ACA.

#### 567 - Information Technology - BOE approved 12/13, revised 10/19

ACA encourages the appropriate use of technology-based tools and information resources by students. ACA provides these resources solely for the advancement of learning and teaching. The use of these resources will be consistent with ACA's educational mission and policies, as well as state and federal laws and regulations. The following guidelines will govern internet usage at ACA.

1. Access to ACA's information technology (IT) resources is a privilege and not a right. While it is the intent of the school to monitor and filter internet usage, it is understood that students are to make appropriate online decisions.
2. Students may be given access to the internet with specific parent/guardian permission.
3. Parents/Guardians have an important role in setting and conveying the standards that their children should follow when using IT resources and are ultimately responsible for the student's activities or behaviors. Questions from parents/guardians concerning technology use by students should be directed to the administrator/principal.
  1. During the school day, students will use IT resources under the supervision of ACA staff .
  2. The use of these resources will be consistent with ACA's educational mission and policies, as well as state and federal laws and regulations.
  3. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
  4. Students will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, familial status, national origin, religion or disability.
  5. Students will not use IT resources to harass, insult, attack, or threaten harm or embarrassment to others.

6. Students will respect the property and privacy of others, including their electronic storage areas. Students will not access or attempt to access another individual's materials, information or files without permission.
7. Students will keep their IT access secure. Students will not engage in the unauthorized use of another individual's access. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
8. Students will make every effort to protect ACA equipment from physical and electronic damage. Users will not vandalize IT equipment. Vandalizing, in this context, is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including, but not limited to, creating, uploading or intentionally introducing or transmitting viruses and other destructive programs.
9. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the internet.
10. Students may be given access to an ACA-provided e-mail account under the supervision of a teacher or designated staff member/supervisor. Appropriate and respectful language will be used in electronic mail and other electronic communications.
11. Students should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses to internet sites.
12. ACA IT resources will not be used for personal or commercial purposes without prior approval.
13. Personal network devices may, in some situations, be allowed to connect to ACA network and devices. All requests for connecting personally owned devices of any nature to ACA equipment and networks need prior approval. The contents of these personal devices may be inspected by ACA personnel on request and in accordance with this policy.
14. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
15. Users will not use the system to communicate, submit, publish or display inaccurate information, rumors, disparaging portrayals or any other information that is known to be false or misleading.

ACA makes no warranties of any kind, whether expressed or implied, for the access it is providing. ACA is not responsible for any damages suffered by students or by third parties. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by ACA or user errors or omissions. Use of any information obtained via the internet is at the user's risk. ACA cannot be responsible for the accuracy or quality of information obtained through the internet. Students and their parents/guardians will hold ACA harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service or if a student incurs other types of costs, the student will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations is prohibited. ACA reserves the right, as further



outlined below, to inspect all files on district owned computers, media and servers and on personal devices that the user has asked to attach to district owned equipment or networks.

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

### System Monitoring

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

### Sanctions

Communication over networks should not be considered to be private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, ACA may suspend or revoke a system user's privilege of access to ACA's computers and network. Failure to abide by school policy and applicable laws governing use of these resources may result in the suspension and/or revocation of access. A student is expected to provide full cooperation to ACA administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of ACA's IT resources. ACA reserves the right to charge a student for physical damages or for electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fees, fines or other charges may also be imposed as a result of misuse or damage.

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

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

### 569 Personal Property at School Revised 10/19

Students are responsible for their own possessions and should mark personal property clearly for easy identification.

### 570 Animals on School Grounds Revised 9/12

Students bringing animals from home must have teacher permission and give advance notice. Where appropriate, the animal must be held by the owner or kept in a cage.

Parents/guardians transporting animals in vehicles during drop off and pick up are required to keep animals in their vehicles.

### 573 Sex Education

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

### 576 Transportation Rules - BOE approved 2/08, revised 7/11

Whether using a school vehicle or parent-provided transportation, students are subject to the ACA discipline policy.

