Policies and Procedures

Welcome parents, students and instructors. We are so glad you have decided to join us this year.

This document is designed to provide you with details of Aletheia Christian Academy (ACA) and give information concerning our policies and procedures. We ask that you read through it carefully with your child(ren) each semester. You can make a difference and we encourage you to prayerfully consider what God would have you share with ACA. We are a cooperative group, which means we all share the work. Our policy continues to be that if you participate in an activity or event, you will be expected to assist in some capacity.

Please note that until our Rhetoric program, ACA is not a drop-off program for students. Parents are expected to be on campus and assisting, Rhetoric students may be asked to assist with set up/clean up. Parents are expected to assist ACA with set up, clean up, organization, and/or design, if not teaching. Each family will work with the Day Coordinator(s) to ensure the needs of the community are met.

Mission Statement

To cultivate joy and wonder in learning to the glory of God.

We live out our mission statement through:

Curriculum chosen to advance with the student, allowing for hands-on wondering for Grammar children, fostering meaningful conversations in the Logic stage and moving to a deeper understanding in the Rhetoric level. For the parents, our curriculum will provide a structure for completion at home.

Classes led by people with a Biblical Worldview, with a constant focus back to the One who matters above all else.

Community that has opportunities to encourage one another on Academy days with a book club, or on field trips, Mom's get togethers, or family outings.

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Academics

Classes

- **Preschool** (Available to siblings of students enrolled in Kindergarten-12th Grade)
- **Grammar**: K-6th Grade (Student must be 5 years old by September 1st for Kindergarten)
- **Logic:** 7th-8th Grade
- **Rhetoric:** High School

Class Placement

Students usually move up one grade each year when they show appropriate progress, attendance, and behavior. All placements are made with attention to the program's defined age ranges as of September 1st of the academic year (Age 5 for Grammar, Age 12 for Logic, and Age 14 for Rhetoric). Parents may request a grade exception in writing with academic or developmental reasons to the Academic Director and leadership will review information and meet with the family as needed. The final decision is made following a meeting with the academic director, the student's current-grade teacher, and the parent/guardian.

Memory Work Awards

Sola Scriptura: Students memorize the Scripture memory work for the semester being tested.

Aletheia Achievement Award: Student memorizes all memory work for the semester testing including: Science, English, Catechism, Scripture, and Geography.

Participants

While there is no age requirement to participate, the Memory Work Awards are geared toward our older students because of the level of difficulty. The amount of information to be memorized and the inevitable intensity of an oral exam will prevent most students under the age of 8 or 9 from earning the award. While participation at any age is optional, second- or third-year ACA students in 5th or 6th grade should be encouraged to work towards applying for the Memory Work Awards Award. It is strongly recommended that parents do not push students under the age of 10 to participate in this process. Should a student under the age of 10 express an interest and demonstrate strong proficiency, his or her Day Coordinator will be available to help the parent decide if the child should be tested.

Testing Process

The first step is to commit to work diligently throughout the school year. Students who wish to earn any of the Aletheia Memory Awards need to keep up with the weekly memory work. They should work on the memory work daily, reviewing older material on a regular basis. These students will welcome vacation time as an opportunity to solidify areas where they

have encountered issues.

By week 10 and 24 students who wish to participate will submit a simple form to the Grammar Day Coordinator, indicating the award for which they intend to test. The Day Coordinator will meet with the parents of students accepted into the testing process and explain the specifics of testing, the expectation of the Instructor/Director, and the final testing date. Testing can begin as early as week 13 and 27, but will continue until the week following the presentation of new memory work in week 14, 28. A testing day will be set-aside and made available for all students. In order to present for testing, a student must have proofed flawlessly with a parent and one other adult. The testing process is very stressful, so in requiring a student to achieve a flawless recitation of all material, the student will enter testing more confidently and the Instructor and Day Coordinator will be able to make the testing process more relaxed. Students should not continue in the award process if they are unable to recite all of the memory work flawlessly during these first two proofs.

