

Ambassador Christian Academy

900 West Ridge Road-Gary, IN 46408
Tel: (219) 887-4473 Fax: (219) 887-1749

Student and Parent Handbook 2019-2020



Pastors Cedric and Joyce Oliver
Founders

Mrs. Danielle Harris
Principal

“We Don’t Just Teach Academics, We Teach Life”

Admissions

Ambassador Christian Academy is a family orientated school, offering academic, spiritual and social development for all its students. Applications are accepted from all families regardless of racial, ethnic, and/or religious backgrounds.

Admission is granted to students whose parents will support the teaching, expectations, policies and procedures of the school. Transfer students must demonstrate a positive record of behavior, excellent attendance, academic promise, interest in learning about the Bible, Christian values and putting God's word into practice.

As a policy, the school reserves the right to determine the grade placement of entering students. For all new students, testing is required of the child and an interview is required of the parent (s) prior to admittance. When classes are completely filled, a waiting list is created, and upon opening of space, parents will be notified.

Ambassador Christian Academy History

Ambassador Christian Academy has been used of God to train many students in the Lake County area for more than a decade. Ambassador Christian Academy, a ministry of Embassies of Christ Church, Inc., began under the direction of Pastors Cedric and Joyce Oliver in 1997. The task, from God, was to provide a quality Christian education for children of all ages.

The school began with 3 children in one classroom, ages 3-5. During the first year, the class was held in the Embassies of Christ building.

After 1997, Ambassador Christian Academy added one grade level each year, beginning with kindergarten until it reached the ability to instruct students through 8th grade. All classes were held in the Embassies of Christ building until 2001.

In 2001, because of the continuous growth, Embassies of Christ purchased a second building across the street from the church. In 2003, Embassies of Christ purchased a modular classroom to accommodate its second and third grade students and began housing its intermediate students in the Youth Center facility.

In 2005, Embassies of Christ began its first 9th grade class, with the intentions of adding one grade every year for high school.

In 2007-2008 School year, Ambassador Christian Academy had its first 10th grade class.

In 2009 ACA added two new classrooms, a library and a program for two-year old's. The decision was also made this year to temporarily suspend the high school program until a new school is built.

In 2015 ACA established the TTT- Terrific Teachable Toddlers classroom. This room is exclusively for one-year old's.

Ambassador Christian Academy is a Christian School that emphasizes academic excellence, the Bible and God's holy word, life skills, respect, and purpose fulfillment.



Ambassador Christian Academy's Campus is located at

900 West Ridge Road - Gary, IN 46408

(219) 887-4473

(219) 887-1749 fax

Ambassador Christian Academy Website:

www.ambassadoracademy.net

Ambassador Christian Academy - What We Believe

Mission

The mission of Ambassador Christian Academy is to develop a spiritually mature generation of children who master academics for the purpose of reaching the world for Christ through a standard's aligned curriculum where Christ is our focus and the Bible is our foundation.

Our Guiding Scripture

"Train up a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6

Our Slogan

"We Don't Just Teach Academics, We Teach Life."

We Believe

If you sow into a child today, you reap a harvest for the world tomorrow. A child is a spirit first. The intellect was made to serve the spirit.

School Colors

Burgundy and Gray

Chapel

Students in grades 6th -8th will attend a weekly praise and worship service on Monday Morning, while all students K-8 will attend a monthly chapel service on the 3rd Monday of each month. Bible teaching, worship, and prayer are included in the services. Students participate in reading scriptures, pledges, prayer, and praise and worship music.

Pledges

A key educational objective of Ambassador Christian Academy is to guide students in becoming responsible Christian citizens of America. Students will begin each school day with the following pledges.

American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

Christian Flag: I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Ambassador Christian Academy Statement of Purpose and Affiliations

Ambassador Christian Academy is an integral part of the ministry at Embassies of Christ Kingdom Ministries. The school serves to work in cooperation with the church and the home as a vital link in educating children in Christian principles.

Ambassador Christian Academy's Program will:

- Provide children with an education that will equip them with the necessary tools to fulfill their Godly Purpose on Earth.
- An education that will enhance a child's spiritual, intellectual, physical, mental, and emotional well-being.
- Assist parents in fulfilling their God given responsibility to educate their children, spiritually and academically. Parents are the first teachers.

