


# Elementary Policy Manual

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*Policies are subject to change without prior notification



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# Mission Statement

**To provide an excellent education based on God's Word and help students realize their unique purpose in God's plan. To teach students how to respond productively to God's call.**

After reading the Arkansas Christian Academy Policy Manual, parents must read and sign the Statement of Responsibility located in the online enrollment packet. This form states that you have read, and are in agreement with, the policies and procedures of Arkansas Christian Academy. It is the responsibility of both parents and students to stay informed regarding any changes or updates to this Policy Manual, which will be kept current on the school website.

## VISION STATEMENT

Arkansas Christian Academy exists to provide a quality Christian education, empowering and equipping students to walk in their God given purpose and become strong Christian leaders who will serve the Lord.

## COOPERATION EXPECTATIONS

All parents with children attending Arkansas Christian Academy and Preschool should desire to have their child educated in accordance with our conservative, fundamental Judeo-Christian scriptural position, which includes but is not limited to, the following beliefs:

1. Sanctity of life at conception (Jeremiah 1:5)
2. All people are created in God's image (Genesis 1:27-28)
3. Traditional model of marriage (Genesis 2:21-24, Ephesians 5:21-33)
4. One's body is the temple of Holy Spirit (I Corinthians 6:19-20, Romans 5:19-21, Galatians 5:16-25)
5. See Statement of Faith, which can be found on the school website at https://www.archristian.org/about-aca/statement-of-faith.cfm

Parents who find themselves in disagreement with the program and scriptural position at Arkansas Christian Academy or Preschool retain the right to remove their child. Likewise, the Administration of Arkansas Christian Academy or Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is considered to be uncooperative with the program.

## GOALS AND OBJECTIVES

The following are the goals and objectives of Arkansas Christian Academy:

1. Arkansas Christian Academy accepts the responsibility of providing a quality Christian education to all students, both spiritually and academically.

2. Our goals are to support the home and to provide excellent facilities, equipment, and Godly instructors for the development of Christian character in the lives of the students entrusted to our care.

3. We believe that the heart of character training is obedience. To obey, to do right, and to love God and our country are the qualities we want to instill in each student.

4. It is our desire to minister to the whole child: spirit, soul, and body.

5. We endeavor to provide opportunities that will equip students to become strong Christian leaders who will serve the Lord in their vocation.

## CHRISTIAN PHILOSOPHY OF EDUCATION

"Happy is the man that finds wisdom, and the man that gets understanding" *(Proverbs 3:13).* The Christian Philosophy of Education at Arkansas Christian Academy is as follows:

1. We believe that "the fear of the Lord is the beginning of knowledge" and that all knowledge has its foundation in the Word of God.

2. We teach the Bible as God's inspired Word and assist the students in developing attitudes of love and respect in relation to it.

3. We train students to hope in the Lord, to love Him, and to keep His commandments.

4. We encourage students to know and obey the will of God, as revealed in Scripture.

5. We seek to impart an understanding of the purpose of discipline and to teach students to govern themselves by the power of the Holy Spirit.

6. We strive to stimulate and enlarge the student's involvement in the Church and its worldwide tasks of witnessing and evangelizing.

7. We encourage students to develop "the mind of Christ" toward Godliness, to overcome, and to live victoriously.

8. We teach the Biblical principles of healing, deliverance, and prosperity.

## TEACHING STAFF

### CODE OF ETHICS OF ARKANSAS EDUCATORS

**Standard 1:**

An educator maintains a professional relationship with each student, both inside and outside the classroom.

**Standard 2:**

An educator maintains competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and/or pedagogical practice.

**Standard 3:**

An educator honestly fulfills reporting obligations associated with professional practices.

**Standard 4:**

An educator, entrusted with ministry funds and property, honors that trust with honest, responsible stewardship.

**Standard 5:**

An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation, or favor that might impair or appear to influence professional decision or action and shall refrain from using the educator's position for personal gain.

**Standard 6:**

An educator keeps in confidence secure standardized test material, as well as information about students and colleagues obtained during professional service, unless disclosure serves a professional purpose or is allowed or required by law.

**Standard 7:**

An educator refrains from using, possessing, and/or being under the influence of alcohol, tobacco, or unauthorized drugs while on school premises or at school-sponsored activities involving students. (See Code of Conduct for ACA staff.)

The faculty and staff of Arkansas Christian Academy are committed Christians, called of God to teach, train, and minister to the whole child: spirit, soul, and body. We believe our teachers are important role models and have a tremendous impact on the lives of our students. We recognize the importance of parental involvement in the educational process, and we encourage parents to be active in their child's school experiences. Cooperation between the school and parents is essential to a successful education.

Arkansas Christian Academy Administration reserves the right to dismiss a teacher whose presence is considered detrimental to the best interests of the school, in general. We further realize there may be occasions when administrative discussions are not fully understood or even agreed upon by students, parents, and staff. In such cases, we expect said parties to be supportive and submissive to authority and to stand in unity with administration. Teachers are required to communicate and conduct themselves with professional Christian conduct before students, parents, and coworkers. Those failing to do so may be reprimanded, suspended without pay, or terminated without severance.

## ADMISSION REQUIREMENTS

### GENERAL POLICIES GOVERNING ALL ADMISSIONS

1. Final acceptance of students and grade level placement is based upon interview between parents, child, and administrator.

2. Enrollment for students is understood to be for the full school year. Withdrawals from school must be made through the school office and a Withdrawal Form must be completed **immediately** to avoid unnecessary charges to a student's account. Withdrawal Form is accessible online at https://www.archristian.org/admissions/student_withdrawal_form.cfm.

3. A student is expected to meet the academic standards of the school. He/She must be willing to abide by the regulations and customs of ACA in attitude and action.

4. ACA Administration reserves the right to dismiss a student whose presence is considered detrimental to the best interests of the school, in general. The school reserves the right to refuse re-admittance to any student at the beginning of any semester.

### NEW STUDENTS

A student is admitted to Arkansas Christian Academy based on the following:

1. Satisfactory completion of all application/enrollment forms and payment of all fees in full.

2. **Kindergarten students must be 5 years old by August 1st.**

3. Interview with parent and student by administration.

4. Current report card, test scores, and list of references from previous school (including names, emails, and phone numbers).

