

AMBASSADOR CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK



2025-2026

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PROFILE OF AMBASSADOR CHRISTIAN ACADEMY

OUR HISTORY

Ambassador Christian Academy (ACA) was founded as a ministry of the First Baptist Church of Toms River In 1979. Through much prayer and planning, and with a strong vision of the need for Christian school education, Pastor Russ Thompson and Mrs. Susan Wylie were instrumental in the founding of ACA. Ambassador opened with 40 students in grades K through 4. Mrs. Lynn Thompson became the school's first administrator.

As successive grades were added, enrollment increased until facilities and programs were full to overflowing with students. ACA operated for many years as a K through 8th grade school. In 2019, ACA moved from the Toms River facility to the campus of Grace Bible Church in Allenwood, New Jersey. That same year, it took another step by adding an Upper School (9-12) on that campus. Today ACA prayerfully educates more than 230 students (PreK-12th) with the gospel of Jesus Christ, all for the glory of God.

ACSI and MSA ACCREDITED

ACA is a member of Association of Christian Schools International (ACSI) and is reaccredited until May 2031. ACA is also accredited through Middle States Association.

MISSION STATEMENT

ACA prayerfully educates students for life and eternity with the gospel of Jesus Christ, all for the glory of God.

VISION STATEMENT

ACA's vision is to inspire and transform lives in a spiritually vital, caring community as we serve God for His glory, and provide an excellent Christ-centered education.

STATEMENT OF FAITH

It is understood that Ambassador Christian Academy stands, without apology, for the authority of the Word of God in every area of life. It is required that each family sign a document with the records of Ambassador Christian Academy, which unequivocally states their acceptance of, and belief in, the Statement of Faith. All trustees, teachers, parents, students and volunteers shall also ascribe to the Biblical truths set forth in this statement of faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that mankind was created in the image of God, all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, regeneration by the Holy Spirit results in repentance of sin and faith in Jesus Christ.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

8. We believe that God designed marriage as a covenantal bond between one man and one woman, and God's intent for sexual expression is to occur only in the covenant of marriage.
9. We believe that human life is sacred from conception to its natural end; and that we must have concern for both physical and spiritual needs.
10. We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism.

ACA LIFESTYLE AGREEMENT

Ambassador Christian Academy seeks to represent Jesus Christ by helping parents/guardians prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of ACA is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. ACA requires its employees and students to maintain high standards of biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. ACA's biblical role is to work in conjunction with the home to mold students to be Christ-like. ACA believes that biblical marriage is limited to a covenant relationship between a man and a woman. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, any other violation of the unique roles of male and female (Romans 1:21-27, I Corinthians 6:9-20), or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

ACA COMMUNICATION - SPEAKING THE TRUTH IN LOVE

At ACA, we are willing to have hard conversations, but our words must be spoken in love to edify and encourage one another. Colossians 3:12-17 states, "Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful. Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."

We must allow the Fruit of the Spirit to permeate our interactions with love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Please focus your communication on issues being discussed, not on persons expressing them. Please also avoid making generalizations about individuals and groups. We must commit ourselves to unity as a body of believers, seeking consensus whenever possible.

MISUNDERSTANDINGS | CONFLICT RESOLUTION

The faculty and staff of ACA are committed to resolving conflicts according to the principle of Matthew 18. Most problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17 and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent/guardian or student MUST first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then a supervisor may meet with the parent/guardian and teacher or individual.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe God has ordained this school for the edification and maturing of the body of Christ. We partner with each home and each church in our community to share in the development and operation of a functional Christian education program designed to impact its culture for Christ.

It is our responsibility to assist in discovering, developing, and directing each student's talents and abilities for the glory of God and for the welfare and benefit of both the individual and society. We believe that each student is made in the image of God and should have the opportunity to develop their potential under the supervision of mature Christians who are academically competent, professional, and dedicated to God.

Our educational program is a guide to enable each student to discover God's purpose for their life and to equip them to fulfill that purpose. Therefore, it is also our responsibility to provide a curriculum that is based on biblical standards and absolute truth which leads to the development of a biblical worldview. We believe in instruction that is ongoing, academically sequenced from one level to another, and that enables students to read and write well across all subject areas.

The curriculum assists students to:

- develop problem-solving abilities and to use mathematical operations and concepts with accuracy through mastered skills
- gain wisdom and understanding by drawing conclusions through critical thinking based on God's absolute truths
- understand social studies and science in connection with God's relationship with mankind and the earth, His creation
- imitate the mind of Christ concerning one's self and others, exhibiting the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control
- acquire wise habits for healthy minds and bodies available for God's use
- educate students on the government of the United States of America, where active participation in the governmental processes is encouraged of each citizen. Patriotism, citizenship, and service are vital.

The responsibility of all educational personnel is to provide a viable Christian education that develops academic, vocational, creative, social, physical and technological skills which lead to respect for learning God's truth, a desire for wisdom and knowledge, and the development of disciples ready to do good to all people, to share with others, to preach the Word in season and out of season, and to give an answer for the hope that is in them.

God has given parents/guardians the ultimate responsibility for educating their children. Ambassador Christian Academy functions as an extension of the home to facilitate, but not to usurp authority of parents/guardians. ACA can best fulfill its mission when it works cooperatively with godly parents/guardians to give the student a consistently God-centered environment.

EDUCATION BY DISCIPLESHIP

ACA is a discipleship school. That means that our students come from believing homes, and we integrate biblical values and a biblical worldview into each class.

Teaching: We are very intentional about teaching our students the facts of the Bible, core doctrines, and principles of Christian living. These subjects are specifically taught in Bible classes and chapels, but we also integrate Bible teaching in all classroom environments.

Mentoring: All of our teachers are Christians who value the opportunity to educate in their subject area of expertise and help students grow in their faith in Christ. Teachers, coaches, and staff are intentional about building

relationships with students. Doing so facilitates natural opportunities to teach character and leadership, model a Christian lifestyle, and train them to serve God and others.

Training: Our classrooms, athletics, and extracurricular activities provide opportunities for our students to develop leadership skills, identify their gifts, articulate the gospel, and practice serving others. These opportunities are a direct result of our commitment to mentor our students both in and out of the classroom.

EXPECTED STUDENT OUTCOMES (ESOs)

ACA Graduates will be:

1. Committed Followers of Jesus
 - anchor identity in Christ
 - pursue Christ through prayer and time in The Word
 - demonstrate a Biblical worldview
 - share the Gospel
2. Curious Lifelong Learners
 - think critically with academic excellence
 - communicate masterfully
 - apply wisdom
 - fail forward with resilience
3. Courageous Leaders
 - demonstrate humility
 - serve others
 - operate in their giftings
 - model peacemaking
4. Connected Citizens
 - engage in community
 - demonstrate compassion
 - forge healthy relationships
 - honor and respect God's creation

ADMISSIONS PROCESS

The admissions process for Ambassador Christian Academy is structured in such a way that allows the school and prospective families to explore a potential partnership for the education of their child(ren). This process should be a prayerful, Christ-led experience to determine if ACA and the family are fit for a promising, long-term relationship. ACA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. ACA does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STEP 1

Inquire: A parent or guardian (hereafter referred to as "parent") may visit www.acanj.org/visit or contact our Admissions Office directly at 732-341-0860 ext. 101 to request information and schedule a tour.

