



Parent-Student Handbook

2017 - 2018

Mission Statement

Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

Arma Dei Academy is a member of the Association of Classical Christian Schools

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Appendix A – Uniform Policy

School Song "NON NOBIS DOMINE" Psalm 115:1

Non Nobis, Domine, Domine (Not Unto Us, O Lord, O Lord)
Non Nobis, Domine (Not unto us, O Lord)
Sed Nomini, Sed Nomine (But to Your Name)
Tuo da Gloriam (Be Glory) Psalm 115:1

School Hymn "Be Thou My Vision" Dallan Forgail (8th Century)

Be Thou my Vision, O Lord of my heart;
Naught be all else to me, save that Thou art
Thou my best Thought, by day or by night,
Waking or sleeping, Thy presence my light.

Be Thou my Wisdom, and Thou my true Word;
I ever with Thee and Thou with me, Lord;
Thou my great Father, and I Thy true son;
Thou in me dwelling, and I with Thee one.

Be Thou my battle Shield, Sword for the fight;
Be Thou my Dignity, Thou my Delight;
Thou my soul's Shelter, and Thou my high Tower:
Raise Thou me heavenward, O Power of my power.

Riches I heed not, nor man's empty praise,
Thou mine Inheritance, now and always:
Thou and Thou only, first in my heart,
High King of Heaven, my Treasure Thou art.

High King of Heaven, my victory won,
May I reach Heaven's joys, O bright Heaven's Sun!
Heart of my own heart, whatever befall,
Still be my Vision, O Ruler of all.

School Scripture "Ephesians 6:10-20" English Standard Version (ESV)

The Whole Armor of God

10 Finally, be strong in the Lord and in the strength of his might. **11** Put on the whole armor of God, that you may be able to stand against the schemes of the devil. **12** For we do not wrestle against flesh and blood, but against the rulers, against the authorities, against the cosmic powers over this present darkness, against the spiritual forces of evil in the heavenly places. **13** Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. **14** Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, **15** and, as shoes for your feet, having put on the readiness given by the gospel of peace. **16** In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; **17** and take the helmet of salvation, and the sword of the Spirit, which is the word of God.

1. General Information

1.1. Vision

- 1.1.1. Students** - Arma Dei Academy aims to graduate students, who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so in joyful submission to God. The school strives to build a legacy of intelligent and thoughtful leaders who will pursue a purposeful life marked by truth.
- 1.1.2. Faculty** - Arma Dei Academy purposes for faculty and staff to be professional and diligent in their work, gifted in teaching, and loving of the students and the subjects they teach. Faculty should clearly understand the application of classical Christian education within the classroom, possess a lifelong hunger to learn and grow, and have opportunity to be refreshed and renewed. Existing faculty will coach and nurture new faculty serving as academic mentors to students as they mature in Christ and grow in the knowledge of God.
- 1.1.3. Parents** - Arma Dei Academy endeavors to cultivate within the school parents a sense of loyalty toward the school; seeing them well informed about the goals of the classical and Christ-centered approach. They are encouraged to be involved and invested in the school. Arma Dei Academy aims to help families follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to be quick to embrace the scripture's injunctions to encourage and stir up one another to love and good works.
- 1.1.4. Community** - Finally, in relationship with the community, Arma Dei Academy aims to be above reproach investing in and bettering the surrounding communities. This will be undertaken by exemplifying the unity of the body of Christ, developing greater fellowship and understanding with local churches, and bringing honor to the Lord Jesus in all endeavors.
- 1.1.5. Resources** - As God enables, Arma Dei Academy aims to provide students with the facilities and resources needed to accomplish all of the above for his glory through submitting totally to him, acknowledging that only he can empower and equip the school for such a task.

1.2. Mission

- 1.2.1.** Our mission is to glorify God by providing an excellent classical Christian education founded upon a biblical worldview which equips students to live purposefully and intelligently in service to God and others.

1.3. Value Statement

- 1.3.1.** Arma Dei Academy strives to cultivate an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of God's truth.

1.4. Statement of Faith

- 1.4.1.** The Statement of Faith adopted by the Board of Directors of the corporation is limited to primary Christian doctrine, which is considered central to all Christian denominations and which sets Christianity apart from other faiths. The corporation is based on traditional Christian and Orthodox beliefs and, therefore, believes it is best for all concerned that employment and admission be open only to those who adhere to traditional Christian and Orthodox beliefs. For our purposes a Christian confesses with his mouth and believes in his heart that Jesus is LORD; He died for her/his sins, and that God raised Jesus from the dead. (Romans

10:8-10). The Head of School shall operate a school that will closely adhere to the following Statement of Faith:

- 1.4.1.1.** We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice. We believe the Bible alone to be the word of God, the authoritative and final standard for belief and conduct.
- 1.4.1.2.** We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. God is omnipotent; that is, He can do all things. God is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. God is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- 1.4.1.3.** We believe that God immutably creates each person to reflect his image as male and female and that God looked at everything he had made, and he found it very good (Genesis 1:1, Genesis 1:31, Deuteronomy 6:4, John 10:30). We believe that marriage was instituted by God, is the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin (Mark 10:6-9).
- 1.4.1.4.** 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 (Matthew 1:18, John 1:29, Acts 2:22, Romans 3:24-25, Romans 8:34, 2 Corinthians 5:21, Ephesians 1:20, 1 Peter 1:3, 1 Peter 1:19-20, Revelation 1:5-7).
- 1.4.1.5.** We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (John 3:3-8).
- 1.4.1.6.** We believe that salvation is by grace through faith alone and not by works (of any kind) that no one may boast (Ephesians 2:8-9).
- 1.4.1.7.** We believe that faith without works is dead (James 2:17).
- 1.4.1.8.** We believe in the present ministry of the Holy Spirit, and the gifts of the Holy Spirit (1 Corinthians 12), by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).
- 1.4.1.9.** We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation and separation from God (1 Thessalonians 4:16-17, 2 Thessalonians 1:9).
- 1.4.1.10.** We believe in the spiritual unity of all believers in our Lord Jesus Christ (John 17:20-23).
- 1.4.2.** The above are the foundational beliefs upon which the school is based. They are the key elements of Christianity and will be unapologetically taught in various ways through all grade levels. All Directors serving on the Board and school staff must subscribe to these foundational principles. This Statement of Faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible word of God, speaks with final authority, concerning truth, morality, and the proper conduct of all mankind, is the sole and final source of all that we believe. For the purpose of school doctrine, practice, policy, and discipline, the Board of Directors is the school's final interpretative authority on the Bible's meaning and application (2 Timothy 3:16).

1.5. The Apostles' Creed

I believe in God the Father Almighty,
Maker of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, dead, and buried;
he descended into hell.

The third day he rose again from the dead.
He ascended into heaven,
and is seated at the right hand of God the Father Almighty.
From there he shall come to judge the living and the dead.

I believe in the Holy Spirit; the holy *catholic church (*universal),
the communion of saints,
the forgiveness of sins,
The resurrection of the body,
and the life everlasting. Amen.

1.6. Portrait of a Graduate

- 1.6.1. The Arma Dei Academy graduate evaluates their entire range of experiences in the light of the Scriptures while doing so in joyful submission to God. They think clearly and critically while listening carefully with discernment and understanding. The graduate strives to exhibit Christ-like character and is honest, humble, respectful, thoughtful, and well mannered. They are able to articulate what they are thinking and have a love for learning. Equipped with leadership qualities, the graduate is ready to experience the next educational endeavor with a wealth of knowledge, confidence, and biblically sound thinking.

1.7. Like Mindedness

- 1.7.1. Arma Dei Academy welcomes like-minded families who share similar goals in training their children in the nurture and admonition of the Lord. Families who attend the academy value God's word, cultivate the affections of their children's hearts, and encourage their development of soul, body, and mind.
- 1.7.2. Arma Dei Academy has developed a climate and culture of families pursuing academics and discovery, the value of the written word, and the notion that readers are leaders.
- 1.7.3. Academy board members describe like-mindedness as families sharing common goals united in shared values and priorities. Families are encouraged to build community by opening their homes and hearts to each other, participating in school activities, and serving one another when needs arise.