5. Satisfactory results on placement test, if applicable (grade placement will be determined by administration).

6. Must provide a copy of current immunization record, birth certificate, and transcript from former school(s).

7. Agreement to comply with policies and procedures of Arkansas Christian Academy.

ACA does not admit students who have been suspended or expelled from another school/preschool.

### RETURNING STUDENTS

A returning student is admitted to Arkansas Christian Academy based on the following:

1. Satisfactory academic performance and conduct. NOTE: Students not maintaining a C average, suspended, expelled, or exceeding 3 office referrals will be accepted on a probationary status only.
2. Current immunization record on file.
3. Parent involvement and support.
4. All financial obligations satisfied.
5. Payment of enrollment deposit and Enrollment Agreement submitted.

### RE-ENROLLMENT PROCESS

ACA operates on a Continuous Enrollment Model, which means all students are considered returning and are automatically re-enrolled each year, unless opted out. If a student WILL NOT be returning for the next academic year, parents must complete the Continuous Enrollment Opt-out Form by the designated deadline in order to avoid the non-refundable enrollment deposit. Completion of the Continuous Enrollment process includes receipt and submission of the Enrollment Agreement, followed by an invoice and subsequent draft of the enrollment deposit, as outlined on the school website. Failure to submit the Enrollment Agreement by the deadline will be considered an opt-out and result in immediate withdrawal of the student for the upcoming school year.

If a student opts out of Continuous Enrollment, but later decides to re-enroll, a $250 re-enrollment fee will be due at the time of re-enrollment, in addition to the enrollment deposit. Please visit our school website for complete information, including forms, fees, and deadlines.

## WITHDRAWAL/DISMISSAL FROM ACA

**All fees are non-refundable/non-transferable.** Withdrawals from school must be made through the school office and a withdrawal form must be immediately completed online. Records will not be released until the account is current. If a student attends any portion of a month, the entire month's tuition must be paid.

Please refer to your Enrollment Agreement for all terms of your contract. Mid-year withdrawals are subject to the entire remaining annual tuition immediately becoming due and payable, including the addition of a $500 withdrawal fee.

All withdrawals are subject to approval from the administration. A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.

# TUITION, FEES, AND PAYMENTS

## TUITION AND FEES AGREEMENT

Arkansas Christian Academy hires teachers on an annual basis, secures equipment, and makes necessary provision on the strength of student enrollment. Our ability to meet the needs of the school depends upon your adherence to this tuition contract. Please seriously consider the obligation before signing. Any refunds issued are at the discretion of administration, and any approved refunds will be provided less a $100 processing fee per child. All financial obligations must be satisfied, and all paperwork submitted and approved before admittance. Discounts may be available for multiple students, who are dependent children living under the same roof, and must be approved by administration prior to admittance. Please contact the office for more information. This contract is binding for an entire school year. A $250 re-enrollment fee will be charged if a student leaves and returns during the same school year.

A student is expected to meet the academic standards of the school and to conform to the policies of the school to retain his/her place. The school reserves the right to insist upon the immediate dismissal of any student whose presence in the school is considered detrimental to ACA. Tuition will be billed regardless of student's attendance. Failure to provide written notice may forfeit any credits/refunds and may delay discontinuation of bank draft.

### TUITION PAYMENTS AND FACTS

Tuition rates and fees information may be viewed at www.ARChristian.org. SPED/IEP may incur additional charges.

Arkansas Christian Academy uses FACTS payment processing for all tuition and billing. All families must have a FACTS account. Families can select between 4 payment plans: Yearly Pay (Aug), Semester Pay (Aug and Jan), 10-Month Plan (Aug-May), or 11-Month Plan (July-May). Tuition payments are made via monthly draft on the 5th day of the month. **All fees and tuition payments are non-refundable/non-transferable.**

## EDUCATION FREEDOM ACCOUNT (EFA) TUITION FUNDING

The LEARNS Act, which became Arkansas law in 2023, authorizes state funded tuition credits that qualified and approved parents may use to help pay tuition at Arkansas private schools, including Arkansas Christian Academy. Parents must apply through the Arkansas Department of Education and meet certain criteria to be approved for and receive this funding. The tuition payments are in the name of the student/family and are made directly to the school from the Department of Education, by way of an online payment portal. Receipt of EFA funding does not in any way reduce the parent responsibility for their tuition obligation, but rather, parents can use this funding to pay a part of their tuition obligation. These payments reduce a family's out-of-pocket expense while the student remains enrolled at our school if all required steps are completed, as outlined by the program.

Parents must provide documentation of tuition charges to the Department of Education via the EFA Online Portal, and the school is required to verify ongoing enrollment of the student. EFA payments are then electronically disbursed to the school quarterly.

Parents must continue to reaffirm attendance and tuition charges throughout attendance at Arkansas Christian Academy to continue to receive the EFA funding in subsequent years.

## BALANCES AND FEES

Arkansas Christian Academy reserves the right to include all outstanding balances and fees in the bank draft. In the case of split families where financial responsibility is shared, it is our policy that the enrolling parent will assume total responsibility of his/her student's account should the secondary party become delinquent. **No report cards or records will be released if accounts are not paid in full.** Your account must be cleared 7 days from the date the school notifies you of your insufficient funds or this could result in the dismissal of your student.

| Failed Draft | Resulting Fee |
|---|---|
| **Insufficient Funds** | Accounts will be charged $50.00 for funds returned as insufficient, in addition to any fees charged by FACTS |

All billing is initiated through the FACTS system. Families will receive email notification of any incidental bills placed on their account, as well as the date of the draft relating to that bill, if applicable. Items billed through Incidental Billing include, but are not limited to, athletic fees, field trip fees, library fees, lost/damaged textbooks, etc.

Administrative Processing Fee - There will be a $3.00 fee per page for any requested photocopied documents from your file. All documents must be approved by administration prior to release.

## CAMPUS CASH – STUDENT ACCOUNTS AND PURCHASES

Each family is given a prepaid account within the FACTS system, known as a Campus Cash account. This account will be utilized by students/families to pay for items purchased on the ACA campus, such as lunches, concessions, game admission, etc. Campus Cash accounts must be maintained with sufficient funds to cover purchases.