STEP 2

Submit Academic Documents: Parent must submit the following supporting documents to admissions@ambassadornj.org for review:

- School transcripts or recent report cards
- Any IEP, ISP, 504 plans, or other documentation of academic or support services

Considerations for recommending whether or not a student may proceed with the application include, but are not limited to:

- Compatibility of the student and family with the beliefs and culture of ACA
- The student's current academic abilities
- The level of academic or behavioral support the student may require
- Any other relevant factors at the discretion of the Head of School or their designee

STEP 3

Application Determination: After reviewing your child's academic records and educational plans, we will evaluate whether ACA has the appropriate resources to support your child's educational needs. If so, we will invite you to proceed with the application.

STEP 4

Online Application: Submit your application through FACTS, which includes:

- Completion of the online application form
- A non-refundable application fee: \$75 for PreK or \$100 for K-12 (includes the entrance assessment fee)

STEP 5

Entrance Assessment: Your child will be scheduled for an entrance evaluation. This assessment helps us determine appropriate placement and identify any learning needs early on.

STEP 6

Review & Placement Consideration: Our administrative team will prayerfully review your child's application, academic profile, and assessment results. If additional input is required, the application may also be reviewed by the established Board of Trustees Education Committee Chairperson.

STEP 7

Parent/Family Interview: Qualified families will be invited to a personal interview with the Head of School or Principal. This is a key step to ensure alignment with our mission and to answer any remaining questions.

STEP 8

Enrollment: Families determined to be a strong fit for ACA's Christian mission and culture will receive an official invitation to enroll. To finalize enrollment, parents will:

- Complete the online registration packet
- Set up a tuition payment plan through FACTS
- Pay the non-refundable \$250 enrollment fee

To support a successful transition, all new students begin with a trial period up to one full marking period, during which time we assess academic placement, behavioral alignment, and overall compatibility with ACA's mission and culture.

Optional - STEP 9

Apply for Variable Tuition: If your family is interested in financial assistance, we encourage you to consider applying for Variable Tuition, available for students entering Kindergarten through 12th grade. (see Variable Tuition in Financial Management, page 9)

For families applying for Variable Tuition prior to enrollment, Step 8 (Enrollment) must be completed within seven (7) business days of receiving the enrollment invitation in order to secure the Variable Tuition allocation.

FINANCIAL MANAGEMENT

TUITION and FEES

Tuition for the '25-'26 school year is as follows:

\$5,950 PreK (3 half days M, W, F 8:30 – 11:30)

\$7,250 Pre-K (3 full days)

\$7,750 Pre-K (5 half days, 8:30 - 11:30)

\$9,950 Pre-K (5 full days)

\$9,950 K-5th

\$10,350 6th-8th

\$11,550 9th-12th

Application and Registration Fees: A non-refundable, one-time application fee of \$75 for PreK or \$100 for K-12 (includes the entrance assessment fee) for each applicant as well as a non-refundable, annual registration fee of \$250 per student.

VARIABLE TUITION

At ACA, we understand that many families desire a high-quality Christian education but may worry about affordability. Variable Tuition is designed to help bridge that gap by offering a customized tuition rate based on each family's financial circumstances.

Applying is simple and confidential. ACA partners with FACTS, a trusted third-party financial processor used by independent schools nationwide. FACTS takes into account your full financial picture: income, assets, family size, debt, and unusual expenses, then provides a recommendation to our Variable Tuition Team. Our team prayerfully and fairly considers each application, with awards based on both financial need and available funds.

We recommend submitting your Variable Tuition Application as early as possible, as funds are limited and awarded on a first-come, first-served basis.

For more information or to begin your application, please visit www.acanj.org/visit/tuition/.

FACTS TUITION MANAGEMENT PROGRAM

ACA utilizes the FACTS Tuition Management Program for all families. ACA charges a payment plan fee of \$150 if tuition is paid monthly (based on a 10-month payment plan this is \$15/month). If tuition is paid in full then there is no payment plan fee.

INCIDENTAL EXPENSES

(includes ACA Café, Before/ Aftercare, and other incidental expenses throughout the school year)

Once an incidental expense reaches a past due balance of \$25.00, the incidental service will no longer be available to the student. ACA will notify families once they reach this limit, and payment must be made within 30 days of notification.

DIVISION OF TUITION RESPONSIBILITIES/SPLIT CUSTODY

Split custody cases may be required to upload legal documents for their share of Education Costs and will need to sign off on a Tuition Contract (see example below).

ACA will oblige the setup of separate FACTS payment agreements, however, in the event that the student's account becomes delinquent, the debt due will be the joint responsibility of both parents. Regardless of the party's default, the account must be in good standing for the student to remain in school. Absent a court order directing otherwise, ACA reserves the right to communicate with both parents at all times. (See Delinquent Accounts section).

DELINQUENT ACCOUNTS

To maintain enrollment, tuition accounts (including incidental billings) must be kept up to date throughout the year. Monthly tuition payments are considered past due if not paid by the 20th of each month. A late fee of \$35 per family will be automatically assessed after FACTS (or the Institution's) second failed attempt to collect tuition. In addition, a \$30 service charge for failure to collect due to insufficient funds or invalid payment type. Delinquent accounts will be considered cause for removing a student from the school. Students will not be admitted to class or allowed to participate in athletics when an account has two months tuition past due. If the account is not made current by the designated date, the family's child(ren) will not be permitted to attend school. Once the account is paid in full, the child(ren) may return to school. No students will be allowed to start school the following year until all outstanding financial obligations (including incidentals) are met. In addition, the student's records will not be released until all financial obligations have been fulfilled.

WITHDRAWALS

To withdraw a student from ACA, a written notice indicating the final day of attendance must be submitted. The parent or guardian will be responsible for paying the full month's tuition corresponding to the withdrawal date plus a one-month tuition penalty; any balance will be refunded net of the non-refundable fees (Student Fees, Field Trips, Application and Registration Fees). The student's records will not be released until all financial obligations have been fulfilled.

When withdrawing a student from ACA, these procedures must be followed:

- Contact Admissions to request a link to the electronic withdrawal form, complete and submit the form.
- All textbooks must be returned to the teacher.
- All library books must be returned to the library.
- All athletic materials and uniforms must be returned to the athletic department.

If a student withdraws for disciplinary reasons, he/she may not be on campus during school hours or attend any extra-curricular activities unless permission is secured from an administrator. The student may not apply for re-admission for a period of 12 months.

