**Arcadia Life School Handbook**

**~ Warriors ~**

“Behold, children are a gift of the Lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior, so are the children of one’s youth.” Psalms 127:3-5

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**FORWARD**

This handbook was prepared with the express purpose of giving students, staff, and parents a better understanding of most of the facts of the Arcadia Life School.

This handbook is not intended to be just a list of rules and regulations but rather a guide to effective educational planning. This is necessary in order to create a positive learning atmosphere for all students attending ALS.

We suggest that each student discuss the rules and regulations in the handbook with his or her parent or guardian. The student is directly responsible for all content in this handbook and the student and parent must sign below indicating they understand the rules and regulations contained and return the signed portion to be kept on file. We sincerely hope that this will be a very enjoyable and worthwhile year for all students and their parents.

(Print the next page and return it to the school for verification)

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I have read and agree to abide by the rules and regulations set forth in the Arcadia Life School Student Handbook.

Student’s Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL MISSION & VISION**

School Mission Statement:

Our mission at Arcadia Life School is to train up children in the body of Christ through biblical beliefs, Biblical worldview curriculum, encouragement of a personal relationship with Jesus Christ and the actions of servitude. We aim to prepare students for life: to think critically, articulate persuasively, and to live lives that honor God wherever He calls them. We are on a mission to proclaim the Gospel of Jesus Christ to every person. It is our intention to REACH as many as possible, to TEACH them the Bible and solid academics integrated into a Biblical worldview, to WIN them to a personal faith in Jesus Christ, and to help them DEVELOP into strong Christians, contributing citizens, and outstanding warriors.

Our goal is to provide a happy and secure learning environment for each child. It is our desire to share our Christian faith with every child through the way we speak, act, listen, react, and care. We provide many opportunities for children to discover, explore, question, wonder, and discuss their own experiences. We believe that each child is a unique individual; a human being created by God with specific abilities and differences. We strive to help each child grow spiritually, cognitively, socially and physically at his or her own pace. We pray to build a foundation for children who will always love to learn and create, who are not afraid to make mistakes, who embrace Jesus and His love, and who will go into the world to be his disciples.

“Give praise to the Lord, proclaim His name; make known among the nations what He has done.” Psalms 105:1

School Vision Statement:

The vision of Arcadia Life School is to reach students and parents for Christ and equip them with skills for a successful life. This will be accomplished through providing students with opportunities such as:

● Praise and worship

● Devotional time

● Family meeting (Giving them a space to share, open up, converse)

● Biblical Worldview curriculum

● Extra curriculars: art, music, PE, outdoor exploring, finances, authentic life lessons, community missions.

We are committed to the following goals:

* Build a personal relationship with Jesus Christ
* Teach the importance of learning and using the Holy Bible
* Instill empathy, compassion, and self-control
* Love and forgive one another

**STATEMENT OF FAITH**

Arcadia Life School is open to people of all faiths. However, all families seeking to enroll must understand that the entire curriculum of ALS reflects the following statement of faith:

1. We believe the Bible to be the only inspired, infallible, inerrant, authoritative WORD OF GOD in the original text and the only rule of faith and practice. (2 Timothy 3:16-17)

2. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)

3. We believe that there is one God, existing eternally in the holy trinity: the Father, the Son, and the Holy Spirit. (Matthew 28:19; 2 Corinthians 13:14)

4. We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. Salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ. (Romans 3:23-26; Titus 3:5)

5. We believe in the bodily resurrection of the saved and baptized unto eternal life and the unsaved unto judgment and everlasting damnation. (John 5:24-25, 28-29)

6. We believe in the ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:9)

7. We believe that support and participation in the task of fulfilling the great commission is the responsibility of all believers in our Lord Jesus Christ. (Matthew 28:19-20)

8. We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world. He created marriage to be between one man and one woman, who enter into a covenant relationship, complement, serve, and sanctify one another for as long as they live. Accordingly, we reject any attempt to redefine marriage. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (Gen. 1:27-28; 2:15-24; Lev 18:22; Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14)

**DAILY SCHEDULE**

Building Opens: 8:00 a.m.

