

ARÊTE



CHRISTIAN SCHOOL

“A Standard of Excellence”

An Entity of Life Issues, Inc.



2018-2019

**HANDBOOK FOR PARENTS AND STUDENTS
PRE-K/ SENIOR K - 12TH GRADES**

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Handbook Revisions: The Handbook is one of the most important documents we publish each year. It is a living document that can be revised at any time, but we closely examine it each summer to make sure it is as clear and concise as possible. We made a few minor changes to the handbook this year. Please read thoroughly and submit the “RECEIPT OF ARÊTE CHRISTIAN SCHOOL’S HANDBOOK FOR PARENTS AND STUDENTS FORM” to the school office.

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MISSION:

It is the mission of Arête Christian School to provide an affordable, quality, and Christian education designed to prepare our clients to pursue postsecondary education and acquire a successful career or trade, thus producing productive, successful, and competitive Christ-like citizens.

VISION STATEMENT:

The vision of ACS is to maintain high academic standards, equipping students with the necessary tools to become life-long learners, responsible and productive community members

EDUCATIONAL PHILOSOPHY:

At Arête Christian School, we believe:

- All children can learn.
- All children benefit from developmentally appropriate materials, practice, and strategies.
- All children deserve a quality education in which individual needs are met, exceeded and supported.
- Social skills, such as life skills, deserve the same attention as academic ones.
- School is not just about children: it encompasses family, parents, community, stakeholders, society, the environment, and the world.
- Children must be encouraged to see the connection between new learning and prior knowledge.
- Children are more than test scores.
- Children learn best in a safe, caring environment, one that values diversity, collaboration, and risk-taking.
- Children thrive when expectations are high and self-esteem higher.





SCHOOL LEADERSHIP

Founders and CEO

The Late District Elder Joe H. Kelly and Pastor Kathon A. Kelly

Principal

Marcia L. White

Assistant Principal and Chief Finance Officer

Anna M. Chandler

Business and Marketing Director and Asst. Chief Finance Officer

Stephanie A. Ward

Architectural and Strategic Planning

Marvin L. Chandler

Joel H. Kelly

Kevin L. White

Business Planning and Operations

Marvin L. Chandler

Joel H. Kelly

Michael D. Ward

Kevin L. White

Information Technology

Marvin L. Chandler, Director

Michael D. Ward

Transportation

Marvin L. Chandler, Director



IMPORTANT INFORMATION ABOUT US..

School Hours of Operation:

8:15 a.m. to 3:30 p.m. Daily (9 inclement weather days included)

Before/ After Care Hours of Operation:

6:30 a.m. to 8:00 a.m. Before Care

3:45 p.m. to 5:45 p.m. After Care

Grades:

Pre-Kindergarten (ages 3-4)

Senior Kindergarten (ages 5-6)

Kindergarten – 12

Curriculum:

Pre-Kindergarten – Abeka



Grades: Kindergarten through 12- Accelerated Christian Education (A.C.E.)



School Motto:

“A Standard of Excellence”

School Colors:

Burgundy and Gold

School Mascot:

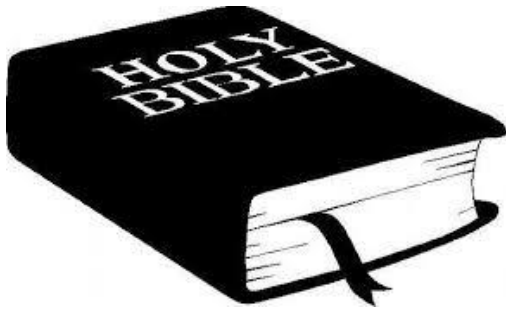
Eagle





STUDENT PLEDGES

Each day begins with Opening Exercises and Morning Meeting. Students recite the pledges to the American flag, the Christian flag, and the Bible, and prayer.



Pledge of Allegiance to the Bible:

**I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet,
and a light unto my path.
I will hide its words in my heart,
that I might not sin against God.**

Pledge of Allegiance to the Christian Flag:

**I pledge allegiance to the Christian Flag,
and to the Saviour for Whose kingdom it stands,
one Saviour, crucified, risen, and coming again
with life and liberty for all who believe.**



Pledge of Allegiance to the American Flag:

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

Arête Christian School teaches and believes in the Bible, which is the Word of God and the teachings of our Lord and Savior Jesus Christ. Arête Christian School will teach Biblical principles and Godly character but will not impose our doctrine upon families and students.



RESPONSIBILITY STATEMENT

We want to assure you that we will do our very best to help your child experience spiritual, academic, social, and emotional growth. We are pleased that you have entrusted your child to our care here at Arête Christian School. We are ready and willing to assist you in any way possible to have a complete understanding of the curriculum and requirements as established by Arête Christian School. Therefore, we encourage you to be involved and an active partner in the educating of your child. With your cooperation, this should be an excellent school year.

The educational success of students is a collaborative effort of teachers, students, and parents. By fulfilling the following responsibilities, the goals outlined in our mission statement can be achieved.

It is the responsibility of an Arête Christian School teacher to:

- Be a Christian role model
- Treat children fairly and with respect
- Create an attractive and safe classroom environment
- Present the appropriate age level curriculum using effective teaching techniques
- Support and enforce school rules
- Establish behavior guidelines and carry them out consistently
- Expect good work habits and appropriate behavior
- Provide opportunities to learn responsibility and cooperation
- Use professional judgment inaccurately reporting a child's progress
- Keep open lines of communication with parents
- Seek appropriate resources in addressing a child's needs

It is the responsibility of an Arête Christian School student to:

- Demonstrate Christian character and attitude
- Treat others with kindness and acceptance
- Accept responsibility for his/her actions
- Obey those in authority
- Obey classroom and school rules
- Listen and follow instructions
- Cooperate and participate in class activities

It is the responsibility of an Arête Christian School parent to:

- Support the teacher and school policies
- Expect the child to listen and obey
- Expect the child to be accountable and responsible for his/her actions and work
- Keep an open line of communication with the teacher



GENERAL INFORMATION

SCHOOL HOURS:

It is vital for your child's educational success to be at school on time daily. The school office is open from **8:00 a.m. to 3:45 p.m.**, Monday through Friday during the school year. Arête Christian School is an 8:15 a.m. - 3:30 p.m. school. Students may enter the building at 8:00 a.m. and prepare for Devotion and Morning Meeting.