#### School Owned Vehicle Transportation Policy

1. Under no circumstances will vehicles transporting ACA students exceed the speed limit
2. Seat belt use is mandatory for the driver and all passengers on school-sponsored trips. Under no circumstances will vehicles transporting ACA students exceed the speed limit.
3. School-owned transportation usage for academic events (field trips) will be directly overseen by the school administrator. Athletic events will be directly overseen by the Athletic Director.
4. All school events involving transportation will have an event supervisor assigned. Event supervisors must be school employees.
5. Students will be expected to return to the school in the same vehicle in which they came to a school event unless the event coordinator approves.
6. Drivers need to be pre-approved by ACA and the school's insurance company. The school administrator may allow insurance approved non-employees to drive a school-owned vehicle in situations deemed appropriate by the administrator.
7. A school calendar will be set up to maintain authorization of school-transportation usage.
8. The athletic director will oversee the maintenance record/schedule of school-owned vehicles.
9. Due to the wide-range of music standards, school owned vehicle radios will not be used on school trips.
10. Student use of cell phones and other electronic devices, muted by earphones, may be allowed or disallowed by the school owned vehicle driver.
11. Drivers will conduct a pre and post trip inspection of the school owned vehicle. Drivers and passengers will remove trash after each trip.
12. General Vehicle care:
  - a. Keep the van clean!
  - b. Only bottled drinks may be used in school owned vehicles.
  - c. No track or baseball spikes and no muddy shoes may be worn in the van.

### 578 Student Driving Policy

Students may drive to school when they have a valid driver's license or school permit. All cars must be registered in the main office. The student parking area is off limits during the school day unless the administrator or his designee grants permission. The following policies govern student drivers at ACA:

1. Student drivers must register their vehicles with the main office.
2. Student drivers, who are under age 18, must have a permission form on file in the office to be

allowed to drive to school.

3. Reckless driving, speeding, leaving school without proper authorization or failure to follow these established policies will result in a suspension from driving on school property for a period of time.

### 579 Child Abuse/Mandatory Reporter

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

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

Mandatory reporters are required to report if:

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

Physical abuse

Child prostitution

Mental injury

Presence of illegal drugs

Sexual abuse

Manufacturing/possession of dangerous substance

Denial of critical care

Bestiality in the presence of a minor

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

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

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

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

1. The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
2. The child's present whereabouts.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.

5. The name, age, and condition of other children in the same household.
6. Any other information that you believe may be helpful in establishing the cause of the abuse or neglect of the child.
7. The identity of the person or persons responsible for the abuse or neglect of the child.
8. Your name and address.

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

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

579.01 Procedures for Investigating Allegations of Abuse of Students by School Employees – BOE adopted 9/11, revised 10/12

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

It is policy of ACA to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

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

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

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

580 Anti-Bullying/Harassment, (Reference 103,407.3) BOE revised 4/09, 8/09, 12/11, 8/13  
Harassment of students, employees and volunteers, including sexual harassment, will not be tolerated at Ankeny Christian Academy. As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity regardless of the location. This type of activity is against state and school policy. Actual or perceived harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, familial status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or marital status. Individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated. Harassment and bullying of students and employees are against federal, state and local policy. The ACA Board of Education is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and

harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national/ethnic origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Although individuals may exhibit differences that result from sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned, school-permitted, or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act of conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing (policy 580.1), or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexting (See Policy 580.2: Sexting), or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment. In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The administrator is the designated investigator. The alternate investigator is the principal. The investigator will be responsible for handling all complaints by students alleging bullying or harassment. The investigator will be responsible for handling all complaints by employees/volunteers alleging bullying or harassment.

It also is the responsibility of the administrator/principal to develop procedures regarding this policy. The administrator/principal also is responsible for organizing training programs for students, school officials, faculty, staff and volunteers who have direct contact with students. The training will include

- 1.) how to recognize harassment,
- 2.) what to do in case a student is harassed, and
- 3.) include proven effective harassment prevention strategies.

The administrator/principal will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment and communicating such to the ACA Board of Education. The administrator/principal shall report to the board on the progress of reducing bullying and harassment. The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

SEE ACTUAL POLICY FOR COMPLAINT FORMS

#### ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a supervisor, teacher, or principal/administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - o Tell a supervisor, teacher, or principal/administrator; and
  - o Write down exactly what happened on the designated forms, keep a copy and give another copy to the supervisor, teacher, or principal/administrator including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

#### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the administrator, the designated investigator. The alternate investigator is the principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. To submit a complaint, contact ACA's investigator (the administrator or principal) by phone – (515) 965-8114, by mail: Ankeny Christian Academy, 1604 W 1 Street, Ankeny IA 50023, or by email. Forms are available on the ACA website: <https://aca eagles.net>.

The investigator, with the approval of the administrator, or the administrator has the authority to initiate an investigation in the absence of a written complaint.

#### INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written finding and conclusions as to each allegation of harassment and report the finding and conclusions to the investigator's supervisor (administrator or ACA Board Chair). The investigator will provide a copy of the findings of the investigation to the supervisor.