STUDENT ACCIDENTS/INSURANCE

Medical requirements for student injuries is the financial responsibility of each parent or guardian. ACA only carries supplemental student accident coverage on its students. The policy will cover only those items not covered by the family's insurance and after a deductible is met per claim. It is the parent's or guardian's responsibility to request a Secondary Insurance Claim Form (and instructions) from the ACA Business Office within 30 days of the accident. It is the parent's or guardian's responsibility to file the claim and to work directly with the secondary insurance company for reimbursement.

HEALTH POLICY

ABSENCES/ILLNESS

Parents/guardians must provide a reason for any student's absence by calling the main office or sending in a note upon the student's return to school. Students who are absent for 4 days or more due to illness must also provide a doctor's note clearing them to return to school or receive clearance from the school nurse prior to returning to school.

Students who are picked up early for dismissal due to illness or appointments will have the early dismissal documented in their attendance portal. When students leave school early for appointments it is disruptive for the entire classroom. We ask that you do your best to please minimize disruption to learning by scheduling appointments during non-school hours.

Students with communicable illnesses must follow the following protocols before returning to school:

- Fever free without medication for 24 hours
- No vomiting or diarrhea for 24 hours

Additional protocols are required for the following illnesses before return to school:

- Chickenpox: Lesions must be dry and scabbed over.
- Conjunctivitis (Pink eye): Treatment initiated with a doctor's note.
- Hand Foot & Mouth (Coxsackievirus): Fever free for at least 24 hours and lesions must be dry and scabbed over.
- Impetigo: Treatment initiated for a minimum of 24 hours with a doctor's note.
- Lice: A student with active head lice is not permitted to attend school. The student may return once all active/or dead head lice have been removed from the student's hair as confirmed by the school nurse AND proof of treatment has been provided to the nurse. The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school as long as the above requirements are met.
- Ringworm: Lesions must be covered. If unable to cover, may return after treatment initiated with a doctor's note.
- Scabies: After treatment has been completed with a doctor's note.
- Strep: Antibiotics for a minimum of 24 hours with a doctor's note.

Allergies/Epi-Pens

Please notify the school nurse in writing if your student has a known allergy including the type of reaction the student experiences. ACA has stock Epi-Pens on campus in the case of an anaphylactic emergency, but we highly recommend that students with a known history of severe reaction provide a personal epinephrine device along with a completed Allergy & Anaphylaxis Action Plan to the school nurse. Copies of the Allergy & Anaphylaxis Action Plan are available in the school office or upon request. A student may self-carry their epinephrine device if they demonstrate the maturity to manage and administer the medication effectively and written permission is received from both the parent/guardian and the medical provider. ACA highly recommends that if a student self-carries that a second epinephrine device be given to the school nurse.

Asthma/Inhalers

Please notify the school nurse in writing if your student has asthma including the type of reaction the student experiences. Students who require the use of an inhaler or nebulizer during the school day should submit the medication along with a completed Asthma Action Plan to the school nurse. Copies of the Asthma Action Plan are available in the school office or upon request. A student may self-carry their inhaler if they demonstrate the

maturity to manage and administer the medication effectively and written permission is received from both the parent/guardian and the medical provider. ACA highly recommends that if a student self-carries that a second inhaler be given to the school nurse.

Concussions

Any student with a head injury will be screened for concussion. Students showing signs of a possible concussion will be sent home and recommended for medical follow-up. A student with a confirmed concussion will need to provide a note from their doctor including the level of approved activity to the school nurse.

Gym Excusal

A student may be excused from gym class for one day with a note from the parent/guardian. A doctor's note or approval by the school nurse is required for gym excusal for a longer period of time.

Immunizations

The State of New Jersey (N.J.A.C 8:57-4) requires specific immunizations for all children attending school in New Jersey. Information regarding these immunizations can be found at the NJ Health Website:

www.nj.gov/health/cd/imm_requirements

The State of New Jersey also recognizes a student's right to Religious Exemption. To be exempt from the above immunizations, the student must have a signed and dated letter from the parent or guardian on file that requests exemption for religious reasons. Generic Religious Exemption forms are available in the ACA school office.

Medical Clearance to Participate

If a student goes home early due to illness or injury, they may not participate in extracurricular activities without clearance from a medical professional.

Medications

The nurse's office can provide the following medications to students with parental permission:

- Tylenol (Acetaminophen) for fever or pain
- Ibuprofen for fever or pain
- Benadryl (Diphenhydramine) for mild allergic reaction

If a student requires additional medication during the school day, the parent/guardian must:

- Bring the medication in its original packaging and clearly labeled with the student's name directly to the school office or school nurse. Students may not transport medication to and from school unless they have been approved to self-carry.
- Have a doctor's note prescribing the medication including dosage and frequency of administration. This includes over the counter medications such as allergy medications. Medications that are over the counter and drug free such as saline eye drops or lotions/sunscreens may be approved at the school nurse's discretion.

Nurse's Office

The ACA nurse's office is located in the gym building and staffed by a qualified Registered Nurse. Services provided by the school nurse include the evaluation and treatment of acute illnesses and injuries, health screenings, medication administration, and chronic health problem management and support. Parents/guardians are welcome to reach out with questions and concerns at any time.

Screenings

Annual health screenings are provided in accordance with State of New Jersey requirements. Each year students will have their height, weight, and blood pressure checked by the school nurse. In addition, vision, hearing, and scoliosis screenings are performed in specific grades. A letter will be sent home to parents each year informing them of the screenings their child will receive and directions on how to opt out if desired.

Sports Physicals

The State of New Jersey Scholastic Student-Athlete Safety Act (P.L. 2013, c. 71) requires the completion of multiple forms prior to participation in school athletics. These forms include educational health documents with sign-offs and a physical completed by a medical professional. If it has been more than 90 days since the student's physical, a parent will also need to complete a health update form for the student. Any student participating in sports at ACA must have these forms submitted to and approved by the school nurse before the start of each sports season in order to participate in practices. These forms and more detailed directions on completing them are available on the school website at: <https://www.acanj.org/athletic-forms/>

This requirement does not apply to non-competitive practice sessions for elementary age students.

SCHOOL MANAGEMENT

ATTENDANCE

Quality education requires regular and punctual student attendance. Parents/guardians of a child within the compulsory attendance age are responsible for their child's attendance at school, as required by the state. Irregular attendance deprives the student of an opportunity for effective learning and is disruptive to overall implementation of curriculum. We recognize that situations arise in which missing school is unavoidable. However, more than 10 absences per semester are considered excessive. If a student accumulates more than 18 absences during the school year (10% of the academic year), he/she may not be promoted to the next grade level.

Excused Absences

- Medical appointments (physician's note required)
- Extended illness (physician's note required)
- Weddings and funerals of immediate family members
- Church retreats

Unexcused Absences (will negatively impact student's eligibility to receive end of year awards)

- Any absence without a physician's note
- Vacations

Students who are ill or running a fever greater than 100° (without medication) should not be on campus and must be fever-free for 24 hours before returning to school. Upon returning to school after an absence, the student must provide a written note or e-mail signed by the parent/guardian. The note should state the dates and reason for the absence.