School Begins: 8:30 a.m.

We will begin each day with

* Pledges
* Praise & worship
* Devotional & prayer

Break/ snack time 10:30am

Parent pick-up: 12:25pm

Students will be expected to help with age appropriate chores throughout the school, this includes but not limited to wiping down tables/desks, sweeping or vacuuming, etc at the end of the school day. We feel our students need to learn the importance of cleaning up after themselves, taking care of their space, responsibility and maintaining organization. These are necessary skills they will carry with them in life and apply as they grow.

**ENROLLMENT**

Entrance Requirements:

1. A pupil must be five (5) on or before August 15 for K5, must have completed K5 and be 6 years old for Grade 1.
2. Family that sees the value of home education as well as positive teacher/mentor and peer interaction in a small group.
3. Parents must read and agree to the tuition contract provided by ALS-this includes choosing a payment plan for the school year. A complete enrollment form is required before a student is allowed to attend school.
4. Students transferring to Arcadia Life School, whether public, private or home schooled will be administered a placement test to determine grade-level placement, and must provide previous school info so we can retrieve records.
5. You can fill out an interest form. But will need to schedule a mtg with Julia Hostetler 731-363-3038 before registration will be completed and accepted.
6. Every family is responsible to be enrolled in an umbrella school, I recommend HomeLife Academy in Jackson TN; we are happy to help you thru the process and will provide the grades you will need to input both semesters. You are responsible for the HLA fees but we will provide the curriculum.

**TUITION**

Arcadia Life School does operate on the basis of tuition. Parents/guardians agree to pay tuition for the 2024-25 school year in the amount of $2,000 per student, along with registration fees ($100) and homeschool umbrella fees (@$100-$200). Tuition can be paid in full or divided into monthly payments. All tuition payments are due the first of the month and paid in full by the end of February. (You can begin monthly payments for the next school year beginning in May to allow it to roll into 10 months.)

The investment into a Christ centered and biblically based education will be priceless for your children and reap eternal rewards. The desire of Arcadia Life School is for the cost to be as affordable as possible. This school is an outreach and ministry of Bridge of Hope Church therefore, as is the mission of the church, we want to reach students for Christ and help students become more like him. Tuition will go to cover the expenses of paying salaries, curriculum, school equipment, technology, maintenance and any other cost associated with school operations. With these two factors in mind tuition will be set in an attempt to balance the desire to minister to students and parents with the reality of the costs to running a microschool. Every effort to keep costs as low as possible will be undertaken. Tuition each year will be prayerfully considered and established by the board of directors.

If there is a financial need or an extenuating circumstance regarding payment please communicate with the administrator of the school. While the payment of tuition is required, the purpose of the school is not about money, and you could possibly be eligible for a partial or full scholarship. We understand there are unforeseen events that occur and that may affect the individual financial situation of a family. If this occurs the key to a satisfactory resolution is communication.

Prepaid tuition will be refunded in full only if cancellation is made, in writing to ALS, within 14 days prior to the first class day classes are scheduled to start.

General Terms and Conditions:

1. In order to complete the registration process, registration fee is required for each family. The registration fee is non-refundable.
2. It is further understood, that student and student’s parents/guardians, will abide by the policies and guidelines as documented in the ALS Handbook.
3. I/We understand that a place will be reserved for our student(s) only if this form and the registration fee are submitted with this contract.
4. I/We understand that ALS reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment.

**PARENT/FAMILY EXPECTATIONS**

Spiritual Expectations

● We urge you to pray regularly for ALS

● Seek the advancement of ALS spiritually, academically and physically.

● Pray with your children

● Make God the center of family life

● Strongly encourage family church attendance somewhere

Physical Needs Expectations

● Ensure that your child receives plenty of sleep. At least 10 hours of sleep is beneficial for young students

● Provide an unhurried and wholesome breakfast

● Read to your children and listen to them read as they become able

School Climate Expectations

● Parents are expected to participate fully in the educational life of the school. Examples would include participating in teacher meetings, maintaining communication with the teacher, participating in school events, being a positive ambassador for the school in the community. Also volunteering in the classroom, taking charge of assignments at home, completing read-alouds, attending and organizing enrichment Fridays..(volunteering to help someone, field trips, games, etc)In general, being actively involved with your child’s learning community.