1.8. Nondiscrimination Policy

- 1.8.1. Arma Dei Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its' educational policies,

admissions policies, financial assistance, athletics, or any other school administered programs.

1.9. What to Expect

It is the academy's desire to present as accurate a picture as possible of what to expect when a student enrolls with Arma Dei Academy. This is truly a partnership, and the academy wants this to be a great fit. A family can expect the following from Arma Dei.

- 1.9.1. **All of life and learning is studied with a biblical worldview.** We believe and teach that God is imprinted on every leaf, present in every subject, and should be explored in every class. Bible class is taught at each grade level. Arma Dei intentionally aims to acknowledge God as creator, and is involved in every aspect of learning and living. Students will study the history, literature, fables, mythology, and religions over many time periods acknowledging that man seeks explanations to his existence found only in the one, true God.
- 1.9.2. **Applying God's word in all issues of conduct is our aim.** While scripture is taught in all classes, we also teach students how God's word applies to every issue in their lives. Our standards for behavior are derived from scripture and we view it as relevant to all of life. Students, parents, and staff alike are expected to handle conflict in accordance with Scripture.
- 1.9.3. **Reading and learning is vitally important to the family.** Readers are leaders! Valuing all types of literature is important. Students will read extensively. Parents may need to encourage students in their reading, and read aloud. Literary selections are based on quality and depth. Some books may be upsetting, deep, or thought-provoking and many are written by secular authors. These are often the most meaningful; teaching students to think through issues biblically. This is a distinctive of classical Christian education. When students encounter truly depraved characters in literature, parents and teachers are encouraged to help students examine good and evil with the purpose of gaining wisdom.
- 1.9.4. **Understanding the history and importance of classical Christian education in-light-of current, progressive, public education is fundamental.** The trivium orders learning in conjunction with the child's developing body and mind. The grammar level lays an early foundation of learning. The logic level emphasizes the connectivity of the subjects and learning at the rhetoric level systematically teaches students the forms of clear and creative speaking. Classes and curriculum at each level move from the concrete to the abstract. Parents are encouraged to continue to educate themselves about classical Christian education.
- 1.9.5. **Memorization is valued at home.** Especially at the grammar level, memorizing is an important aspect of learning to the point of mastery. Through memorization, students will learn history, geography, English grammar, bible facts, and science. Facts committed to memory at the grammar level will be utilized again at each subsequent stage of learning.
- 1.9.6. **Gaining wisdom and knowledge is the most important outcome of education.** Since the goal of education must always be knowledge and wisdom, grades are an indicator of student progress and do not fully represent a student's intrinsic worth. Faculty aims to encourage all levels of learners. Parents are encouraged to look at growth of a student's academic performance over a period of time rather than one particular time period.
- 1.9.7. **Joining like-minded families is key to an effective community.** All families are required to sign and subscribe to a statement of faith. The Arma Dei community is unique as our parents, faculty, and staff work together, utilizing the Bible as the guide to resolving conflict and finding resolution. Members of the Arma Dei Academy community are committed to their faith and learning more about Jesus Christ through devotions, church attendance, and studying scripture.

1.9.8. Parental volunteering is vital! Volunteers are essential to not only foster parent partnership, but to assist the school in saving funds, thus keeping tuition costs as affordable as possible. Volunteers are appreciated and needed and all families are encouraged to volunteer in some capacity.

1.9.9. Family traveling should take place during scheduled academy vacations. During the 33 weeks of scheduled instructional time, class time and homework is a full load and missed classes will be difficult to overcome. Almost five weeks of vacation are scheduled throughout the school year, and we encourage families to take advantage of these times to travel. If you must travel at other times, please make prior arrangements with your teachers and be prepared to have work completed within the allotted time. Significant absences may result in a student's lack of academic success.

1.10. History of Arma Dei Academy

1.10.1. Arma Dei Academy was founded in June of 2012 by four families pursuing an excellent Christian education for their children, but more importantly, for the greater good of generations to come. Their efforts convinced them of the need to provide a classical Christian education, not only for their own children, but also as a ministry to the surrounding communities. As the academy began to become a reality, Mrs. Jennifer Wenger, who would later become a teacher at the academy, suggested the name "Arma Dei." The name means Armor of God in Latin and was chosen by the founding families because classical Christian education supports and encourages students as they learn to put on the whole armor of God (Ephesians 6).

1.10.2. The academy opened in August 2012 with nine students ranging from second to seventh grade, with three full-time teachers, and two part-time teachers. Another student along with two more part-time teachers were added in the ensuing school year. In June 2014 the academy moved into a new 16,000 square foot facility. With a vision for the future and in response to increased interest, a founding family purchased the 6.5 acres adjacent to the existing building and the academy continues to grow for God's glory. In May 2017, Arma Dei Academy completed its fifth year with 132 students and over 20 faculty and staff.

1.11. Educational Philosophy

1.11.1. Arma Dei Academy was established in 2012 as a private, K-8th grade Christian school committed to providing a classical, biblically based education to young people in grammar and logic grade levels. The philosophy, faith commitment, and approach to education is, and must be, different than what is offered in schools established, controlled, and/or developed by humanistic and pluralistic philosophies, as seen in both the non-classical and non-biblically based schools. Therefore, Arma Dei Academy believes that God has given primary responsibility for the education of children to the parents and not to the state or church. In response to the biblical commandment to provide a Christian education to children, and believing that this can best be accomplished in a Christian school, a classical pedagogy and methods are used, as described in but not limited to the following suggested reading list:

- *The Lost Tools of Learning* by Dorothy Sayers
- *The Seven Laws of Teaching* by John Milton Gregory
- *Recovering the Lost Tools of Learning* by Douglas Wilson
- *Repairing the Ruins* edited by Douglas Wilson
- *An Introduction to Classical Education – A Guide for Parents* by Christopher Perrin

While we believe that the Lord in his sovereignty, has and will continue to use many translations of the Bible throughout the world, in an effort to standardize, Arma Dei Academy has chosen to use the English Standard Version (ESV) of the Bible in the classroom, and in all public presentations and

marketing publications.

1.12. Values

- 1.12.1.** All the values that God teaches in his Word are essential for those who have been called by faith to believe on his Son, Jesus Christ. As parents, students, faculty, and staff are called to work together at Arma Dei Academy, the following values are particularly significant in pursuit of the mission and vision of Arma Dei Academy.
- 1.12.2.** **Excellence** - Because of who God is and what he has done for us, all endeavors at Arma Dei Academy deserve our best effort. Excellence is the standard to which we will aspire in all our actions and work. *His divine power has given to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence (2 Peter 1:3).*
- 1.12.3.** **Perseverance** - Things of value are not achieved in the short-term; they require steadfast effort over time. Our efforts to achieve the mission of the academy will be marked with perseverance. *But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing (James 1:25).*
- 1.12.4.** **Joy** - There is no value in joyless effort. May all we do at Arma Dei Academy, be done with Christian joy. *These things I have spoken to you, that my joy may be in you, and that your joy may be full (John 15:11).*

1.13. Enrollment Agreement

- 1.13.1.** Upon enrollment or reenrollment at Arma Dei Academy, both parents are required to sign the enrollment agreement, which legally binds them to their financial obligation for the entire school year. Once signed, this enrollment agreement supersedes and replaces all other written or verbal enrollment discussions.

1.14. The Lost Tools of Learning Chart

- 1.14.1.** The material depicted on the chart on the following page is drawn from the essay *The Lost Tools of Learning* by Dorothy Sayers. It illustrates the applications of the Trivium (grammar, logic, rhetoric) that are used at the academy to envelope a classical Christian education.