Dismissal is at 3:30 p.m. Children will not be admitted back into the building after 3:45 p.m. Any student not picked up by 3:45 p.m. will be taken to our After-Care Office and parents will be required to pay a \$20.00 late fee. Monies, in cash, are payable upon arrival. At no time will any student be left alone or unsupervised. Our Tardy Policy also stresses the importance of students being picked up by 3:30 p.m. before parents are required to pay a \$20.00 late fee, per child. We do understand that unforeseen circumstances or emergencies occur during a day. In this event, we ask that you contact us as soon as possible so that plan accordingly. **After parents have exceeded two (2) late pick-up times, the late fee will increase.**

BEFORE AND AFTER SCHOOL CARE:

Before and After School Programs are available at the following times:

Before Care Program- 6:45 a.m. – 8:00 a.m.

After Care Program- 3:45 p.m. – 5:45 p.m.

Parents are responsible for the weekly fee which must be paid before the week your child is to attend. Students cannot attend the program if fees are not received by Friday at 5:00 p.m. Payments can be made through MyProcure/Tuition Express.

Please note: In our Before and After School Programs a "full-week" is considered attendance of three (3) days or more. In the event of absence, parents are still responsible for the weekly fee. In other words, you cannot pay a daily rate. All fees are based on the week. Weekly fees will be adjusted due to school holidays or breaks.

Enrollment into our Before and After School Care Program is contingent on enrollment. ACS may choose not to offer Before and After School Care services if, due to low enrollment, it is not cost effective for the school.

EXTENDED YEAR PROGRAM:

Arête Christian School is a "non-traditional" academic and learning environment in that we do not offer 'Extended Year' based on requirements of Shelby County Schools or a secular (public) school. ACS students may participate in the Extended Year Program for various reasons and not necessarily due to failure or poor academic progress.

As a private Christian school, we have the liberty to design and implement a curriculum and assessment framework to best meet the needs of our diverse student population. Arête Christian School's curriculum and assessment framework is directly aligned to Accelerated Christian Education Association, national standards, and satisfies the rules and regulations set forth by the State of Tennessee Department of Education's regulations for Non-public schools (Church-Related Schools as recognized by associations mentioned in TCA 49-50-801).

WITHDRAWAL:

An Official Withdrawal Request form must be completed to withdraw your child officially. **Arête Christian School requires 48 hours to complete the withdrawal packet from the time you make the request.**

However, this process can take longer if the student has outstanding fees or school equipment. Upon the request, the student (s) is/are to return all his/her school-provided supplies or equipment. Failure to return school property may delay the process. The school staff will notify you when your records are available, or you can request to have your records mailed to the school of your choice. **Final records will not be released until all financial obligations have been satisfied.**

LOST AND FOUND:

A “lost and found” box is in the ACS’s Administrative Office. Lost articles may be claimed by proper identification. It is a good idea to mark items with the owner’s name clearly. Eyeglasses and jewelry can be claimed through the office.

To help your children keep up with his/her belongings and to avoid confusion about ownership, please label all items with your child’s name. Clothing and supplies are turned in to Lost and Found and never claimed. Parents and students may look through Lost and Found items in the office. Unclaimed clothing will be donated to charity in December and May.

MONEY:

When money is brought to school, please enclose it in a Zip-Loc bag and label it with your child’s name and grade level. Please place a note along with the money stating what the money is for and place it inside the ACS Communication Folder. We will receipt all monies and return the receipt in your child’s Communication Folder. Children should be discouraged from bringing extra money to the school. Please do not put tuition money in this Communication Folder. Please make tuition payments directly to Mrs. Ward.

TEXTBOOKS/LIBRARY BOOKS, ETC.:

Parents and students are responsible for all supplemental textbooks and books issued during the school year. Books will not be issued until parents/guardians sign the textbook rules form. Parents must pay for all lost or damaged books, based on the cost and value if the lost item. **Payment must be received before report cards, or replacement books can be issued.** Parents must pay for all lost/damaged books or late fees.

MESSAGES AND TELEPHONES:

- Emergency messages for students can be sent through the school’s office (901-729-6007).
- The use of cell phones by students during school hours is prohibited. **Student cell phones and electronic devices must be turned off and left in their backpacks, purses, lockers, etc. during the school day.**
- ACS is not responsible for lost or stolen cell phones.
- In the event of an emergency, students may obtain permission and use a phone in the school office.
- The use of school phones is prohibited or unless authorized by ACS Staff members

SCHOOL CLOSINGS:

In the event of inclement weather ACS will broadcast all school closings on local television channels, e.g., WMC-Channel 5; WREG-Channel 3; Fox-Channel 13, WPTY- Channel 24 and radio stations. If it becomes necessary for the school to be closed on short notice or while school is in session due to snow, no electricity, etc., the school will notify families by phone via email and text.

People who are not listed on the student information form will not be allowed to check-out your child from school. Parents must give permission and have the individual state the passcode to ACS staff and present a valid driver’s license or state ID to leave the premises with your child(ren).

LUNCH:

Students are responsible for bringing their bag lunches and snacks each day. Lunches, as well as snacks, must be contained in a brown paper bag or a lunch box/tote. In the event your child(ren) requires additional food or snacks, please provide enough food. There are microwave ovens available for Staff use only. Staff members may warm the student's food on an as-needed basis. Please send a note to your child's teacher if you plan to eat lunch with your child.

BIRTHDAYS AND BIRTHDAY TREATS:

Each child will have an opportunity to celebrate a birthday. To be fair and consistent, birthdays will be kept simple. At the same time, we want to allow time for your child's birthday to be recognized. **FOOD/TREATS MAY BE BROUGHT TO THE SCHOOL FOR BIRTHDAY CELEBRATIONS UPON PRIOR APPROVAL.** Food that is approved for distribution must be commercially prepared packaged foods in sealed containers or individually wrapped. Because so many children are allergic to peanut/nut products, please do not send anything containing peanuts/nuts or peanut butter.



