



Algood Christian Elementary School

Official Student Handbook

(updated July 2024)

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01. ABOUT ALGOOD CHRISTIAN ELEMENTARY SCHOOL

This Student Handbook has been created as a reference document to be used by parent(s)/guardian(s), students, and school personnel to understand the direction of Algood Christian Elementary School (ACE) and to present the expectations for student behavior. On or before registration, the student and the parent/guardian will sign the ACE Handbook Agreement form to acknowledge receipt of, or online access to, this document (form available at <https://www.algoodchristian.org/registration/application>).

01.01. AUTHORITY, MISSION, PHILOSOPHY AND VISION

Authority

Algood Christian Elementary School (ACE) is operated by the Cookeville Algood Seventh-day Adventist Church and the Georgia-Cumberland Conference of Seventh-day Adventists. ACE is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation which is approved by the U.S. Department of Education as a school accrediting agency; and by the U.S. Immigration and Naturalization Service for the purpose of enrolling non-immigrant (F-1) students. In addition, ACE is State Approved (TN) as a Category II school and State Approved by the Tennessee Department of Education.

Mission

ACE is a Christian organization that seeks to inspire its students to think deeply, live fully, serve unselfishly, and love God completely.

Philosophy

ACE recognizes that God is the Creator and Sustainer and the Source of knowledge and wisdom. Knowledge of this personal God is derived from divine revelation as found in the Bible, nature, and human reason.

The ultimate aim of the student is to be restored in the image of God learning, through an experiential relationship with Christ, to accept service as a principle of life and to serve home, church, and community.

Seventh-day Adventist schools encourage the development of the whole person for this life and the life to come. Moreover, ACE makes abundant provisions for the acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

“True education means more than the pursual [pursuit] of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man ... It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” E.G. White, *Education*, pg. 13.1

“The fear of the Lord is the beginning of wisdom; a good understanding have all those who do His commandments. His praise endures forever.”
(Psalm 111:10 New King James Version)

Vision

Our vision is:

1. to lead students to know God and His Word, the Bible,
2. to foster servant leadership,
3. to provide a caring atmosphere,
4. to enhance the learning environment,
5. to develop an interactive teaching style,
6. to infuse technology into curriculum where appropriate, and
7. to create partnerships in education.

Together, the above vision statements can lead to a better educational future. Each is related to, and in varying degrees dependent upon, the implementation of the others.

01.02. FOREST SCHOOL

Not only does ACE offer the traditional classroom approach to learning, it also offers Forest School where students go into the woods every day, rain or shine, to experience learning in the outdoors. More regarding this education concept is available at <https://www.algoodchristian.org/forest-school>.

02. ACADEMICS / CURRICULUM

ACE intentionally offers a small classroom setting in order to meet the unique gifts and needs of its students. The school provides a well-rounded program to encourage social, emotional, spiritual, physical, and intellectual growth in its students. Excellence is the goal to be attained by all.

The ACE curriculum is based on the requirements of the Offices of Education of the General Conference of Seventh-day Adventists, and the Southern Union, and the Georgia-Cumberland Conference. Additional information is provided in the Adventist Edge website at <https://www.adventistedge.com/>.

Computer

ACE provides each student with a laptop/tablet. Students will receive instruction in computer literacy, keyboarding, and the use of the computer as a tool to enhance and reinforce their studies. Each student will need access to the Internet for research purposes, and must have a signed Computer Loan Agreement Form and the appropriate Georgia-Cumberland Conference Internet Acceptable Use Policy (both available at <https://www.algoodchristian.org/registration/application>) on file before on-campus Internet usage will be permitted. Misuse of the computer may result in temporary or permanent loss of use.

Music

The Georgia-Cumberland Conference of Seventh-day Adventists requires that all students be involved in some area of music instruction. The Music curriculum may vary from time to time. Performances by student musical groups are scheduled throughout the school year. Each student is expected to perform at such school-sponsored events.

Physical Education

Physical Education is an integral part of the ACE curriculum. Directed work and play experiences in the Physical Education program enable students to develop physical, spiritual, mental, and social qualities.

03. ADMISSION POLICIES

Students of good character may be admitted by the School Board upon application if there is available space and all other requirements are met as outlined in this Handbook. Admission to ACE is a privilege and may be withheld or withdrawn by the school at its discretion.

03.01. NON-DISCRIMINATION

All students who express an earnest desire for a Christian education are welcome, regardless of gender, race, color, national/ethnic origin, or creed. No discrimination is made in regard to admission, policies, or any school activities. All students are expected to demonstrate respect for the Word of God (the Bible) and observe all regulations of the school.

03.02. AGE REQUIREMENTS

To enroll in kindergarten, a child must be five (5) years of age by August 15. To enroll in first grade, a child must be six (6) years of age by August 15.

03.03. GRADE PLACEMENT / PROBATION

Tennessee State Law requires that all students entering the first grade must have completed one year of a state-approved Kindergarten program. All prospective students new to ACE are tested to determine grade placement.

