



*Accelerated Learning and Christian Living  
For Elementary School Children in Greater New Haven  
Kindergarten through Fourth Grade*

## **Parent Handbook of Policies and Procedures**



**Operating Since 2007**

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**All Nations Christian Academy  
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**All Nations Christian Academy  
Parent Handbook of Policies and Procedures**

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## MISSION STATEMENT

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The mission of All Nations Christian Academy is to provide a safe, nurturing, Christ-centered environment where children can develop to their full potential academically, socially, and spiritually.

## CORE VALUES

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We believe that...

- Children are God's gift to us.
- Educating children is a calling from God.
- All children can achieve success in a positive and affirming class environment.
- All children can be motivated to learn.
- All children have great potential.
- Children learn best in a peaceful, structured, and joyful environment.
- Children naturally love to learn.
- Children want to cooperate with adults who respect them.

## GOALS

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**School Environment** - To provide a safe, supportive, and nurturing atmosphere in which every child is able to learn without hindrance and express his or her creativity freely.

**Academic Achievement** - To enable every child to reach his or her highest level of academic achievement, using high-quality curricula in a regular setting of small-group learning and individualized instruction.

**Spiritual Growth/ Character Development** - To introduce every child to life in Jesus Christ through a daily program of prayer, praise, and Bible study, with special emphasis on bearing the fruit of the Holy Spirit (love, joy, peace, patience kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22).

**Creative Arts** - To motivate every child toward freedom in self-expression and the development of an early love of music, drama, and art.

**Technology** - To provide every child with fundamental skills in computer usage, including typing and internet searching, employing age-appropriate programs and websites for learning.

**Physical Fitness** - To engage every student daily in a multi-faceted program of physical fitness, including guided activities for the development of motor skills and teamwork, as well as ample periods of recreational free play.

**Community Support** – To involve parents, teachers, administrators, and students in regular fellowship for community support and mutual learning.

**Evaluation** – To create an environment of the regular evaluation of outcomes, both for students in their personal development and for the school community as a whole through vehicles of open communication.

### STATEMENT OF FAITH

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We believe that "all Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the people of God may be thoroughly equipped for every good work" (2 Timothy 3:16).

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, he now is our High Priest and Advocate (John 1:1; Luke 2:35; 1 Corinthians 15:3-4).

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict the non-believer, to regenerate the believing sinner, and to indwell, guide, instruct and empower the believer for godly living and service (John 15:26; John 16:8).

We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (Genesis 1:27; Romans 5:12).

We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds of justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers (John 3:3; John 1:12; John 3:16).

We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been born anew by the Holy Spirit and are united together in the body of Christ of which He is the Head (1 Corinthians 12:12-14).

We believe that the teaching of Scripture is the normative ethical framework and guideline in human relationships (Genesis 2:24; Romans 1:18-32; Ephesians 4:32).

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We believe in the personal and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer (1 Thessalonians 4:13-18).

We believe in the bodily resurrection of the dead and that the believer will live in everlasting blessedness and joy with the Lord (1 Corinthians 15:51-54).

**PROGRAM PHILOSOPHY**

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We believe that the care and education of a child are a parent's most important consideration. Parents should feel at ease and confident about the place where their child spends their day. Daily interaction with the loving, caring educators who work at All Nations Christian Academy can positively influence your child's future. We strive to meet the cognitive, social, and emotional growth of each individual child in a caring and supportive atmosphere.

The Academy welcomes families with and without a background in Christian faith. There is no requirement that parents sign a Statement of Faith in order to enroll their children. That said, the Academy is a Christian school, fully engaged in biblical teaching. The success of our program is enhanced significantly when parents are supportive to our educators to ensure that the children are receiving a consistent message at home and at school.

All Nations invites our students to a personal relationship with Jesus Christ as Lord and Savior. Our daily program includes memorizing God's word, prayer, praise, and Bible study, with an emphasis on producing good works and godly behavior in the power of the Holy Spirit.