● Realize you as the parent are solely responsible as a homeschooling household to ensure your child completes the assignments and is being educated on days at home and enters grades and attendance twice a year to the umbrella school.

● Parents need to be financially responsible and pay tuition on time. If payment is going to be late please notify the school and maintain regular communication.

● Consider supporting the school financially beyond tuition.

● Actively promote the school to others.

● Do not criticize the school or school personnel in front of the children. Bring any issues to the attention of the person directly involved.

**VOLUNTEERS**

The Arcadia Life School would like to encourage you to become a volunteer. Our volunteers help in many ways: by working directly with children, reading with students, performing clerical tasks for the teachers and staff, as well as other tasks. We encourage everyone -especially parents - to spend some time in their child’s school. It is a big occasion when Mom, Dad, Grandma, Grandpa or other family members come to school to help. Past experience has shown that parental involvement is one key to student success. Please contact the office if you are interested in volunteering. All volunteers will be required to have a background check. They will also need to check-in before proceeding to classrooms.

**ATTENDANCE POLICY**

The school day will start at 8:30. Parents should plan to have their children arrive at school no earlier than 8:00. Children will be assigned seats in the sanctuary upon arrival and can quietly visit or worship-group worship and devotions begins promptly at 8:30 and classes begin at 9am. If a child has work that needs to be completed, they can go do at their desk from 8-8:30. The school day ends at 12:25pm. Parents should plan to pick up their children no later than 12:40pm.

If other arrangements have to be made for pick up other than the usual driver please notify the office. Part of the philosophy of the school is to intertwine education and Biblical truth. With that in mind punctuality and being dependable are virtues we want to instill in students.

When a child is absent from school please notify the office prior to the absence. Parents will be responsible for recovering any missing work and students will be responsible for moving forward with the class academic progression. Students will not be penalized for missing work due to absences but neither will they receive credit for work missed while absent.

If a student needs to leave school early we ask that prior arrangements be made. When a parent or designee comes to pick up their child, parents must come through the office. School personnel will bring the student to the parent or designee for release.

Teacher Conferences will have times are set aside for the teacher and parents to discuss the status of their students' learning. The meeting towards the end of the year will pertain to the student’s status for next year and promotion. These conference dates are not intended to be the only time that parents and teachers interact. Teacher and parent communication can take the form of email or phone calls. In the event of any questions or concerns that arise regarding an educational or disciplinary issue, it must be addressed with the teacher first in accordance with the biblical standards set in Matt 5:23 & 24, 6:14 & 15 and 18:15-18. If no mutually agreed upon resolution can be found, the matter can then be referred to the administrator.

**BREAKFAST/SNACK/LUNCH**

At this time, ALS will not be providing breakfast to students. However, if they wish to bring their breakfast from home they may eat at school in their desk from 8:00-8:30 a.m. We ask that the parents send a nutritional, preferably protein snack along for their child to eat during first break at 10:30. No lunch will be provided or needed.

**PICTURES & YEARBOOK**

Parents may buy school pictures taken during the school year. A yearbook may be purchased which includes the students’ pictures and class pictures. All students may be videotaped and/or photographed in the course of the school year in programs, projects, or school pictures. Objections to your child being photographed must be submitted in writing to the office and the child’s teacher on a yearly basis.

**TRANSPORTATION**

Arcadia Life School will not provide transportation to and from school at this time. Parents will be responsible for providing or arranging transport for their child. Staff may transport students when necessary for field trips and/or missions, parents will be notified when this occurs. Also, students are required to have a permission form on file to take part in these activities.

**INCLEMENT WEATHER**

Should it become necessary to dismiss school for inclement weather or other perils, the announcement will be sent to parents through the use of Remind from your child’s teacher and/or administration. It is essential for parents to prepare an emergency back up plan in case children are dismissed early.

**ILLNESS**

Communicable Disease Policy Please do not send your son or daughter to school if they have contracted any type of communicable disease. This would include but is not limited to, pink eye, lice, a fever, the flu or anything that can be contracted through exposure by others.