UNIFORM POLICY

Arête Christian School adopted a mandatory school uniform policy for all students in grades Prekindergarten through twelve. Uniforms create security through identification, enabling school officials to recognize intruders and a more positive atmosphere conducive to education will be established. Upon arrival, each child must be fresh and clean. Please bring your child with a clean face, clothes, and a great attitude!

NON-COMPLIANCE OF ACS UNIFORM POLICY:

Your child represents your family and Arête Christian School. We realize that you work hard to teach your child to have pride and respect for him or herself. We want to extend that concept at ACS. We believe neat, appropriate dress influences student behavior. Students are expected to come to school neat and clean (bodies, clothes, and hair).

Male students are not permitted to wear earrings or any other visible piercings.

Hair coloring or tint, for both male and female students, should not interrupt or interfere with the learning environment.

Parents of ACS students should strive to achieve full compliance regarding our *School Uniform Policy*. Please be informed that disciplinary measures will be enforced only when all positive measures fail. The intent of this policy is not to prevent any of our students who are not in uniform from attending school but to create a serious learning environment conducive to student achievement.

The following is a progressive disciplinary plan for students who are considered non-compliant with the *School Uniform Policy* and who have not been granted an exemption.

1st Offense	A verbal warning
2nd Offense	A written warning
3rd Offense	Parent Conference issued by an administrator
4 th Offense	“Noncompliance Uniform Policy Fee” which will be assessed at the rate of \$4.00 daily for each time the student does not meet uniform requirements, not to exceed two consecutive weeks.
5 th Offense +	If the student remains out of uniform for two consecutive weeks, further disciplinary actions may result in home suspension.

PHYSICAL EDUCATION (P.E.) UNIFORM POLICY:

Students are expected to change into their Physical Education uniform when they participate in a physical education class. Below are the guidelines:

Follow the “Four S” = Shirt, Shoes, Socks, Sweats

SHIRT - Arête Christian School grey P.E. t-shirt with burgundy lettering and logo.

Acceptable - plain grey t-shirt.

NOT Acceptable - School polo, any non-grey t-shirt (including white undershirt) or any other t-shirt that violates the school dress code.

SHOES - Athletic shoes for a movement that can be tied (shoes w/shoelaces). NOT Acceptable - Shoes without laces (slippers, slip-on, flats, dance shoes, sandals, boots, etc. or any other type of shoe deemed unsafe by ACS Staff.

SOCKS - White or black athletic socks of any length. NOT Acceptable - Colored socks that violate the school dress code or not wearing any socks.

SWEATS - Students may wear any solid color sweat or jogging pants. No form-fitting spandex, leggings, yoga pants, stretch pants.

For hygiene reasons, all students are expected to change out of their school uniform clothes and into a PE uniform. Each student is responsible for the cleanliness and condition of his/her uniform. All uniform items shall be appropriately marked with the student's name for easy identification and to discourage theft.



ATTENDANCE POLICY

Attendance is important. Start **NOW** with perfect attendance. Regular attendance is a requirement of Arête Christian School. All children must arrive by 8:20 a.m. to be considered on-time. In the event of a doctor's appointment or another emergency that could result in late arrival, please notify the school office.

If a child is absent for any reason(s), please notify the school office. After three (3) consecutive absences, without notification from parent/guardian, our staff will contact you to identify the reasons for the absences.

Arête Christian School must maintain a 90% attendance rate. If your child falls below our attendance requirement, he/she could be unenrolled from the school. Therefore, we will make every possible effort to assist you in ensuring your child's regular attendance.

TARDY POLICY:

The ACS Tardy Policy has been developed to emphasize the importance of students arriving at school time to begin their academic day. Students who are excessively late to school are missing essential instructional time. We are committed to assisting your child(ren) reach their fullest God-given potential but to achieve this goal, students must be present and ready to learn.

Tennessee Law T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

As a reminder, students are considered tardy if he/she arrives after **8:20 a.m.** If a student arrives at school after this time, the parent/guardian must sign in their child(ren) in the Administrative Office. Excessive unexcused tardies to school will be considered truancy and will result in disciplinary action and can be reported to Shelby County Truancy Office.

Tardiness and early checkouts count against perfect attendance. A tardy is excused **ONLY** if the child is coming from the doctor's office or has been ill. The number of tardies and absences are recorded on the child's permanent school record without any difference being made in excused and unexcused absences or tardies. Let's strive to keep that record respectable!

Effective immediately, the following is a progressive disciplinary plan for students who are considered non-compliant with the Tardy Policy. **Consequences begin when the student has issued a third tardy.** Excessive unexcused tardies to school will be considered truancy and will result in disciplinary action and can be reported to Shelby County Truancy Office.

- | | |
|-----------|---|
| 4th tardy | A verbal warning |
| 5th tardy | A written letter requesting a parent conference |

6th tardy	One-day in-school suspension or further disciplinary action upon Pastor’s discretion
7 th tardy+	Students that are habitually tardy will be reported to the Shelby County Truancy Office and possibly jeopardize student’s enrollment in Arête Christian School

ABSENCES AND EXCUSES:

Each day a child is absent, a note MUST be brought to the teacher giving the reason for the absence. State law recognizes **the following** reasons as excused absences

1. personal illness,
2. validated court appearance of the pupil that is NOT the result of the student’s misconduct,
3. recognized religious holiday,
4. death,
5. serious illness in the immediate family
6. Doctors appointment

Being away at an approved school activity is not considered an absence.

A written statement within two school days of the student’s return to school shall be required from the parent or guardian explaining the reason for the absence. Notes must be date specific. If a note is not submitted within two school days of the student’s return to school, the absence will be considered unexcused.

After a student has been absent for two school days, total, parent hand-written notes WILL NOT be accepted. Subsequent absences beyond the two (2) days will require an official doctor’s note or legal court summons.