**"Blessed are the peacemakers for they shall be called children of God" (Matthew 5:9).**

It often seems like conflict and disagreement are unavoidable in this life. Serious, divisive conflict is everywhere - within families, in the church, and out in the world. And it can seem impossible to overcome its negative force in our lives. At The Academy we are helping children acquire the skills they need to become peacemakers in their school, in their homes, in their communities and in the world at large. It is our hope and prayer that our students will be people of outstanding character who will bring God's light and healing power on this broken world.

**"Small is the gate and narrow the road that leads to life, and only a few find it" (Matthew 7:14).**

In choosing a Christian school, parents are making the intentional decision to separate their child from the influences of the secular teachings in the public schools. Our students are taught that happiness, success, and fulfillment can only be achieved through a life with Jesus. All Nations is a place where children are taught that living a Godly life requires making difficult choices.

**"The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law" (Galatians 5:22-23).**

At All Nations molding a child's character in the likeness of Christ is as crucial a goal as helping them achieve academic excellence. While the world seeks to teach children to work hard in order to achieve material success, we teach our students to press into Jesus Christ, trusting His Spirit will bear abundant fruit in their lives. Ultimately, God will fulfill His purpose for the children according to His divine plan carried out in grace and mercy.

**"There are different kinds of gifts, but the same Spirit distributes them" (1 Corinthians 12:4).**

At All Nations we do not subscribe to the secular "cookie cutter" approach. On the contrary, we strive to teach the children to do "their very best" applying the self-control that the Holy Spirit has given them. We recognize that children have different skills, abilities, interests, and rate of development. We strive to motivate them to work to their full potential, allowing them to go at their own pace and celebrating their efforts.

**"Children, obey your parents in the Lord, for this is right" (Ephesians 6:1).**

We believe that achieving success in life requires submission to authority. At All Nations children are taught that God has entrusted parents for the care of their children. In order to glorify God, children must obey their parents. If children do not learn to be obedient to their parents, they will not be willing to obey God, or any other authority figures. Children who do not submit to authority will have a difficult time following the law, respecting public officials, and interacting with their employers.

**"The Lord disciplines the one he loves, and chastises every son whom he receives" (Hebrews 12:5-6).**

We believe that children thrive in an environment where there is structure and discipline. At All Nations children are expected to follow the rules and be obedient. Teachers are expected to clearly communicate the rules to the students and give lots of opportunities for practice in order that good habits may be formed early.

**"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4).**

At All Nations we believe that authority figures should carry out discipline in ways that are fair, firm, and loving; exercising self-control and patience at all times. Whenever possible, refer to Bible verses to kindly redirect the child.

**"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things" (Philippians 4:8).**

"Actions speak louder than words." In order to teach our students how to live godly lives, our educators apply Christian principles to their daily interactions with the children.

### **COMBINED CLASSES**

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Our classes have no more than eight students to a teacher. Smaller groupings for reading and math are designed based on the needs and skill level of the students.

Children are assigned to reading groups, math groups, and classrooms based on their cognitive ability and skill level, so they will have the best possible chance of succeeding academically. These groupings are often composed of children of different ages. Combined classes afford the teachers more flexibility to help the children who struggle and also challenge those who have more skills. The combinations of classes vary depending on the ages and skill levels of the children in each academic year.

When it is time for your child to move to a different leveled grouping or new classroom, you will be given notice and the teachers will propose a plan for transition to the new grouping/classroom. Whether a child transfers to another classroom or another educational setting, we will work to ensure a smooth transition. Upon your written request, we will transfer your child's records to another school.

### **SPECIAL EDUCATION**

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Our educational approach is based on small group instruction. We believe that children have the best possible opportunity to thrive academically if they are taught in a small group setting where they have frequent eye contact with their teacher, and numerous opportunities for asking questions and sharing with their peers. Teachers have plenty of opportunities to walk around the room, check the student work and provide some individual support to each student. Teachers are expected to prepare Individualized Educational Goals (IEG) for all their students. The IEGs enable teachers to effectively monitor and report student progress, as well as provide the necessary academic and social skills. While this resembles the "Special Education model," our program is not designed for children

with disabilities such as autism or severe ADHD. Students with special needs are accepted on a case-by-case basis for a probationary period of up to three months.