Students must be in attendance at least four (4) class periods of the school day in order to participate in any extracurricular activities that day. If a student is picked up before 11:30 a.m. or dropped off after 11:30 a.m., they will be considered absent for the day. Students who are picked up early for dismissal due to illness or appointments will have the early dismissal documented in their attendance portal. When students leave school early for appointments it is disruptive for the entire classroom. We ask that you do your best to please minimize disruption to learning by scheduling appointments during non-school hours.

At the middle school and high school level, attendance is taken during each class period. Middle school and high school students who accumulate more than eight (8) absences in a particular class per semester risk failing the class and losing academic credit, regardless of the grades achieved.

TARDY POLICY

Beginning the school day on time is very important, and all students are expected to be punctual. Students who arrive at school after the 8:30 a.m. bell rings are marked tardy and must be signed in at the office by having the parent/guardian sign in the student. For the safety of our students and staff, all entrance doors will be locked. Tardies related to traffic will not be excused, except for extreme circumstances as determined by administration. A cumulative total of 7 tardies will be counted as one absence. Tardiness will impact a student's eligibility for end of year awards.

BEFORE CARE

Before Care opens at 7:30 a.m. in the CAFÉ. Before care is a flat fee of \$15 per student. The parent/guardian must sign in the student(s) to Before Care. Students will be provided supervision and breakfast. Parents will be billed on the 15th and 30th of the month and may pay online. Ms. Vivian Fabrizzio is the Before Care Coordinator and can be contacted at 732-341-0860.

ARRIVAL PROCEDURE

Both **YELLOW** and **BLUE** car lines will be open for both arrival and dismissal. BOTH car lines will open at 8:15 and close at 8:25. Once car lines are closed parents must escort their child(ren) to the main office. ANY STUDENT arriving after 8:30 MUST BE SIGNED IN at the main office and a late pass will be issued by the Attendance Officer, Mrs. Vivian Fabrizzio.

YELLOW CAR LINE: All families who have at least one child in second grade or younger.

BLUE CAR LINE: All families who have children only in third grade or older.

EARLY DISMISSAL & PARTIAL DAY ABSENCES

When early dismissal is necessary, a note from the parent/guardian stating the time of dismissal and reason must be given to the teacher. The parent/guardian must sign the student out at the school office.

To avoid disrupting the educational process, early dismissals should be kept to a minimum. Anyone other than the parent/guardian picking up a student for early dismissal must show a picture I.D. and be listed as an emergency pick up. Students who have tests or quizzes scheduled the day of early dismissal or late arrival will be expected to take the test or quiz that day unless other arrangements are made with the teacher.

Only seniors are permitted early dismissal from school on a regular basis. Seniors must complete an Early Dismissal Agreement form and have it signed by a parent/guardian in order to leave each day before school is dismissed. Signing out at the main office is still necessary for senior early dismissal. Administration has the authority to revoke this privilege.

A cumulative total of 7 early dismissals will be counted as one absence. Early dismissals and partial day absences will impact a student's eligibility for end of year awards.

DISMISSAL

Dismissal begins at 3:15 p.m. in BOTH **YELLOW** and **BLUE** car lines. In an effort to provide security and supervision for our students, all students must be picked up by 3:30 p.m.. If a person picking up a student in the car line does not have a car tag for the student, they will be asked to show ID. All students not picked up in the car line will be sent to Aftercare.

DISMISSAL: ALTERNATE PERSON PICKUP

If anyone other than a parent/guardian needs to pick up a child, please send a note to the classroom teacher with the date and name of the person responsible for picking up the student. Again, all students not picked up in the car line will be sent to Aftercare at a rate of \$15 per hour, per student.

AFTER CARE

All students must be picked up by 3:30 p.m. All students not picked up in the car line will be sent to After Care at a rate of \$15 per hour, per student. Parents will be billed on the 15th and 30th of the month which parents may pay online. Students who attend After Care will be given a snack and homework supervision will be provided. After Care hours are 3:30-5:30 p.m. Ms. Vivian Fabrizzio is the After Care Coordinator and can be contacted at 732-341-0860.

STUDENT DRIVERS

The ability for a student to drive a motor vehicle on school property is a privilege. This privilege is earned by a student demonstrating that he/she will drive responsibly and will not endanger other students or damage school property. This privilege may be revoked if the actions of a student cast doubt on his/her responsibility.

- Students are allowed to drive their cars to school and should park in the student designated parking.
- Students must drive slowly and carefully on school grounds and on the streets surrounding the school.
- Students may not go to their cars at any time during the school day without permission from a teacher or administrator.
- Student drivers must sign out (with parent/guardian consent) when leaving school early.

STUDENT LEAVE CAMPUS POLICY (Juniors and Seniors ONLY)

Student drivers (Juniors & Seniors only) may not come and go on campus as they please. After arriving at school, student drivers are only permitted to leave campus for lunch or leave early at the day's end. These students must have a permission slip on file with the main office. Even with this permission slip, students must still sign out at the main office and sign back in when they return from lunch.

VISITOR POLICY

ACA is a closed campus. All parents and visitors must sign in at the main office upon arrival and wear a visitor badge throughout their stay. Student visitors are limited to prospective students and ACA graduates; non-ACA students are not allowed on the school campus during regular school hours. Visits should not disrupt instruction, testing, or other activities. The lunch period is "closed," meaning that non-ACA students are not permitted in the lunchrooms or on the campus to dine with ACA students during lunch or mid-day break.

VOLUNTEERS

ACA relies heavily upon the service of parent and grandparent volunteers. As such, we heartily welcome the extra hands and eyes that our volunteers provide. We are so thankful to our many faithful volunteers who assist the faculty and staff in myriad ways. Though we love you, volunteers are required to have a background check prior to working with our students whom we love equally and want to keep safe. Please see the main office if you have any questions.

We have a dress code for faculty and staff that is both professional and modest. Therefore, all volunteers should also adhere to modest clothing when volunteering at ACA. Clothing that reveals cleavage, and tight clothing in general, is not acceptable at ACA. Jeans and t-shirts are acceptable. If we have a dress code that STRESSES MODESTY to our students, our faculty and staff, then our dress code for parents MUST stress MODESTY as well.

Volunteers must remain in the area of volunteer oversight. If a volunteer signs up to cover recess, they MUST work in their assigned area and not simply visit with their own child(ren). If a volunteer cannot abide by these guidelines they

may be asked to leave campus and will not be permitted to volunteer for future events.

ACADEMIC MANAGEMENT

ACADEMIC INTEGRITY

Ambassador Christian Academy strives to teach students the importance of personal and academic integrity. Proverbs 2:6-8 states, "For the Lord gives wisdom; from his mouth comes knowledge and understanding; he stores up sound wisdom for the upright; he is a shield to those who walk in integrity, guarding the paths of justice and watching over the way of his saints."

Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob children of God of academic integrity and will not be tolerated. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means.