Chart derived from *The Lost Tools of Learning* by Dorothy Sayers

| Beginning Grammar "Pre-Polly" | Grammar "Poll-Parrot" | Logic "Pert" | Rhetoric "Poetic" |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Grades K-2 | Grades 3-6 | Grades 7-9 | Grades 10-12 |
| Approx. ages 4-8 | Approx. ages 9-11 | Approx. ages 12-14 | Approx. ages 15-18 |
| <i>Student Characteristics:</i> | <i>Student Characteristics:</i> | <i>Student Characteristics:</i> | <i>Student Characteristics:</i> |

| | | | |
|--|---|---|--|
| <ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative | <ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well | <ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about why? for most things 7. Thinks, acts as though more knowledgeable than adults | <ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic |
| Teaching Methods: | Teaching Methods: | Teaching Methods: | Teaching Methods: |
| <ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 9. Students learn to read | <ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Teach and assign research projects 6. Recitations, memorizations 7. Drills, games 8. Oral/written presentations 9. Students read to learn | <ol style="list-style-type: none"> 1. Timelines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 9. Students read to learn | <ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. work with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers 7. Students read to learn |

1.15. In Loco Parentis

1.15.1. Arma Dei Academy operates as an extension of the family, believing that the education, training, and discipline of children is the responsibility of their parents. The academy partners with parents in educating their children according to the doctrines and principles of classical and Christian education.

Arma Dei Academy will not usurp the parents' God-given authority over the education and training of their children.

1.15.2. During school hours, parents delegate their authority to the faculty, staff, and administration of Arma Dei Academy. Those who exercise authority of any kind over the students do so "in loco parentis" or "in place of the parents."

1.15.3. In an effort to ensure the appropriate health and safety of the students, the academy must have on file the names and phone numbers of both parents of the student, as well as alternate contacts that can be reached immediately in the event of an emergency or illness. This signed document will be on file with the Academy and available to all staff members.

1.16. Grievance Policy

1.16.1. Biblical guidelines for the resolution of disputes and grievances are in operation at Arma Dei Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of the administration of the academy between any two parties connected in a direct way to the academy. This includes students, parents, staff, volunteers, administration, and the board of directors. In all instances of conflict resolution, it is imperative that the parties enter into discussions with a spirit of humility and love with a sincere desire to be at peace with one another.

1.16.2. Arma Dei Academy holds as its primary motive, the reconciliation of believers, according to Matthew 18. The academy will utilize the principles established by Peacemakers and third party counselors from this ministry if needed to facilitate reconciliation. In no event is gossiping about a situation an acceptable alternative.

1.16.3. **If a Brother Sins Against You** - Matthew 18:15-17 ¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

1.16.4. General

1.16.4.1. It is understood that if any disputes arise which are not specifically covered by this policy, the general pattern of procedures established by this policy will be followed (Matthew 18).

1.16.5. Students or Parents to Teacher

1.16.5.1. All concerns about the classroom must first be presented to the teacher by the parents or the student.

1.16.5.2. If the problem is not resolved, the parents or student may bring the concern to the Head of School.

1.16.6. Parents to Head of School

1.16.6.1. If parents have a concern not solved when discussed with their student's teacher, they may bring their concerns to the Head of School.

1.16.6.2. If there is still no resolution, the parents may put their concern in writing. The concern will be passed through the Head of School to members of the board of directors.

1.16.7. Parents to Arma Dei Academy Board of Directors

- 1.16.7.1.** If the parents purpose to put their concern in writing, it will be considered by members of the board of directors at the next regularly scheduled meeting. This board will determine if the issue needs to be dealt with at their policy making level.
- 1.16.7.2.** If the board determines that the issue should not be resolved at their policy making level, the board chairman will notify the concerned parent and inform him or her that it was discussed at the board meeting and that no further action will be taken.
- 1.16.7.3.** If the board determines that the issue should be addressed at their policy making level, the board chairman will notify the concerned parent and inform him or her that it was discussed at the meeting and will relay the next steps to be taken to resolve the issue to the parent and any other party the board deems to be necessary to resolve the conflict in a Christ-like manner. The board, in its sole discretion, may require the parents to attend reconciliation counseling.
- 1.16.7.4.** This procedure also applies to any board members who are acting in their capacity as parents, and not as representatives of the board.

1.16.8. Volunteers to Staff or Administration

- 1.16.8.1.** If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
- 1.16.8.2.** If the problem is not resolved, the volunteer may appeal the decision to the Head of School

1.17. Accreditation

Arma Dei Academy is a member of the Association of Classical and Christian Schools (ACCS). Since ACCS accreditation requires the academy offer Kindergarten through grade 12, accreditation through this or another agency remains a priority for the academy in the future.

2. Organization

2.1. Structure

- 2.1.1.** A board of directors heads Arma Dei Academy. The board employs the Carver policy governance model in its' duties, focusing on the ends and not the means of the academy and approving policies in furtherance of the academy's mission. The board's one employee is the Head of School and may govern through administration limited policies. The board works to adopt strategic initiatives to guide the academy.
- 2.1.2.** The original permanent board members are: Mr. Greg Vigil (Chairman) and Mr. Scott Macdonald (Vice Chairman), both of whom are representatives of the founding families of the academy. The board may also have *ex officio* or non-voting members. The Head of School typically attends board meetings, but does not vote in board decisions.
- 2.1.3.** Meetings are open for anyone to attend, except when private matters are being discussed in executive session.
- 2.1.4.** The board of directors is presently composed of 6 permanent directors and additional term directors.

- 2.1.5. The day-to-day administration of the academy is the responsibility of the Head of School and not the board of directors.

2.2. Association of Classical and Christian Schools

Arma Dei Academy is a member of the Association of Classical and Christian Schools (ACCS). As members, the academy is committed to supporting others as they labor toward common classical and Christian education goals. Find out more about the Association of Classical and Christian Schools by visiting their web site at www.accsedu.org. As budget allows, Arma Dei Academy will continue to send a contingency of teachers and administrators to the annual ACCS conference.

2.3. School Membership in other Professional Organizations

Arma Dei Academy may acquire membership with other professional organizations seeking to further augment the academy's stated mission and that of classical Christian education (e.g. National Junior Classical League, Society for Classical Learning).

3. Educational Programs

3.1. Learning Disabilities

- 3.1.1. Because Arma Dei Academy does not have the personnel to provide special educational services, the school does not admit students with severe learning disabilities or other conditions that prevent regular classroom participation or curricular progress. At the sole discretion of the administration, students with mild disabilities, who can maintain normal classroom behavior, may be permitted to attend classes, participate in school activities, etc., as long as the child's parents are providing any and all needed tutoring, special education, or medical services. Reasonable modifications, such as seating students in the front row or allowing the use of laptop computers may be made for students with mild challenges or disabilities at the discretion of the Head of School.
- 3.1.2. If a student is struggling and testing suggests a tutor is needed to provide additional academic help during the school day, parents agree to employ an Arma Dei Academy approved tutor to aid their student.

3.2. Struggling Students

- 3.2.1. The teacher discusses with the Head of School observations and initial concerns that the student is not able to make adequate and consistent progress within the prescribed grade level. The teacher has reviewed all available testing results, contacting the Arma Dei testing coordinator for additional help if needed.
- 3.2.2. Upon discussion and agreement with the Head of School, the teacher will contact both the parents and the learning specialist requesting an observation of the student, both within the classroom and individually. The learning specialist will begin a file and use a checklist to track process.
- 3.2.3. Following discussion with the teacher, the learning specialist will observe the student and write up the observation, emailing it to the teacher and Head of School. The write up will include recommendations.
- 3.2.4. The teacher, learning specialist, and Head of School will discuss next steps, including appropriate communication with parents. Any accommodations or modifications must be set down in writing and

agreed to by both the parents and the Head of School.

- 3.2.5. Teacher/tutor and parents have regular meetings to determine progress and any needed accommodations. A written record of all meetings will be kept. Any change to previously agreed-upon expectations must be approved by the Head of School.
- 3.2.6. All documentation will be routed through the communications office to be attached to the student's permanent file.
- 3.2.7. Possible alternatives to consider include:
 - 3.2.7.1. Testing through the school district or a private practice
 - 3.2.7.2. Testing results should produce an IEP/ISP.
 - 3.2.7.3. Once results are received, the school will work with parents to determine the academy's ability to implement recommended accommodations and modifications.
 - 3.2.7.4. If accommodations and modifications seem reasonable and attainable by the student's teachers, the teacher should utilize the learning specialist to assist in conformity.
 - 3.2.7.5. The school may determine they are unable or ill-equipped to meet the recommended accommodations or modifications. If this is the case, Arma Dei will provide a resource list of educational alternatives.
 - 3.2.7.6. Tutoring off campus through a private tutor based on recommendations from the academy or diagnostic testing may occur.
 - 3.2.7.7. Therapy on or off campus that was recommended from the academy or diagnostic testing may occur.
 - 3.2.7.8. In-class tutoring provided by a private tutor who has been vetted by the school. The private tutor establishes a working contract with the family and relationship with the teacher of record. Weekly reports are submitted to the parents and teacher.
 - 3.2.7.9. A modified schedule may be considered with student attending fewer classes to maximize the student's progress with their tutor. All modifications will be documented in the permanent record.