Once a student has completed two flawless proofs, he or she is ready to test with the Instructor. This can be done either on the final testing day or in advance of that day at a convenient time for the Instructor and student. It is assumed that the student will be able to get through the testing process without significant struggles. However, if it becomes clear that the student does not in fact know the material, the Instructor can elect to stop the testing at any point. If a student clearly knows the material but stumbles on a fact, the Instructor will ask the student to repeat the fact. If the student continues to struggle but has demonstrated proficiency up to this point, the Instructor will leave that fact and come back to check it again later. The student must be able to recite every fact accurately, but because of the magnitude of information and the stress of the testing process, grace will be given in the form of an opportunity to correct themselves for students who demonstrate a solid knowledge of the material but seem to experience temporary “brain freeze.”

After a successful Instructor proof, the student will move on to a Day Coordinator check. During this check, the director will test a sampling of facts from the various areas. The director will also re-check any areas where a student struggled to be sure that the student knows all of the material. If the student passes this check, he or she has earned the award!! The goal of the Aletheia Memory Work Awards is to motivate students to work towards a goal and then honor those who have prepared diligently and are able to demonstrate mastery of the material. The goal of the award is not to break children or shatter their self-confidence. Therefore, while the testing process is rigorous, it is the parent’s responsibility to ensure that students do not present for testing if they are not truly prepared. No Instructor wants to fail a student with whom they have worked all year. The Day Coordinator and the Instructors count on parents to accurately assess their children’s readiness prior to testing.

Rhetoric Courses

The following is specified in an effort to achieve academic excellence while striving to produce God-honoring graduates.

- Course Load: Rhetoric Students must take a minimum number of courses based on grade level (Freshman - 4 courses, Sophomore - 4 courses, Junior - 3 courses, Senior - 2 courses) and no more than 6 courses. The Bible course is required at each grade level. Students are expected to fully participate in all courses.
- Attendance/Assignments: Consistent class attendance and completion of assignments are not optional. If a student habitually does not turn in assignments or attend class, the parents will be contacted to meet with the appropriate Director (and possibly the teacher) to work out an implementation plan for parents that should result in completion of assignments and consistent attendance. If the parent does not respond to the meeting request, or if meeting with the Director does not result in assignments being turned in and consistent attendance, it may result in the student being dismissed from the Course without a tuition refund.
- Parent Responsibility: Parents are ultimately responsible for grades reported on transcripts. Aletheia instructors provide grades for parents to use at their discretion. Aletheia does not allow auditing of courses. We understand that life circumstances and student capabilities may require some adjustment to the instructor's syllabus. It is the parent's responsibility to communicate those needs to the instructor at the beginning of the course term. The instructor may defer to the board for potential modifications to the syllabus for an individual student. As a result of each course having a unique set of assignments in terms of quantity and grade weighting, instructor's may allow some minimal number of excused assignments at their discretion. Additional excusals beyond this value will require board approval.

Cheating & Plagiarism

Aletheia Christian Academy is dedicated to fostering academic integrity and honesty. Cheating and plagiarism are strictly prohibited and will not be tolerated. All students are expected to complete their own work and to acknowledge any sources or assistance they receive. ACA expects all students to uphold the highest standards of honesty and integrity in their academic pursuits. By fostering a culture of trust and responsibility, we prepare students for success in both their academic and personal lives. Any suspected incidents of cheating or plagiarism will be investigated thoroughly and fairly. Students and staff are encouraged to report suspected violations to a teacher or administrator.

<u>Definitions</u>

- Cheating: Any act of dishonesty in completing academic work, such as copying another student's work, using unauthorized aids during assessments, or any other action intended to gain an unfair academic advantage.

- Plagiarism: Presenting someone else's ideas, words, or work as one's own without proper acknowledgment.
- Source Material: Any material used by a student that originates from outside sources, including direct quotations, specific facts and figures, ideas, and content generated by artificial intelligence (AI) or other software.