Any new student and parent/guardian must interview with the teacher prior to admittance and, once admitted, will be on a one-year probationary status.

03.04. NEW STUDENT ENROLLMENT PROCESS

Application materials are available on the ACE school website at <https://www.algoodchristian.org/registration/application> , then click “Apply” (under Related Information on the right).

The **application** process is as follows:

1. Set up appointment to tour campus.
2. Provide ACE with a completed ACE Application form (one per student).
3. Pay application fee. This fee is non-refundable.
4. Interview with teacher (both parent/guardian and student).

When the above steps are complete, the application will go before the School Board for review. (Applicants will be allowed to attend classes subject a) to the completion of all admission requirements, and b) to the approval by the Board.) The parent/guardian will be notified in a timely manner.

When the application is approved, the **registration** process continues (most of the forms mentioned below may be found on the ACE website at <https://www.algoodchristian.org/registration/application>):

1. Provide original Tennessee Certificate of Immunization to be obtained from the child’s health care provider,
2. Provide the results of a recent physical exam,
3. Present the partially-completed ACE School Teacher Recommendation forms to the individuals defined on the form, at least one of which shall be from a previous academic setting, and the other from a pastor and/or a non-family member,
4. Provide certified copy of the student’s State-issued birth certificate,
5. Provide transcripts from previous school, or sign documents authorizing ACE to obtain the student’s records from former school,
6. Provide all documents included on the Registration Forms page of the ACE website,
7. (If the student is on a doctor-prescribed medication, a completed Medication Administration Form must be included in this packet),
8. Pay the Registration fee, and
9. Pay the August tuition before the first day of school.

Asbestos Notification

There is no asbestos in our school. (See paragraph [Asbestos Notification](#) under the **SCHOOL POLICIES** section near the end of this document.)

03.05. RETURNING STUDENT ENROLLMENT PROCESS

Application materials are available on the ACE school website at <https://www.algoodchristian.org/registration/application> , then “Apply”.

The **application** process is as follows:

1. Provide ACE with a completed application (one per student).
2. Pay application fee. This fee is non-refundable.

When the above steps are complete, the application will go before the School Board for review. (Applicants will be allowed to attend classes subject a) to the completion of all admission requirements, and b) to the approval by the Board.) The parent/guardian will be notified in a timely manner.

When the application is approved, the **registration** process continues (most of the forms mentioned below may be found on the ACE website at <https://www.algoodchristian.org/registration/application>):

1. For returning 7th grade students only, provide original Tennessee **Certificate of Immunization** to be obtained from the child’s health care provider,
2. Provide the results of a recent physical exam (will apply to any student for whom there is no recent health record on file),
3. Provide all documents included on the Registration Forms page of the ACE website,
4. (If the student is on a doctor-prescribed medication, a completed **Medication Administration Form** must be included in this packet),
5. Pay the Registration fee
6. Pay the August tuition before the first day of school.

NOTE: All account balances for returning students must be at \$0 (or special arrangements made) in order to register for the following year.

Asbestos Notification

There is no asbestos in our school. (See paragraph [Asbestos Notification](#) under the **SCHOOL POLICIES** section near the end of this document.)

03.06. OPTIONAL DOCUMENTATION

At the time of registration, only parent(s)/guardian(s) who wish to volunteer need to fill out certain forms and to complete on-line training and a background check.

See paragraph [Volunteers](#) under **SCHOOL POLICIES** section near end of this document for details.

04. FINANCES

04.01. TUITION AND FEES

The dollar amounts of monthly tuition charges and other fees for the current school year are shown in the **separate Financial Information** document. (See <https://www.algoodchristian.org/registration/scholarships> for these amounts.)

ACE is an extension of the Cookeville Algood Seventh-day Adventist Church's ministry to its children and youth. Because of this partnership, members of the Cookeville Church make financial contributions to the day-to-day operation of the school via their free-will offerings toward church-to-school subsidies. Families that maintain an active membership at the Cookeville SDA Church may enroll their children at constituent rates.

04.02. DISCOUNTS

Early Registration Discount

Families who want to save a seat for their student are encouraged to register and soon as possible. Making a non-refundable down payment during Early Registration of \$100 towards your Registration Fee will hold your student's seat. Families who register their student(s) and pay the Registration Fee per student during Early Registration (by May 31) will receive \$100 off

Registration Fee per student. Families that register between June 1 and June 30 and pay Registration Fee per student will receive \$50 off per student towards the Registration Fee. (see website).

Family Discounts

For families with more than one student attending ACE, there is a monthly discount. The discounts are per student. See the website for more details.

Advance Payment for the School Year

When tuition is paid for the entire year there will be a 3% discount.

04.03. FINANCIAL POLICIES

Registration Fee / Tuition

Registration fees are collected for processing and many administrative expenses. See the ACE website for the details as to what these fees cover (<https://www.algoodchristian.org/registration/scholarships>). These fees are non-refundable.