Parents/guardians are responsible for monitoring Campus Cash balances and ensuring adequate funds are available for all students associated with their household account.

### ACCOUNT BALANCES

FACTS will send an email notification when a Campus Cash balance falls below $15. Parents/guardians are responsible for reviewing these notifications and adding funds, as needed, to prevent the account from becoming negative.

If a Campus Cash account becomes negative, a $20 insufficient funds fee will be charged.

If the account is not brought current immediately:

- The Campus Cash account will be suspended, and no additional charges will be permitted.
- If a student does not have a lunch provided, ACA will provide the student with a hot lunch and charge the cost to the Campus Cash account, plus a $5 processing fee.

If a negative balance becomes an ongoing issue, the Campus Cash account may be permanently suspended.

For households with multiple students, the parent/guardian is responsible for maintaining adequate funds in the account to cover purchases for all students and to prevent the account from becoming negative.

### STUDENT PURCHASE REQUIREMENTS

When using Campus Cash at any ACA location:

- K5-6$^{th}$ grade: Students must be accompanied by a parent when making a Campus Cash purchase (not including those made within the school day from 7:30am-3:25pm).
- 7$^{th}$-12$^{th}$ grade: Students must present their ACA student ID when making a Campus Cash purchase.

## REFERRAL INCENTIVE PROGRAM

To show our appreciation for the good word you are spreading throughout Saline County and the surrounding area about ACA, we offer a referral incentive program. We will issue a $50.00 credit to your ACA account for each new family that lists your name on their enrollment application, as a referral.

Only one referral may be listed on the application for admission, and this must be included during the initial registration. Referrals given after the registration has been completed will not be credited. Returning students will not be considered as a new referral and are not eligible for credit.

**The credit will be deducted from your ACA draft as soon as the referred child has attended for 90 days**.

## UNIFORM

Arkansas Christian Academy's Uniform Policy is intended to honor God and encourage modesty, decency, and propriety. Furthermore, a uniform allows the teacher to focus on academics without wasting precious classroom time on clothing discussions. It is expected that students always maintain high standards of modesty and decency. All elements of the uniform policy should be honored upon student arrival at school and remain in effect until the end of the school day. Provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus (inside the building or on the grounds) and at all times.

**Uniform Policy**

| | |
|---|---|
| **BODY DECORATIONS** | **Visible Tattoos** - Not allowed.<br><br>**Piercings** - Limited to girls' *ears only, no gauges.*<br><br>**Nail Polish** - Limited to girls only. |
| **HAIR,**<br><br>**HAIR ACCESSORIES,**<br><br>**AND HEADWEAR** | **Color/Style** - Hair must be neatly combed or brushed for school. No hairstyles that disrupt the learning environment and no hair coloring that can be considered unnatural. This includes hair extensions, tinsel, etc. Small fro styles are allowed if the hair is no more than approximately 2" off the scalp.<br><br>**Boys' Hair** – Traditional haircuts only. Hair should not extend below the eyebrows, tops of ears or top of collar. No mullets, mohawks/fauxhawks, braids, buns, ponytails, etc.<br><br>**Facial hair -** Must be neatly trimmed close to the face.<br><br>**Hair Accessories** - Optional for girls.<br><br>**Headwear** - Restricted to outside areas. |
| **SHIRTS** | **Uniform Shirts** (except undershirts) - Must be purchased from our official uniform supplier (includes polos and pullover tops). Pullover tops require an approved undershirt to be worn underneath.<br><br>Uniform shirts will always display this logo:<br><br>**Polo Shirt-tails** - Must be long enough to not show the midriff when reaching up or bending over. No tight/undersized or oversized shirts. MS/HS students' shirttails may remain untucked.<br><br>**Long/Short-sleeved Undershirts** (optional) - May be purchased from any store. Color – Solid Purple, Black, White, or Grey with no visible logo.<br><br>**Layering** - Outermost layer must be a uniform shirt at all times.<br><br>**ACA Spirit Wear** - Must be purchased from our official uniform supplier and may be worn with blue jeans/uniform bottoms on Fridays for $1. |
| **OUTERWEAR** | **Outerwear with Logo Worn in Class** - Must be purchased from our official uniform supplier and worn with a uniform shirt underneath. Outerwear is defined as full-zip items.<br><br>**Outerwear without ACA Logo** - Restricted to outside areas **only**. |
| **PANTS AND BELTS** | **Pants** - May be purchased from our official uniform supplier or the uniform department of any department store, provided they are of a similar style as those provided by uniform supplier.<br><br>**Color** - Khaki or Black<br><br>**Style** - Classic or traditional uniform styles. May be pleated or flat front. |

| | |
|---|---|
| | **Belt -** Required with tucked shirt and must be solid black, brown, or white with modest buckle/fastener.<br><br>**K – 2nd Grade Only** - Pants may have elastic waist.<br><br>**Not Permitted**: logos, skinny/tight styles, denim (except Fridays), Capri or jogger-style pants, corduroy, decorations, cargo pants, zip pockets, string/ribbon ties at waist. |
| **SHORTS, SKORTS, AND SKIRTS** | **Shorts/Skorts/Skirts** - May be purchased from our official uniform supplier or the uniform department of any department store, provided they are of a similar style as those provided by uniform supplier and meet the length requirement.<br><br>**Skorts/Skirts** - May be worn by girls only and shorts must be worn under skirts.<br><br>**Length** - No shorter than 2 inches above the knee.<br><br>**Colors** - Khaki or Black (Skirts/skorts only may be ACA plaid, purchased from official uniform supplier only.)<br><br>**Style** - Classic or traditional uniform styles. Shorts may be pleated or flat front.<br><br>**K – 2nd grade only** - Shorts may have elastic waist.<br><br>**Not Permitted**: logos, skinny/tight styles, denim (except Fridays), corduroy, cargo shorts, decorations, string/ribbon ties at waist |
| **SHOES, SOCKS, AND LEGGINGS** | **Shoes** - Elementary: Tennis shoes only.<br>Middle/High: Non-marking loafer or tennis shoes (lace-up or slip-on) only.<br>**Socks** - Must be solid black, white, grey, or purple and coordinate with uniform shirt.<br>**Tights/Leggings** - May only be worn by girls under a uniform skirt/skort and must be solid black, white, or grey. |
| **P.E. UNIFORM**<br><br>*Elementary students are not required to dress out for PE | **PE Shirts** - Must be purchased from our official uniform supplier. * Elementary students are not required to dress out for PE<br><br>**Shorts** - No shorter than 2 inches above the knee. May be purchased from our official uniform supplier or any store provided they are of a similar style as those provided by the official uniform supplier and meet the length requirement.<br><br>**Compression Shorts** - May be worn underneath to meet length requirement. |
| ****All logos are the property of Arkansas Christian Academy; any replication is strictly prohibited** | |

## BLUE JEAN FRIDAYS

As a school-wide fundraiser, students may wear jeans with Spirit Wear or other ACA-approved shirts on Fridays with payment of $1. Jeans must be free from any rips, holes, or patches.