Source Material

Any source material used by a student must be clearly documented. This includes: Direct quotations, specific facts and figures, ideas that did not originate with the student, content generated by generative learning models (such as ChatGPT) or other AI software. The use of generative learning models, such as ChatGPT, or other Artificial Intelligence (AI) software is strictly prohibited without explicit instructor approval and proper documentation. Undocumented use of source material or AI-generated content is considered plagiarism. If students are uncertain whether citation is required, they should contact their instructor for clarification. Students are encouraged to err on the side of over-citation when in doubt.

Consequences

First Offense: A 0% grade for the assignment submitted and Parental notification
Second Offense: Unenrollment from the class without refund and possible further disciplinary action as determined by school administration.

Operations

Daily Routines

Academy Hours for Tuesday & Thursday are 8:00AM-3:45PM with the campus closing at 4:00PM

Family Worship

Family Worship is a time to worship Jesus Christ as a community by coming together before classes begin. This time is intended to be a fun and uplifting time for all. Children may sit with friends, but parents are responsible for their children during Family Worship. Please be sure they are respectful and not disruptive during Worship. We will sing a hymn, review our catechism, have announcements, and end with prayer. Attendance is required for all students. However, Rhetoric students may be exempt from Thursday Family Worship if they do not have class first period. Promotion of outside organizations through announcements is prohibited unless prior approval is given by the Board.

Fellowship Lunch

Please bring lunches that do not require refrigeration, microwave, or other appliances. There are not enough of these resources for everyone to use. Exceptions to the rule are acceptable, but please try to follow the policy the majority of the time. Please be sure to

leave your area as clean as you found it as we do not have lunchroom staff.
On nice days, children are welcome to play outdoors if properly supervised. Please do not let your child run around unattended! Also, remind your children on a regular basis to respect the church property.

Snack

There will be a small snack window for Pre-K - Grammar classes. Please bring a water bottle and a snack for your child. If your child has class in the Nursery building, please bring a nut-free snack.

Study Hall

Our study hall is for quiet reading or studying, so we ask that you be respectful and refrain from noise or distractions. On *Tuesdays*, groups of three or more rhetoric students may also gather in the outdoor courtyards or on the back field, provided they remain mindful of their surroundings. On *Thursdays*, due to the minimal number of parents on campus, individual Rhetoric level students who are not attending a class will need to be with their parent or in the study hall (fellowship hall) or in the family courtyard (two story building courtyard). Study Hall is the *only* place where technology can be used (for study purposes) and will have a parent monitoring. This room can be used by any family and students as long as they are quiet and doing independent work.

Community Responsibilities

Parent Responsibilities

In order for everything to run smoothly we ask that you please:

- Read this document with your children
- Be punctual – Family Worship starts promptly at 9 a.m., arrive by 8:50 a.m.
- Commit to attending classes the entire year. For parents of only Rhetoric level students, additionally commit to a consistent dialogue with your student regarding classes, workload, and interactions with peers and ACA instructors and leadership. Establish and maintain communication with the Instructor(s).
- Adhere to policies and procedures
- Supervise your children at all times when not in class
  - Respect the grounds of the facility by making sure your children are not roaming around
  - Keep noise level/distractions to a minimum as church staff carries on with business
- Come prepared to help wherever needed, many hands make light work
- Encourage and build up one another with words, deeds, and prayers
- Review Behavior Policy with your children for outside events
- During class time please refrain from talking to other parents. Parent chatter is very distracting for students.
- Collaborate with the Day Coordinator(s) to determine volunteer involvement in the ACA

community by teaching, and/or assisting with set up, clean up, organization, or design.

Volunteer Expectations

Our community thrives through the active involvement of families. Each family is expected to volunteer in support of classes and activities. There are many ways to serve at Aletheia—teaching, assisting, monitoring, setup/cleanup, or filling various coordinator roles. For a more complete list of opportunities, please refer to the Volunteer Roles and Expectations document on our website.