The complete registration fee and August tuition are due before the first day of school. Tuition Statements go out on the 5th of every month, Tuition is due by the 15th of each month, September through May. A Late Fee of \$25 will be added after the 15th of each month. All account balances for returning students must be at \$0 (or special arrangements made) in order to register for the next year.

Students entering school at or during second semester will be charged half of the registration fee.

Additional Charges

Additional charges may include but are not limited to field trips, hot lunch charges, graduation fees, etc. Families will be notified and will approve all additional charges before they are posted to family accounts.

Application Fee

This non-refundable fee is required of each new student and each returning student when their application is presented to the school for processing and Board approval.

Credit Card Payments

If you plan to pay tuition by a credit card, there will be a 2% fee added per semester.

Checks Payable / Payments

Checks are to be made payable to ACE or Algood Christian Elementary School. The memo area of the check should show what the check is for (e.g., registration, tuition, name of child, etc.).

Payments by check may be mailed to the school or left in the treasurer's mailbox at the school.

Online Payments

Families enrolled at ACE may use [adventistschoolpay.org](https://www.adventistschoolpay.org) for tuition and other expenses as needed. Access is via the website / "Online Payment" / "Click Here to Make a Payment" (<https://www.algoodchristian.org/>).

Report Cards, Transcripts, etc.

Student report cards, records, and transcripts will not be released until all financial obligations have been met.

Returned Payments

If payment is refused for insufficient funds, the school may assess a penalty fee and/or require that only cash, money order, or other form of guaranteed funds will be accepted as payment for any charges during the remainder of the school year.

Student Aid

- Any parent seeking financial assistance must initiate the process with the ACE Principal/Head Teacher for any available church financial assistance.
- Many area Seventh-day Adventist churches pay the non-constituent difference in tuition. A discussion with the family's church leaders might help to discover a local program of tuition assistance.

Unpaid Accounts

Tuition must be paid promptly. Students with past due amounts must contact the School Treasurer or the Chair of the School Board to make financial arrangements. If this is not done, the student will be unable to attend classes. See website for more details.

05. ATTENDANCE

05.01. ARRIVAL / DISMISSAL / HOURS

Hours

School hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday.

Arrival

Students shall be dropped off no earlier than **7:40 a.m.** and no later than **7:55 a.m.** The parent/guardian will follow the road arrows, drive to the front door, and drop off the student under the portico. Students are expected to quietly prepare their things and enter their classroom.

Dismissal

No student will be permitted to walk home. A parent, guardian, or authorized adult must pick up the student(s) at school.

Students will be picked up between **3:00 p.m.** and **3:15 p.m.** For students to be picked up, the parent/guardian must “sign out” the student(s) by initialing on the sign-out sheet provided by the teacher. Only those individuals shown on the student’s approved Pick-Up Permission form (available at <https://www.algoodchristian.org/registration/application>) on file with the school are allowed to pick up/sign out the student(s).

05.02. ATTENDANCE

Attendance Records

ACE is bound by state law to maintain accurate attendance records.

Absences for medical and legal appointments involving a student, sickness, religious reason and/or death in the immediate family are usually considered excusable. A note regarding this event must be presented by the parent/guardian on the day the student returns to school to the Principal/Head Teacher who will determine if the absence is to be excused. (See below notes.) Classwork missed must be satisfactorily made up.

ATTENDANCE NOTES:

- Each semester, parents/guardians are allowed to write up to five (5) excuse notes that, with the approval of the Principal/Head Teacher, result in an excused absence.
- A student who misses more than 20% of school days in any quarter (*including* excused absences) may forfeit their grade for that quarter.
- Students are allowed up to five (5) UNexcused absences in the school year. The Principal/Head Teacher must notify the Truancy Officer if a student exceeds these five unexcused absences.
- If there was a doctor's visit, a note from the doctor's office with appropriate signature(s) must be provided. Such notes must be for the current absence; back-dated notes for earlier absences are not acceptable.
- Students in quarantine are to report to school remotely and to check in daily with their teacher.

The Board must approve any exception to this attendance policy.

Absences and Make-up Work

Students who have excused absences are required to work with their teacher to complete any missed work. Completed work returned to the teacher on the designated date will receive full credit.

Students with UNexcused absences may request missed work from the teacher. It is at the discretion of the teacher to grant this request and work may be accepted with reduced credit.

The Board must approve any exception to this attendance policy.

Absences – Pre-arranged

As already noted, Tennessee State law requires ACE to submit the names of students with more than five (5) UNexcused school absences in one year to the Putnam County Department of Education Director of Schools. Once the report is made, the county’s Director of Schools may choose to take several actions which may include, but are not limited to, a court appearance or a fine. (ACE must submit reports for each additional 5 absences, as well.) Absences due to illness, medical appointments, and family emergencies (such as a death in the immediate family) are excused with records submitted to the ACE office. All other absences are unexcused unless an excused absence is granted by the Board.