Students with an **excused** absence shall have the opportunity to make-up work missed. It is the student’s responsibility to make up assignments and tests within a reasonable time after returning to school. Students with an **unexcused** absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence participates in an appropriate intervention to make up assignments and ensure that all PACES are completed by the projected due date.

TRUANCY POLICY:

Tennessee Law T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the superintendent, or to the superintendent’s designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

Below is the progressive disciplinary plan for students who are considered non-compliant with the Truancy Policy.

3 rd Unexcused Absence	A verbal warning
4th Unexcused Absence	A written letter requesting a parent conference
5th Unexcused Absence	Begin Truancy Procedures and referral to the Shelby County Truancy Office



STUDENT CODE OF CONDUCT

Good discipline within a school is necessary to ensure a proper learning environment. It is the responsibility of parents, the Board of Education, the administrative staff, and school personnel to take the measures necessary to provide the proper atmosphere for the instruction of students. Developing citizenship is one of the major functions of education. Principals, teachers, and teachers' assistants are charged with the responsibility of using any policies or procedures necessary to provide an atmosphere for learning.

One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Therefore, it is the responsibility of each student to operate as a responsible citizen.

SCHOOL-WIDE RULES:

The school rules were developed to provide an environment conducive to learning. It is our responsibility to provide an environment that is safe, secure, and orderly. The following rules have been established to ensure this goal. The following rules will be consistently enforced throughout the school.

1. Keep your hands, feet, and all other objects to yourself.
2. Follow instructions the first time given.
3. Be prepared by being on time and having your materials.
4. Keep to the right and always walk quietly in the building.
5. Be respectful to yourself, others, and the school.
6. Be in the right place at the right time.

CORPORAL PUNISHMENT: Corporal punishment shall not be used at Arête Christian School.

TIME OUT: Time-out means time out from positive reinforcement (rewarding experiences). It is a procedure used to decrease undesirable behaviors. The main principle of this procedure is to ensure that the individual in time-out is not able to receive any reinforcement for a period.

Generally, it is considered more effective to have short periods of time-out. The length of each time out session shall be based on the age of the child and shall not exceed one (1) minute per each year of age of child. Generally, time out should not exceed five minutes. Some double the time-out period for such offenses as hitting, severe temper tantrums, and destruction of property.

Zero Tolerance Policy:

Arête Christian School is responsible for using reasonable steps to promote a positive learning environment by ensuring the protection of the rights of each student to benefit from their educational experiences. If a student breaks a zero-tolerance rule, this action will result in immediate expulsion/suspension for 180 days. The following are State Zero Tolerance Offenses-

- ✓ Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee

- ✓ Unlawful possession, sale, or evidence of the use of drugs/narcotics at school or a school-sponsored activity
- ✓ Unauthorized possession of a firearm on school property or at a school-sponsored activity
- ✓ Acts of bullying, cyberbullying, and harassment

The following types of behavior will result in consequences that range from a time-out, conferences, home suspension, or even expulsion, dependent upon the severity and continuation of Code of Conduct violations:

- ✓ Fighting, disruption, or interference with curricular or extracurricular activities.
- ✓ Academic Integrity violation (cheating)
- ✓ Damage or destruction of school or personal property.
- ✓ Assault on school employees, students, or other persons.
- ✓ Stealing of school or private property.
- ✓ Violation of Attendance Rules and Regulations.
- ✓ Being insubordinate or showing disrespect toward a school employee, student, or guest of the school.
- ✓ Inappropriate display of affection while on school premises, while in the custody and control of the school, or during a school-related activity.
- ✓ Engaging in any act, which intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of the school staff with gestures written or verbal means.
- ✓ Using any form of profanity, written or verbal.
- ✓ Gang-related activities at school, school activities, and school-sponsored events.

Harassment, Intimidation, or Bullying of Students:

Student harassment or bullying will not be tolerated. Tennessee law defines “harassment, intimidation or bullying” as acts that substantially interfere with a student’s educational benefits, educational opportunities, educational performance, that take place: 1) on school grounds, 2) at any school-sponsored activity, 3) on school-provided transportation, or 4) at any location from which electronic communications, and that has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Intentionally influencing others to withdraw from, isolate, or intimidate another student;
3. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
4. Creating a hostile educational environment.

Social Media Policy:

Posting negative comments regarding Arête Christian School, stand, etc., on social media sites will not be tolerated as it is out of harmony with the Arête Christian School standard of conduct. Failure to comply with this policy may result in withdrawal of the student.

Biting/Hitting/ Kicking/Spitting/ Slapping Policy:

Outlined below is our policy for children who bite or cause physical injury to others. We work consistently with the children on appropriate and expected behavior. Biting, hitting, kicking, spitting, or clapping is especially tough because there is a victim. It is our goal that everyone should have a good day. Most victims are very disturbed about being bitten or hurt.

Our policy on Biting/Hitting/ Kicking/Spitting/ Slapping is as follows:

1. If your child is a biter/hitter, after a bite or injury to another child, we will ask you to pick up him/her for the remainder of the day. This will allow you to work with him/her on a one-on-one basis.

2. We encourage you, and your child to discuss this inappropriate behavior with your child before their return to school. Upon return to school, a conference must take place with the parent, child, and Administration.
3. If there is a subsequent biting/hitting incident, your child will be removed from the school for up to one week. This will give you an opportunity to reemphasize what is acceptable and what is not.
4. If biting/hitting continues after all measures above have been exhausted, we will officially unenroll your child from Arête Christian School.

Note: If injuries occur where the victim must be hospitalized, seen by a doctor/specialist OR if due to the offender's behavior school property is damaged or destroyed, all financial obligations will be that of the parent/guardian of the offender. Arête Christian School is absolved of all financial responsibilities.

ARÊTE CHRISTIAN SCHOOL
Student Code of Conduct
(Offenses and Penalties by Category)

It is important that we make all policies and the Student Code of Conduct clear for the safety and well-being of all the students in our care. Everyone has the right to have a good, safe day. We must maintain that standard by stating what is acceptable and what cannot be tolerated.

The infractions of school discipline in the Student Code of Conduct listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, school principals shall assign discipline by the category that appears to be comparable to the offenses specifically listed in the category.