3.3. Homework

3.3.1. Fulfilling the goals of a classical education does not necessitate assigning several hours of homework nightly. While being diligent about pursuing academic vigor, we also want to be diligent to encourage our students to live well-rounded lives. Students are with us for seven hours on school days, and the overwhelming majority of their work should be completed in that time. Evenings should accommodate extra-curricular activities such as sports or music lessons, family time, the evening meal, church activities, as well as homework before the student is able to get to bed at a reasonable hour. For these reasons, we insist that teachers are vigilant to guard against unrealistic homework expectations and adhere to the time limitations of this policy.

3.3.2. Time Limitations

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times. The times listed also include daily reading, and assume the student's diligence and effort in completing work.

| Grade Level | Time Per Week Night* |
|--------------------|-----------------------------|
| Kindergarten | Infrequent |
| First Grade | 10-20 minutes |
| Second Grade | 20-30 minutes |

| | |
|----------------------|----------------|
| Third Grade | 30-40 minutes |
| Fourth Grade | 40-50 minutes |
| Fifth Grade | 50-60 minutes |
| Sixth Grade | 60-70 minutes |
| Seventh-Eighth Grade | 60-120 minutes |

*Weekend homework should not exceed these limits (i.e., equivalent to a single night's homework). Homework should not be assigned over fall break, Thanksgiving and Christmas vacations, or spring break.

3.2.3. Late Homework Policy

Any homework assignment submitted after the teacher requests it, receives an automatic 10% off the earned grade. If the assignment is two or more days late, the student only receives a maximum of 50% on the completed assignment.

3.4. Excused and Unexcused Absences and Tardy Policy

- 3.4.1.** Each student is expected to be present every day that school is in session. It is recognized that sometimes students must miss school for a variety of legitimate reasons. Parents must contact the teacher of record and school receptionist by 8:30 a.m. either through email or by phone (303-346-4523) to notify of student's absence.
- 3.4.2. Excused Absences** - Excused absences include absences for the following reasons:
- 3.4.2.1.** Medical appointments (please try to schedule regular appointments after school hours or during vacations)
 - 3.4.2.2.** Medical/dental emergencies
 - 3.4.2.3.** Personal illnesses (extended illness will be handled on a case-by-case basis)
 - 3.4.2.4.** Death in the immediate family
 - 3.4.2.5.** Family emergencies
- 3.4.3. Excused Absences Make-Up Work** – Make-up work for credit will be allowed for all excused absences. The student will be granted the same number of days missed plus 1, to make up any assignments (absent three days equals three school days +1 to make up the assignments and missed tests). Parents and students must coordinate with each teacher to make up all missed work.
- 3.4.4. Unexcused Absences** - Unexcused absences occur when a student is absent from all or any part of a school day without meeting the criteria for excused absences. Family vacations not scheduled during academy vacations are considered unexcused absences. If a student is excessively absent, the school reserves the right to remove the student from school. In such cases, the parents of the student remain obligated to fulfill all financial commitments of the academy enrollment agreement.
- 3.4.5. Notification of School Year Vacations** - When families choose to take vacations while classes are in session, it is the parent's responsibility to notify the teachers by filling out the online form found on the website (<http://armadeiacademy.com/vacation>) at least seven days prior to the start of vacation.
- 3.4.6. Unexcused Absences Make-Up Work** – Make-up work for credit will be allowed for family vacations

and participation in non-school related academic, artistic, and athletic competitions. All work missed is due one school day after the student returns unless previous arrangements have been made with the teacher.

3.4.7. Tardy Policy

- 3.4.7.1.** Students are considered tardy when not in their classroom at 8:15 AM. Parents dropping students off at the academy after 8:15 AM will need to park their vehicles, walk their student into the academy, and sign him or her in at the front desk.

3.5. Parental Monitoring of Academic Performance, Conduct, and Assignments

- 3.5.1.** Arma Dei Academy uses an online gradebook. Parents will receive a unique login ID to allow them to access their student's grades via the parent portal on the academy website. Teachers will post grades no later than 7 days following an assignment's due date. The online grade book enables parents and students to check assignments, grades, attendance, conduct, and schedule, as well as print report cards and transcripts — all conveniently from the web. Parents are expected to view student grades weekly.

3.6. Grades

3.6.1. Grading Scale

3.6.1.1. Kindergarten through Second Grade

- E** = Excellent (outstanding work)
- S** = Satisfactory (passing grade) (teacher may include + or -)
- D** = Developing (opportunity for further growth)
- N** = Needs Immediate Attention
- U** = Unacceptable (or unsatisfactory)

3.6.1.2. Third through Eighth Grade

| | | |
|--------|------|--------------------|
| 100% | = A+ | (4.0 grade points) |
| 99-94% | = A | (4.0 grade points) |
| 93-90% | = A- | (3.7 grade points) |
| 89-87% | = B+ | (3.3 grade points) |
| 86-84% | = B | (3.0 grade points) |
| 83-80% | = B- | (2.7 grade points) |
| 79-77% | = C+ | (2.3 grade points) |
| 76-74% | = C | (2.0 grade points) |
| 73-70% | = C- | (1.7 grade points) |
| 69-67% | = D+ | (1.3 grade points) |
| 66-64% | = D | (1.0 grade points) |
| <64% | = F | (0.0 grade points) |

Homework and classroom assignments reinforce daily lessons and provide opportunity for independent practice. Projects, quizzes, and presentations require additional effort, greater difficulty, and some mastery. Tests cover present material and often reference prior learning reflecting the greatest mastery.

3.6.2. Weighting Categories

3.6.2.1. Third through Fifth Grade

Class Participation 10%
Homework/Classwork 20%
Quizzes, Projects, and Presentations 30%
Tests 40%.

3.6.2.2. Sixth through Eighth Grade

Teachers will notify students and parents of class categories and weights.

3.6.3. Midterm and Final Exams

Comprehensive exams may be given in Latin, English, math, history, science, and Bible in grades 6 through 8.

3.6.4. Incomplete Coursework

A grade of "I" designates course work not completed. This course work must be completed or the course must be repeated. Students who are withdrawn, expelled, or leave the academy before the end of a grading period without completing all required coursework receive a grade of "I."

3.6.5. Report Cards

The administration and teachers will use an online gradebook to generate report cards at the end of each quarter. They can be viewed online or printed at home. The school will notify parents when grades are posted.

3.7. Academic Probation

3.7.1. A student's academic progress will be reviewed by the teacher quarterly. Students not meeting minimum academic requirements may be placed on academic probation.

3.7.2. For students in grades K-2 with greater than 30% N's on their report card a parent/teacher conference will be scheduled, during which a plan of action will be negotiated.

3.7.3. Students, grades 3-8, are required to maintain at least a 2.0 GPA during each academic quarter in order to assure adequate academic progress.

3.7.3.1. If a student's GPA is below 2.0, that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged to design a plan to improve performance.

3.7.3.2. Students who are on academic probation are ineligible to participate in school-related extracurricular activities during the quarter in which they are on probation.

3.7.3.3. At the end of the next quarter, if the student's quarterly GPA is not at least a 2.0, the student may be expelled. This does not cancel the signed enrollment agreement (see 1.10.1).

3.8. Promotion

- 3.8.1.** Adequate academic progress must be made for promotion to the next grade level. Students, grades K-2, must maintain 70% of E's and S's in categories graded (music and art not included).
- 3.8.2.** Students, grades 3-8, must maintain a minimum of 2.0 GPA in all core subjects (music, art, and PE are not included).