MS/HS: Rubber sole boots are allowed to be worn on Blue Jean Friday.

## ATTENDANCE

Prompt and regular attendance is expected. An early bedtime, a good breakfast, and a happy send off from home help children succeed in school. Good attendance is the responsibility of the parent. Many routines are being formed in these early years that will affect your student's learning habits as they mature.

Arkansas Christian Academy and its staff are committed to creating an environment of maximum spiritual, academic and social development. Excessive absences and tardies hinder this objective.

**Please attempt to schedule any doctor or dental appointments after school**.

Parents should notify the school office by 8:00 am on days when their child is absent.

After arriving at school, a student may not leave for any reason, without permission from the school office.

## STUDENT RELEASE

**All** changes to the student's pick-up list must be made from within FACTS Family Portal. If a change is made that differs from the student's established routine, a note or phone call **must** be received by the school, prior to 3:00pm the day of release, to notify staff of the change. Changes requiring school notification include both additions to **and** subtractions from the list.

**No student will be released to any person that is not on the student's pick-up list.** If you are unable to update your student's pickup list in FACTS Family Portal, due to a last-minute change of plans or a technological issue, you must send an email to the school **and** follow up with a phone call prior to release.

### EARLY WITHDRAWAL FROM CLASS

Early withdrawal from class is strongly discouraged as it disrupts the flow of academic procedure. If a student must be withdrawn from class early, the following procedures must be followed:

### CHECK OUT BY ADULT

- Please send a note signed by a parent containing the following information, should you plan to have your student checked out early: name of person checking student out, reason, time, and date of early checkout. *Phone calls alone will not be accepted as authorization for pick up*. To ensure your child's safety, fax and phone will not be acceptable to alter the pick-up list. You must make all adjustments to the student's pick-up list from within your FACTS Family Portal account.
- If anyone other than the parent who wrote the note is to pick up the student, **that person must be on the student's pick-up list and have the proper photo ID or student will not be checked out.** The supervising adult must come to the school office to check out and sign student back in upon returning to school.
- Checkout after 3pm is prohibited

## EXCUSED ABSENCES

### STUDENT ABSENCES WILL BE EXCUSED FOR THE FOLLOWING REASONS:

- **Court appearance** - Must have documentation
- **Medical appointments** - Must have doctor's note
- **Serious illness in the immediate family** - Parents/guardians, siblings, and grandparents
- **Death in the family** - Must have a note from parent
- **Student illness** - Up to 2 parent notes will be accepted per nine weeks for student illness ONLY. Each note may excuse an occurrence of illness of up to 2 consecutive days.
- **Approved Personal Use (APU) Absences** - Students are allowed 3 approved personal use absences per school year. Parents must request written approval by emailing the office no later than 9am at least 2 school days in advance for these absences. Students will be given all classwork/homework prior to departure and are expected to submit these assignments immediately on the day of return (or they will receive zeros). Tests/Quizzes given during APU Absences will be made up promptly upon return.
    - **"Black Out Days" - Students cannot request APU absences during:**

      **1) Standardized testing week**

      **2) High School semester tests**

      **3) The last week of each grading period**
- Any circumstances not covered above that the administration determines are acceptable

## EXCUSED ABSENCE PROCEDURE

**If the absence meets one of the above qualifications, any notes detailing the reason must be submitted within 48 hours of return to school, with the exception of approved personal use absences, which require approval in advance.** This will allow the student to make up any missed assignments due to the excused absence. Students are responsible for ensuring that work missed during an excused absence is completed. The time allowed to make up any missed schoolwork will be one (1) day per each day absent, except for APU Absences which require submission upon return. Students should not expect the teacher to delay tests or allow extra time because he/she missed a day of school. Consideration will be given to students missing several days in a row, due to being too ill to prepare for school. In case of an extended illness, parents are encouraged to contact the teacher to arrange make-up tests.

## UNEXCUSED ABSENCE

All absences that do not qualify as excused or that exceed the 3 unexcused absences allotted (see below) will be categorized as unexcused and students will receive "zeros" for all assignments/tests/quizzes given that day. Students will not be excused for absences during Achievement Test days, unless there is an illness or death in the immediate family.

**Students are allowed a maximum of 3 unexcused absences *per semester*.** Missed work for these 3 allowed unexcused absences per semester may be made up, as outlined in the section above. After three (3) unexcused absences in a semester, the student's parent/guardian may be notified. **Students will receive a zero for all work missed due to additional unexcused absences.** If a middle/high school student misses 8 or more minutes of any class period, he/she will be marked as absent for that period. This absence will be considered unexcused, unless proper documentation is presented. All suspensions will be considered unexcused absences.

## TARDIES

- Students arriving later than **9:30 AM** or leaving school before **1:30 PM** will be marked absent ½ day.
- Students with more than 3 tardies will not be considered to have perfect attendance.
- Students leaving before school has been dismissed will receive a partial absence for the day.
- Tardy students must report to the office prior to going to their classroom.

****Excessive Absences & Excessive Tardies**: *Four (4) unexcused absences or ten (10) tardies per semester* are considered excessive.

## ATTENDANCE HONOR SYSTEM

ACA's Attendance Policy is an honor system that is not to be abused. As such, parent notes for illness may not be used as an excuse for personal reasons, such as vacations or trips. If dishonesty is noted, parents understand that their students' absence(s) will be marked unexcused, and he/she may not receive credit for missing work.