Ambassador Christian Academy Affiliations

Ambassador Christian Academy is a member of the Association of Christian Schools International, and the Indiana Non-Public Educational Association.

Ambassador Christian Academy operates according to the law of the State of Indiana. We maintain all records required. We require our students to fulfill the academic requirements of the Indiana Department of Education and ACA specific Bible Courses. Ambassador Christian Academy became accredited as a Freeway School June 2008.

School Hours

Ambassador Christian Academy's school hours for Pre-K4 through 8th are from 7:45 a.m. until 3:15 p.m.

All students can enter the building at 7:15 a.m. We do offer before and after care at an additional charge for parents who need to drop their children off before 7:15 a.m. and/or pick them up after 3:15 p.m.

For parents in need of before or after care, we ask that you complete the necessary documentation at the time of registration or as soon as the services are needed.

When a child is dropped off or picked up before or after the designated times, there will be a charge of \$5.00 for the first minute and \$1 for any additional minute after the first 10 minutes.

Morning Prayer

Developing a prayer life is essential to the spiritual development of our staff, parents and students. Every morning at 7:45 a.m. the student body collectively recites the pledge of allegiance, the pledge to the Christian flag, the pledge to the Bible, a monthly scripture, and a morning prayer. We conclude our morning prayer time with a praise and/or worship song. This is rotational process led over the intercom by the principal at the start of the school year and daily by a student from every grade each month thereafter.

Curriculum - Grades K-8

Ambassador Christian Academy provides a Christ-centered environment, and a viable and guaranteed standard's aligned curriculum that is presented in the light of God's Word. Our Curriculum supports the expectation and requirement of the Indiana state Board of Education and the belief that all truth is God's truth, upholding our intention to stand on the uncompromising Word of God. Our goal at Ambassador Christian Academy is to produce students who are college and/or career ready and prepared to fulfill God's purpose for his/her life.

BIBLE

- Daily Praise and Worship
- Memorization of weekly bible passages
- Weekly bible quiz
- Relate bible principles to life today

READING

- **Foundations;** Print Concepts, Phonological Awareness, Phonics and Fluency
- **Literature and Non-Fiction;** Key Ideas and Textual Support, Structural Elements and Organization, and Synthesis and Connection of Ideas
- **Vocabulary;** Vocabulary Building and Vocabulary in Literature and Nonfiction Texts.

WRITING

- **Writing Genres;** Argumentative, Informative, and Narrative
- **The Writing Process;** Quality of ideas, organization, sentence fluency, word choice
- **The Research Process;** Finding, Assessing, Synthesizing and Reporting Information
- **Conventions of Standard English;** Grammar and Usage, Capitalization, Punctuation and Spelling

SPEAKING AND LISTENING

Students listen actively and communicate effectively for a variety of purposes, including for learning, enjoyment, persuasion, and the exchange of information and ideas.

Speaking and Listening for grades 6 – 8

- Discussion and Collaboration
- Comprehension
- Presentation of Knowledge and Ideas

MEDIA LITERACY

- Recognizing the role of the media in informing, persuading, entertaining, or transmitting culture

MATHEMATICS

There are skills listed in each strand that speak specifically to what students in each grade should know and be able to do in mathematics

- Number Sense
- Computation
- Algebraic Thinking
- Geometry
- Measurement and Data Analysis

SCIENCE

There are skills listed in each strand that speak specifically to what students in each grade should know and be able to do in mathematics

- Physical Science
- Earth and Space Science
- Life Science
- Engineering

SOCIAL STUDIES

There are skills listed in each strand that speak specifically to what students in each grade should know and be able to do in mathematics

- **History** - Students examine the connections of their own environment with the past, begin to distinguish between events and people of the past and the present, and use a sense of time in classroom planning and participation.
- **Civics and Government** - Students learn that they are citizens of their school, community and the United States; identify symbols of the nation; and understand the importance of being a responsible citizen who knows why rules are needed and follows them.