Note: If injuries occur where the victim must be hospitalized, seen by a doctor/specialist OR if due to the offender's behavior school property is damaged or destroyed, all financial obligations will be that of the parent/guardian of the offender. Arête Christian School is absolved of all financial responsibilities.

Due to the nature of the infraction o student's misconduct, Arête Christian School reserves the right to unenroll students at any time.

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of the use of drugs/narcotics at school or a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school-sponsored activity.

The penalty for Category A Offenses:

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school-sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities - - Activity that is threatening and intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes, and symbols that are used in communication such as threats and warnings and recruiting; gang-related fights, and all types of violent acts; gang graffiti were especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs, and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under the guise of it being a controlled; substance or prescription drug, and medical preparations without proper medical authorization;
6. Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity;

7. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;
8. Continuous and severe Category C Offenses.

The penalty for Category B Offenses:

- Out-of-School Suspension (OSS)
- Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school’s jurisdiction during school hours or while participating in a school-sponsored event;
4. Gang activities - any gang-related activity not specified in Category B;
5. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school; **Parent/Guardian are liable for all damages.**
7. Stealing or misappropriation of school or personal property (regardless of intent to return);
8. Immoral or disreputable conduct;
9. Continuous and severe Category D Offenses.

The penalty for Category C Offenses:

- Out-of-School Suspension (OSS)

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of the school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to a staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, by state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;

8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, cyberbullying, intimidation, and harassment;
10. Cheating/ Violation of Academic Integrity Policy;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C;
12. Continuous and severe Category E Offenses.

The penalty for Category D Offenses:

- Parent-Principal Conference
- Out-of-School Suspension (OSS)

Category E

1. Habitual and excessive tardiness;
2. Intentional disturbance of class, horse playing, cafeteria or school activities;
3. Leaving school grounds without permission;
4. Being in an unauthorized area without permission;
5. Tampering with grades or report cards;
6. Possession of lighters or matches;
7. Inciting, advising or counseling others to engage in any acts in Category D;
8. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

The penalty for Category E Offenses:

- Parent-Principal Conference
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

Correcting Misconduct:

Student misconduct most often is the result of inappropriate behavior. In such cases, all that is necessary is for the child to understand why the behavior was inappropriate and what to do when similar situations are encountered in the future. In some situations, however, it is necessary for a student to receive punishment to reinforce the lesson they have been taught. We will be following a procedure of increasing consequences as students continue to exhibit unacceptable behavior. We will strive to make the punishment fit the problem, depending on the seriousness and frequency of the misconduct. Actions taken by school staff will range from time out, notes and phone calls to parents, cafeteria duty; or the timeout table during lunch, office referral and suspension.

Out-of-School Suspensions and Expulsions:

Out of School Suspensions and Expulsions are issued to:

1. A pupil having in his possession at school ***any instrument that could be used as a weapon***. Look-alike guns and knives are also included in this policy. We are required to call the Memphis Police Department to pick up any weapon. ***The police officer may transport the child to Juvenile Court.***
2. A pupil involved in a school break-in or causing malicious damage to school property. Vandalism is also included.
3. A pupil accused of ***any*** insubordination such as striking or using abusive or disrespectful language to all school employees including teachers' assistants, custodial, or cafeteria personnel. Disobedience to an adult's direction will be considered insubordination.
4. Threats toward school personnel and other students will be taken very seriously and may result in an out-of-school suspension or expulsion if the bodily injury has occurred.
5. A pupil whose parent or guardian fails to answer a Home Suspension within three days.

6. A pupil involved in illegal possession or use of controlled substances or prescription drugs. Memphis Police Department is to be called, and the child may be transported to Juvenile Court.
7. Possession of alcohol, tobacco, or smoking paraphernalia will be dealt with severely.
8. Any acts of bullying.



HEALTH AND SAFETY

WEAPONS/ HANDGUN POLICY:

No weapons or handguns are permitted on Arête Christian School premises.

NO SMOKING POLICY:

Smoking is prohibited on Arête Christian School premises.

EMERGENCY PREPAREDNESS AND DRILLS:

Emergency preparedness is an important component in the event of natural and man-made disasters. For the safety of all, drills are held regularly. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each room. FIRE, TORNADO AND EARTHQUAKE DRILLS will occur regularly and will be unannounced.

ACS will conduct the following drills regularly throughout the school year:

1. Fire
2. Tornado
3. Active Shooter
4. Earthquake
5. Any additional drill deemed necessary by Administration

BUILDING SECURITY:

To insure the safety of all the children, ACS will be implementing a “Safe Schools” plan throughout the year. All visitors and parents are welcome and encouraged to visit the school. However, your child’s instructional time and safety are priorities at Arête Christian School. If you need to speak with your child’s teacher, we request that you schedule an appointment.

For the protection of the students, all visitors must report to the office and must sign in upon entering the building. All children not enrolled at Arête Christian School should be accompanied by parent/parents. A forgotten item (such as a lunch box) should be brought to the office, and the child will be called to pick it up.

Visitors are not admitted to classrooms during school hours unless prior arrangements have been made with the office and the teacher. All visitors must sign in and wear a badge. In the instance of an impromptu visit, parents must sign in and obtain a Visitor’s badge. Please refrain from going to a classroom before or after school unless you have a scheduled conference with the teacher. It is important for teachers to greet students each morning and help them prepare for their day. At dismissal, all teachers have an assigned duty to ensure students safely leave campus.

1. Guest passes and sign-in is required for **all** persons other than enrolled students and employees of the school. These passes will be issued at the front desk during the school day. All doors will be locked to the outside entrance. The annex entrance will be monitored and passes issued. Please use the front doors to enter the school. Anyone coming into the main building must present a state picture ID and secure a pass. All doors will remain locked during the school day.
2. If a parent is a volunteer, they must sign the volunteer book and pick up a visitor tag to wear while on campus. Please wear the tag when in the building.
3. When a parent is here to work in a classroom, they must sign in and get a visitor’s tag.
4. Parents who are on campus to eat lunch with their student should sign in and wear a visitor’s tag.