If the student’s family anticipates a prolonged absence that will not occur during the approved calendar leave time, a note must be submitted to the Principal/Head Teacher at least 10 days prior with a request to excuse the absence. (Such occasions are expected to be minimal.) The Board will decide promptly if an excused absence is to be granted.

Early Dismissal

Students must remain at the school until dismissed at 3:00 p.m. No student is to leave the school grounds at any time without permission from the Principal/Head Teacher.

Parents/Guardians must check in when picking up their child for an early dismissal. The following guidelines apply:

1. If the early dismissal is planned, the parent/guardian is to pre-notify the Principal/Head Teacher.
2. No student will be released to a person other than a parent, guardian, or designee during school hours without the written permission of the parent/guardian.
3. Morning dismissals will be recorded as an all-day absence (unless the student returns the same day). Afternoon dismissals will be recorded as a half-day absence.
4. If the student is to leave and return to school the same day, ACE personnel will record the student’s actual departure time and actual return time on the school’s sign-out sheet. Identification will be required if the person is not known to school personnel.

The Board must approve any exception to this attendance policy.

Late Pickup

At this time, ACE does not have an after-school care program. Parents/Guardians who are not in line to pick up their student(s) by 3:15 p.m. will be assessed a moderate late pickup fee. Those who arrive to pick up their student(s) after 3:30 p.m. will be assessed an additional and more significant charge. See the ACE website for the current fees for late pickup <https://www.algoodchristian.org/registration/scholarships>.

Tardiness

Students who are not in their classroom by 8:00 a.m. will be marked tardy for that day.

Students arriving after the front door has been locked will be issued a tardy slip which must be given to the classroom teacher. Each tardy slip will be recorded. Multiple tardy slips (more than 3 unexcused tardy slips per semester) will incur a fine, may impact re-enrollment, and will be addressed by the administration on an individual basis.

All late arrivals require a note of explanation to be considered by the administration as excused or not. The note must contain the student's name, date, the reason for the tardy (or absence), and the parent's/guardian's signature.

Arrivals after 9 a.m. are considered a half-day absence.

The Board must approve any exception to this attendance policy.

Withdrawing a Student from School

(See paragraph [Withdrawing Student from School](#) under **SCHOOL POLICIES** section near the end of this document.)

06. CODE OF CONDUCT

Christ is our example at ACE. Because of this, students are expected to treat others the way they themselves want to be treated. This code of conduct is based on the belief that student behavior should lead to student self-government, self-control and self-discipline. Conduct that is deemed inappropriate, disruptive to classroom activities or an effort to undermine the Christian ideals of our school will be dealt with in measures appropriate to the behavior and circumstances.

Student conduct will be documented and parent(s)/guardian(s) will be notified. Unwanted behavior that persists will be dealt with in a number of ways that may include on-campus community service, fines, home suspension, or expulsion. Students may be required to attend professional counseling as a condition of continued enrollment.

06.01. BEHAVIORS

Bullying, Shunning and/or Harassment

ACE administrators, staff, and students strive to make our school a safe place for all. Because ACE values each student, a student or group of students **MUST NOT PARTICIPATE IN OR ALLOW** any act of direct or indirect bullying, shunning, and/or harassment which may injure, degrade, threaten, or disgrace a student, staff member, and/or visitor to the campus. ACE defines bullying as the following:

1. “when someone repeatedly and on purpose says or does mean or hurtful things to another person or group who has a hard time getting the behavior to stop,” and/or
2. “involves aggressive behavior, a pattern of behavior repeated over time, and an imbalance of power or strength.”

Bullying, shunning, and/or harassment includes, but is not limited to, jokes, teasing, gestures, rumor spreading, intimidation, threatening, and/or any physical, verbal, or cyber attack directed at a person’s race, religion, national origin, age, gender, possessions, abilities, physical features, and/or any other feature or characteristic of another individual. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member, or visitor by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Incidents of bullying, shunning, or harassment that occur while on campus or during off-campus school-sponsored events are to be reported to the supervising teacher and/or administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. Confirmed incidents of harassment or bullying will result in disciplinary action. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. The terms “bullying” and “cyber-bullying” shall not be interpreted to infringe upon a student’s right to engage in legally-protected speech or conduct. Teachers will provide follow up communication to families involved.

Cheating / Plagiarism

Students are encouraged to live by a simple honor code that states, “I will not cheat, steal, or lie about academic work nor tolerate those who do.” Students who are found to be dishonest on academic work will receive a “zero” for the work. This includes students who give or share the work. A second offense will result in significant disciplinary consequences.

Controlled Substances

Possession, use, or the pretense of using tobacco, alcohol, illegal or unauthorized drugs and medications on campus or at school functions, or the furnishing of such items to others, is a violation of school policy.

Damage or Loss of Property

The parent/guardian will be held financially responsible for any damage, loss, and/or conversion to ACE or church property or the property of others caused by their student.