## TEACHER QUALIFICATIONS

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Our teachers are qualified Christian educators chosen for their genuine love for children, academic qualifications, teaching ability, and spiritual maturity. They must be faithful believers and active members of a local church (of any Christian denomination).

## CURRICULUM

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**Language Arts** - Strong emphasis is placed on word recognition, vocabulary development, comprehension, word study skills, oral reading, and rich children's literature with a variety of fiction and non-fiction selections. We use research-based, scientifically-tested curricula which meet state standards and offer a well-balanced approach of phonics, comprehension, critical thinking, creative writing, spelling and grammar. The language arts curriculum offers explicit, systematic instruction and research-proven routines that meet or exceed standards of state-mandated and national assessments.

**Cursive Writing** - Our students begin learning cursive writing in second grade. Research suggests that printing letters and writing in cursive activate different parts of the brain. Learning cursive is good for children's fine motor skills, and writing in longhand generally helps students retain more information and generate more ideas. Studies have also shown that kids who learn cursive rather than simply manuscript writing score better on reading and spelling tests, perhaps because the linked-up cursive forces writers to think of words as wholes instead of parts.

**Mathematics** - Our curriculum goal for mathematics is to prepare students for mastery of concepts. Concept development, computational skills, problem solving, and investigation are taught through a multi-sensory approach. All concepts are taught for "mastery." Our students are prepared to meet or exceed standards on state-mandated, and national assessments.

**History and Social Studies** - The Academy seeks to introduce our elementary students to world geography and the historical movements of humanity. This includes basic knowledge of important persons of the past in their historical contexts and the fundamentals of countries and their political systems, with special emphasis on the United States of America.

**Science** -Our elementary science program allows students to develop problem-solving skills that empower them to participate in an increasingly scientific and technological world. Our students are involved in first-hand exploration and investigation and inquiry/process skills

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are nurtured. Our curriculum fosters positive attitudes towards self and society, as well as science. A variety of presentation modes are used to accommodate different learning styles, and students are given opportunities to interact and share ideas with their peers. The scientific contributions of individuals from all ethnic origins are recognized and valued. Other subject areas are infused into science. Inquiry skills and positive attitudes are modeled by all the teachers.

**Art and Music Programs** - The art and music programs combine skill development with creative expression. A strong emphasis is placed on singing and playing rhythm instruments. The students are taught many Christian praise songs and selected other songs that directly correlate to the curriculum.

In the spring, the students display their best art work in an Art Exhibition for the community. This is a joyful celebration of the children's abilities, effort, and creativity. A Christmas program and a spring show are held every year in December and April, respectively. Also a Year-End Celebration and Graduation is held at the end of the year. These events are mandatory for all students

**Physical Education** - Students enjoy fitness activities, informal sports, and recess and in the Academy's own outdoor playground throughout the year (except in inclement weather). The Academy also has access to nearby ball fields where the older children can take advantage of greater space. All students engage in indoor/outdoor games that teach sportsmanship skills, coordination, and following directions.

**PARENT NIGHTS**

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Parent Nights are generally scheduled on the fourth Tuesday of the month from 5:30 PM to 7:30 PM. The goal of the Parent Night is to provide encouragement and support to the parent community through lively discussions about child rearing and Christian education best practices. Some of the Parent Nights are dedicated to the recognition and celebration of the students' progress. The evening ends with a potluck supper. Child care is provided during the discussion part of the program. The children join their parents for the potluck supper.

**SCHOOL CALENDAR**

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The Academy follows the calendar of the New Haven Public Schools (NHPS) for all holidays and vacations. The number of student days is closely aligned with the NHPS. The Academy has no half-days. Where NHPS has a half-day scheduled, the Academy will be open all day. Parents will be notified if busing service on those days is affected.

## ENROLLMENT

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The Academy admits children who are ready for kindergarten (4- 5 yr. olds) through fourth grade (9 yrs. old). A child must be 5 years of age by December 31 in order to be enrolled that same year.

Due to our limited capacity, we are not able to accommodate children with severe physical, cognitive or social/emotional impairments.