Families with students in Grammar and Logic are required to serve on campus weekly. Families with students only in Rhetoric may fulfill their service through off-campus opportunities if they are not on site; however, we encourage Rhetoric-only families to participate weekly whenever possible, as their presence brings mutual encouragement and fellowship with younger families.

Lost and Found

ACA has a specially designated Lost and Found box, separate from the church. Please check for all of your things before leaving. Items will be donated each semester that are left unclaimed.

Health & Safety

Illness Policy

It is our desire to provide the best possible environment for your children. Please help us make all ACA functions healthy environments by not bringing your child if he/she has had any of the following symptoms in the past 24 hours:

- Fever
- Persistent Cough
- Diarrhea
- Sore throat
- Vomiting
- Green or murky discharge from nose or eyes
- Any other symptom which could be communicable

Medicine

ACA participants should not assume the responsibility of dispensing medicines to any student. For those children who may need emergency medications (such as Epi-Pen injections, inhalers, etc.), it is the parent's responsibility to provide the medication(s) and to make it available at all times. Please indicate any medical concerns/allergies on your student profile.

Bathrooms

NEVER go alone with a child into the bathroom. Prop the door open if you have to go in to a bathroom to quickly help a child.

Two Adults to a Classroom

All classes 6th grade and younger must have a minimum of two adults in the class at all times. Call your Day Coordinator should you need a second person if a volunteer must step out.

Campus Visitors

Only enrolled students, their parents, or guardians, are permitted on ACA's campus during academy hours. Any visitors will need prior authorization from the designated Day Coordinator. ACA's policy for visitors on campus does not apply to persons on campus for activities related to or sanctioned by Desert Hills Bible Church.

Emergency Plan

Parents of Grammar and Logic students are responsible for their children at all times. In case of an emergency during class time where no alarms go off, the Day Coordinator will decide whether everyone needs to “lock down” in their class, or exit the building and follow the evacuation plan below. Please assist the Instructors in keeping children safe.
For minor injuries or first aid, there is a First Aid Kit in the fellowship hall and in each Grammar - Logic class.

Evacuation Plan

There are smoke detectors and alarms in each building. If you hear one go off, please evacuate your building. REMAIN CLEAR OF DRIVEWAYS to allow Emergency Vehicles to enter the property.



Instructors

- Have children form a line, and remind them to walk. (Younger students should

hold hands to help keep together.)
- If it is safe to do so, turn off or unplug any devices before leaving the room.
- Regarding the map shown- Lead the class to the east grass field, which is the farthest from the street. Have them stand as far away from the property as possible.
- To facilitate a safe evacuation for the children in the nursery, the instructor in Room 106 will hand off her students to the instructor in Room 110. The instructor and assistants in Room 106 will then proceed to the Nursery in Room 101/102 and assist where needed. Additionally, any adults in the Study Hall that are not assigned as monitor will also proceed to the nursery for any additional help needed.
- If you find a student is not with you, DO NOT LEAVE the class unattended. Send ONE person to go back to the property to look. (Unless emergency vehicles are there; notify responder of the name and age of each student missing.)
- Wait for "all clear" from emergency responders to move the groups before allowing anyone to leave safe areas.

Appearance & Conduct

Clothing Guidelines

After much discussion and prayer, and with the understanding that one person's definition of modesty may differ from another's, we would like to encourage all Logic and Rhetoric students to mutually respect their fellow brothers and sisters in Christ as they attend ACA each week. "Be devoted to one another in brotherly love. Honor one another above yourself" (Romans 12:10).