Artificial Intelligence (AI) technology has provided access to language-processing aids and generative AI tools such as ChatGPT, Bing, Bard, or similar applications. These tools are growing in their capabilities and present various academic integrity considerations for students and schools. ACA does not ban the use of AI, but we do have expectations that using any AI tool, like ChatGPT, be done in alignment with our values. AI can be very useful for helping students overcome various barriers that may occur when crafting their coursework. AI can be viewed as a tool that is available to give feedback, inspiration, suggestions, alternatives, etc. However, students must author and create all work themselves. Originality and authenticity are two key academic integrity principles that students are expected to adhere to at all times. Coursework should not be created by someone or something else. Since submitting any assignment from an AI generated source is plagiarism, any assignment deemed plagiarized will result in a zero on the assignment, a Code of Conduct referral and a meeting with the Principal. Students will be given one week to revise and resubmit with a possible grade of no higher than a C+; however, multiple instances will lead to a formal report to the Head of School and further disciplinary action.

RESPONSIBILITIES OF STAKEHOLDERS

- Students - Will understand and agree to what ACA believes about academic integrity; will do all they can to create and present work that represents their own thinking and abilities; and will support their peers in this endeavor.
- Teachers - Will understand, actively teach, and support the Academic Integrity Policy; will provide clarity in instruction, assignment expectations, and feedback to best support student creation of authentic work.
- School - Will assure that appropriate policies are written, in accordance with the ACA Core Values and Mission Statement, to support academic integrity; and will provide necessary resources and training to faculty and students.
- Parents - Will understand and actively support the Academic Integrity Policy by reviewing it with their child(ren) and ensuring their child(ren) follow(s) those guidelines.

ACADEMIC WATCH

Any student who has two D's or one F at any eligibility check point (or sooner if determined appropriate by the administration) will be placed on academic watch. Individualized interventions may be implemented for a student who falls into this category.

ACADEMIC PROBATION

Any student who is failing two classes at the quarter or end of the year will be placed on academic probation and will be considered ineligible to participate in athletics until the next academic checkpoint.

- Students on academic probation will be held accountable, at minimum, for the interventions as defined above for academic watch.
- Students may be eligible for practice (coach's discretion) during academic probation.

Quarter	Quarter Ends
1st	October 29, 2025
2nd	January 20, 2025
3rd	March 25, 2026
4th	June 1, 2026

REPORT CARDS will be emailed within two weeks of the end of the quarter. Please note that a student's academic performance at the end of the fourth marking period will determine eligibility for fall sports as well as academic advancement in certain subjects.

FACTS STUDENT INFORMATION SYSTEM (SIS)

Parents/guardians can view all grades, report cards, assignments, tests and quizzes, email, student attendance and discipline records via FACTS SIS.

GOOGLE CLASSROOM

Google Classroom may be utilized for assignments, quizzes, team projects, and other homework. Google Classroom assignments **MUST BE SUBMITTED THROUGH GOOGLE CLASSROOM**, therefore students **MUST** have access to Google Classroom from home as well as school.

GRADE REPORTING GRADES K-2

Lower School classes will be given a letter grade of Outstanding (O), Satisfactory (S), or Needs Improvement (N). Additionally, students in Kindergarten will receive a skill-based progress report on a quarterly basis at the end of marking periods 2, 3 and 4. Grades and report cards for individual students may be viewed online through FACTS SIS.

GRADE REPORTING GRADES 3-12

Grade	Average	GPA Regular	GPA Honors and Dual Enrollment
A+	97-100	4.33	5.33
A	94-96	4.0	5.0
A-	90-93	3.67	4.67
B+	87-89	3.33	4.33
B	84-86	3.0	4.0
B-	80-83	2.67	3.67
C+	77-79	2.33	3.33
C	74-76	2.0	3.0
C-	70-73	1.67	2.67
D+	67-69	1.33	2.33
D	64-66	1.0	2.0
D-	60-63	0.67	1.67
F	Below 60	0	0

GRADE POINT AVERAGE

If a student has transferred into Ambassador, the transcript and GPA from the previous school will be factored separately from the ACA transcript.

GRADING WEIGHTED CATEGORIES (STANDARDIZED FOR GRADES 3-12)

Summative Assessments	Tests, Projects, Final Papers	50%
Formative Assessments	Quizzes, Labs, Journals, Reflections, etc	30%
Formative Practice	Participation, Classwork and Homework	20%mo

MAKE-UP WORK

It is the student's responsibility to make up missed assignments. The student is expected to check with teachers, FACTS SIS or Google Classroom for makeup work upon his/her return from an absence. If a student misses only the day a test is given or project/assignment is due, the student is responsible to make up the work the first day he/she returns, provided the student was informed of the due date in advance of the absence. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given.

Please check with your child's teacher for his or her policy on missing work.

MIDTERM & FINAL EXAMS

Students in 9th through 12th grade will take midterm and final exams in their core subjects, including world language. Midterm and final exams each will comprise 10% of a student's final grade in a subject area. Finals will not be administered to students in **most** subject areas where they have an A in the first three quarters as well as an A average in the gradebook for quarter four. **Dual enrollment students may be required to complete a final paper or project that would count as their final grade, regardless of their overall grades for that class.**

Students in 8th grade will take both midterms and finals, but the grade is counted as a test grade in the grade book.

PARENT/GUARDIAN TEACHER CONFERENCES

Parent/guardian/teacher in-person conferences are scheduled in October and phone conferences in February each year. Please check the school calendar for these dates. Conferences are encouraged as they provide an exchange of information that will foster a greater understanding of the student and his/her academic progress.

PROMOTION POLICIES

Kindergarten students must demonstrate mastery of academic benchmarks in phonics and math, as well as social and emotional maturity to be promoted to first grade. Parents/guardians will be informed as the year progresses if there are any areas of concern.

Lower School students in grades 1-5 will be promoted at the discretion of the teacher and administration based on satisfactory academic performance, Christ-like conduct, and work habits. If a student receives any failing grades in the five core classes, he/she may be subject to individual tutoring and may not be promoted.

An Upper School student in grades 6-12 who fails more than two courses may be required to repeat his/her current grade at the discretion of the teachers and administration.

STANDARDIZED TESTING

We will utilize NWEA MAPS with students in grades 2-9. MAPS will be administered three times throughout the school year and provide real-time feedback for teachers to inform instruction. The PSAT is used to assess students in 10th grade, and the SAT is used for students in 11th grade. ACA is a testing site for both the PSAT and the SAT.

SENIOR CAPSTONE

As a graduation requirement (1.0 credit), all seniors successfully complete a capstone course that serves as ACA's culminating educational experience. Seniors create an original capstone passion project encompassing written components and an oral presentation that demonstrates the student's understanding of their topic of interest. Each project also integrates the Christian faith. The teacher guides students through this process of planning, refining, and presenting their chosen topic/ project to their peers, administrators, and faculty.

TEXTBOOKS

- All materials, whether from Christian publishers or non-Christian publishers, will be taught within the Biblical worldview.
- If damage occurs, the student should report it to their teacher immediately.
- Any damage or replacement costs of books must be paid prior to the issuance of end-of-year report cards or transcripts.
- In the event of withdrawal from school, all textbooks must be returned to the teacher.