Interested parents should schedule an interview with the directors to see the school and receive an application package. Once the completed application package is approved by the directors, the parent will schedule a time to bring the child for an academic assessment with the Academic Director. Pending the approval of the directors after that meeting, the parent will receive a Parent Contract outlining the parent's responsibilities to enroll the child. The parent is asked to schedule a final appointment with the directors to review the Contract. Only when the Contract is signed is the child's place in the school reserved for the coming year.

Parents should be aware that new students enter the Academy on a probationary basis of up to two months. Though every effort is made to prevent it, the Academy reserves the right to dismiss a student when it is in the best interest of the community as a whole.

To apply for enrollment, the following items must be submitted:

1. Completed and signed Application Form
2. \$35.00 registration fee (non-refundable)
3. Media Release Form
4. Pre-School/School Records Release Form (if applicable)
5. Parent questionnaire
6. Copy of the child's most recent report card (if applicable)

After all the interviews are conducted and assessments are completed, if the child is accepted in the school, a Parent Contract will be mailed out to the parent.

Immunization records and a health assessment, signed by a physician, must be received within the first 30 days from the child's start date in order to continue enrollment.

Parents are required to notify The Academy immediately, should any of the information collected at the time of enrollment changes thereafter.

## TUITION

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Annual tuition is \$5,500. Academy scholarships of up to \$2,200 are offered based on financial need. Additional scholarships may be available. Tuition installment payments as

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agreed upon in the Parent Contract are due by the first of the month from August through June in the academic year.

Parents must submit a copy of their most recent 1040 IRS form, or another adequate statement of proof of income, in order to be considered for any form of scholarship. Payments can be made by cash, personal check, bank check, or money order. All checks should be made payable to "All Nations Christian Academy." Non-cash payments can be placed in a sealed envelope and dropped in the school mail box. Cash payments must be hand delivered to a director.

**ADDITIONAL FEES**

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A fee of \$20 is charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by bank check or money order.

A fee of \$10 may be added for payments made after the 1st of the month. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

**ARRIVAL PROCEDURES**

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Arrival time is 8:00-8.15 AM. Children are considered tardy if they arrive after 8:15 AM. Students may be transported by school bus or dropped off by an adult in front of the school. Parents are required to notify the Academy staff of any special instructions or needs for the child's day. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health concerns and/or any general issues of concern which the Academy staff should monitor throughout the day.

**NOTIFICATION OF ABSENCE**

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Parents are required to inform the school by 9:00 AM if a child will not be at the school on a scheduled day. If your child is ill, we request that you notify the school not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we request that you inform the school of the diagnosis in a timely manner, so that the parents of other children may be notified. Once again, only the communicable disease information will be shared. The Academy will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the

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reason for your child's absence from school. Parents who know in advance that a child will be late are required to notify the school by 9:00 AM.

**PICK UP PROCEDURES**

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Dismissal time is 3:30 PM. Adults picking up should wait for the children in their cars or on the sidewalk outside the front of the school.

**LATE PICK-UP**

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A late fee of \$5.00 may be charged for every 15-minute increment after 3:45 PM.

**PERSONS WHO APPEAR TO BE UNDER THE INFLUENCE OF DRUGS/ALCOHOL**

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The staff of The Academy will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The Academy will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child, and appears to the staff of The Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of The Academy will contact the child's parents, local police and Child Protective Services to notify them of the situation.

**EMERGENCY/ALTERNATE PICK-UP INFORMATION**

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On the Application Form parents are expected to specify whom they will permit to pick up children at the end of a school day. It is the parent's responsibility to revise this information as needed. If an adult who does not appear on that list comes to pick up a student, and the parent cannot be contacted, the Academy reserves the right to refuse the pick-up.

On the Application Form parents are expected to provide alternative adult contacts in the case of an emergency. It is the parent's responsibility to revise this information as needed. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

The Academy reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact List for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s)

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to inform each person on the Emergency/Alternate list of the policies/procedures contained herein.

**BUS TRANSPORTATION**

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The New Haven Public Schools System offers transportation to New Haven residents. The Academy is responsible for submitting transportation requirements to the New Haven Public Schools (NHPS) prior to the beginning of the school year. Transportation requests and updates take two to three days to be processed by the NHPS. The student's family will need to transport the child to school until a bus schedule and route is received by All Nations and communicated to the parent.