- **Geography** - Students understand that maps and globes are different representations of the Earth's surface and begin to explore the physical and human geographic characteristics of their school, neighborhood and community.
- **Economics** - Students explain that people do different jobs and work to meet basic economic wants and needs

LIFE SKILLS

Life skills are taught weekly to students throughout the school year. Topics such as;

- Salvation
- Respect
- Authority
- Conflict Resolution
- Additional various other topics are taught so that children can apply them in their lives

Grading Scale

A – 93-100	D – 70 – 63
B – 83-92	F – 62 and below
C – 71-82	

Grade Categories and Weight

Test/Quizzes - 55%
 Classwork – 30%
 Projects – 10%
 Participation (homework is included in this category) – 5%

Homework Policy

Homework is given to students Monday, Tuesday and Thursday of every week. If your child indicates on any of the above listed days that they do not have homework please contact the teacher. On Wednesday and Friday's when teachers do not assign specific activities, students are encouraged to study background information that might be challenging to them, content that will be covered the next day in class or review readings that will better prepare them for the skill content that is being addressed.

Missing Assignments

When a student is absent, he/she has 48 hours from the time they return to school to collect, complete and submit the work that they missed during their absence. If the work is not completed as outlined above, the student forfeit the chance to turn the work in and they will receive a zero for the missing assignments.

Academic Probation

After the second quarter if a student receives one or more failing grades in the core subjects for the first semester they are placed on academic probation. The core subjects are; Bible, Language, Reading, Math, Science and Social Studies.

Specifically, what does this mean?

This means that a student has achieved an average of a D or less in one or more of the core subjects. Academic probation is a warning that a student is not performing at a successful level in school as measured by their performance on class work, test, quizzes, projects, and homework.

This could be due in part to such struggles as; low test scores, incomplete work, poor study habits, off task behavior, excessive talking, and/or lack of focus to name a few. Being placed on academic probation today does not mean a student cannot achieve academic success for the school year.

After a student is placed on academic probation, what happens next?

- The student's teacher will begin communicating with the parent weekly on Friday's by email to inform them of the student's progress for that week.
- The student will be required to complete all assignments- classwork and homework, and to obtain a grade of C or better in ALL of the core content subjects.
- The student will be encouraged to attend the after school tutoring that teachers are offering and if your child qualifies he/she will receive additional academic support through our title I program.
- At the end of 3rd quarter if the student receives a C or better in all the core content subjects, he/she will be considered for summer school. The final decision will be based on benchmark testing results and 4th quarter grades.
- At the end of 3rd quarter if the student receives a D or F, he/she will be **required to attend summer school** in order to be promoted to the next grade. Promotion will be determined by 4th quarter grades and benchmark testing results.
- If the student receives a D or F for both the 3rd and 4th quarters he/she will be **mandated to attend summer school and *recommended for retention***. The final decision will include a review of your child's benchmark testing results and their performance in summer school.
- **If the student is in 8th grade and receives a D or F at the end of the 3rd quarter, he/she will be required to attend ACA's summer school and will not be issued a diploma until successful completion. Participation in the graduation ceremony would be pending.**

School-Wide Positive Behavior Intervention and Support (PBIS)

In order to obtain positive behaviors from Ambassador Christian Academy students we work to lessen our focus on negative behavior and increase our focus on positive preferred behaviors with all students by modeling mutual respect, implementing strategies that de-escalate situations before they reach a boiling point, creating an environment that highlights the best in each of us and incorporating the principles of the RESPECT program.

R.E.S.P.E.C.T. Program

The **R.** stands for **Responsible**

The **E.** stands for **Extraordinary**

The **S.** stands for **Students and Staff**

The **P.** stands for **Performing**

The **E.** stands for **Excellently**

The **C.** stands for **Compassionately**

The **T.** stands for **Today & Tomorrow**

We will work to “**catch**” our students doing what is right.

Discipline Policy

The primary concern of Ambassador Christian Academy, is to create and foster a safe learning environment where every student has access to achieve his or her greatest potential. This safe environment will allow all students the opportunity to grow academically, socially, and emotionally. By having a structured discipline policy, the students are provided with clear expectations specific to conduct and consequences. The structure allows for them to develop a good sense of self-worth by giving them decision-making opportunities and a full understanding of God’s word.

Our discipline policy is designed to help all of our students develop self-control and self-discipline both in and out of a school setting. We want all students to learn responsibility for their own behavior and to live and work productively with others in a safe and caring school environment.