5. Forgotten items (lunches, lunch money, library books, etc.) brought to school for students by parents should be dropped off at the front desk. The office staff will call the student to the office to pick up the items.
6. Due to health reasons, **pets are not allowed** in our building, our classrooms, or on our campus.

These steps are being taken to provide the safest environment possible for all children and to preserve the quality of our instructional program.

UNAUTHORIZED ENTRY INTO A SCHOOL BUILDING AND ON SCHOOL PROPERTY IS CONSIDERED A CRIMINAL TRESPASS. Parents, the school will do all that is possible to safeguard your children, but you must do your part! Talk to your children about leaving school with other people. Be sure that you stress to the children that they don't leave with anyone they do not know. This would be a good time to discuss the way children should handle situations that deal with strangers.

SIGN-IN/OUT AND DISMISSAL PROCEDURES:

Parents are required to sign in/out their child(ren) every day.

Parents must send a note to school if a student is to be dismissed with anyone who is not the legal guardian or not listed as an emergency friend on the student's enrollment information. School personnel will not release a student if there is any question. **Identification along with the four-digit passcode will be requested of anyone picking up a child other than the parent/guardian.**

Parents who need to pick up a sick child, or who need to sign out a student early, must sign the child out through the office first and wait for the child to come to the office for checkout. Parents may not go to the classroom to pick up a child.

Arête Christian School reserves the right to deny the release of any child to an adult who may appear incapacitated, under the influence or impaired which may impact child's safety.

CAR SAFETY AND PARKING RULES:

Your speed must not exceed five mph as you approach the "School Zone" located in front of the school building. Drivers must use extreme caution due to a large number of children who may be walking and riding bicycles in the area. Cars should park in the parking lot behind the main building during school hours. There will be **NO PARKING** on Holmes Road in front of the main building.

For safety reasons, we encourage you to use the car loading area directly in front of the modular building. Parents must park your car and then accompany them into the school entrance. **THE HANDICAPPED PARKING SPACES ARE RESTRICTED FOR HANDICAPPED DRIVERS ONLY. DO NOT PARK IN THE FIRE LANE AT ANY TIME.**

CHILD ABUSE AND NEGLECT:

What is the Tennessee Child Abuse Hotline?

The Tennessee Child Abuse Hotline accepts all reports of suspected child abuse and neglect for the state of Tennessee. The Tennessee Child Abuse Hotline is open 365 days a year, 24 hours a day and seven days a week. Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and "act in good faith" are immune from any civil or criminal charges, which may result. The reporter has the right to remain confidential and anonymous.

Contact and More Information:

Hotline Phone: 1-877-237-0004

Fax: 615-361-7041 for non-emergency situations only.

Websites:

<https://apps.tn.gov/carat/> in non-emergency situations only.

<https://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.NoELFkxc.dpuf>

Developed through the Tennessee Joint Task Force on Children's Justice and Child Sexual Abuse.

Warning Signs of Child Abuse

Below are indicators of child abuse and neglect, please note that the signs in each category may pertain to one or more types of abuse or neglect. If you suspect abuse, please call the Tennessee toll free **Child Abuse Hotline** at **1-877-237-0004**.

Signs of Sex Abuse

- Soreness or bruising, pain or itching in genital or anal areas
- Sexually transmitted diseases
- Nightmares or bedwetting
- Unexplained loss of appetite
- Becoming isolated or withdrawn
- Excessive masturbation or sexual play
- Abuses children, animals or pets
- Attaches very quickly to strangers or new adults in their environment
- Obsession with pornography or viewing sexually explicit photos
- Repeated runaway or suicide attempts
- Self-destructive behavior/self-injury/cutting, risky or delinquent behavior
- Substance abuse

Signs for Sexual Exploitation of Minors

- History or presence of emotional, sexual, or other physical abuse
- Sexually transmitted diseases
- Evidence of homelessness; no identification and runaway
- Inexplicable appearance of expensive gifts, clothing, or other costly items
- Presence of an older boy-/girlfriend
- Evidence of drug use
- Possesses multiple phones and hotel room cards
- Repeated statement of urgent need to leave or get back home



Signs of Physical Abuse

- Unexplained fractures or injures
- Previous injuries in various healing stages
- Patterned injuries consistent with objects of abuse (cigarettes, belt, hands)
- Burns on extremities, buttocks or genitals
- Frightened of or shrink at approach of adult caregiver
- Emotional turmoil (anxiety, depressed, suicidal); developmental delays
- Self-isolation or undue aggression
- Fear of going home; many school absences
- Abuses animals or pets

Signs of Emotional Abuse

- Anxiety, depression or humility
- Constant belittling, shaming, and humiliation
- Developmental delays; failure to thrive



Signs of Neglect

- Abandonment or reports that there is no one at home to provide care
- Constant hunger or begs or steals food for money; signs of malnutrition
- Abuses alcohol or drugs
- Lacks sufficient clothing for the weather or clothes are filthy
- Neglected personal hygiene (body odor, matted hair)
- Consistent lack of supervision
- Untreated medical issues

In Tennessee, everyone is legally mandated to report suspected child abuse and neglect. For more information, please visit <https://www.sworps.utk.edu/children> or <https://www.tn.gov/dcs.html>

This project is funded through an agreement with the state of Tennessee.

MEDICATION:

Arête Christian School teachers and staff WILL NOT administer medication to any child.

Arête Christian School is not responsible nor liable for any student who self-administers medication.

FATAL FOOD ALLERGIES:

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Parents must notify ACS of any life-threatening food allergies that your child(ren) may have. No food will be distributed in the cafeteria or classrooms without prior approval from the teacher. When visiting the cafeteria, please do not give food to anyone other than your child. Students are not allowed to share their lunches with other nor is the parent allowed to bring lunches for other students. Please do not give food to anyone other than your child(ren). Nor is your child to share their lunch with other students.

Food that is approved for distribution (e.g., birthday cake, cupcakes, for birthday parties or other events or celebration) must be store-bought, individually wrapped, and ingredients visible.

PRE-KINDERGARTEN – 12TH GRADE IMMUNIZATION REQUIREMENTS:

Arête Christian School must maintain a health and immunization records for every student.