3.9. Electronics in the Classroom

- 3.9.1.** Logic-level learning at Arma Dei Academy attempts to utilize the best of all human history in helping students learn and practice the creative arts, literature, religion, philosophy, and the natural, applied, and social sciences. We aim to involve students in close examination and thoughtful dialogue of great works utilizing the beneficial aspects of technological advancements.
- 3.9.2.** A classroom set of iPads at the logic level will be used to enhance student learning. Whether it be interpreting and displaying results from a complex science experiment, shooting a video depicting recently read literature, composing a research paper on the intricacies of the hieroglyphs, developing an iBook to illustrate an Old Testament patriarch, or researching to solve a current environmental problem, iPads can augment learning.
- 3.9.3.** The iPads will be securely stored, numbered, and assigned to specific students at the logic level. Utilizing the iPad app, Lightspeed, all usage will be regularly filtered and monitored. iPads will not travel to and from the school, but any work accomplished at school will be uploaded so that progress can continue at home.
- 3.9.4.** iPad usage in the classroom is well planned for, reserved by the teacher to regulate use, and does not replace other modes of learning.

3.10. Standardized Testing

- 3.10.1.** Each spring, students in grades 2 – 8 will take the Comprehensive Testing Program standardized achievement test (CTP). Published by the Education Records Bureau, the CTP is a rigorous assessment of student achievement of essential standards and learning domains for grades 2 through 8 in English language arts and mathematics. Verbal and quantitative reasoning tests are included for grades 3 through 8. Student scores will be compared with similar independent schools throughout the country. Standardized test results are one piece of information that helps teachers and parents understand how well children are learning. To obtain an accurate picture of a student, standardized test results are evaluated along with report cards, parent and teacher observations and comments. Test results are only one piece of a broad puzzle. Scores will be emailed to parents in June.

- 3.11. Eighth Grade Commencement** – Eighth grade students will be honored at a commencement ceremony at the end of May. Students academic achievements will be acknowledged according to these standards:

Summa Cum Laude: GPA of 4.0

Magna Cum Laude: GPA of 3.70 to 3.99

4. **Etiquette and Discipline**

- 4.1. Student Etiquette** - *Do nothing from selfish ambition or conceit, but in humility count others more significant than yourself. Let each of you look not only to his own interests, but also to the interests of others* (Philippians 2:3-4).
- 4.1.1.** There are numerous ways students are encouraged and expected to show kindness to one another, and to their teachers at Arma Dei Academy. Periodically, students will receive instruction and reminders about these expectations. It is our desire that these actions will become part of the daily fabric of Arma Dei Academy.
- 4.1.2.** Young men shall be trained to show respect and consideration for the ladies of the academy. This can be applied through opening doors for all ladies, classmates, teachers, and parents. This means that ladies are always allowed to enter/exit the room first. In all events where food is served, ladies are to be seated and served first. Young ladies shall be trained to accept this kindness with humility and thankfulness.
- 4.1.3.** Students shall be trained to show proper respect to teachers and administration by addressing them by Mr., Mrs., or Miss, and by responding “yes” or “no”, not “yeah” or “ugh.” Students should stand when someone knocks and enters the classroom.
- 4.2. Standards for Etiquette** - In order to achieve consistency and order, the academy teachers will train students in the following standards of etiquette.
- 4.2.1. Grammar School Students**
- 4.2.1.1.** Students are required to sit attentively in class maintaining good posture and eye contact with the speaker during instruction time.
- 4.2.1.2.** When walking through the hallways, students will stay in a straight line, walk to the right of center, keep their hands off the walls and refrain from talking. When passing through doors, each student should carefully pass the door to the person behind him or her.
- 4.2.1.3.** When walking longer distances, the line leader should pause at the end of each hallway until the end of the line has caught up with the group.
- 4.2.1.4.** Generally, gentlemen should allow young ladies to be first in line, the first to be seated, etc. Grammar school classes with “students of the day” are one exception to this. Young ladies should be taught never to demand to go first, but to graciously accept when offered.
- 4.2.1.5.** If an adult is entering the classroom and does not desire to interrupt the lesson, the teacher is to continue teaching and the students need not stand for the classroom visitor. If, however, an introduction is desired, the adult will knock on the door.

4.2.2. Logic School Students

- 4.2.2.1. Students are required to sit attentively in class maintaining good posture and eye contact during instruction time.
- 4.2.2.2. When moving between classes the students must move quickly and quietly through the hallways into their next classroom where they may visit with classmates until class begins.
- 4.2.2.3. Students should respond to a teacher or administrator's instructions respectfully with, "Yes, ma'am", "Yes, sir", or "Yes, Mr. Smith."
- 4.2.2.4. In almost all situations, the student should raise his/her hand to indicate a desire to ask a question or to answer one presented by the teacher. There may be occasions in the School of Logic where a more informal format will be used in student discussion.
- 4.2.2.5. Students will be taught to ask politely rather than announce their needs or demand something.
- 4.2.2.6. Romantic relationships between students should not be cultivated or initiated in person or via social media. Public displays of romantic affection are unacceptable.
- 4.2.2.7. When in need of administrative assistance, students will be taught to go first to the receptionist to state their business and then wait to be admitted to the office.
- 4.2.2.8. Arma Dei Academy fifth through eighth students will be assigned a student cubbyhole to provide backpack, lunchbox, curriculum, and coat storage. Students are responsible to keep their assigned area organized and clean. All papers and materials must be contained in appropriate storage containers. No additional shelving units or decorating is permitted. All materials should be organized daily and all food must be removed daily. Logic level teachers will provide specific guidelines and checkpoints throughout the week. A cubbyhole inspection may occur at any time.

4.3. Basic School Rules

- 4.3.1. No chewing gum, personal handheld electronic devices, guns, knives or other distracting toys/tools are allowed on the academy grounds. Except for medical emergencies, cell phones may not be used on the school premises. They should be turned off and stored in backpacks. Romantic relationships between students should not be cultivated or initiated in person or via social media. Public displays of romantic affection are unacceptable.

4.4. Outerwear, Lunchboxes, and Backpacks

- 4.4.1. Please use discretion purchasing, wearing, and carrying items not dictated by the uniform standards. Outerwear, lunchboxes, and backpacks should be God honoring, upholding what is true, beautiful, and good. The faculty reserves the right to disallow any items that do not uphold these virtues.

4.5. Classroom Rules

- 4.5.1. Only one person is allowed to speak at a time.

- 4.5.2. No person is allowed to interrupt another who is speaking.
- 4.5.3. Respect must be paid to every person and his/her property. Students are expected to treat all of the academy's materials or facilities with respect and care. This includes all books distributed to the students as well as the academy facility. Students will be charged for lost or damaged books.
- 4.5.4. Each student is responsible for his/her conduct, conversation, and character before God. Students are expected to cooperate with basic Christian behavior and conversation. All students are expected to include others and exclusivity is not acceptable. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.
- 4.5.5. Each student is responsible for completing class assignments and participating in class activities. Arma Dei Academy believes that teaching students to do their own work and keep their eyes on their own papers should begin at the grammar level. Cheating is unacceptable and is defined as plagiarism or copying an answer. This includes working together on an assignment that was to be completed individually, and looking on another student's paper during a test.

4.6. Social Media Guidelines

- 4.6.1. Social networking (online via computer or phone) is a popular means of social interaction in today's culture. Arma Dei Academy advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so it is assumed parents will be monitoring their children's use of it. The academy prohibits faculty and student interaction on social media.
- 4.6.2. Regarding computers, tablets, and smartphones on campus; students are not permitted to be online while at school unless under direct adult supervision, and then only for purposes related to a class.

4.7. Discipline Policy

4.7.1. Philosophy

- 4.7.1.1. Classical Christian education uniquely recognizes that education is the process of training student affections. Arma Dei wants students to love the academy's rules and standards thus leading them to love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. As Christ loved and trained his disciples, so Arma Dei seeks to train students to love standards, and be disciplined in love. This involves a close, loving community and high standards.
- 4.7.1.2. Discipline is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with his people, students are trained to respond with good character. The faculty models good character so the student understands what is expected. The faculty also rewards students who show exceptional character, and disciplines those who lapse until they reach a state of true, heartfelt repentance. In all of these steps, love and forgiveness are integral parts of the discipline of a student. Arma

Dei Academy seeks to be a formative institution, rather than a punitive one.