Ambassador Christian Academy realizes that the parent is the child’s first teacher and remains the most important teacher throughout the formative years. While society can assume schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. The family, community, and preschool experiences of children play a vital role in citizenship training.

Therefore, we feel privileged to be partners with you in the education of your children. We know that **TOGETHER** we can provide the best and safest learning and growing environment that will ensure success for all our students.

Discipline Policy Infractions and Consequences

Minor Infractions (examples of but not limited to):

- Running in the building
- Misuse of the bathroom
- Not following classroom rules
- Misuse of playground equipment
- Rude behavior to others
- Unsafe or inappropriate behavior
- Cell Phone and Smart Watch usage on school property
- Destruction or misuse of school property including textbooks
- Overt disobedience
- Dress code violations
- Excessive tardiness
- Inappropriate language
- Inappropriate use of technology

Minor Infraction Consequences

The above infractions may be handled by the classroom/resource teacher. Consequences may vary by grade level but may include one or more of the following; redirection, possible silent lunch, loss of recess, classroom parties or out of uniform privilege, change of classroom seating position, designated time to think and reflect and a phone call or written notification to parents.

Major Infractions (examples of but not limited to):

- Fighting
- Bullying
- Cheating
- Disrespect to or defiance of staff
- Possession of a controlled substance
- Possession of or use of a weapon
- Sexual Harassment
- Stealing
- Truancy
- (3 minor infractions=1 major infraction)

Major Infractions Possible Consequences:

- Visit to Principal
- In-house/alternate classroom suspension
- Administration contacts parent at home or place of employment
- Teacher/parent conference
- Parent/Teacher/Principal conference
- After-school Detention

- Out of School Suspension
- Police Notification
- Probation
- Restoration/Restitution
- Saturday Detention
- Teacher Write Up
- Behavior Contract

Attendance Policy

At Ambassador Christian Academy, it is our belief that perfect attendance includes, not only presence at school, but respect for the daily schedule, as well. Late arrivals and early releases are disruptive to class and detrimental to student learning.

Indiana State law requires children to attend school on a regular basis and at minimum 180 days. Ambassador Christian Academy requires the same for its students. Ambassador Christian Academy's attendance policy permits no more than 20 days of unexcused absences during a school year to be eligible for promotion to the next grade.

Excused Absences

Every child attending Ambassador Christian Academy is expected to be at school every day and on time. The following reasons for absence will be documented as excused:

- Personal Illness requiring a physician's statement (2 or more days)
- Personal Illness (1 day) reported by the parent to the main office, not the classroom teacher. **Parent must call the child out sick before 9:00 a.m. and must provide a written note to the school upon the child's return the next day**
- Death in the immediate family
- Court appearance required by legal authorities
- Religious holidays that we do not currently observe (additional verification needed)
- Emergency or Unavoidable medical or dental appointments (documentation needed)
- Other emergency or unusual circumstances as approved by the Principal
- *Extended vacations are **NOT** excused absences*

If a student is absent for three or more consecutive days due to illness, or a student goes home early due to an illness that resulted in a fever, rash or vomiting, he/she must report to the main office with a doctor's note before being re-admitted to class.

Excessive Absences

- When a student has been absent for 3 days, a “first notification” attendance letter will be mailed home to the parent.
- When a student has been absent for 5 days, a “second notification” attendance letter will be mailed home and a phone conference will be had with the parent.
- When a student has been absent for 7 days, the parent will be contacted by phone and required to meet in person with the Principal.
- If a student’s attendance reaches **10** unexcused absences by way of tardies that equate to an absence or a student not being physically present, immediate notification to the Gary PD will be made.

Notifications to the Gary PD will result in the parent being charged with the following:

- The City of Gary, City Ordinance violation section 28-4. Parental neglect, knowingly permitting the minor to be absent without cause from regular school sessions.
- Indiana’s compulsory attendance law, Failure to Educate, Indiana code 20-33-2-27; 20-33-2-28 and 20-33-2-44. Failure to Educate is a Class B Misdemeanor punishable by 180 days in the Lake County Jail and a fine of One Thousand dollars and no cents.

Tardiness

Tardiness is not acceptable at Ambassador Christian Academy. School starts at 8:00 A.M. Children arriving at school after 8:00 are considered late and must obtain a pass to proceed to class. When a child is tardy the number of minutes they are late (15-minute increments) will accumulate and once 3.5 hours is reached, the tardy will count as a day’s absence.