Source: www.TN.gov, Tennessee Department of Health Page

See more at <https://www.tn.gov/health/article/childcare-12th-grade-immunization-requirements#sthash.mliWJRer.dpuf>

FIRST AID AND MEDICAL TREATMENT:

Parents must have a signed “Food Allergy and Medical Treatment Form” on file granting authorization and consent for Arête Christian School staff, and designee to administer general first aid treatment for any minor injuries or illnesses. Parents also grant authorization to seek emergency medical attention in the event of an injury or illness that is life-threatening or in need of emergency treatment. Furthermore, the parent agrees to assume financial responsibility for all medical expenses of such care and agree to hold Arête Christian School harmless and not responsible for any financial fees.

REPORTS OF INCIDENTS, ACCIDENTS, INJURIES, AND FATALITIES:

In the event of an injury/ incident, please follow the below steps:

- ✓ The teacher should take care of the immediate first aid situation first.
- ✓ The **ACS Incident Report Form** should be completed by the staff member administering first aid. Incidents, accidents, and injuries to children shall be documented immediately as follows: (I) Date and time of occurrence; (II) Description of circumstances; and (III) Action(s) taken by the agency.
- ✓ Incidents, accidents, and injuries shall be reported to the parent as soon as possible, but no later than the child’s release to the parent or authorized representative.
- ✓ Documentation of incidents, accidents, and injuries to children shall be filed in the child’s record no later than one (1) business day immediately following the occurrence.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:

The American Academy of Pediatrics recommends that your child is kept the home from a child-care facility or school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn’t stop with the usual comforting, or extreme sleepiness.

- Diarrhea or stools that contain blood or mucus.
- Vomiting two or more times in 24 hours. If your child vomits on the way to school, he/she cannot attend school.
- Mouth sores and drooling until a physician or the health authority does not feel the condition is infectious.
- Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

COMMUNICABLE DISEASE:

Parents of every child enrolled shall be notified immediately if one of the following communicable diseases has been introduced into the school:

- Hepatitis A;
- Food borne outbreak (food poisoning);
- Salmonella;
- Shigella;
- Measles, mumps, and/or rubella;
- Pertussis;
- Polio;
- Haemophilus influenza type B;
- Meningococcal meningitis;
- Chicken Pox;
- Hand, food, and mouth disease;
- Any other illness identified by the state or local Department of Health.

INDOOR PLAY:

Students shall be provided an opportunity for indoor play when the temperature range is between thirty-two (32) degrees and nine-five (95) degrees Fahrenheit and not raining.



PARENTAL INVOLVEMENT

COMMUNICATION FOLDERS:

Arête students are given a Parent Communication Folder that is sent home daily. This is the first line of communication with parents. The folder will include the student's homework slips and daily conduct record. Notices, monthly calendars, and upcoming announcements will be sent home in the Folder as well. Parents are to check their child's Communication Folder daily.

PARENT CONFERENCES:

We always welcome parents! Children of interested parents are a joy to teach! BUT - a well-planned lesson or smooth opening routines can be destroyed for the entire class by a well-meaning parent who "just drops by for a visit."

PLEASE call ahead and schedule a conference with your child's teacher. This applies to before and after school drop-in conferences as well. Conferences can be conducted before or after school so as not to take instructional time away from the class.

We will be asking our teachers each day to list any conferences they have scheduled during the day. Any parent who asks to see a teacher but has not scheduled a conference will be asked to come back later after a conference has been scheduled. Your cooperation in following this procedure to protect class time from interruptions is appreciated.

If a parent brings something to school for their child, the office will see that the item is delivered. Also, we invite and urge parents to consult with their teachers or the principal for help with problems. Please submit the "PARENT/ TEACHER CONFERENCE REQUEST" form to arrange for a conference time. **Teachers cannot be interrupted during class time for conferences.** However, parents and family are welcome to visit and observe after checking through the office. Four specific times (see dates on the calendar) have been designated as Parent-Teacher Fellowships which will allow time for conference dates.

PARENT CONCERNS:

Parents are encouraged to bring any concern or question directly to our attention. We are committed to resolving questions or problems that may arise. All complaints must be taken care of within ten calendar days of learning about the event or problem (depending on the issue). All student matters should be discussed first with the appropriate classroom teacher. If the teacher's decision is not satisfactory, the complainant may request a conference with the principals and CEO/Founder.

JUPITER GRADES:

Each parent and student will be given login information to sign into Jupiter Grades. Parents will need to opt-in to receive texts, emails, and alerts. You can use Jupiter Grades to view your child's grades, assignments, and class announcements. If you are not receiving Jupiter messages or having trouble logging in, please contact the school office.



ACADEMICS AND CURRICULUM PACES

GRADES: 1 -12

Arête Christian School utilizes Accelerated Christian Education® curriculum, which is built upon the following five basic laws of learning:

1. Students must be at levels where they can perform.
2. Reasonable goals must be set.
3. Students must be controlled and motivated.
4. Learning must be measurable.
5. Learning must be rewarded.

Whether the student is a high achiever or a moderately paced learner, the Accelerated Christian Education educational process proceeds at the exact level determined by the child’s ability.

Individualization makes it possible for each student to master the subject before moving on. Such mastery is the foundation upon which all future learning is built. Individualization produces academic excellence. Students take responsibility for their learning. Biblical character training received as part of this learning experience prepares students to welcome and accept challenges and future opportunities that come their way.

Accelerated Christian Education (ACE) curriculum has Scripture as its foundation, fully integrating biblical principles, wisdom, and character-building concepts into education. Students move at their speed through the self-instructional "PACE" workbooks. Following the mastery approach, PACEs are formatted for students to complete the exercises found throughout the workbook, take a practice "self-test" and conclude with a "final test" (torn out from the center) to measure understanding.

PACEs are numbered, with each subject *generally* covering 12 PACEs; the PACE numbers increase numerically as grades progress. Answers are in the sold-separately SCORE Key booklet sets, whose numbers correspond to the student workbook PACEs.