# ACADEMIC POLICIES

## SCHOOL CURRICULUM

Arkansas Christian Academy uses ABeka Book Publications and BJU Press as its primary curricula. ABeka Book and BJU are day-by-day teaching curricula produced by Christian teachers and administrators, aimed at building Christian character. Arkansas Christian Academy wants to support parents in their task of raising children in the "instruction of the Lord".

## HOMEWORK

Believing that homework is an integral part of the school program, teachers are at liberty to give homework to aid each student in advancing his or her studies. Students are expected to successfully complete their assignments each day. Requiring the completion of homework assignments is an important aspect of teaching students to be responsible. In order to simulate the academic skills acquired in school, it is essential that good study habits be fostered in the home. It is suggested that a regularly scheduled time and a quiet place are established for homework completion. We will endeavor not to assign homework on Wednesdays to enable students to attend church. Exceptions may be made in the event of school holidays and other unforeseen circumstances.

**The purpose of homework:**

- Develop good study habits.
- Give opportunity for enrichment.
- Reinforce the day's work in academic skills.
- Encourage creativity and diligence at home.
- Complete unfinished class work.
- Bridge the gap between home and school academically.
- Enable the completion of special projects. Book reports, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

## ACADEMIC AWARDS

Arkansas Christian Academy recognizes outstanding student achievement through the presentation of student awards during an Awards Ceremony held at the end of each academic year. Outlined below are the criteria a student needs to meet to receive each type of award:

- A Honor Roll – Demonstrates superior academic achievement by earning an A average for the school year.
- A/B Honor Roll – Demonstrates excellent academic achievement by earning an A/B average for the school year.

## STANDARDIZED TESTING

A standardized test of basic skills will be given each spring to all K5-10th grade students. Results of these tests will be placed in student record files and a copy will be sent to the parents/guardians. Students will not be excused for absences during achievement test days unless there is an illness or death in the immediate family.

## ACADEMIC GRADING SYSTEM

| Average | Mark | Average | Mark |
|---|---|---|---|
| 97 | A+ | 77 | C+ |
| 93 | A | 73 | C |
| 90 | A- | 70 | C- |
| 87 | B+ | 67 | D+ |
| 83 | B | 63 | D |
| 80 | B- | 60 | D- |

## GRADE REPORTS

Digital report cards will be accessible every nine (9) weeks during the school year. Report cards are designed to give parents and students an indication of the progress or lack of progress being made. Parents are invited to contact a teacher for a conference if the need arises.

You can check your child's progress at any time by logging in to your FACT Family Portal account.

## ADVANCEMENT AND RETENTION

If a student fails 2 or more core subjects, an administrative meeting will be held to determine promotion to the next grade level.

# DISCIPLINE

## DISCIPLINE PHILOSOPHY

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Arkansas Christian Academy adheres to the following philosophies:

- The responsibility and authority to discipline comes from God (*Ephesians 6:1–4*). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment ***will not be*** administered by ACA faculty or staff.

- Christian love should be at the heart of all discipline. Correction and chastening are essential parts of the firmness of love. Firmness without love becomes harsh; whereas love without firmness is a sentimentality (*Proverbs 3:11–12*).

The school seeks to assist in developing the following characteristics in our students:

- Cheerful obedience to all authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect for others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in recreation, social relationships, and language

## DISCIPLINE PROCEDURES

The principal monitors each teacher to implement the disciplinary procedures set forth in the Arkansas Christian Academy Policy Manual. Teachers will begin each school year by explaining and reminding the students of the classroom rules. Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a student has been given verbal correction and continues to misbehave, he/she will lose recess/free time or other privileges. Parents will be notified by phone, or in writing, if their child's behavior required disciplinary action by the teacher or administration. Arkansas Christian Academy does not use corporal punishment.

## AREAS OF OFFENSE

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- Showing disrespect to the teacher or another person
- Talking without recognition, or interrupting the teacher/class discussion
- Lying, cheating, plagiarism, theft, profanity, or other immorality will not be tolerated
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class
- Dress Code violations
- Violation of Cell Phone Policy
- Fighting, excessive noise, or disorderly conduct in restrooms, halls, lunchroom, playground, or classroom

- Public display of affection: Holding hands, hugging, kissing, and any other acts, as deemed by administration
- Talking, laughing, or playing during Fire or Tornado Drills
- Tampering with school or church equipment or destroying property in any manner*

*Parents & students will be financially responsible for all damages.

**Any student committing any of the following offenses may be considered for immediate detention/suspension/dismissal by the administration: lying; cheating; stealing; showing disrespect to another student, teacher, or staff member; profanity; immorality; fighting (to include pushing, hitting, and biting, etc.); and any other behavior deemed by the administration to be unconducive to the continuity of the program.**

## NO TOLERANCE POLICY

Arkansas Christian Academy has a "No Tolerance" policy regarding profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, or disrespect to the personnel of the school. Threats of any kind toward students, faculty, or others will not be tolerated. Possession or use of drugs, alcohol, or any weapon is grounds for immediate expulsion. It is understood that attendance is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school may request the withdrawal of any student at any time that, in the opinion of the administration, does not fit into the spirit of the school, regardless of whether he/she conforms to the specific rules and regulations of the school.

## OFFICE VISITS

If a student must be removed from the classroom, the teacher should notify the school office and an admin member will come to get the student. The teacher, student, and admin member will discuss the offense. The student will be reminded of the classroom rules and the importance of obedience. The admin member and student may pray, and student may be returned to class. Correspondence will be sent to parents from the teacher that day to notify them of the problem. A copy of the report is placed on file in the office, as needed.

Time-out from recess or detention may be assigned at the discretion of the administration. If the student is sent to the office twice for the same offense within a week, the parents will be notified by telephone and advised of the problem. Parents may be requested to come and take the student for the remainder of the day. The student may not be allowed to return to class until the offense has been resolved. *A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.*

## DETENTION PROCEDURES

1. Detention will be served the day after administration assigns it.
2. If a student is not able to serve a detention at the assigned time for any reason, he/she must serve an extra day.
3. Upon the third detention (for same offense), in a nine-week grading period, a Parent-Administration Conference will be conducted.