Please remember that modesty is a heart issue. A checklist and a guide do not make a modest person. Please consider that we have many different families with different views on this topic. We encourage students and parents at ACA to dress in such a way that honors the Lord and gives Him glory. Good heart questions when determining what to wear include:

- What statement do my clothes make about my heart?
- In choosing what clothes to wear today, whose attention do I desire, and whose approval do I crave? Am I seeking to please God or impress others?
- Have I asked other godly individuals to evaluate my choice of clothes?
- Does my clothing reveal an allegiance to the gospel, or is there any contradiction between my profession of faith and my practice of godliness?

We understand that clothing is a personal choice and often reflects unique personalities, and we will not all agree on what should or shouldn't be worn. However, in the spirit of showing preference and loving one another we have adopted the following standards of dress we will follow on our campus for parents and students in the Logic and Rhetoric levels:

- Choose scholarly casual attire that maintains a professional and respectful appearance for your academic environment
- Appropriately worn and sized clothing which completely covers abdomen, back, cleavage, buttocks, upper thighs, and undergarments at all times when sitting or standing
- Be sensitive to others with characters or sayings presented on clothing
- No inappropriate language on clothing
- Any jewelry or hats worn should not interfere with learning

Decisions about dress code violations shall be at the sole discretion of the Day Coordinator. We consider this handbook the initial conversation with parents and is the first course of action. If a student is not in compliance with the dress code, they will be given one verbal warning. If there is a second offense, the student's parent will be asked to bring the student a change of clothes while the student waits in class or in the church office, or the parent will be asked to take the student home to change into more appropriate clothing which is in compliance with the dress code. The method to remedy the dress code violation will be at the Day Coordinator's sole discretion.
Thank you for helping keep ACA focused on creating a Christ-honoring environment that is focused on academic excellence for the glory of God.

Behavior Policy

All children are expected to be on their best behavior and follow these guidelines while at any ACA function.

- Be on time (or early)
- Use polite language
- Follow the teacher/leader's rules and directions the first time without argument
- Be in appropriate areas at all times (no roaming around)
- Eat only in appropriate places, please ask if unsure
- Treat others with Christlike kindness
- No chewing gum in class rooms
- No flammable materials or weapons allowed
- Respect all church property in and out of class
- Do everything without complaining and arguing (Philippians 2:14)
- Participation in classes is mandatory. Please come to class on time, be respectful to both the Instructor and other students, participate cheerfully, listen to your teacher, and complete assignments
- Students in Logic and Rhetoric classes must come to class prepared. If unable to complete the work when due, students must contact Instructors the night before and let them know.
- Rhetoric Students: Consistent class attendance and completion of assignments is not optional. If a student habitually does not turn in assignments or attend class, the parents will be contacted to meet with the appropriate Director (and possibly the teacher) to work out an implementation plan for parents that should result in completion of assignments. If the parent does not respond to the meeting request, or if meeting with the Director does not result in assignments being turned in, it may result in the student being dismissed from the class without a tuition refund.

- No laptops, cell phones, electronic games or personal music devices (including speakers, earbuds, etc) are allowed during scheduled ACA hours, unless using them for school purposes at the technology table in study hall or with an instructor. Devices used inappropriately may be confiscated until the end of the school day.
- No romantic personal displays of affection (PDA) between students
- Students should keep their body to themselves at all times. No unnecessary physical contact should be used.

Discipline Policy

It honors God when our students are obedient to adults and respectful to their peers. The Instructors and Coordinators will explain the class and campus/activity rules to the students so that they understand what is expected of the students during the Academy days and at Aletheia activities. If a student is disruptive, the following process will take place:

- **First Offense**: the student will receive a clear warning from the Instructor/Coordinator or another adult
- **Second Offense**: the student is removed from the class/activity and the student's parents will be located and notified
- **Third Offense:** the student and parent will meet with the ACA Leadership team to pray and discuss restoration of appropriate behavior in class and/or ACA

Certain infractions of the ACA behavior policy, such as fighting, violence, profanity romantic physical affection, and similar behaviors (bullying, harassment, intimidation, etc.) may result in immediate suspension or expulsion from the Academy without refund. The ACA Board of Directors maintains sole discretion over suspensions and expulsions. All board decisions are final.