Dishonesty

Dishonesty, including theft or willful deception, will be dealt with immediately by the school administration.

Displays of Affection

There is to be no inappropriate student-to-student display of affection on school property or at any ACE-sponsored event. This includes, but is not limited to, holding hands, inappropriate hugging, and kissing.

Disrespect / Disobedience

Each student is expected to maintain respect for teachers and staff, his/her classmates, and property, treating each person as a valued and worthy member of our community and caring for property in a way that does not degrade it. Substitutes, pastors, parent/guardian volunteers, visitors, or guests of ACE shall be afforded the same respect. In addition, students are expected to obey all instructions from ACE personnel.

Fighting / Physical Aggression / Physical Contact

Fighting or striking another student is not acceptable. Physical or aggressive confrontation of a student is also unacceptable and will be referred to the administration immediately.

Internet Use

As stated earlier, both the Computer Loan Agreement form and the appropriate Georgia-Cumberland Conference Internet Acceptable Use Policy must be signed by both parent/guardian and student before the student's Internet is set up. These forms define acceptable student usage for Internet and email accounts. Students accessing or downloading inappropriate or offensive material results in class disruption and will not be tolerated. Account activity is monitored and violations are subject to loss of this privilege, and possibly other disciplinary actions.

Language

The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

Sexual Harassment

Because ACE values each student, a student or group of students **MUST NOT PARTICIPATE IN OR ALLOW** any act of direct or indirect sexual harassment. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. Incidents of sexual harassment that occur while on campus or during off-campus school-sponsored events are to be reported to the supervising teacher and/or administrator. As far as possible, every effort will be made to protect student identity and confidentiality. Confirmed incidents of sexual harassment will result in disciplinary action. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Unauthorized Items

Possession of literature, electronics, entertainment devices, toys, or other items that are dangerous and/or that undermine the Christian ideals of our school is not allowed. Items may be confiscated and returned to the parent/guardian at the end of the school day.

Weapons

Students shall not possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, nor at any school-related or school-

sponsored activity away from school facilities. **ANY** instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.

Any school employee shall confiscate any device used as a weapon. The Principal/Head Teacher and/or the Board reserve(s) the right to take any disciplinary action deemed appropriate, up to and including expulsion, in response to the offense.

Upon receipt of information that a student is suspected of violating this policy, the Principal/Head Teacher shall notify the student's parent/guardian. If the infraction involves firearms, explosive/incendiary devices, and/or knives with blades longer than three inches, the appropriate law enforcement officials shall be notified.

06.02. DISCIPLINE

School personnel will take seriously any act or any incident of student misconduct including but not limited to those described in this document. In certain situations, the Principal/Head Teacher and the parent(s)/guardian(s) may meet to discuss the Disciplinary Plan (below) and/or future enrollment of a student.

A student Disciplinary Plan may include:

1. meeting with Principal/Head Teacher,
2. parent/guardian conference,
3. Individual Behavior Modification Plan
4. on-campus community service,
5. fine(s),
6. suspension,
7. professional counseling, and/or
8. expulsion.

Students not following their Disciplinary Plan may be asked to withdraw.

The student Disciplinary Plan serves only as a guideline for behavior consequences. ACE administration reserves the right to adjust consequences

as believed appropriate to the infraction and in accordance with law enforcement.

07. DRESS / UNIFORMS

Dress Standards / Dress Code

The uniforms policy at ACE is not a commentary on modesty or the latest fashion – it is language used to describe the image ACE students are to project. If the decision is made to attend ACE, that decision specifically includes an agreement to adhere to all the requirements of this Handbook. This understanding is documented as an adjunct at the bottom of the ACE Handbook Agreement form mentioned earlier in this Handbook.

1. All underwear must be concealed under and inside of a student’s uniform. The uniform should be of appropriate size to avoid revealing the lines and edges of a student’s underclothing.
2. **Boys** uniforms – Pants/shorts are to be navy blue or khaki in color. Shorts must be uniform shorts the hem of which must be approaching the knee while standing. Cargo pants and carpenter pants are not acceptable. No external patches, rips, tears, or stains are appropriate on clothing.
3. **Girls** uniforms – The hem of skirt/skort/jumper uniforms must be approaching the knee while standing and must be navy blue or khaki in color. Girls must always wear shorts underneath a skirt or jumper. Cargo pants and carpenter pants are not acceptable. No external patches, rips, tears, or stains are appropriate on clothing.
4. Acceptable shirt colors are navy blue, hunter green, red, dark purple, light pink, gray, and light blue (see website for color samples). Shirts must be polo style and may be long- or short-sleeved. All undershirts or turtlenecks worn under the uniform shirt must be solid uniform colors and tucked in at all times.
5. One white-top/black-bottom uniform is required for music performances.
6. Khaki is permitted for bottoms only.
7. On defined occasions, blue jeans (appropriately sized & well-fitting) may be worn. Jeans must be straight cut or boot cut only. No denim leggings, skinny jeans or jeans with embroidery or glitter