## SUSPENSION

If issues are not adequately resolved via detention and other disciplinary measures, students will be considered for suspension. Students will receive a "0" on all graded assignments during this suspension.

If behavioral issues persist beyond suspension, a student may be considered by the administration for expulsion.

If a student is suspended for any reason, the family and student will have at least one meeting with our school counselor or a school administrator to encourage, reassure, and restore said student. The purpose of ACA discipline is not punishment but rather correction and accountability in order to develop Christlike character and to glorify God in our daily life.

### EXPULSION

Any expelled student will be dismissed from ACA for the remainder of that current year. Parents will be notified by a conference with the administration. A letter will be sent home following this meeting.

## STUDENT CODE OF CONDUCT

Students are expected to recognize that God has placed them at ACA and must be a reflection of their commitment to Jesus Christ. Therefore, there are areas of conduct that students must endeavor to never violate. For these reasons, a complete Code of Conduct will be provided and discussed during the application process and must be signed by each student and his/her family during Online Enrollment.

Students are responsible for accepting the consequences, which could include immediate withdrawal or dismissal by the administration, if any one of these areas has been violated. I also give the Pastor/Administration's permission to approach me if any area of my life is questionable. If questionable acts have been witnessed by me of my fellow student's behavior, I will bring this to the Pastor/Administration's attention immediately.

## PARENT/TEACHER INTERACTION

### PARENT-TEACHER MEETINGS

Valuable information is available at regularly scheduled Parent-Teacher Meetings. Policies vital to the consistent training of the child will be discussed. The nature of the Parent-Teacher Meetings will vary from time to time, but the general objectives of the meeting are as follows:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both the teacher and the parent with the importance of recognizing and fulfilling the emotional, spiritual, academic, and disciplinary needs of the child.
3. To provide the parents an opportunity to see and discuss the achievements of the child in the classroom.

Teachers are always happy to meet with parents at a scheduled time. After-school and phone appointments are available for parents who desire to speak with their child's teacher. Please contact the teacher directly via email to schedule an appointment or arrangements can be made through the school office. We discourage phone calls to the teacher's home in the evening. Parent-Teacher Conferences are mandatory in the fall semester for all students unless approved by the administration.

### PARENT-TEACHER COMMUNICATION

Parents are encouraged to write a note, email the teacher, or call the office to arrange a conference if a need arises. Parents are not to interrupt a class during school hours but may go through the office to contact a student or teacher.

### FACTS SIS

FACTS SIS School Management Software is an online tool used by ACA to facilitate communication regarding your students' progress throughout the year. You can easily view your child's homework, grades, conduct, attendance, etc. through FACTS Family Portal or by downloading the RenWeb Home App.

### PARENT-STAFF COMMUNICATION

**Only the administration can give approval for any exceptions to the written policy. These exceptions MUST be written and signed by administration. Conversations and agreements with staff and faculty that are contrary to policy will not be accepted without written confirmation from the administration.**

## GENERAL POLICIES AND PROCEDURES

### CUSTODIAL RIGHTS

It is the responsibility of the parents/legal guardians to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent/legal guardian as having full legal custody of his/her child(ren). In the absence of a court order to the contrary, non-custodial parents/legal guardians have the right to receive records about their child(ren)'s academic progress or lack thereof. Non-Custodial parents/legal guardians are not to use the school as a meeting place to visit with their child(ren).

### TEXTBOOK AND STUDENT ID CARD RETURN/REPLACEMENT

Please be aware that some textbooks will be returned at the end of the school year. Families will be held financially responsible for the replacement of lost or damaged textbooks, as well as lost/damaged student ID cards. The replacement cost of lost/damaged student ID cards/reels will be billed to parents via FACTS during the school year as necessary.

**ID Card/Reel Replacement Costs**

- Lost/broken student ID only: $5
- Lost/broken ID reel only: $5
- Lost/broken ID and reel: $10

### NONDISCRIMINATION POLICY

Arkansas Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Arkansas Christian Academy also does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

### CELL PHONE POLICY

Cell phones are not allowed during school hours. The first time a student is found to be in possession of a cell phone, it will be confiscated and stored in the secretary's office. The student may collect the device upon departure at the end of the school day. Upon the second violation, the phone will be confiscated and taken to secretary's office; however, a parent/guardian must then collect the device.

### ACCEPTABLE USE POLICY

Arkansas Christian Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

The Acceptable Use Policy, which may be accessed under the Documents and Forms section of the Resource tab at archristian.org, outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their computer or other electronic device on the Arkansas Christian Academy campus. All technologies provided by or used at Arkansas Christian Academy are intended for educational purposes.

Violations of ACA's Acceptable Use Policy may have disciplinary repercussions.

## PROHIBITED ITEMS

Items such as electronic devices that can send/receive communication, questionable literature/magazines, glass containers, gum, skateboards, and play guns (or any weapon-like toys) are prohibited.

**Weapons, matches, lighters, tobacco, drugs, pornographic materials, etc. are NOT PERMITTED ON ACA PROPERTY.** Disciplinary action will be taken and may result in suspension or expulsion, depending on offense.

## SCHOOL HOURS

The school day begins at 8:00am. Students may arrive as early as 7:30am without being considered in Extended Care. Students who are not in class when the bell rings at 8:00am will be marked as tardy. All students are to be picked up promptly at 3:30 pm, unless under the supervision of a coach or teacher at an after-school activity. Those students (through age 12) remaining after carline will be taken to Extended Care.

## DROP OFF / PICK UP

- **Please observe a 5mph speed limit and proceed cautiously while on school grounds.**
- **DO NOT** leave your vehicle unattended in line while waiting for school to dismiss.
- **DO NOT** get out of your vehicle; someone will assist your child(ren) into your vehicle.
- Please park in designated parking areas only if you are picking up/dropping off early, or if you are picking up both ACA and preschool students. In such cases, you are permitted to use the crosswalk to enter/exit building.
- **Per AR Code 27-51-1609, "A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building, except for an emergency purpose."**

## EXTENDED CARE

### AGE AND TIME LIMITATIONS

Extended Care is only offered to students beginning in Kindergarten through 12 years old. The Extended Care Program will be available Monday through Friday from 7:00am – 7:30am and from 3:45pm – 6:00pm.