If a student has been suspended once, the next offense is expulsion. Any student that has been expelled will forfeit the current and following academic years and require Board approval for future application.

Conflict Resolution

- Handle personal conflicts privately and biblically (Matthew 18)
- Avoid gossip to leadership or about leadership (Encourage one another and build each other up, 1 Thessalonians 5:11)
- Remember that love covers a multitude of sins (1 Peter 4:8)
- If unable to work out a conflict directly, please approach a Day Coordinator.

Administration

Fee Schedule

Fees are billed through the Wave Payment Service. If you prefer to pay by a card (credit or debit) or bank draft, there is an additional fee charged which requires a revised invoice. If you choose to pay by card/bank draft, please contact the Finance Coordinator to update your invoice and enable the card payment option.
If you are unable to pay the full amount due by the date required, the Finance Coordinator may be able to help you with a payment plan option and/or you may qualify for a scholarship. To apply for a scholarship, please contact the Finance Coordinator to complete the necessary application and request approval by the Board of Directors. Failure to promptly pay fees will result in a $50 late fee and may cause the removal of your student from his or her class(es).

Registration

Family Fee: $150
This is a non-refundable annual fee per family. This fee is due on the date indicated on the Enrollment Timeline. After the due date, students will be waitlisted and may forfeit their spot.

Tuition & Supply Fees

Grammar & Logic: Tuition fees are billed each semester. The first half is due prior to the first day of class for the first semester and the remaining half is due prior to the first day of class for the second semester.
Rhetoric: All tuition fees are billed annually in the Fall semester with payment split equally between both semesters due prior to the first day of each semester.
Dropping a Course: Students may receive a 50% tuition refund if a student withdraws before the start of week 4 of a semester. Tuition is non-refundable after week 4 begins each semester. Students may enroll in a course after the first day of class at the discretion of ACA Leadership. Under this circumstance tuition would be non-refundable at the normal rate.
Course fees, to include supply fees if required, are due prior to the first day of class for the first semester and are non-refundable.

<table>
<tr><td>Nursery - Preschool
Tuition – Morning: $175 per year</td><td rowspan="3">Rhetoric (9th-12th)
Tuition – 1 Day Course: $250 per year
Tuition – 2 Day Course: $500 per year
Lab Fees – Science/Home Ec: $100
Additional Supply Fees: TBD

Tuition fees for courses are capped at $1,800 per student. However, if you plan to enroll your student for more than six courses, please contact the Director of Admissions for Board Approval.</td></tr>
<tr><td>Grammar (K-6th)
Tuition – Morning: $175 per year
Tuition – Afternoon: $175 per year</td></tr>
<tr><td>Logic (7th-8th)
Tuition – Morning: $175 per year
Tuition – Afternoon: $175 per year</td></tr>
</table>

Special Event Fees

Additional fees may be required for specific events and vary in cost. Some examples may include, but are not limited to, Field Trips, Spring Formal, Graduation, etc.

Outside Events

Aletheia does not advertise or promote activities outside of our co-op (e.g., fundraising, events, etc.), and sales, marketing, or recruiting of any kind are not permitted. Outside events may not be held or promoted on church property without prior approval from Desert Hills Bible Church. If you have an announcement for an outside event, please use the general forum to share appropriate and relevant details.

No Liability Clause

Aletheia Christian Academy, its administrators, staff, volunteers, and affiliates shall not be held liable for any injury, accident, illness, loss, or damage to persons or property occurring on academy premises, during academy-related activities, or in transit to and from such activities, except to the extent required by applicable law. Parents/guardians and students acknowledge and accept the inherent risks involved in educational programs, including but not limited to physical activity, travel, and participation in events, and agree to hold the Academy harmless from any claims, demands, or legal actions arising out of participation. It is the responsibility of parents/guardians to provide appropriate medical insurance coverage for their child(ren).