**CHILD ABUSE AND NEGLECT**

Reporting Child Abuse: In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to proper authorities for their investigation and review.

Recognizing and Preventing Child Abuse: Child abuse is more than bruises and broken bones. While physical abuse might be the most visible sign, other types of abuse, such as emotional abuse or child neglect, also leave deep, long lasting scars.

Child abuse is more than bruises and broken bones. While physical abuse is shocking due to the scars it leaves, not all child abuse is obvious. Ignoring children’s needs, putting them in unsupervised, dangerous situations, or making a child feel worthless or stupid are also child abuse. Regardless of the type of child abuse, the result is serious emotional harm.

**NUISANCE ITEMS**

Items such as water guns, cards, laser lights, deer or turkey calls, dice, matches, gum, stink bombs, rubber balls, lotion, silly putty, silly string, cigarette lighters, yo-yos, and other nuisance items have no place at school. If such items are brought to school they will be confiscated by the proper school authorities. Disciplinary measures will be used depending on severity and frequency.

Other Items That Should NOT Be Brought To School:

* No weapon, toy weapon, anything that looks like a weapon or anything that could be used as a weapon should not be brought to school
* Cell phones should not be brought to school.
* Toys should not be brought to school
* Radios, tape players, electronic games, etc. are not to be used at school (special permission for field trips will be at sponsor discretion)
* Glass jars should not be brought to school.
* Pets and other animals should not be brought to school unless arrangements have been made ahead of time and the teacher and/or administrator have given approval
* Make-up should not be brought to school. (Wearing of makeup is discouraged at the elementary level.)

**ELECTRONIC DEVICE**

ALS is committed to a safe school environment which promotes the maximum learning potential of all students. Due to classroom disruptions and based upon the recommendations of the National School Safety and School Service Organization, ALS has a “No Cell Phone/PED” policy.

Students are not allowed to use any electronic sending or receiving device while school is in session and/or during school functions. These devices include pagers, beepers, cellular telephones, SMART watches and any other devices, which might disrupt school or promote an unsafe learning environment. ALS acknowledges that there may be reasons a student would bring an electronic device to school, if this occurs, staff may request that a student place devices in a designated area for the duration of the school day. If a student is using an electronic device without permission, the device will be confiscated and kept in the office until a parent/guardian picks up the device. Bringing electronic devices to school is against policy and therefore the administration will not waste time investigating loss or damage of these devices. Students who violate this policy will be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action.

**DRESS CODE**

ALS will not require students to wear uniforms. Students will be expected to wear appropriate clothing and hairstyles. Part of educating children is to help them to learn how to make good choices. This applies to their appearance. We know that the Lord sees what is on the inside and isn’t overly concerned with outward appearances, 1 Sam 16:7, but we also want everything about us to draw people’s attention towards Him. Therefore, we want to help children learn that they dress for the Lord.

Clothes that are not appropriate or do not present a positive personal image are prohibited:

* Students should dress appropriately for each season.
* Personal body parts should be covered.
* Students should not wear clothing that is disruptive, suggestive, or objectionable in any way.
* Clothing should help maintain the gender identity that God has given to each individual at birth.

To assure modest length of shorts, students should hold arms against the side of their body with fingers extended. Shorts should be of modest length, at the end of the fingertips or longer. Shirts must cover the midriff and have straps at least 1 inch in width.

**HARRASSMENT/BULLYING**

The Arcadia Life School is committed to providing an educational and work environment that is safe and free from intimidating, hostile, offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the school should immediately be reported to administration. In order to promote a safe learning environment for all students, Arcadia Life School prohibits all forms of hazing, bullying and student intimidation. Discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities.

**GRADE LEVEL - PLACEMENT**

Arcadia Life School reserves the right to test and evaluate students for grade level placements who enroll in the school from another school whether public, private or home schooled.

**LEARNING DIFFERENCE POLICY**

The principal, parents and teacher will work together to determine if the school is an appropriate learning environment for a student with a specific learning difference. This decision will be based on the degree of the individual student's needs and the impact on other students in the classroom. While the school is open to working with students with learning differences it is not designed to provide altered or individual learning accommodations. Parents with students that have learning differences must notify the school upon registration.