Doctor Appointments

Please schedule appointments after school hours. If you must schedule appointments during school hours, please submit prior notice to the classroom teacher. A note from the doctor should be presented to the classroom teacher if the absence is less than 3 days, upon return to school.

Vacations

Please arrange vacations when school is not in session. Every day a child misses school is one less day to learn the material or gain the skills being taught on that particular day. ***All absences due to vacations are considered unexcused.***

Early Dismissals

Early dismissal from school is discouraged as leaving school before the day is complete is a distraction to the students learning process. Early dismissals do count against attendance. The number of minutes that a student is absent from instruction (15-minute increments) will accumulate and once 3.5 hours is reached, the early dismissal will count as a day's absence.

Before Care and After Care

Before care is from 6:00 a.m. - 7:00 a.m. and is available for an additional charge to all students. Breakfast is served to before care students by 7:00 a.m. and to any student who desires to eat until 7:30 a.m. **Children cannot bring outside food to school.**

Aftercare is available to all students K-8 for an additional charge. There is an automatic \$15.00 charge for any student who is not picked up within the 15-minute grace period that is allotted each day.

Uniform Policy

We strive to teach students the value of a disciplined life. Good self-discipline will set the stage for proper learning. Part of self-discipline is "dressing for success." Students learn there is one standard of dress for school/work and another for play.

As these standards are maintained, productivity, achievement, and self-control will be hallmarks of our students. A Godly standard of dress includes neatness, cleanliness, and modesty. Parents who repeatedly send students to school untidy or unclean will be referred by the classroom teacher to the Principal for a meeting. If the issue persists, Child Protective Services will be notified.

Students who repeatedly come to school out of uniform will not be eligible to receive Honor roll awards as Honors at ACA means a student performs well academically, exhibits positive and respectful behavior 90% of the time and adheres to school policies and procedures.

DRESS CODE - GIRLS

GIRLS MAY NOT WEAR LARGE HOOP, OR FALSE NAILS THAT ARE NOT SHORT AND NATURAL IN LENGTH.

Kindergarten – 3rd Grade

- Burgundy plaid jumper/skirt
- Burgundy polo shirt with ACA logo
- Gray Pants from November-March with black belt
- White or Burgundy knee-high socks/tights
- Black Shoes

4th – 8th Grade

- Burgundy plaid skirts
- Burgundy polo shirt with ACA logo
- Burgundy sweater (No Hoodies or sweatshirts that are not approved)
- Gray Pants from November-March ONLY with a black belt
- Black Shoes (No high heels)
- Burgundy knee-high socks/tights
- Shirts must be tucked in - Over-sized, floppy, tacky, un-tucked shirts are NOT acceptable

Dress Length

- 3rd – 8th – No shorter than the top of the knee- standing or sitting

Unacceptable Blouses / Shirts

The following are NOT appropriate for school

- cropped shirts shorter than the waist
- see-through blouses
- regular collarless tee shirts
- tank tops

Knit Shirts

Turtlenecks are permissible during the months of November through March

DRESS CODE – BOY'S

We ask that our young men dress with pride in an overall, neat appearance. The sloppy, tacky, "fad" look is NOT appropriate for school. **Young men must have a groomed haircut. *Braids, long hair, and designs cut in the hair will not be tolerated.***

Kindergarten – 3rd Grade

- Gray Pants
- Black belt
- Burgundy polo shirt with ACA logo
- Black Socks
- Black Shoes

4th – 8th Grade

- Gray Pants
- Black belt
- Burgundy polo shirt with ACA logo
- Burgundy sweater (No Hoodies or sweatshirts that are not approved)
- Black Socks
- Black Shoes

Unacceptable-Shirts

The following are NOT appropriate for school:

- sleeveless shirts
- regular tee shirts
- over-sized shirts

Gym Uniform – ALL STUDENTS

- Gray or Burgundy Ambassador Christian Academy Sweat Suit for Physical Education on the students assigned gym days ONLY
- Gym Shoes and white Socks

Out of Uniform Day (Boys and Girls)