#### Pick-up/Drop-off

Parents must park in the designated area and enter the building to sign their student in/out on the daily roster.

## RATES AND BILLING

Please visit www.ARChristian.org for extended care rates. Charges will be billed to your FACTS account through incidental billing. Children who are picked up late repeatedly are subject to dismissal from extended care.

## NATIONAL ANTHEM PROTOCOL

The following protocol will be followed by all ACA staff, students, and athletes during the playing or singing of the National Anthem:

- Any type of head covering, such as hats, visors, helmets, etc. must be removed.
- Stand with body facing, and eyes fixed upon, the United States Flag.
- The right hand is to be placed over the heart (not required for international students, although they are welcome to do so).
- Remain in this posture for the entirety of the Anthem.
- Any outward display, other than those listed above, in an effort to promote a personal or political agenda during the playing of the National Anthem will be viewed as a form of disrespect. Those participating will be subject to disciplinary action by ACA administration. Athletes will be removed from the sidelines immediately, be prohibited from participating in the contest, and face disciplinary action by the coach, as well as administration.

## ACA UNIFORM/RESTROOM/ATHLETIC POLICY

The appropriate uniform, restroom use, and designated athletic team (i.e., boys/girls' teams) for each student will be determined by the gender/sex designated on the student's original birth certificate, as determined by the attending physician or person responsible at such time.

## PHOTOGRAPHS

Professional photographs will be taken in the fall and spring of each year. Parents will be notified of the date and cost. Yearbook pictures will be taken in the fall; school uniforms must be worn for this session. Spring photo attire is as follows: School uniforms or school-appropriate clothing. Items which are not permitted include spaghetti straps, tank tops, ripped jeans, excessively tight/revealing clothing, suggestive themes/slogans, and shorts/skirts/dresses shorter than 2" above the knee.

Individual and group graduation pictures will be taken for the K5 classes. Parents will be notified in advance of the date and cost.

## BIRTHDAYS

This is an important time for your children, but too many parties prove to be a problem for the teacher. If you wish to send cupcakes or other simple refreshments on your child's birthday, please notify the teacher in advance. **The refreshments may be shared with the class during lunch or snack time and must be prepared by either a store or restaurant.** No invitations for parties outside of school will be distributed at school unless <u>all</u> classmates are invited.

## LIBRARY

Library books are carefully reviewed and selected by administration to align with ACA's Christian values. Students may check out books during their class' regularly scheduled library time. Any book checked out will be due at the student's next scheduled visit. A consent form to check out books is included in the online enrollment packet and

must be signed at the time of enrollment. After two overdue book notices are sent home, the price for the book plus shipping and handling will be charged to your account via incidental billing. Failure to return or pay for books will result in loss of library privileges until the book is either returned or fees are paid.

## VISITORS

Parents or other visitors are encouraged to make advance arrangements to visit the school. Parents must check in through the office to receive a Visitor Badge. Parents will be allowed to observe their child(ren) in the classroom setting only if pre-approved by the administration. **No one outside of school and office personnel will be allowed in the school building without first signing in at the office and receiving a Visitor Badge.**

***Do not go directly to any classroom.*** *If you have items to be delivered to your child(ren), you may bring them to the office, and they will be delivered.*

*Visitors may use single occupant restrooms only.

## CLASS PARTIES/EVENTS

Parents are welcome to join students for a class event or party, as communicated in advance by the teacher. In such events, any food items being brought on campus and provided to the class must be store bought. Careful consideration must be taken to ensure that any dietary restrictions, such as allergies or food sensitivities have been taken into account. Any liquid (including Jell-O) containing RED or BLUE food coloring is not permitted in the classroom. **Food deliveries from outside companies, such as Door Dash, Bite Squad, Chick-fil-A, etc. are not allowed.**

Due to space restrictions, ACA does not allow siblings or other minor guests to accompany a parent or guardian to such classroom events/parties.

## FIELD TRIPS

All grades may participate in field trips, supervised by the teaching staff, away from the school campus to nearby points of interest. Parents will be notified in advance of field trips. A Parental Permission and Release Form for field trips is included in the registration packet and must be signed during online enrollment. Parents are welcome to join their child on field trips, but please understand that siblings are not allowed to attend, and all students must ride in the ACA-provided transportation. If you need to check your child out after a field trip, the student must return to ACA and be signed out in the office. Any child not attending the field trip will stay at school and do assignments related to the field trip or, in the case of illness, must provide a doctor's note to excuse their absence.

## LOST AND FOUND

All items such as coats, sweaters, lunch boxes, money envelopes, etc., are to be **labeled** at home with the student's name for easy identification. Unclaimed items will be donated to missionaries or charity.

## ADDRESS CHANGES

If there is a change of address or telephone number, please update this information in your FACTS Family Portal Account. Changes in physician, emergency telephone numbers, and authorized individuals to sign your child out should be updated regularly.

## DISTRIBUTION OF OUTSIDE LITERATURE AND FUNDRAISING SALES

No literature is to be distributed at school or products sold without first being approved in writing by the administration.

## DRILLS

Fire, tornado, and other safety drills will be held regularly. When the signal is given, all class activities will cease, and exit will be made promptly. An emergency exit map is displayed in each classroom.

Students must follow all instructions given by teachers/administrators during drills.

## INCLEMENT WEATHER

Should it become necessary to cancel or dismiss school early due to inclement weather, or any other reason, parents will be notified as soon as possible via email, social media, and/or television. Our inclement weather school dismissal will coincide with that of the Bryant School District, as announced on local television stations.

In the event of an early dismissal, or if school is closed the entire day due to inclement weather or other emergency, it is the normal procedure to cancel all afternoon and evening events. There may occasionally be an exception to this rule.

## TELEPHONE USE

Students' use of the telephone is limited. **Teachers and students will only be called to the telephone for an emergency.** Personal matters between parents and students should be handled at home before the student leaves for school. Your child should be aware of arrangements for after-school transportation and how to contact you during the day, in case you are needed.