- 4.7.1.3. Most minor discipline issues can be resolved in class through correction and training. Much time is spent during the first two months at the school teaching, training, and practicing what is expected of students. Young students thrive in a structured environment and therefore, if order is maintained, discipline issues tend to remain minor.

4.7.2. **Communication**

- 4.7.2.1. **Yellow slips:** A yellow slip will be sent home when a student's offense is repeated and requires a parent's signature. The yellow slip will list the discipline violation and require signatures of student, parent, and teacher. The teacher will notify parents by email that the slip will be sent home. A yellow slip indicates our desire to partner with parents regarding the discipline issue. If discipline violations continue to occur, the student will be sent to the office.

- 4.7.2.2. **Blue slips:** Blue slips are an indication that homework is missing or has not been completed properly. These are generally not considered "discipline," but rather a way to communicate with parents. Parents are encouraged to check Canvas regularly in order to stay on top of their student's progress.

- 4.7.2.3. **Green slips** are given to students for uniform or grooming violations and while not considered discipline, it necessitates attention. If a student repeatedly receives uniform or grooming violations, a yellow slip may be issued.

- 4.7.2.4. When a student receives their third violation of the same infraction (yellow, blue, or green slip) detention will be enforced for grades 4-8. Detention will take place immediately after school until 4pm. Parents are required to pick up all other siblings at regular dismissal time. Previously scheduled appointments will not excuse the student from detention and will need to be rescheduled. Detention is not a study hall. Students will be learning to exhibit self-control and may be assigned housekeeping duties within the academy.

4.7.3. **Office Visits**

There are five behaviors that will automatically necessitate discipline from the Head of School. These behaviors often escalate quickly and need to be addressed firmly and swiftly. In these instances, the Head of School will determine the nature of the discipline for the infraction in question. They may require restitution, detention, janitorial work, suspension, parental attendance during the school day with the child, or any other appropriate measures consistent with biblical guidelines. Those behaviors include the following:

- 4.7.3.1. Disrespect shown to faculty, staff, or student
- 4.7.3.2. Dishonesty, including lying, cheating, or stealing
- 4.7.3.3. Rebellion demonstrated by outright disobedience in response to instructions
- 4.7.3.4. Fighting demonstrated by striking in anger intending to harm another

4.7.3.5. Obscene, vulgar, profane language or gestures.

4.7.4. If, for any reason, a student receives discipline from the Head of School, the following accounting will be observed within the school year:

4.7.4.1. The first three times a student is sent to the Head of School for discipline, the student's parents and teacher will be contacted and given the details of the visit. The Head of School will make a note of each occasion when the parents are contacted after an office visit, and enter that record in the student's file. An email detailing the discipline will be sent to the parents after each incident and attached to the student's file. The parents' assistance and support in averting further problems will be sought.

4.7.4.2. Should the student warrant a fourth office visit, a two-day suspension will be imposed on the student. A meeting with the student's parents, teacher, and Head of School will be required for student's re-admittance.

4.7.4.3. If a fifth office visit is required, the student will be expelled from the school.

4.8. **Child Abuse Guidelines** - Arma Dei Academy adheres to the following guidelines regarding any event or allegations of child abuse.

4.8.1. The academy will maintain a zero tolerance for any such abuse; not tolerating, excusing, defending or ignoring any identified or unidentified case of abuse.

4.8.2. All staff members will aid in identifying and addressing any problem that exists or appears to exist.

4.8.3. Staff and administration are obligated to report if they know or have reasonable cause to suspect, as a matter of information they receive in their professional or official capacity, that a child is abused or neglected. Notification is to be made to the Department of Public Health and Human Services (1-800-820-5437).

4.9. **Harassment and Bullying**

4.9.1. The definition of harassment and bullying is any repeated, systematic pattern of communication, including words, gestures, or physical acts by any individual or group towards another student at any academy function that places a student or academy employee in actual and reasonable fear of harm to his person, property, or reputation. This will also include intentional, targeted, and repeated exclusion. The teacher and Head of School mutually agree what constitutes bullying in any given situation.

4.9.2. **Reporting Harassing and Bullying Behavior**

4.9.2.1. Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher or Head of School.

4.9.2.2. Any academy employee who has witnessed a student subjected to any act of harassment or bullying behavior should report the incident to the appropriate teacher or Head of School.

4.9.2.3. Investigation of Harassment and Bullying Reports - The teacher or Head of School shall promptly and thoroughly investigate all complaints of harassing or bullying behavior by students.

4.9.2.4. Disciplinary Action

4.9.2.4.1. The actions taken in response to evidence of harassment or bullying behavior should be reasonably calculated to end any harassment or bullying by eliminating a hostile environment if one has been created, and prevent harassment from occurring again.

4.9.2.4.2. Violations of this policy should be considered misconduct and will result in commensurate disciplinary action.

4.9.2.4.3. The teacher will notify both parents immediately if any occurrence of bullying occurs.

4.10. Serious Misconduct

4.10.1. If a student commits an act with such serious consequences that the Head of School deems it necessary, suspension may be imposed immediately. Examples of such serious misconduct could include, but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of civil law, or drug abuse. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off academy property. If the Head of School or board chairman desires to seek the expulsion of a student, he will meet with the academy board to receive counsel, and determine together the final decision.

5. Operational and Administrative Procedures

5.1. School Hours

Kindergarten AM 8:15 AM – 11:30 AM

Kindergarten PM 12:15 PM – 3:30 PM

Kindergarten Enrichment PM 12:15 PM – 3:30 PM

**Parents signing up for kindergarten enrichment days shall understand that a minimum of 5 students must be enrolled for a specific day to be offered.