**SCHOOL UNIFORMS**

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Students are required to wear the school uniform every day. For boys, the proper uniform consists of a burgundy polo with embroidered logo, and navy or black pants. For girls, the proper uniform consists of a burgundy polo with embroidered logo, and navy or black pants, skirts or skorts. Girls must wear shorts under their skirts. Girls may also wear plaid skirts and jumpers provided by our uniform provider French Toast. All clothing items must be clearly labeled with the child's first and last name.

Shoes with rubber soles or sneakers are required every day for participation in recess and gym classes. Children are not permitted to wear open toed, and/or open backed shoes. Sandals, flip-flops or CROCS are not permitted.

During fall and winter all students should wear a long-sleeved uniform polo or a long-sleeved T-shirt under their short-sleeved polo. A school jacket is also suggested for indoor/outdoor use on cool days. Coats, hats, gloves, scarves and winter boots must be provided in the winter months.

Polos and other accessories are purchased at [www.frenchtoast.com](http://www.frenchtoast.com). Our school source code is: **QS5LDAE**.

The Academy is not responsible for lost or damaged items of clothing.

**JEWELRY**

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Children are discouraged from wearing jewelry of any kind. It is a distraction and sometimes even a safety hazard for your child as well as the other children enrolled in the program. The Academy will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

**HAIRSTYLES**

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Boys are expected to wear their hair clean, and neat, and away from their face. Boys are not permitted to wear Mohawks or hair designs of any kind. Girls with long hair should wear it up, with bangs away from the face.

**PARENT CONDUCT**

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It is expected parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times.

Parents and other adults visiting The Academy are expected to treat our surrounding neighbors with utmost respect and courtesy, and to abide by traffic and parking rules at all times. Handicap parking spaces should be occupied only by drivers with authorized permission.

**Open communication** - At All Nations parents are expected to fully support the school's educational philosophy and teacher recommendations in order to ensure the children's overall success with our program. When conflicts or concerns arise, parents are expected to voice their concerns with the administrators in order to allow us to address issues in a timely manner. We are always open to improving our policies and procedures and welcome parents' suggestions.

**EMERGENCY CLOSING AND INCLEMENT WEATHER**

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In the event of closure due to inclement weather or unforeseen emergency, parents will be notified of the closing by checking listings on News 8 WTNH for New Haven Public School closings and delays. Our school does not close in the middle of the day. If a storm develops after the school day has begun, parents are permitted to pick up their children at their own discretion. If the NHPS close early, bus transportation will be canceled for All Nations, and our students will need to be picked up by their parents. An effort will be made by the Academy to communicate with parents any changes regarding bus transportation.

**CONFIDENTIALITY**

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Confidential and sensitive information will be shared only with employees of the Academy who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents as the Academy strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, contact information,

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disability information or other health related information of anyone associated with the Academy.

Outside of the Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the Academy, persons with whom the information will be shared, and the reason(s) for sharing the information.

Parents may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate. Concerns may be communicated to the directors. Our confidentiality policy protects every family's privacy. Academy employees are prohibited to discuss personal information about other children with anyone outside the staff.

A record of significant communication with parents is entered in a Parent Communication Form and filed for safekeeping.

**MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/NEGLECT**

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All staff members of The Academy are considered mandated reporters under this law. Academy staff members are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at All Nations Christian Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interests of all children.

As mandated reporters, the staff of The Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Transporting a child while under the influence of illegal drugs or alcohol
- Children who exhibit behavior consistent with an abusive situation
- Excessive number of absences

**COURT ORDERS AFFECTING ENROLLED CHILDREN**

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In cases where an enrolled child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), parents must provide the Academy with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed, unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with The Academy administration, both parents shall be afforded equal access to their child as stipulated by law. The Academy cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, the Academy suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, The Academy is obligated to follow the order for the entire period it is in effect. Employees of The Academy cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. The Academy will report any violations of these orders to the court.