# NUTRITION, HEALTH, AND SAFETY

Foodborne illness can result from food that is improperly prepared or stored. Parents are requested to consider this when preparing for special events, such as birthdays. We require that any food or special treats brought into Arkansas Christian Academy, for distributing to the class or student body, be prepared by a store or restaurant. This will help protect our students from any gastrointestinal illness, including infectious hepatitis, which can be associated with home-prepared foods.

## LUNCH

Lunch purchases will be charged to your prepaid Campus Cash account. Parents are responsible for maintaining a positive balance in this account to cover any purchases made on campus. Lunch menus and purchase history may be viewed in FACTS Family Portal at any time.

Students have the option to bring a healthy lunch each day or may purchase a hot lunch from the cafeteria. Current lunch prices and menus can be found on our school website. If your child forgets to bring a lunch, the cost will be charged to your online account and a lunch will be provided to him/her.

Microwaves will not be available for students in elementary. If your child's food must be hot, please send it in a thermos that will keep it warm until lunchtime.

Water will be provided to all students who do not bring a drink from home. The student's choice of lemonade (1 refill included) or a carton of milk is included with each lunch purchase. An additional lemonade or milk may be purchased and billed to your FACTS account.

**Soft drinks (all carbonated beverages) and energy drinks are not allowed at lunch. No glass containers.**

**Food deliveries from outside companies, such as Door Dash, Bite Squad, Chick-fil-A, etc. are not allowed.** Lunches dropped off by parents must be labeled and brought to the Elementary Office (Bldg. 4).

### LUNCHROOM PROCEDURE

Lunchtime is an enjoyable break in the day's schedule. Please note the following procedure:

1. Students and teachers will enter the lunchroom and quietly proceed to a table with their lunch.
2. Students are to remain in the lunchroom during lunch. Food is not permitted in any other area.
3. Common manners and courtesy must be shown during lunch, including:
    - Talking in conversational tones and only at one's own table.
    - Using proper table manners.
    - Keeping all four legs of the chair on the floor.
    - Staying at the table during the meal.
    - Picking up any food or paper dropped on tables or floor.

### WATER BOTTLES

Students may bring resealable, leak-proof water bottles containing plain, unflavored water to school each day. Teachers will instruct students on the classroom procedures for storing and accessing water bottles throughout the school day.

## MEDICAL REGULATIONS

### CHILD MALTREATMENT

The statewide Child Maltreatment "Hot Line" number is 1-800-482-5964. Arkansas Christian Academy faculty and staff are mandated to report any suspected child abuse.

### IMMUNIZATIONS AND BIRTH CERTIFICATES

Arkansas law requires that students attending any school must show proof that they have been immunized for **Diphtheria, Tetanus, Polio, Chicken Pox, Measles,** and **Rubella (German measles)**. Verification of immunization must be received by the school office prior to the beginning of the school year. Health records from a previous school showing immunizations **will** be accepted.

A Birth Certificate is required for students entering Arkansas Christian Academy.

### SYMPTOMS REQUIRING REMOVAL/NON-READMITTANCE

- Fever: Fever is defined as having a temperature of 100.4 degrees or higher
- Sore Throat with Fever and Swollen Glands

- Body Rash with Fever
- Vomiting: Vomiting on two or more occasions within the past 48-hour period
- Diarrhea: Three or more runny, watery, or bloody stools in a 48-hour period
- Earache
- Severe Cough: Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing
- Eye Drainage: Thick mucus or colored drainage
- Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
- Irritable: Continuously crying or requires more attention than we can provide without jeopardizing the health and safety of the other students

***Students who have or have had a fever and/or vomiting must remain at home for 24 hours AFTER the fever has broken and/or vomiting has subsided.**

## HEAD LICE POLICY

Students found to have an active head lice infestation or nits will be immediately sent home for treatment. Once treatment is complete students may return to school. Upon return, the student's head will be examined by the school nurse or appropriate staff member. The student will not be allowed into the classroom if any evidence remains of nits and/or live lice.

## FIRST AID SERVICES

Children who become ill or injured will be brought to the nurse's office. You may be called to pick up your child. In the meantime, every effort will be made to ensure the wellbeing of your child. In the case of small, superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Students are not permitted to help themselves to First Aid materials.

No oral medication will be administered by the school unless a **Medical Liability Release** form has been completed.

## RULES GENERALLY APPLICABLE TO THE ADMINISTRATION OF MEDICATIONS AT SCHOOL

All medication must be supplied by the parent to the school in the container in which it was purchased. All medications will be administered according to the labeling directions on the medication container. Unless authorized to self-administer medications, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The school nurse or designee shall administer all prescription and non-prescription medications. An exception will be made for students to carry/self-administer asthma inhalers or emergency medications for specific health conditions with an order from a licensed prescriber, written parental consent, and school nurse approval. These students will require an emergency health care plan and a Medication Administration Release Form (MARF) on file with the school nurse. Parents will need to furnish proper medical documentation.

The parent/guardian must give the initial dose of any new medication outside of the school setting. The parent or guardian must also certify, in writing, that at least one dose of the medication has been previously administered to the student and no adverse reactions were experienced by the student.

The parent or guardian must bring the initial medications to the school nurse to complete the MARF. A parent, guardian, or designated adult may bring in medication refills.

## ADMINISTRATION OF PRESCRIPTION MEDICATIONS AT SCHOOL

A current, written prescription from a licensed physician and written parental consent are required. The container dispensed by the pharmacy must contain the name of the prescribing medical provider, the child's name, name of the medication, dosage, and time(s) to be given. The pharmacy label is acceptable as the physician's order only if the prescription was filled within thirty (30) days prior to the time the prescription medication is brought to school. The morning dose of all prescription medications must be administered at home unless the medication is prescribed to be administered after 8:00 am.

## ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS AT SCHOOL

Over-the-counter medications may be administered by school nurses during school hours in limited situations as determined by the school nurse and with written parent/guardian consent. This policy does not prohibit a parent or guardian from administering an over-the-counter medication to their child or ward at school.

## NARCOTIC PAIN MEDICATIONS

Narcotic pain medication (Codeine, OxyContin, etc.) will not be administered at school. Students who have recently had surgery or other medical procedure should not return to school until the student's pain can be managed during school hours without the use of narcotic pain medication.