## GRIEVANCE PROCEDURE

Grievances regarding 1) the identification of complainant, alleged harasser, or witness; 2) the investigation process; 3) findings from investigations or 4) awarding of disciplinary action(s) are to be reported to the principal, administrator, or board chair. For harassment/bullying grievance forms, contact office personnel, secondary principal, administrator, or board chair at Ankeny Christian Academy, 1604 West 1 Street, Ankeny IA 50023. By phone, call (515)965-8114 or via email: [info@ankenychristianacademy.com](mailto:info@ankenychristianacademy.com). Forms may be downloaded at <https://aca eagles.net>.

## RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the supervisor may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Prior to the determination of the appropriate remedial action, the supervisor may, at the principal's discretion, interview the complainant and the alleged harasser. The supervisor will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.

## POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- Grievances can be filed with the investigator where the ACA Executive Board members or the ACA Board of Education members may be notified for due process.

## CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate. Students should not engage in behaviors which could be interpreted as sexual harassment (i.e. hugging, innuendoes, comments, touching, play acting). No student either female or male should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, per Title VII of the Civil Rights Act of 1964. Any action construed as sexual harassment should be reported to the administrator or designee immediately; this includes student to student harassment as well as adult involved harassment. As Christians we must always be above reproach in these areas.

## DEFINITIONS

Harassment and Bullying including sexual harassment are defined as any electronic, written, verbal, emotional or physical act or conduct student to student, adult to student, which could include but is not limited to behaviors that would be considered harassment – excessive teasing, pestering, name calling, threats of violence, inappropriate touching, sexual degrading words to describe an individual, suggestive or obscene letters, notes or invitations.

1. Based on any actual or perceived trait or characteristic of the student defined above.
2. Creates an objectively hostile school environment that meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, or has the



effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by the school.

3. No student either female or male should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical per Title VII of the Civil Rights Act of 1964.
4. The follow activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
  - a. Instruction and participation in lessons and worship services.
  - b. Discussions and debate concerning issues important to Christian faith.
  - c. Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious tests, music, and opinion.
  - d. Witnessing and faith-sharing.

Reporting - Suspected incidents of harassment and bullying should be reported to the administrator or designee within 24 hours. The administrator is responsible for receiving reports and ensuring the Student Harassment Policy is implemented. The school investigations plan of the administrator will then be put into action. Ankeny Christian Academy will respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent reasonably possible.

Investigation - Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators – Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. Consequences for harassment will follow the regular discipline procedures and may include:

1. Written report/appropriate consequence deemed by administrator or BOE.
2. Student and parent conference with administration deemed by administrator or BOE
3. Out of school suspension/expulsion

This policy shall be published in the handbook as well as on the website.

Adult supervisors watch carefully and listen to children at play on playground, visiting during lunch time in the cafeteria, during transition periods: drink, restroom breaks, traveling to specials monitoring passing time at lockers.

#### 580.01-Hazing BOE approved 7/10

Hazing is considered any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of the person's willingness to participate. Hazing will not be tolerated. Students engaged in such activities are subject to state laws and school discipline. A violation of this policy will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report such activities to a teacher or school administrator.

#### 580.02 Sexting BOE approved 7/10

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing picture text messages or emails that contain a sexual message or image a violation of this policy; a

violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

### 581 Biblical Lifestyle Policy – BOE approved 2016

The ACA Board of Directors requires that each employee and family enrolling children in ACA must sign and declare the following statement on an annual basis:

#### Biblical Lifestyle Policy

Ankeny Christian Academy (ACA) stands firmly upon the historical truth claims, and moral foundations of, Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God’s design. Parents or the legal guardians, who choose to enroll their children at ACA, are agreeing to support these and other basic biblical values derived from historic Christianity. Parents understand and agree that ACA will teach these principles and biblical values.

In addition, the Board of Education urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9; Psalm 78:5, 6; Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). ACA was founded, and continues to operate, upon biblical values and the desire and commitment of Bible-believing Christian parents to enroll their children in an intentionally Christian educational environment. This “intentionally Christian environment” will be based upon ACA’s Statement of Faith, the statements of morality included in this document, and the Student Code of Conduct. Parents who enroll their students at ACA must allow their children to be educated and influenced by this “intentionally Christian environment”. Continued enrollment at ACA is contingent upon this same understanding and support by both the student and parents.

ACA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a; Romans 1:27; Matthew 19:4-6).