CHRISTMAS CONCERT & SPRING CELEBRATION OF THE ARTS

Students must be present for both concerts in order to receive an A for the quarter in music and WIN (6th-8th) class. Anyone not present will automatically receive a grade no higher than a B.

ACADEMY OF THE ARTS THEATER PRODUCTION

Every 9th-12th grade student is required to participate in our Academy of the Arts production in February. Students in grades 7 and 8 may audition for a part. High school students who do not want to act can help with the stage crew. We pay a fee per student to participate. Any student who does not participate in the show will be billed \$200 and will also not receive an A for that quarter. For high school, the show counts as one arts credit on their transcript.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

ATHLETICS

- ACA offers athletic programs to provide opportunities for students to develop leadership, teamwork skills, and commitment.
- Athletics: Interscholastic competition is available to students in grades 5-12. We currently offer the following opportunity for league sports:

Grades 5th-8th	Grades 8th-12th
<ul style="list-style-type: none">• Cross Country• Girls' Soccer• Boys' Soccer• Girls' Volleyball• Girls' Basketball• Boys' Basketball• Track	<ul style="list-style-type: none">• Cross Country• Girls' Volleyball• Girls' Basketball• Boys' Basketball• Track

*If there is enough interest we also offer softball and baseball for grades 6-9.

EXTRA-CURRICULAR ACTIVITIES

- Worship Team: The Worship Team practices weekly and leads our school community in worship the first Wednesday of every month during Chapel. The Worship Team may be called upon to lead for special events.
- Pop-Up Clubs: Our seasonal Pop-Up Clubs provide exciting enrichment opportunities for students in grades K-12! Offered in the fall, winter, and spring, each six-week session features fun, hands-on activities such as art, LEGO building, chess, and more. Clubs meet once a week on Thursdays after school for one hour. With new offerings each season, students can explore different interests throughout the year. Space is limited, and registration is first-come, first-served.

HIGH SCHOOL FORMAL

All students attending the formal must sign a contract. All dresses must be modest, especially in the front. If any dress is in question, please have an administrator check it.

FIELD TRIPS

We believe that on or off campus field trips are an extension of the curriculum and academic program. This cost of field trips is added into the fees collected with tuition and will not be collected separately. The high school spring field trip does require additional money.

Due to the academic nature of our trips, parents/guardians are welcome to volunteer as a chaperone, but siblings are not allowed to accompany the class. Regular school dress code, not spirit wear, is required unless otherwise noted. Please dress modestly as we represent Christ and Ambassador Christian Academy.

SPIRITUAL LIFE

BIBLICALLY BASED CURRICULUM & INSTRUCTION

At Ambassador Christian Academy we believe what the Bible teaches and therefore know that each student is a unique individual created in the image of God and loved by God. At ACA we embrace the opportunity to develop each student's God-given talents and skills in a spiritual and academic community. ACA provides training and support needed for each student and teacher to develop their faith more deeply and achieve their highest level of learning so that we become ambassadors for Christ who transform the world.

We aim to understand all things through a biblical lens: the work of developing a Christian-worldview is a lifelong quest. Teachers guide students to consider biblical texts and Christian perspectives in academic topics, current events, and issues of spiritual growth. Teachers correct and guide students concerning behavior and social issues to follow Christ and fulfil the commandment to love God and our neighbors.

At ACA we are committed to bringing our community together to explore our relationship with God and each other through schoolwide chapels, cross-grade buddies, Daze in Creation, and community activities. Our emphasis on faith formation of students extends to all subjects and all parts of our day.

We provide developmentally appropriate ways to practice our faith from preschool through grade 12. Bible courses begin with a childlike foundation of faith and wonderment in preschool advancing to deeper exposure to Bible stories and memory work as elementary school progresses. By middle and high school the Bible courses allow students to mature in their faith, study apologetics, and wrestle with ethical doctrinal and cultural topics. In addition to exploring their faith through a Bible curriculum, students at Ambassador Christian Academy also take part in a number of activities and events which deepen their spiritual journey. Students receive a well-rounded Christian experience in a variety of ways: weekly chapels, robust Bible curriculum, Scripture memorization, MS and HS fall retreat, and Academy of Arts theatrical performance.

CHAPEL

Parents/guardians are welcome to attend chapel services and should sign-in outside of the gym before attending Chapel. All students attend chapel on Wednesday from 9:20-10:00 a.m. Appropriate Chapel attire must be worn.

Chapel attire:

- PreK - Regular clothing
- K-12 Boys: Navy shorts or navy pants and light blue oxford shirt
- K-3 Girls: Plaid jumper with white Peter Pan collar blouse
- 4-5 Girls: Jumper and blouse OR plaid skirt and blue oxford shirt
- 6-12 Girls: Plaid skirt and blue oxford shirt or navy pants
- SOCKS and SHOES see DRESS CODE on next page

DRESS CODE

The School Uniform Shop in Pt. Pleasant is the **ONLY** approved school uniform vendor. Parents/guardians are responsible to ensure that their student's attire conforms to the following standards. If a child comes to school in violation of the dress code, the parent/guardian will be notified. On a second violation, the parent/guardian will be expected to bring proper attire to school. The student may be removed from class until his/her apparel meets school standards. Students demonstrating non-conformity to the ACA dress code will be subject to disciplinary consequences.

SHIRTS | OUTERWEAR

All shirts, blouses, sweaters and fleece pullovers must be purchased from The School Uniform Shop. Only ACA approved outerwear, jacket or fleece, are acceptable during school hours.

PANTS | SHORTS

Solid khaki or navy shorts or pants are expected to be neat and presentable, exhibiting a normal degree of wear. Khaki and navy uniform style shorts may be purchased from any vendor but must be no shorter than 3 inches above the knee. Cargo shorts and athletic shorts are not approved styles for daily school uniforms. Boxers may NOT be displayed above or below the shorts.

SKORTS | DRESSES

Skorts, as well as navy, khaki and plaid jumpers must be purchased from The School Uniform Shop.

TIGHTS | SOCKS

Black, navy or white socks may be worn by all students. Girls may wear tights or knee socks that are solid black, navy or white.

SHOES

Boys: All black sneakers, all white sneakers OR black and white sneakers are permitted.

Girls: All black sneakers, all white sneakers OR black and white sneakers are permitted. "MaryJane" style dress shoes are also permitted for younger girls. Sandals are permitted for high school students beginning May 1.

GYM UNIFORM

Sneakers **MUST** be worn on gym days. The standard GYM UNIFORM for all students in Grades K-5 is the **YELLOW** gym shirt and the **NAVY BLUE** gym shorts and students in Grades 6-12 is the **LIGHT BLUE** gym shirt and the **NAVY BLUE** gym shorts. In colder weather the GYM sweatshirt and sweatpants may be worn **ONLY**. The GYM UNIFORM is **ONLY** permitted on GYM DAY. Failure to be dressed appropriately for GYM will negatively impact a student's grade.