Only on parent teacher conference days are students allowed to dress in “out of uniform clothing” for \$1. Students are not to wear tight or distressed jeans or shirts, miniskirts, or clothing with obscene language. Students wearing this type of clothing listed above will lose out of uniform privileges immediately. **Leggings can be worn with a shirt or skirt that is touching knees.**

DRESS CODE VIOLATIONS

It is the parent's responsibility to see that the student abides by the dress code. Dress code violations will be dealt with as follows:

First Offense - A dress code slip will be given to students in violation of the dress code, the dress code slip must be signed by the parent and returned the next day

Second Offense - will result in a call home to the parent and loss of recess for 1 day

Third Offense - will result in a lunch detention and loss of recess for 3 days

Fourth Offense - will result in a Saturday detention from 8:30 a.m. – 11:30 a.m.

The parent will be charged \$15 payable in cash on the day of the detention Failure to appear for the Saturday detention will result in an immediate 1-day suspension.

Fifth Offense - will result in a parent/student meeting with the principal, an in-school suspension and loss of privileges to dress out of uniform on designated days for the remainder of the school year.

Sixth offense - will result in a 1 day out of school suspension.

If a student continues to violate the dress code after the sixth offense a Saturday detention will be given and the student's ability to remain at Ambassador is in jeopardy.

Lost and Found Items

All lost items are kept in the cafeteria weekly until Friday. Parents should check from time to time for missing items. Unclaimed and unlabeled items will be donated to the Storehouse Ministry.

Health and Safety Policy

Student Illness

When a child expresses he/she does not feel well the teacher will ask critical questions such as;

- Where is the child feeling pain or discomfort?
- When did the pain or discomfort start?
- Do they feel the need to use the restroom?

Teachers will also look for obvious signs of illness like;

- Abnormal behavior
- Lying around
- Pale in the face and/or warm to the touch

Once it's determined that the child is ill a parent will be called immediately to come and take the child home. The teacher will make every effort to keep the child comfortable until the parent or approved transportation arrives.

Communicable Diseases

In the instance of a communicable disease affecting your child, you will be notified to consult your family physician. Children absent due to contagious diseases may not return to school until a physician indicates that the child is no longer contagious. This includes ringworm, pink-eye, flu, and any other contagious diseases.

Medical Forms

The Indiana Department of Education has established immunization requirements for all pupils enrolled in the public and non-public schools. The Indiana immunization form provided in the registration pack must be completed by a Physician.

The State of Indiana requires that a child be excluded from school if immunization requirements are not met. The student will be readmitted when proof of additional immunizations is submitted. Physicals are to be renewed annually.

Accidents and Emergencies

911 will be called and an ambulance summoned for children in need of immediate medical attention. Notifications to the parent will be immediately made by phone. Incidents that are a non-emergency will be treated by the child's teacher, recorded and parents notified by note, phone, or in person.

Each student must have a current emergency phone number on file in case of an emergency. Please be sure to complete the Medical authorization form listing child's doctor and insurance information. Each class has all materials needed to treat minor injuries as well as all staff are CPR and first aid trained.

Fire Safety and Protection

Ambassador Christian Academy provides fire alarms, extinguishers, a sprinkler system and an evacuation plan.

No Smoking Policy

It is the policy of Ambassador Christian Academy to prohibit the use of tobacco, alcohol, or a potentially toxic substance in this facility.

Parents, staff and family members will dispose of tobacco products in an appropriate receptacle prior to entrance to Ambassador Christian Academy. Any person not complying with this policy will be escorted from premises.

All childcare staff, volunteers and family members present in facility will refrain from using or possessing illegal substances while providing care to children and during hours of operation. Any person suspected of non-compliance with this policy will be terminated.

It is the desire of Ambassador Christian Academy to maintain a safe and healthy environment for children. For this reason, any person picking up a child(ren) from the premises that appears to be intoxicated or otherwise impaired will be asked to call someone whom is capable of safely transporting the child(ren).

Non-compliance with this policy will result in the contact of appropriate authorities to assist with this matter. Thank you for your cooperation.

Fire Drill

A fire drill will be scheduled each month. The signal will be a siren. Escape routes are located near the front entrance in every classroom. Each class has a different meeting place once outside. Children practice the escape route daily at the beginning of the year and practice it monthly.