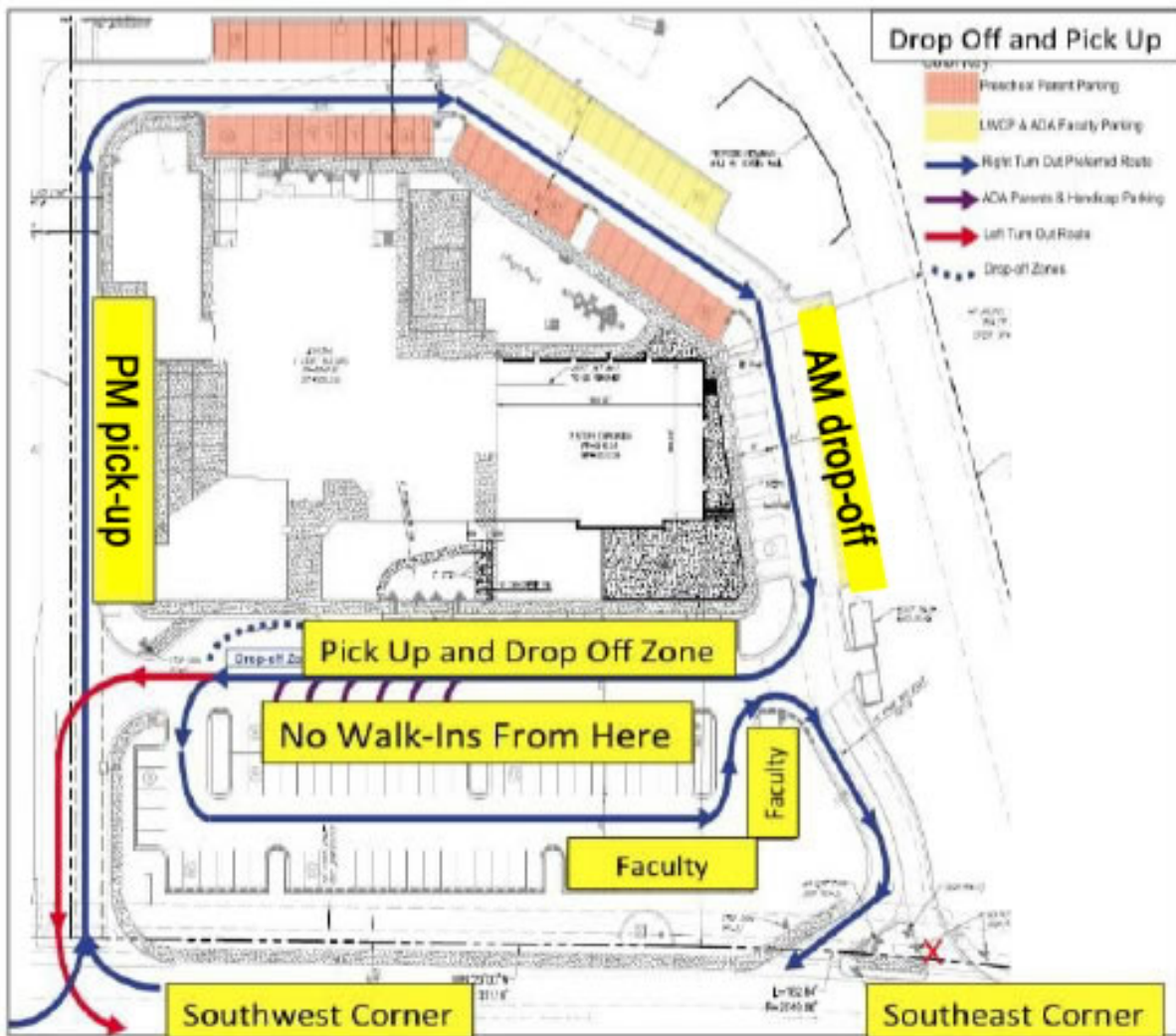
Grades 1 - 8 8:15 AM – 3:30 PM

5.2. Morning Drop Off Policy

5.2.1. Arma Dei Academy must conform to an approved traffic study that was required by Douglas County when the school was constructed. This plan is subject to change as opportunities to optimize the process are identified. Vehicles must follow the paths illustrated below for **Morning Drop Off**. Importantly – all exiting vehicles turning east onto Wildcat Reserve Parkway must exit from the

southwest corner of the property and all vehicles turning west onto Wildcat Reserve Parkway must exit from the southeast corner of the property. All vehicles entering the property must do so at the southwest corner.

- 5.2.2. Students may be dropped off between 7:55 and 8:10 AM. School begins at 8:15 AM.
- 5.2.3. If a student arrives early, parents are asked to wait with him/her in their vehicle until a faculty member is present unless the student has a school related need to be in the building. In this case, the parent must park and escort the student into the building and make sure they are transitioned to a responsible party.
- 5.2.4. Faculty members or parent volunteers will be present during morning drop off to assist the students out of cars and direct traffic as necessary.
- 5.2.5. Upon entering the property, all drivers must circle the building in a clockwise direction and proceed to the drop off zone in the front of the building. Do not attempt to pass a vehicle that is unloading in front of you. Please no cell phone usage at this time.
- 5.2.6. Drivers must stay in their vehicles for safety purposes.
- 5.2.7. If a parent or guardian would like to walk his/her student to the front of the building, he/she must park in the designated walk in area.
- 5.2.8. Parents of students arriving after 8:15 AM will be required to sign in at the receptionist desk and the students will be marked tardy.



5.3. Afternoon Pick Up Policy

- 5.3.1. At least three faculty members or parent volunteers will be present during afternoon pick up to assist the students into cars and direct traffic as necessary.
- 5.3.2. Upon entering the property, all drivers must circle the building in a clockwise direction and proceed to the pick up zone in the front of the building. Faculty members will assist in moving nine cars forward at a time. Drivers should pull as far forward as possible to the coned off area when picking up a student, paying attention to faculty or volunteers directing traffic. Please hang the family name placard on the rear view mirror for easy visibility.
- 5.3.3. Placards are required for pick up. Parents may authorize another individual to pick up their student, if they have called the front office by 3:00 p.m. the day of pick up or given that individual a placard for their family. Please no cell phone usage during this time.
- 5.3.4. Nine cars will be advanced at a time from the east line-up. Do not attempt to pass a vehicle that is

loading in front of you. Please be patient and wait until the loading is complete and then proceed to the appropriate exit point.

5.3.5. Once pick up starts at **3:30 PM**, drivers must stay in their vehicles for safety purposes.

5.3.6. If a parent or guardian would like to walk meet his/her student at the front of the building, he/she must park in the designated walk in area.

5.3.7. Any student not picked-up by **3:45 PM** will be taken by a faculty member to the receptionist and asked to call his or her parents. Please be considerate by picking up your children in a timely manner. We reserve the right to charge \$20.00 per incident in cases of repeat offenders.

5.4. Playground Etiquette

5.4.1. Children playing on the playground after school must be supervised by an adult at all times. Please be aware that the outdoor fields is rented to other organizations after school hours and on weekends.

5.5. Security

5.5.1. Please park in front of the Arma Dei Academy wing or the west side of the church. The area directly behind the church preschool is reserved for their use.

5.5.2. All parents and visitors must enter through the double glass doors at the front entry of Arma Dei Academy. Other than during arrival and departure times the inside vestibule door will be locked; the receptionist grants building access.

5.5.3. Parents must wear their photo ID badge for easy recognition. Parents must sign in and out at the receptionist desk.

5.5.4. All other exterior doors will remain closed and locked at all times. The main entrance doors will be manned from 7:55 AM until 4:00 PM.

5.5.5. All other visitors, including workmen, volunteers, and grandparents must sign in and receive a visitor's badge at the receptionist's desk.

5.5.6. Throughout the academy day, all occupied classrooms are locked so that no one may enter without permission or keyed access.

5.6. Emergency Procedures and Messaging

5.6.1. Arma Dei Academy practices monthly fire and tornado drills throughout the school year and emergency procedures each semester. The academy also works in concert with the Douglas County Sheriff Department (DCSD) in the case of safety emergencies. The sheriff's department will notify the academy of any imminent danger and the administration will immediately enact practiced emergency procedures including lock in, lock down, or emergency weather notifications. The academy will maintain these standards until receiving DCSD notification. The academy will not dismiss students at day's end if sanctions have not been lifted. In emergency situations, a text message and email will be

sent to all families notifying them of the situation.

5.7. Inclement Weather Delays and School Closings

- 5.7.1.** In cases of severe weather, the academy will generally follow the school closings as announced by Douglas County School District. Parents will be notified via text message through the emergency text alert system.

5.8. Medication Policy

- 5.8.1.** The policies regulating the administration of medication during school hours are for the students' safety. Academy personnel will only administer provided medication once all medical forms are signed.
- 5.8.2.** It is recommended that the first dose of any medication be administered at home. If you or your child's physician decides it is necessary for your child to receive medication during the school day, including self-administered medication, authorization must be on file in the office.
- 5.8.3.** The parent must deliver to the receptionist all medication (over-the-counter and prescription) at the beginning of the school year. The school nurse will verify and inventory the medicine. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.
- 5.8.4.** Prescription medications must be brought to the front office by the parent in the current, original, properly labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications.
- 5.8.5.** NO medication of any kind may be carried on a student's person, with the exception of cough drops, inhalers for asthma, or emergency medications for allergies and diabetes. Routine medications are to be administered through the front office or by a teacher if specific arrangements have been made.
- 5.8.6.** The school nurse will work with parents and physicians to plan and implement individualized healthcare plan and services for children with disabilities or health conditions that interferes with learning, including medication administration and monitoring.
- 5.8.7.** Parents must supply all medications and all first aid supplies. These can only be administered to the students if parents have given permission on the enrollment application or reenrollment application.
- o All over-the-counter medicine, prescribed medication, and first aid supplies must be submitted to the front office in a gallon-sized zip lock bag with the student's name written clearly at the top at the start of each school year.
 - o All prescribed medication must be in its' original pharmacy bottle, bearing instruction label, the physician's name and phone number.
 - o Academy personnel will dispense over-the-counter medication, first aid supplies, and prescribed physician medications with written parent permission only.