- embellishments are permitted. Due to safety issues, there should be no ornamentation, carpenter style pockets, or flaps with buttons on jeans. Students may choose to wear regular school uniforms or regular uniform shirts with blue jeans.
8. Non-uniform winter coats must be worn outside only. Non-uniform jackets/hoodies/cardigans are not allowed to be worn in the classroom.
 9. Shoes must be worn at all times. Shoes must be closed-toe shoes with non-marking soles. Sport shoes are required for all activities physical in nature.
 10. Each student will need special-purpose items for Forest School. For details, see the grade-appropriate Supply List at <https://www.algoodchristian.org/registration/supply-list>.
 11. God created each of us beautiful just as we are, and we want each student to focus on their inner beauty. Therefore, jewelry of any type is not appropriate. Make-up and fingernail polish should be kept natural and to a minimum. Students are not to apply tattoos or draw on the skin or nails with pen or markers.
 12. Hair must be clean, neat, a natural color, and present a well-groomed appearance. For boys, hair must not extend past the bottom of the ears, the bottom of the shirt collar in the back, or the top of the eyebrows. For all students, hair must stay out of the face during regular school activities; his/her hair should not cover the eyes or restrict eye contact. Bizarre or extreme styles are not acceptable.
 13. Required dress for day field trips: the classroom teacher will designate the appropriate uniform prior to the field trip.
 14. For extended field trips: dress must be modest, appropriate, and within the spirit of the ACE dress code. Sponsors will issue, in writing, any special dress code designed specifically for a particular event.

NOTE: The above listed dress code applies to all school functions, class programs, field trips, and any other time the student is representing ACE. The Board reserves the right to make changes to the dress code as circumstances may require. Just as in life: “If in doubt ... don’t.”

Where To Purchase Uniforms

Often, lightly-used uniforms may be available at the school from previous students. ACE is happy to provide no-charge access to any such clothing that fits the student.

If uniforms must be purchased, ACE is registered with French Toast, an online uniform supplier. The approved styles and colors for our school can be viewed at their website, <https://www.frenchtoast.com/>. The embossed ACE logo can also be ordered through French Toast, if so desired. When ordering via French Toast, click on Shop By School and enter the School Code **QS5ARXG**.

If a purchase from another source is preferred, the student must still be dressed in accordance with this dress code.

08. SCHOOL POLICIES

Changes to This Document

These policies have been approved by the School Board. The administration and/or Board of Algood Christian Elementary School reserve(s) the right to modify and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Parents/Guardians will be notified of said changes, and these changes shall be equal in force.

In the event that a policy is seen as questionable when measured by the stated ACE mission and vision statements, a concerned individual should initiate a discussion with the Principal/Head Teacher.

Accident / Injury

Each student is required to have a current Continuing Consent to Treatment and Health Insurance Information form and an Emergency Information form on file each year (both forms are available at <https://www.algoodchristian.org/registration/application>). In the event of a medical emergency, the school will make every attempt to contact the student's parent(s)/guardian(s) as specified on the form. If contact cannot be

made, the school will exercise the authority given to seek care for the student.

The school's insurance is secondary accident insurance coverage to the family or parent employer group insurance. If an accidental injury requires hospitalization or treatment by legally-qualified medical personnel within 30 days of its occurrence, student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care, within one year from the date of the injury, up to the policy's maximum for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. The policy is in effect when the student:

1. is on school grounds during days/hours when school is in session,
2. is participating in an activity solely sponsored and supervised by school authorities, and/or
3. is traveling directly to and from home for regular school sessions. (Injuries sustained while off-campus for personal reasons (e.g., a dental appointment) during regular school session or injuries sustained as a result of operating, riding in or upon, or alighting from a 2- or 3-wheeled motor vehicle are excluded).

Should a student be injured as stated above, the parent with ACE personnel are to:

1. File a report on the school Claim Form within four days after the accident, and
2. File the claim and collect payment from the family or parent employer group insurance.

As of this writing (July 2024), the school's claim forms may be found at https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Insurance/K-12%20Student%20Accident/FRM-K12ClaimForm-NADEN.pdf?ext=.pdf

1. Claim forms are often processed by a 3rd-party claims management firm so be watchful of physical addresses, email addresses, etc. when submitting claims and/or claims follow-up correspondence.
2. The words "insured" and "member" are synonymous with the injured student.
3. The "School ID Number" will be provided by ACE.
4. The words "organization" and "program" refer to ACE.

5. Near the bottom of Section 2 of the Claim Form, be watchful of the format for the Name of Parent/Guardian.
6. If the claim form is prepared online, typing in the appropriate name in the “Signature” lines is the same as a signature.
7. Only the one paragraph at the bottom right of page 3 of the Claim Form applies to ACE.

There may be a link on the above web page titled “How to File a K-12 Claim Guide”. This link may connect the user to a form titled “Documents Needed to Pay Claims”.