ACA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God’s Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God’s plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

ACA believes to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. ACA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposed public acceptance of sexual promiscuity and all factors and practices which promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'it is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphonia are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. The state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to Biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon Biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

#### MARRIAGE, GENDER, AND SEXUALITY STATEMENT

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-15) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10)

We believe that in order to preserve the function and integrity of ACA as Christian ministry, and to provide a biblical role model to the ACA families, it is imperative that all persons employed by ACA in

any capacity, or who serve as volunteers, agree to and abide by this Marriage, Gender, and Sexuality Statement. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Act 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:18-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

#### FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of ACA's faith, doctrine, practice, policy, and discipline, our Board of Education is ACA's final interpretive authority on the Bible's meaning and application.

#### SANCTITY OF HUMAN LIFE STATEMENT

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

#### MARRIAGE POLICY STATEMENT

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, ACA will only recognize marriages between a biological man and a biological woman. Further, the Board of Education, administrator, and staff of ACA shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of ACA shall only host weddings between one man and one woman.

#### 584 Student Discipline and Conduct Code - BOE revised 5/06, 5/08, 7/08, 7/11, 5/22

##### 584.01 Code of Conduct

1. Practice courtesy and consideration in one's association with teachers, school employees, fellow students, and visitors. Respect their person and property (see Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (see Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs, and pornography and other undesirable practices that are generally recognized to be harmful to health and Christian character (see 1 Corinthians 6:19-20).
4. Abstain from profanity and vulgar or abusive speech, writing, and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to one's moral and spiritual development (see Ephesians 4:29).
5. Refrain from public display of affection. As students, conduct yourselves in a discreet and Christian manner.
6. Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, fireworks, and matches at home. Iowa law states any person carrying or possessing a firearm on school grounds can be charged with a class D felony.
7. Complete academic assignments promptly and submit work by due dates. A secondary homework assignment that is one day late will have its score reduced. Secondary students who

have missing assignments will be required to submit it by the next day or serve a homework detention after school. Elementary teachers may have their own grade-appropriate practices at their discretion.

8. Do your own work. Do not give or receive help on quizzes or tests unless the teacher has granted permission on a particular project. Your record should reflect your individual effort. Honesty is a Christian virtue that should be displayed by all students, therefore cheating is considered a serious offense. Any appearance of cheating may be reason to receive the student work as unacceptable and the student to receive a possible consequence up to receiving no credit for the assignment. Detentions or In-school suspension may be assigned for cheating.
9. Do not plagiarize; this is a serious offense. The definition of plagiarism is the “use of another writer's ideas or words without giving the writer credit for them.” [Research note: The appropriate use of another writer’s ideas or words, when overused, is poor research! Don’t copy and paste from online sources.]
10. Use of personal electronic devices (excepting cell phones and calculators) are not allowed during class time. At the discretion of official school personnel, further restrictions may be added for school events.
11. Elementary students are required to keep personal cell phones off during the school day kept in their bag or locker. Secondary students (6<sup>th</sup>-12<sup>th</sup> grades) may access their cell phones before, after school and during passing periods. Unauthorized cell phone usage during class time is not permitted.
12. Because at ACA computers are accessible to students in grades 6-12, no personal computers are allowed to be used at school; exceptions may be approved for educational accommodations by the Administrator/Principal. If a student has been given permission, they need to be aware that bringing personal computers to school is their responsibility and ACA is not responsible for any damage or theft.
13. Students’ various electronic communications (i.e. text messages, instant messaging, tweets, personal blogs, web sites, or other communication methods) will have an appropriate Christian testimony through their conveyed words, photos, videos, and other items contained within these communications.
14. The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it.

#### 584.02 Out of School Suspension

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

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

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

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

#### 584.03 In-school suspension

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

1. The student shall be given regular class assignments.
2. Completed assignments shall be accepted and corrected by the teacher.
3. The student shall take all tests.
4. The student must follow the directions of the person in charge of the in-school suspension program.
5. Credit will be given for makeup work completed satisfactorily.
6. During the suspension period, students may not participate in extracurricular activities.

#### 584.04 Expulsion

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

Procedure for expulsion:

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

The administrator has discretion as to appropriate disciplinary action.

#### Effects of Expulsion

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

### Appeal

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

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

### 586 Fire Drill Evacuation

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

#### 586.01 Tornado Drills

Periodic tornado drills are planned throughout the year.

#### 586.02 Inclement Weather for the School Day - BOE approved 12/13

If it is raining or if the temperature or wind chill is below 0 degrees F., recess location will be changed.

#### 586.03 Cancellation of School –BOE approved Spring 2004, BOE revised 4/09

Emergency closing information will be communicated through the following:

1. ACA Website
2. School Messenger
3. Social Media

We notify the television, radio, and Internet news stations for emergency announcements:

If school is canceled, evening events and activities may be canceled.

### 587 Fundraisers and Advertising

All fundraisers and advertising must be approved by the school administrator.