5.9. Contagious Illness Policy

- 5.9.1.** It is the expectation of Arma Dei Academy that families will keep ill students at home so that conditions that are contagious are not spread to classmates, faculty, and staff. This includes not sending students to school if they have had any of the following within the previous 24 hours: Fever greater than 100°F, vomiting, diarrhea, excessive coughing, excessive nasal drainage, or lice infestation.
- 5.9.2.** Should a student become ill or injured during the school day, the faculty/staff will make efforts to care for him/her so that the student may return to class. If necessary, students will be allowed to rest 15 – 20 minutes before deciding if they will return to class or if the parent will be contacted to pick the student up from school.
- 5.9.3.** A student whose temperature is 100.0 degrees F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be sent home and should not return to school until he/she has not experienced these symptoms for 24 hours. When parents are notified of the need to pick-up their student, the student should be picked up within 30 minutes of being called.
- 5.9.4.** Please keep the office updated of any changes in relevant health history or medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information/card and a power of attorney that legally authorizes him/her to seek medical care for your student in the event that you are unavailable.
- 5.10. Serious Disease Policy**
- 5.10.1.** This policy applies to all students, employees, and volunteers of the academy. Serious diseases are communicable and are potentially life threatening or can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome), and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat, and the like, though unpleasant and contagious, are not considered serious diseases.
- 5.10.2.** The Head of School will take all appropriate precautions, including isolating the student(s) who may have contracted or been exposed to the disease, to reduce the risk of exposure by any student, employee, or volunteer to any known serious disease.
- 5.10.3.** The academy will not be held responsible for the communication of any serious disease that was introduced to the academy without the knowledge of the administration.
- 5.10.4.** Upon receiving reliable information that a student, employee, or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the board of directors, and, at the discretion of the Head of School, local health officials, and the Center for Disease Control in Atlanta, Georgia, to obtain pertinent information.
- 5.10.5.** Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions that have been made.

5.10.6. The Head of School may require a student to remain home for a specific or indefinite period of time. The board of directors and administration may close the academy in extreme cases.

5.11. Food or Environmental Allergies

5.11.1. While the academy will reasonably cooperate with parents and students in managing a food or environmental allergy, Arma Dei Academy can not guarantee an allergy safe environment.

5.12. Lost and Found Policy

5.12.1. As a courtesy to parents and students, the academy has a lost and found bin at the reception desk. Periodically this bin will be emptied. Labeled items will be returned to students. Unidentified uniform items will be laundered and added to the school's stock of used uniform items that are available for parents to purchase. Unidentified non-uniform items will be taken to a thrift store. A notice will be sent home via email whenever the lost and found bin is to be emptied.

5.12.2. **It is very important that all students' clothing be marked with a legible name.** Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize his/her clothing, but to facilitate easy return. The use of iron-on or sew-in name labels is highly recommended. **In addition, please do not forget to clearly mark your student's lunchbox, backpack, and notebooks.**

5.13. Textbook – Loss or Damage

5.13.1. In the case of lost or damaged textbooks, parents will be billed for the total replacement cost. Report cards and transcripts will be held until books are returned or replacement fines paid.

5.14. Third Party Sale of Goods

5.14.1. In respect for others, no students or adults may sell goods or services, not related to Arma Dei Academy, on the school grounds.

5.15. Leaving and Returning to School

5.15.1. When students must leave school during the school day, the parent must sign them out at the reception desk. When the student returns, the parent must sign them back in.

5.16. Volunteers and Visitors

5.16.1. All visitors must sign in at the reception desk and obtain a badge to be worn while on campus. The badge should be returned when the visitor signs out.

5.16.2. All volunteers will submit to a background check, record hours in Volgistics, and wear issued badge while on campus.

5.16.3. Visitors and volunteers should maintain appropriate dress by wearing nice jeans, slacks, sensible

skirts, dresses, and shorts, and modest tops (for women). Athletic tights, yoga pants, without the benefit of a long tunic are not appropriate.

5.17. School-wide Communication

- 5.17.1. The academy website, parent portal, teachers' weekly updates, and the monthly and weekly newsletters are the primary means of school-wide communication. Parents are responsible to read communication in order to keep abreast of happenings and important information.

5.18. Information sharing regarding students

- 5.18.1. While information regarding students is considered confidential; teachers, staff, and tutors may share information about the student's academic progress, developmental or behavior issues, or other pertinent information on a need-to-know basis.

5.19. Activity Fees

- 5.19.1. A fee of \$30 per student will be charged quarterly for school activities, and withdrawn from the family FACTS account as each new quarter begins. These fees cover yearbook, quarterly field trips, special programs, and any other fees associated with enriching student learning.

5.20. Parent-Teacher Conferences

- 5.20.1. School-wide parent-teacher conference days are scheduled at the end of the first and third quarters. Parent attendance is required.
- 5.20.2. First quarter conferences provide time for parents and teachers to discuss student adjustments into the new school year.
- 5.20.3. Third quarter conferences allow for discussion on how the student can finish the school year well. If there is a possibility that a student may fail a course for the year or be recommended for retention, parents will be made aware of it at this conference. In certain instances, the teacher, parents, and the Head of School may enter into a negotiated plan of action to remediate.

5.21. Uniform Policy

- 5.21.1. Arma Dei Academy requires that each student wear the academy-approved uniform. Please see **Appendix A** for complete details.

5.22. Chapel

- 5.22.1. On Fridays, there will be a family chapel service from 8:15 AM to 8:45 AM. Parents are encouraged to attend. Chapel speakers may include board members, faculty, parents, local pastors, and suitable public speakers. Often students will give presentations based on classroom learning. Older students serve as master of ceremonies as a part of the academy leadership training.

5.23. Arma Dei Cafe

5.23.1. On the first and third Friday of the month, following chapel, parents are invited to Arma Dei Cafe in the church atrium for coffee, prayer, and fellowship.

5.24. **Field Trips**

5.24.1. Quarterly, field trips will be chosen carefully to enrich classroom instruction. These trips are an integral part of the curriculum; therefore, student attendance is required. In order to maximize the learning these trips provide and to ensure the safety and security of our students, the following general field trip guidelines should be followed.

5.24.2. For anyone driving on a field trip, background and criminal checks, copy of current driver's license and current proof of liability insurance must be on file in the academy office.

5.24.3. As field trips are an extension of the classroom, unless otherwise noted, students will wear their regular or dress uniform. However, where such trips necessitate a change of attire, the teacher will communicate the change to parents and students beforehand.

5.24.4. Field trips are limited to Arma Dei Academy students and designed as an educational experience and social outing for the classroom. There are field trip chaperones and field trip drivers. Chaperones are assigned a group of students for whom they are responsible. Chaperones may not bring younger children or other students, as this may distract from their primary responsibility of supervising the students assigned to them.

5.24.5. Field trip drivers are parents who are available to drive but not chaperone. Parents with younger children may serve as field trip drivers. They will not be assigned students to chaperone. They are free to drop off and pick up students from the field trip destination. If the locality allows, they are also free to take advantage of the field trip with their non Arma Dei Academy students, but will not be considered a part of the Arma Dei Academy field trip and therefore cannot receive school field trip discounts.

5.24.6. The teacher and facility guidelines will determine the number of chaperones for each field trip.

5.24.7. Student cell phones must remain powered down unless taking a photograph (if approved by the teacher), or needed for an emergency. The playing of DVDs, electronic games/devices, and popular radio is **not** permitted on academy related trips.

5.24.8. Drivers may play classical music, Christian radio stations, or Christian CD's in line with the academy statement of faith.

5.24.9. All drivers should be careful to obey all traffic laws (speed limits, parking, etc.) (Romans 13:1) and all students must use the proper safety restraint in the vehicle. Parents are responsible for providing appropriate safety car seats identified with the student's name.

5.25. **Lunch**

5.25.1. Students will eat lunch in the designated dining room or outside, weather permitting. No food is

allowed in the classrooms.

5.25.2. Parents may purchase food through a third-party service as designated by the academy.

5.25.3. Parents are welcome to enjoy lunch occasionally with their student.

5.26. Holidays and Class Parties

5.26.1. Generally, Arma Dei Academy does not take class time to celebrate holidays that are unrelated to our educational goals. The focus of any celebration should be the love of God extended to all.

5.26.2. Student birthdays may be celebrated with the class during lunch or break time in the academy dining room.

5.26.3. Students may not distribute invitations at school for a private party unless ALL students of a class are invited.

5.26.4. Special feasts that are related to the curriculum, such as Thanksgiving, or historical feasts will be structured to reflect the academy's educational goals.

5.26.5. Halloween and the Easter bunny will not be acknowledged or celebrated. Historical origins of Saint Patrick, Saint Nicholas, and Saint Valentine may be acknowledged.