SPIRIT WEAR and DRESS DOWN DAYS

Students may wear school spirit wear purchased from our Spirit Wear website on stated dates on the school calendar. An online store will be available on several occasions throughout the school year. Spirit Wear Store will be advertised in weekly emails.

- All Spirit Day wear and Dress Down days must be modest and non-offensive clothing.
- Clothing should NOT BE form fitting.
- Ripped jeans, pajama pants and leggings are NOT permitted.

HAIR and MAKEUP

We ask that hair styles not be distracting. Mohawks and brightly dyed unnatural hair colors count as distracting. Hair for males may not touch the shoulders. Makeup should not be worn in an excessive manner.

DISCIPLINE/CODE OF CONDUCT

The Bible clearly indicates that parents/guardians are responsible for the discipline of their children. Ambassador Christian Academy exists to assist parents/guardians in their God-given responsibilities. Therefore, ACA seeks not to assume the task which God gives to parents/guardians but to partner and serve alongside the parents/ guardians in shepherding the hearts of their children. Attending ACA is a privilege and not a right. If at anytime we feel we can no longer assist in nurturing a student's heart, the student will be removed from the school and/or denied readmission for the upcoming school year.

God's word and His first and second greatest commandments guide all of our discipline. Matthew 22:37-40 Jesus replied: "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."

GOALS AND EXPECTATIONS OF DISCIPLINE

Respect God/Authority: The apostle Paul said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." - Romans 3:2

Respect Yourself: "Teach us to number our days, that we may gain a heart of wisdom." - Psalm 90:12

Respect Others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." - Ephesians 4:29 & 32

DISCIPLINE POLICY

The first line of discipline happens in the classroom. The teachers are expected to address behaviors and pray with their students for heart and head (mind) change. If the students are not changing their choices, the teachers will reach out to the parents to make them aware of the choices being made and to determine what is being seen and done at home.

If the behavior still persists, the students will be sent to the office to complete a reflection form. This form will be sent home for a parent signature, and we will note this has taken place on the students behavior record in FACTS SIS.

If a student is sent to the office for the same behavior repeatedly, this becomes grounds for suspension.

Any behavior that intentionally physically harms another student or is explicitly sexual in nature (touch, verbal abuse, sexual innuendos and gestures, sexting, pornography) is possible grounds for immediate suspension without prior warning to parent/ guardian.

SUSPENSION

- Begins on the date assigned and may range from 1-5 days.
- Students are to complete all work given during their suspension.
- When a student is serving a suspension, he/she is not permitted on campus and is not permitted to attend any school function unless permission is secured from the Head of School or Principal.
- Students who are suspended from school for disciplinary reasons may be suspended from activities, class trips, or positions of leadership for the remainder of the school year at the discretion of the Head of School or the Principal.

EXPULSION

Ambassador Christian Academy reserves the right of dismissal at any time during the school year at the discretion of the Head of School in counsel with the Board of Trustees. Any student who persistently neglects work, fails to meet academic or other standards or qualifications, exercises poor citizenship, fails to cooperate, or whose parents/guardians fail to cooperate may be asked to withdraw from the school.

Dismissal will be administered by the Head of School in counsel with the Board of Trustees. Appeal of a dismissal may be made in writing to the Head of School and Board of Trustees within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend ACA is not permitted to attend school-related events. Students who have been dismissed may not apply for re-admission for a period of 12 months.

Expulsion may occur when any of the following take place:

- Possession or use of non-prescription drugs of any kind, or the misuse of any prescription drugs of any kind on or off school property.
- Selling or supplying illegal drugs, prescription or non-prescription drugs
- Possession, consumption, supplying or selling of alcohol on school property or at school sponsored events
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents/guardians to cooperate with the ACA in the discipline of their children
- Assault of a staff member
- Sexual Misconduct - Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendos and gestures or other serious sexual misconduct, to include sexting or social media use. This includes the sharing of sexually suggestive photos by any means.
- Moral Misconduct - computer/internet use for immoral purposes or other serious moral misconduct
- Possession or use of any object used as a weapon in a threatening or dangerous manner
- Possession, transfer, sale or discharge of any gun (including a starter gun or pellet gun), firearm or any other explosive device of any type whether loaded or unloaded, on school property or at a school-related activity
- Any other situation at the discretion of administration in conjunction with the Board of Trustees

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case.

It is our belief that discipline must address attitudes of the heart and lead students toward repentance resulting in Christ-like behavior. Factors that will be considered are seriousness of the offense, the student's age, the frequency of misbehavior, the student's attitude and parent/guardian support.

HARASSMENT POLICY

Ambassador Christian Academy is committed to providing an environment in which every student is treated as an image bearer of God. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments or actions because of race, national origin, sex, physical characteristics or disability, robs the student of dignity and is not permitted. It includes, but is not limited to, any or all the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another student.
- Physical Harassment: Unwanted physical touching, assault.
- Visual Harassment: Derogatory drawings, writings, cartoons, or gestures/actions.
- Sexual Harassment: Unwanted sexual advances, request for sexual favors.

Ambassador Christian Academy does not condone or allow harassment of others, whether engaged in by students, employees, or family members. Any student who believes he or she has been subjected to harassment should report

these actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner.

Students who violate these principles will be subject to disciplinary action up to and including dismissal. Students found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

CONFLICT POLICY (formerly known as bullying)

Though we understand that our society has adopted the language of bullying, we do not. Rather, we prefer to refer to such incidents by verbalizing the specifics of what actually is occurring between students. We DO NOT permit students to call other students a bully. WE adhere to NO name-calling.

To instill biblical values and create a more loving environment, the school has adopted a conflict policy. From time to time, conflict will occur. We seek to implement a clear framework for dealing with incidents of conflict in order to protect the students and help the offender to learn how to relate in a way that is in line with the biblical standard of relationships: "My command is this: Love each other as I have loved you." John 15:12. Additionally, we shepherd the hearts of ALL students involved, honoring the principles outlined in Matthew 18. God intends for us to live in a way that acknowledges differences and accepts others because we are ALL made in the image of God.

Behaviors will be assessed by the teacher and/or administrator and addressed according to the following procedures:

- All parties and sufficient bystanders will be spoken to in order to establish the facts of the situation and to determine accountability for their actions/inaction.
- Investigations into allegations will be done in a timely manner and appropriate documentation will be completed.

Student

- Students should ask the offending student to stop their behaviors.
- Students reporting an offense should direct it to their teacher, parents/guardians or another staff member.
- Students should be willing to resolve conflict situations, employing forgiveness and some changes in behavior.

Parents/Guardians

- Parents/guardians should understand that the whole story may be quite complex and trust the school to resolve issues of conflict.
- Parents/guardians not satisfied with the action may speak with administrators as needed.

ACA CAFÉ

During the 2022-2023 school year ACA opened its first ever Café with Chef Tina Weaver. The Café has added great value to ACA and we are thankful to offer the outstanding value and service of ACA Café again this year. Students will be offered a variety of lunch options each day. A daily hot lunch option as well as alternative lunch options such as deli sandwiches, bagel lunch, yogurt parfaits, daily soup, and a fresh and nutritious salad bar. An allergen menu is also available to all students needing alternative lunch options. A monthly calendar of hot lunch food options is provided on the website www.acanji.org, select quick-links.