Tornado Drill

Tornado drills are scheduled one time per school year. The sound for the drill will be a loud whistle. Tornado procedures are also located near the door of every classroom. Class should exit the classroom and along the wall immediately outside the classroom students should get on their knees and ball up in fetal position covering their heads and necks until they receive an all clear.

Strangers in the Building/ Lockdown

If there is a stranger or intruder in the building classes will be informed via announcement over the intercom. Each class will be locked down. Each class is equipped with a panic button that directly alerts the police and fire department. This button will also be used if there is an immediate threat from a parent or visitor on campus. Each class also has a peep hole and door locks so that strangers and/or intruders are not allowed in. There are no weapons allowed in the school.

We do not have a public bathroom. Our bathrooms are reserved for students only. We do however have a staff bathroom available only to visitors that have a pass in our building. At no time are adults permitted to use the students' bathroom.

Suspected Child Abuse and Neglect

If at any time a child has suspicious marks or admits to being abused by another individual as mandated reporters DCS will be contacted. We are required by the Indiana Statute to report cases of suspected child abuse or neglect.

Substitute Teachers

In the event of a Teachers absence, sudden resignation, illness and/or death a substitute will be put in place. A daily schedule is posted in every classroom and a substitute folder is provided to the individual standing in the teacher's place.

Notifying Parents

If an emergency arises during school hours that causes the building to be evacuated, staff and students will be transported to the church (Embassies of Christ) and each parent will be contacted for early pick up. If a parent cannot be directly reached, the school will utilize the contacts on the "permission to pick up list" and remain with students until all have been properly released. Emergency contact information is housed in the main office, but in the event of an emergency the information will be provided to each Teacher.

Lunch and State Food Forms

Ambassador Christian Academy is on a State food program funded by “Lil Buns, Inc”. This program provides food reimbursements for Day Cares and Registered ministries. A form is needed for every child that is fed Breakfast, Lunch or a P.M Snack at Ambassador Christian Academy. It is mandatory that this form is completed at time of registration by the parent. A lunch calendar will be given at the end of each month for the upcoming month.

Student Birthday Celebrations

Students are allowed to celebrate their birthdays with their classmates. Students may only have cupcakes or donuts, ice cream cups and treat bags to share on their special day. While this is a celebratory time it is not a party. Treats beyond those listed above are not allowed. All treats will be shared during the lunch period in the cafeteria. Parents please make certain you confirm your child’s lunch period with his/her teacher so that all treats are received in time. Parents are not allowed to join students for birthday well wishes at school.

Recess Period

Exercise and fresh air are important to a child’s health; therefore, we take the children outside daily when weather permits for a minimum of 15 minutes. We ask that every child is dressed properly for seasonal outdoor activities. We recommend that hats, scarves, gloves, and boots be worn during the winter months.

Security

Children in grades K-8 only need to be signed out for early releases from school. All students will only be released to adults that have been designated on your Permission to Pick-up form. An ID is required for persons picking children up for the first time.

Parking

Safety is the number one priority for Ambassador Christian Academy Students, Parents, and Staff. It is imperative that no vehicles block the front entrance of the school. Any vehicle that is parked in an undesignated parking spot may be towed at the owner’s expense.

PLEASE DO NOT PARK IN HANDICAPPED PARKING AREAS UNLESS PROPER DOCUMENTATION IS VISIBLE. Violators will be towed

Visiting the School

All parents and visitors must report to the front office upon entry into the building. Parents must present a pass when entering classrooms.

Parents in grades K-8 may observe outside of the classroom at anytime **and inside the classroom once a background check has been completed and approved, for a period of 30 minutes a day.**

Classroom observations may not exceed 90 minutes a month, unless there is an extenuating circumstance and a plan of action has been developed between the teacher, the principal and the parent to address the matter.

We are requesting that if a parent is visiting in the classroom that they do not interrupt instructional time. Teachers have been instructed to meet with parents before and after school or during planning periods. Contact the office to make an appointment.

School Closings due to Inclement Weather

If Ambassador Christian Academy is unable to open or has to dismiss class early because of severe weather, the information will be announced via local news stations. It is customary for ACA to close when the local public schools are closed.

However, if students are already at school and weather conditions become severe, Ambassador Christian Academy may divert from the public school's decision and stay open for the remainder of the day. Notification by telephone will be made to each family in such an instance. Please make sure that your contact information is **current** with the office and with your child's teacher.