**PARENT'S RIGHT TO IMMEDIATE ACCESS**

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at The Academy as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) The Academy must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with The Academy, both parents shall be afforded equal access to their child as stipulated by law. The Academy cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, The Academy suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The Academy staff will contact the local police should a conflict arise.

### **BREAKFAST AND LUNCH**

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All Nations does not provide breakfast or lunch. Children should bring a hot or cold lunch, snack, a juice, and a water bottle. They should also bring napkins and utensils. If necessary, lunches can be heated in a microwave.

### **BIRTHDAYS**

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We celebrate the birthdays of all students and teachers in a monthly gathering during a selected school day. Parents may contribute to the provision of refreshments for the monthly celebrations.

### **GRADUATION/AWARD CEREMONY**

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A Graduation/Award Ceremony is held on a Saturday at the end of the school year. All students and parents are expected to participate.

### **DISCIPLINE POLICY**

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The Academy is characterized by order and friendliness. Students are taught respect for one another, for those in authority, and for personal property. Student problems are identified before they become serious and individual help is given to assist each child to reach his or her full potential.

At All Nations Christian Academy we believe that keeping children actively engaged in their learning decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting clear and consistent expectations fosters the child's ability to become self-disciplined and motivated, which is our ultimate goal. We address negative behaviors with reminders and discussions of God's Word and the six pillars of character. Children who misbehave are redirected firmly but lovingly.

We do not ignore negative behaviors. We also believe that stickers and other rewards do not make a long-term positive impact on a child's character and do not foster intrinsic self-motivation. In addition, stickers and rewards serve as punishments for children who do not receive them. A system of rewards is not an effective tool for discouraging negative behaviors. For this reason rewards and stickers are used very sparingly and thoughtfully in our school.

There are times when a child needs to be removed from a situation and given time to reconsider their actions and make amends with the other parties involved. All Nations does

not use corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment.

### **INCIDENT REPORTS**

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An "Incident Report" is a form used to communicate to parents the details of any physical incidents or altercations that occur between two or more children (even when no serious injury has occurred). A copy of the Incident Report should be sent on the same day of the incident, to all the parents of the children involved. If the incident resulted in a serious injury, or if the incident was of a sexual nature, the parents will be summoned to the school for a meeting with the principal. The details of the incident will be communicated to the parents by the director of All Nations. The parents will also receive a hard copy of the Incident Report.

### **BEHAVIOR MODIFICATION PLANS**

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If a child's negative behaviors present a serious and or frequent disruption to the school environment, a "Behavior Modification" plan will be implemented in collaboration with the parents. If the Behavior Modification Plan does not present the desired result within a reasonable amount of time (to be determined at the discretion of the school administrator in collaboration with the parent), a written "Warning of Potential Dismissal" may be issued. If the behaviors continue to persist, the child will be expelled from the school. This decision will be promptly communicated in a meeting with the parent. If the parent is unwilling to attend the meeting, the decision will be communicated via email, followed by a letter.

### **GROUNDS FOR EXPULSION**

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At All Nations we believe that all children are like the lost sheep, needing God's individual care and gentle guidance. Due to our school's small capacity we are not able to reach countless lives, but we are radically changing the lives of a few.

In order to protect the children under our care and promote a peaceful and wholesome educational environment, egregious behaviors cannot be tolerated. Such behaviors include, but are not limited to:

- tantrums or frequent outbursts
- bullying
- physical or verbal abuse of other students, teachers, or any other staff
- inappropriate touching or fondling of other students or staff
- obscene gestures or exposure of private parts
- foul language

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- encouraging other students to engage in any of the activities above

The Academy is committed to working with the children and their families to bring about the necessary behavior modifications. However, if the child's behavior disrupts school order or endangers the student community, the school reserves the right to expel the child.

**GRATITUDE IN ALL THINGS**

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The Academy is grateful to God for every child, parent, teacher, and staff member that He has assigned to join the community. We thank God for the commitment of parents who make sacrifices to place their children in our care. "For everything God created is good, and nothing is to be rejected, if it is received with thanksgiving, because it is consecrated by the word of God and prayer" (1 Timothy 4:4).