This student lunch includes the hot or cold lunch offering, fresh fruit, soup and choice of beverage. A la carte items are available daily as well. Please refer to our website for all current pricing and menus.

LUNCH PAYMENT POLICY

All children have a lunch account at ACA Café with their own pin number. Whether or not you choose to use the account is entirely up to you and your family. We encourage you to discuss the family rules and parameters of budget and spending with your children. Here are a few options to add money to the account:

1. Send in cash or check in an envelope or Ziplock with your child's name CLEARLY marked and notate Lunch or ACA Café along with the name.
2. Use our online software www.payschoolscentral.com to make payments using a credit, debit, or bank account. You can also set up an auto-replenish if so desired, and this is highly recommended! As an added benefit, you can see all cash register transactions on your child's account.

It is imperative to keep your child's account positive at all times. If your child does go into the negative and they don't have a packed lunch, we will provide lunch. Once the account goes \$25 into the negative and your child doesn't have payment or a packed lunch the parent/guardian will be contacted and asked to bring both payment and a lunch to school.

If you decide not to set up a payment through our online software and choose the check or cash method, PLEASE know you can still go through the software to see the current balance as well as register transactions. If you have any questions, please do not hesitate to call Chef Tina Weaver 732-962-8020. We are here to help!

TECHNOLOGY POLICY

CELL PHONE & SMARTWATCH POLICY

Students are not permitted to use cell phones or smart watches during the school day. Phones are to be left at home or to be on silent and kept in the student's locker during the ENTIRE school day. Smart watches may be worn but not used for anything other than checking the time during the school day. If a student's cell phone or smart watch rings or makes noise while in a student's locker or backpack, it will be confiscated until the day's end. *Forgetting to turn off the cell phone or smart watch is not an excuse for violation.*

Use of a cell phone during a test for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration. Taking photos with a cell phone is not permitted during the school day, unless permission has been given by a teacher. Parents/guardians should not consider their student's cell phone or smart watch as a means of contacting their child during the school day. Parents/guardians who need to contact their child during the school day for emergency purposes should call the main office.

Disciplinary consequences for violation of the cell phone or smartwatch policy shall be as follows:

- The phone or watch will be confiscated by the teacher and returned at the end of the school day to the parent/guardian. The parent/guardian may retrieve the phone or smart watch between 3:30 and 4:00PM or during school hours on a subsequent day. The phone or smartwatch will not be returned to the student.
- If the phone or smart watch is confiscated more than once, additional consequences will be given.
- If a student is caught using another student's phone, discipline will be administered as deemed appropriate by the administration.

ACA accepts no responsibility for use, breakage, theft or loss of cell phones or other personal items.

CHROMEBOOKS

Chromebooks are given to each student in grades 7-12. The Chromebooks are the property of ACA but are being entrusted to the care of students for appropriate, school related classwork and homework. If a student damages, loses or breaks the Chromebook they will assume financial responsibility for the Chromebook. All students and parents/guardians must sign, return and abide by the school's Acceptable Usage Policy.

Student usage on the Chromebooks is monitored by Go Guardian and addressed when alerts are sent to administrators. Parents will be notified if the offense is verified.

SOCIAL MEDIA

As members of the Ambassador Christian Academy community, we continuously represent Jesus Christ and ACA whenever and wherever we use online communications (both at school and at home.) This includes, but is not limited to, email, chat, instant- messaging, video calls, texting, gaming, and social media sites. In all our online communication with classmates, teachers, and anyone else inside or outside the ACA community, we will treat others in love and respect as Christ teaches. Any illegal, disrespectful, obscene, or inflammatory language or media, ethnic or racial slurs, bullying, harassment or defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

ONLINE ACTIVITY

Activity on social media sites such as Twitter, Instagram, and Facebook are not allowed at school. The school understands many students have access to these sites outside of school. Students are reminded that regardless of where their post originates, any text, photographs or videos they put on these sites or similar sites which would be obscene, derogatory to the school or the school community, or threaten, demean, or target students or faculty is prohibited and will be subject to school disciplinary action and may be referred to local law enforcement agencies.

RECORDING DEVICES

Unless given permission by a teacher or administrator, students may not use any recording devices on the school grounds. This includes transmitting images, taking photographs with a phone, camera or other recording device, or using any electronic device on an audio or video record setting.

DIGITAL DEVICE USAGE

While not comprehensive (see AUP - Acceptable Use Policy - for more details), the following list identifies uses of a digital device for which a student could face disciplinary action ranging from loss of use privilege to expulsion from the school depending on the severity of the infraction:

- Unapproved recording (audio and/or video) or photography of individuals at any time on campus
- Unapproved communication between devices – whether social or academic in nature
- Access to unapproved websites at any time while on campus
- Playback of unapproved or inappropriate material (audio and/or video) at any time while on campus
- Non-academic usage of a digital device during an academic class

ADDITIONAL POLICIES

GUNS AND WEAPONS

For the protection of our students and staff, our security personnel open carry. Other than for security personnel, Ambassador Christian Academy does not allow guns, knives, weapons or their facsimiles on campus. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of facsimile which may result in suspension or dismissal at the discretion of administration.

SUBSTANCE ABUSE

ACA provides a safe environment in which our students can grow spiritually and academically. The use of illegal drugs by any student or faculty member is strictly prohibited. Drug tests will be required for those students who show signs of drug use. These tests (administered at the cost of the parent/ guardian) will be administered off-site and required the same day the suspicion of use is addressed by the administration. A student who is asked to participate in a drug test will not be able to return to school until the results of the test conclusively clear the student of wrongdoing and a meeting is scheduled with the Head of School, student, and parent/guardian(s). A positive drug test will lead to separation from the Academy. Refusal to take the test or share test results will be considered an admission of guilt and will lead to separation from the Academy.

Ambassador Christian Academy will not tolerate the buying, selling or other transfer of drugs and/or alcohol; such actions will result in the dismissal of the offending student(s). Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at ACA. Although consumption is an offense which warrants expulsion, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the principal and Head of School.

SEARCH AND SEIZURE

To maintain order and discipline and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. ACA reserves the right to invite the Monmouth County Sheriff's Department or the Wall Township Police Department or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession.

Personal Searches: A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent/guardian's permission or the student's permission. Enrollment of the child constitutes parent/guardian consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents/guardians will be phoned and must come to school to perform the search. If the parents/guardians fail to come to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend ACA will be revoked. If a phone is confiscated, the administration reserves the right to review the phone's content for any reason.

Locker Searches: Student lockers are the property of Grace Bible Church (GBC) and remain at all times under the control of the GBC and ACA; however, students are expected to assume full responsibility for the security of their lockers. ACA exercises exclusive control over school property, and students should not expect privacy regarding

items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.