Parental Involvement

Parent orientation, Title I meetings, conferences, and family activity events promote a strong partnership between parents/guardians and the faculty/administration of the school. Every parent is strongly encouraged to participate in these informative and helpful programs. Please see the school calendar or the weekly Friday Flash newsletter for dates.

We also encourage parents to become volunteers in the school for specially designated events. All volunteers must submit to a criminal background check and provide a current photo ID.

Parent Responsibilities

- Attend all parent / teacher conferences
- Attend mandatory Christian parenting session/training seminar for parents whose children are new to Ambassador Christian Academy School.
- Communicate respectfully with school personnel when an issue arises
- Meet all financial requirements on time.
- Sign parent, student, teacher and administrator contract
- **Always maintain current contact information on file**

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while under our care. Ambassador Christian Academy requires parents to sign in and out to ensure that children are accounted for and are only released to people that parents authorize.

- Our facility is locked at all times
- We provide video surveillance on the property as well as in some classrooms to ensure safety.
- Each classroom has a panic button that goes straight to police department in case of emergency
- Our classrooms lock and have peep holes in every door to ensure children are kept safe.
- We conduct emergency evacuation drills monthly
- We have a maintenance staff to clean and immediately address spills throughout the day
- All areas of school are inspected regularly to ensure there is no danger to students such as chipped paint, broken furniture, and sharp nails.
- Poisonous materials such as; cleaning and sanitizing agents are kept out of reach of children.

Ambassador Academy's maintenance department surveys the playground daily to ensure it is free of debris and loitered items that may be harmful to children. They also regularly inspect to make sure all structures are maintained and in good condition.

Transportation/Field trip Policy

Ambassador Christian Academy students attend a monthly chapel service in the school but in August and May we travel to the church by bus to worship in the sanctuary. Students also travel to the church for such events as the Christmas program, awards ceremonies and graduations. In addition to the above students are offered several opportunities throughout the year to attend field trips. We will provide parents with a written permission slip for each trip taken outside of the school.

In most instances, we use our buses provided by the church Embassies of Christ as well as their hired drivers who are licensed and insured. All vehicles used for transportation will be maintained in a safe condition.

Drivers are required to follow all pertinent Indiana Laws and will not use cell phones at any time while in the vehicle. Children will always be restrained in the proper seats and at no time will the vehicle exceed the recommended capacity. Children will not be left unattended. Upon returning from each trip, the bus/van will be inspected to ensure that there are no children still left on board.

Termination of care Policy – Exclusion from school

Reasons for termination may include but are not limited to:

- Failure of parent/guardian to pay fees
- Completion of required forms
- Lack of parent cooperation
- Inability to meet the child's needs
- Failure of parent to abide by contract/policies.

In some cases, immediate termination is necessary, these instances may include, but are not limited to;

- Failure of a parent/guardian to pay required fees
- Cancellation of assistance from an outside provider
- Health and safety concerns of the children in care
- Serious behavior infractions

Remember it is very important for parents who are partnered with an outside provider such as; Step Ahead to maintain constant communication with the provider and to complete and submit all required information by the providers requested deadlines. **No spaces will be held if a child is terminated from school.**

Learning Disabilities Policy

We believe all children no matter the challenge, are a gift from God. It is our policy to accept children in compliance with the American with Disabilities Act (ADA), its regulations, and any other applicable local, state, and federal laws pertaining to the provisions of services to those with disabilities. We review each child's situation on a case-by-case basis. At the time of registration please provide any copies you have of IEP's, ISP's, psychological evaluations, school recommendations and or any other documents that will assist us in determining placement and what support your child needs to be successful.

Handbook Signature Page

Please initial and sign to acknowledge that you understand the policies and procedures of Ambassador Christian Academy and agree to comply with all aspects of our program.

1. Attendance Policy _____
2. Uniform Policy _____
3. Illness and Exclusion policy _____
4. Emergency Preparedness policy _____
5. Termination of care- Exclusion from school policy _____
6. Transportation/Field trip policy _____
7. Special Needs Policy _____
10. Medical Authorization policy _____

Parent/ Guardian

Signature _____

Date _____

Child(ren) name _____

Child(ren) grade _____