Approximate Conventional/Chronological Grade Levels	PACE TO GRADE LEVEL CONVERSION											
	Corresponding Level of PACEs											
Level 1	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012
Level 2	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024
Level 3	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036
Level 4	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048
Level 5	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060
Level 6	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072
Level 7	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084
Level 8	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096
Level 9	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108
Level 10	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120
Level 11	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132
Level 12	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144

WHAT IS A PACE?

Accelerated Christian Education® has taken the conventionally styled textbook and divided it into bite-sized, achievable, worktexts called PACEs. Each PACE is similar to a unit in a textbook. Each level consists of 12 PACEs in each subject. PACEs integrate Godly character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning.

Students begin their PACE work by noting their goals, the concepts they will learn, a Bible verse, and a corresponding character trait. From the beginning of each PACE, they know what is expected and assume the responsibility for their learning!

Throughout the curriculum, the introduction of new vocabulary words is computer controlled so that no new vocabulary word is used without the student first learning its meaning and pronunciation. Also, these words are repeated a certain number of times to ensure mastery.

Full-color explanations and illustrations add excitement to each lesson, and innovative learning activities reinforce the interesting text material.

Each PACE contains several Checkups, which are quizzes covering a section of the PACE. If mastery in an area is not achieved, the Checkup will reveal that weak area. Students can then take the time necessary to review and learn those concepts before proceeding to the next.

Upon completion of the activities and Checkups, students prepare to take the Self Test. Here students evaluate themselves, and a supervisor/tutor determines readiness for the final PACE Test. When the Self Test is completed, the student turns in the PACE and takes the PACE Test the next school morning. The PACE Test objectively measures student mastery of the material.

GOAL CARD

A single Goal Card is designed for daily entries for two weeks of work. Students will be issued Goal Cards every two weeks. Completed Goal Cards are collected and filed in each student’s master file. Goal Cards can serve as material for parent conferences.

When a student completes a goal, s/he draw a forward diagonal line across the page numbers in blue ink. Daily goals are to be written in black ink, not pencil. Do not allow students to scratch out or cove their goals. If a student does not complete their daily goal, the remainder becomes homework and should be written on the student’s Homework Slip.

	Math	English	Word Building	Lit. & Crea. Wri.	Science	Social Studies	Bible	Total Pages
M	43-46	1-4	9-12	1-2	37-40	1-6	4-6	27
T	47-49	5-8	13-16	3-4	41-43	7-12	7-9	25
W	Test	9-12	17-20	5-6	Test	13-17	10-12	18
Th								
F								

DAILY GOAL SETTING AND PACE COMPLETION FORMULA

Goal setting and goal checking, the keys to academic and personal achievement, require close, daily

supervision. Staff should make sure students are completing the number of pages and level of work that will allow them to make adequate daily progress. Proper goal setting allows students to set priorities, to struggle, to concentrate, to seek alternatives, to budget time, to have goals. These tasks build confidence and maturity as students experience accomplishment through effort, determination, and right choices.

The school year consists of approximately 36 school weeks. Since each subject contains 12 PACES each year, students need to complete a PACE in each subject every three weeks to complete 12 PACES per course by the end of the school year to maintain academic balance (according to *Accelerate Christian Education Procedures Manual*).

To best accommodate our diverse student population, Arete Christian School will adhere to the below daily goal setting and PACE Completion Schedule. Use this equation to calculate the number of pages a student needs to work daily to complete a PACE **within two weeks. This schedule does not include testing days and time needed for additional tutoring or remediation.** However, this can occur within the additional week and still allow students to complete all PACES by the end of the school year.

A.C.S. PACE COMPLETION FORMULA:

1. First, review the PACE by reading over the goals and determine if the PACE includes a special assignment or project.
2. Find the total number of pages in the PACE.
3. Divide by the total number of pages by 10. (10 days = 2 weeks)
4. The result is the number of pages the student should complete as a daily goal.

Things to Consider:

- The daily goal can be adjusted if the PACE includes a special assignment or project. These assignments should not be omitted. Allow students adequate time to complete these special assignments which mean the PACE Projected Due Date must be adjusted.
- Daily goals may be adjusted if the student is having trouble with the PACE material.
- Daily goals should be adjusted in the event of a school program, special activity, or field trip.

PROJECTED DUE DATE FORMULA

As a reminder, the school year consists of approximately 36 school weeks. Since each subject contains 12 PACES each year, students need to complete a PACE in each subject every three weeks to

complete 12 PACES per course by the end of the school year. Based on the PACE Completion Formula, students can complete the PACE within two weeks, ten days. This schedule does not include testing days and time needed for additional tutoring or remediation.

Note, the above formula does not exceed the three-week period students generally need to complete 12 PACES per course by the end of the school year.

GRADING INFORMATION EXPLANATION OF LETTER GRADES: (GRADES 1-12 ONLY)

The letter grades placed on the Progress Report and Report Cards correspond to the following percentages.

- A = 100-93%
- B = 91-85%
- C = 84- 76%
- D = 75-70
- F = 69 % and below

PROJECTED DUE DATE FORMULA:

The Projected Due Date is determined in the following way:

1. Stamp Issue Date
2. Apply PACE Completion Formula and count ten day out from the Issue Date
3. Add one (1) additional day if the PACE includes a special assignment, lab, or project.
4. Add one (1) additional day for PACE TEST
5. This is the Projected Due Date and should be stamped in the front cover of the Projected Due Date sticker.

GRADING PROCEDURES FOR NON-PACE SUBJECTS:

Students in non-PACE courses are given assignments, and grades are recorded on quarterly Report Cards. Non-PACE courses include Physical Education (P.E.), STEAM, Chapel Notebook, and ACS Supplemental PACES. Grades of less than 80 % will not be placed on the report card. Instead, an “Incomplete” will be given for any quarter in which a grade is less than 80%. No final grade will be given unless all work is completed with a grade of 80% or higher.

HOMEWORK:

Homework is a key component of learning. Just as an athlete must practice reaching excellence, so must we practice academic concepts to master and maintain our excellence. Teachers will be sending homework assignments home. We expect parents to go over the assignments with your child each night. Homework is an important continuation of classroom learning.