1. The ID card mentioned in the document with the then-current insurance data is to be given to the parent/guardian by ACE at the time of the accident.
2. The word “institution” means ACE. The Principal/Head Teacher is to make a copy of the completed claim form at the time of its first submittal.
3. Correspondence not related to claims and/or claims follow-up should be sent to the email address on the back of this document.
4. The word “administrator” at the end of this document is the Principal/Head Teacher (or designee). Only the administrator is to contact the insurance company’s Claims Specialist directly.

Since parents have the choice of medical care, it is their responsibility to have forms filled out and returned to the school. Claims are to be filled out by the hospital or doctor and must be returned to the school as the insurance company dictates. (Insurance companies may change from time to time so these requirements may change, as well.)

Asbestos Notification

There is no asbestos at our school. Nevertheless, each year, each student’s parents/guardians (not the student) shall be notified of ACE’s asbestos inspection and management plan. Although several notification options exist, notifications are currently made by providing a copy of the Georgia-Cumberland Conference’s Yearly Asbestos Notification Form From Schools to the parent/guardian.

Calendar

The school calendar is subject to change. Reminders for major days off will be sent home as needed.

Child Abuse / Neglect

ACE personnel are bound by Tennessee State Law to report any suspected or reported cases of child abuse and/or neglect. In the event that a teacher or administrator has reason to suspect, or receives a report of, child abuse/neglect, that staff member is required to notify Child Protective Services. School employees are not to investigate and determine whether there has been an incident of abuse or neglect.

Electronic Devices

NO electronics from home are permitted on campus. Unauthorized electronics will be confiscated and returned only to the parent/guardian or other adult picking up the student. Potential exceptions to this policy must first be discussed with the Principal/Head Teacher, the only one able to grant such permission.

Emergency Drills

Fire and other drills are held periodically throughout the year so that our students will understand what is expected of them in the event of an emergency.

Grievance Policy

Whenever people interact, conflicts and misunderstandings may develop. As Christians, we expect that all students, parents/guardians, teachers, Board members, and other persons interested in the school will follow Biblical standards when resolving these problems. It is always best to discuss any issue with the person with whom the issue exists. Parents/Guardians should always talk with the teacher about a classroom issue first. If all parties are not satisfied with the outcome, then the following policy is to be applied:

1. Present a written summary of the issue to the person(s) concerned.
2. If the problem is not resolved with step 1, the Principal/Head Teacher will meet with the parties involved.
3. If no resolution is achieved in step 2, the Board in executive session will be asked to decide the issue. A response regarding the

resolution will be provided, in writing, to the person making the complaint.

Illness

If a student is to be absent due to illness, the parent/guardian must contact the classroom teacher no later than 9:00 a.m. on the day of the absence. In addition, the teacher must be informed if the child is absent due to a communicable disease.

If the student is sick, the student is not to be brought to school. Everyone must work together to ensure that our students and their health are protected.

It is important to fill out the ACE Application form very carefully, with home and work telephone numbers, and that the school is notified of any changes during the year. Also, the individuals listed on the Emergency Information form must be willing to accept responsibility for the student, if necessary. If the student becomes ill or is injured during school hours, ACE personnel will make every effort to contact the parent/guardian.

In the interest of each student's health and for the protection of other students, it is expected that each parent/guardian will come for their ill child if s/he has a fever, congested cough, rash, head lice, or other possibly contagious symptom. ACE is prohibited from administering any over-the-counter medications to any student. Prescription medications may be self-administered only with written approval by the parent/guardian. If a child is/was ill, it is required that s/he be **symptom free for 24 hours** (without medication) before returning to school.

Immunizations

All immunizations must be up-to-date and recorded on an official Tennessee Certificate of Immunization. A current original certificate must be kept on file at ACE for the duration of the child's attendance at ACE. According to state law, students will be excluded from school if this policy is not followed. This required immunization form is due within ten (10) days of the start of school. For any questions regarding the type of immunizations needed for students to attend school, parents/guardians are to contact the local health department or their child's pediatrician. 7th grade students are to have a T-DAP before entering 7th grade.

Inclement Weather

In the event of inclement weather, particularly winter weather, the staff at ACE will notify parents/guardians of our school's status for that day via text, phone call, and/or our Facebook page. A Weather Closure Updates form (available at <https://www.algoodchristian.org/registration/application>) is required so ACE personnel know the contact person.

If school is in session when a tornado watch or thunderstorm warning is issued, students will remain in school until regular dismissal time. If a tornado warning is issued, students and staff will remain in school until an all-clear is given. Students and staff will take shelter in designated areas.

Only the parent/guardian or pre-designated adult may pick up students at school during any severe weather.

Hot Lunch – School

Hot lunches are offered at least once per week and must be ordered and prepaid ahead of time. Lunch prices may vary based on the items purchased.

Lunch – Student

ACE recognizes the benefit of a plant-based, low-sugar diet and encourages students to bring lunches designed to promote physical and mental development. Absolutely no pork products or shell fish (pepperoni, shrimp, etc.) or caffeinated drinks are allowed. If meat is included in the lunch, it is vital to include only those which are advocated by the Bible. It is strongly recommended that sweets be omitted or limited to one. Soda is not allowed. It is the responsibility of the parent/guardian and student to remember their lunch each day as ACE has no supplies in case of a forgotten lunch.

When bringing food to be shared for special occasions, such as a birthday, it is imperative to include an ingredients list for all the items included in the meal.

Medications

All prescription medications brought to school are to be given to the teacher for safe keeping. They must be in the original container with the student's name, name of medicine, dosage, and time for each dose. A completed

Medication Administration Form (available at <https://www.algoodchristian.org/registration/application>) is to accompany all prescribed medications. A physician's signature is required. (Use of over-the-counter medications is discussed in the instructions included in the above on-line document.)

ACE personnel are not to be held responsible for administering dosage or the dosage frequencies of any medications. Medications will be self-administered by the student in the presence of an adult.

Pandemic / Epidemic Events

ACE has a dynamic policy/procedure that changes as new information and guidelines are disseminated. The moment any hint of a disease is encountered, the parent/guardian and the Principal/Head Teacher must discuss the next steps based on the then-in-place policy/procedure.

Parent/Teacher Conferences

Parent(s)/Guardian(s) wishing to meet with the teacher are asked to make an appointment outside of school hours. If there is a need to bring something to school or to speak with a student, a staff member will offer assistance. Siblings and/or non-ACE students brought to these meetings will be the responsibility of the parent/guardian.

Personal Property

ACE is not responsible for personal property left on the premises. All personal property is to be labeled with the owner's name.

Report Cards and Transcripts

Report cards will be sent to the custodial parent only, unless otherwise requested by the custodial parent.

End-of-year report cards, transcripts of credit to be forwarded, or diplomas earned will be issued only when the student's account is paid in full.

Safety Rules

Unless specifically authorized by the Principal/Head Teacher, ACE's insurance prohibits student use of wheeled devices, whether powered, non-

powered, attached, worn, etc. during school hours and/or on the school campus. This includes, but is not limited to, all-terrain vehicles, bicycles, “heelies”, motorcycles, roller blades/skates, and skateboards. (Even if wheeled devices are authorized, appropriate protective equipment must be used when using any wheeled device.) Baseballs are prohibited on school property at all times.

All minors are to be supervised by an adult at all times.

School Board Meetings

Anyone is welcome to attend regular School Board meetings. The Principal/Head Teacher has more information on this topic, if needed.

Telephone – School

The school telephone is not to be used by students. Specific approval from a member of the ACE staff is required for any exception to this rule.

Telephone – Student

Students are not permitted to have cell phones at any time while on school grounds.

Visitors

Parents/Guardians are welcome to visit the school. Upon arrival, visitors are required to let a teacher know that they are present at the school. No student should bring relatives or friends without prior approval from the classroom teacher and/or Principal/Head Teacher. These guests are to follow all school regulations. Visits will be limited in classrooms that have student teachers.

The school is locked at all times.

Volunteers

The ACE Board, faculty, and staff encourage parents/guardians to volunteer at the school. Areas of need include: driving/chaperoning for field trips, mentoring, school building maintenance, school yard maintenance, event planning and execution, hot lunch helpers, etc.

1. A Volunteer Interest Survey form is required from every volunteer who will be in contact with students (form available at <https://www.algoodchristian.org/registration/volunteer>).

2. Each volunteer is to complete the Georgia-Cumberland Conference screening program before volunteering and interacting with children. A mandatory background check is part of this application process. (This process starts at <https://www.ncsrisk.org/adventist/>).
3. If a volunteer will be driving any students, a volunteer Driver Questionnaire must be submitted (form available at <https://www.algoodchristian.org/registration/volunteer>).
4. Tennessee Child Restraint Law – If either of the above forms is submitted, parent(s)/guardian(s) must read these regulations regarding children between the ages of four (4) through eight (8) or “measuring less than four feet nine inches (4’ 9”) in height” (for field trips using personal vehicles, commuting, etc.). (TN info currently found at <https://www.tn.gov/safety/publicsafety/newcrd.html>).

The volunteer’s completed documentation is to be submitted promptly as no student contact is permitted prior to the completion of the screening process.

Withdrawing Student from School

Parent(s)/Guardian(s) finding it necessary to withdraw their child from school must have a conference with the Principal/Head Teacher.

Tuition and other charges must be paid in full before records can be sent to the new school. Tuition is charged for the actual number of days enrolled and will continue until all withdrawal procedures are completed.

A records release form from the new school signed by the parent/guardian must be submitted to ACE before transcripts, grades, and any other pertinent file information may be forwarded to another institution. The only file items that may be given directly to the parent are items the parent provided to ACE (school physical, immunization records, birth certificate copy, etc.). All other items must be forwarded directly to the school to which the student is transferring.

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