**STUDENT DISCIPLINE CODE**

Disciplinary Policy Students' disciplinary issues will be dealt with in a manner appropriate to their age. It will be dealt with to the extent possible within the classroom. Parents will be notified of any persistent behavioral issues in an effort to work as a team with the teacher to help the child correct the situation. Hebrews 12 tells us that those whom the Lord loves he disciplines, so when we seek to correct a disciplinary situation we are demonstrating love and will approach it with a loving demeanor. Disciplinary issues will be dealt with on an individual basis and with sensitivity and privacy and parent/guardian involvement. Discipline may involve but is not limited to:

* **Verbal reprimand or warning**.
* **Loss of privileges**
* **Detention**
* **Corporal punishment** -only with signed approval
* **Alternative discipline** – Extra assignments or other appropriate school work will be given by a teacher.
* **In-school suspension (ISS)**
* **Saturday school**
* **Out-of-school suspension**
* **Expulsion**

The administrator or school staff will maintain all discipline records as deemed necessary for the orderly operation of the school and in accordance with law.

**CORPORAL PUNISHMENT**

The school district reserves the right to punish behavior which is disruptive to good order and discipline in the school. Reasonable discipline may include the administration of corporal punishment to a student by a staff member, but should follow the guideline below:

* This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.
* Corporal punishment is only offered as one of two or more alternatives. It will not be administered if the student or parent chooses not to take it.
* It shall not be administered in the presence of other students, shall not be issued in a spirit of malice or anger, and shall not be excessive.
* Corporal punishment will only be administered when 2 staff members (one of which must be an administrator) are present.
* The student shall be advised of the infraction he/she is being punished for before administering. If the student claims innocence, the employee will permit the student to state his/her position, which shall be considered prior to punishment.
* Corporal punishment should be administered to the posterior only.
* A written report of corporal punishment should be kept in the office.
* School officials are not required to conduct formal hearings prior to corporal punishment.
* Parents may choose whether or not their child is eligible for corporal punishment.

**ARCADIA LIFE SCHOOL**

**Corporal Punishment Consent Form**

**2024-2025**

Dear Parent/Guardian:

The ultimate responsibility for student conduct rests with the student and his/her parents. It is the daily responsibility of school personnel to assure that no student interferes with the learning environment of other students.

We will not tolerate any behavior that prevents teachers from teaching or other students from learning, nor will we tolerate any activities that would adversely affect the safety and well-being of the school population.

Please refer to the student handbook discipline code to review the expected student conduct. We will let students know what we expect of them and what consequences they have earned.

If corporal punishment is administered, it will be administered according to the procedures in the handbook.

Refusal to take corporal punishment may result in suspension or other disciplinary measures.

**CORPORAL PUNISHMENT FORM**

\_\_\_\_\_Corporal punishment may be administered on my child according to the procedures outlined in the Arcadia Life School Handbook.

\_\_\_\_\_I object to the use of corporal punishment on my child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name (Please print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Parent Printed Name

**PERMISSION FORM FOR TRIPS IN THE PARIS AREA**

In connection with the educational programs of Arcadia Life School, we are asking for your written consent to take your child on trips in the Paris area during the school year. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in such excursions. Occasionally the trip requires transportation. Transportation will be provided by Arcadia Life School or BOH Church.

This blanket authorization covers only the trips in the Paris area. For any trip to other towns, we shall ask your special permission and will plan far enough in advance for children and parents to take care of budgeting expenses if any financial obligation is involved.

**DIRECTORY INFORMATION**

Student names and photos are considered directory information and will be used on school websites and media releases.

Please notify ALS if your child’s name or photo should not be used.

I give my permission for my child to go on school or classroom trips in the Paris area during the 2024-2025 school year and his/her name/picture may be used on the district web sites and media releases.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**Nondiscriminatory Policy**

Arcadia Life School admits students of any race, color, national or ethnic origin, or religious affiliation, to all rights, privileges, programs and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policies, scholarship or other school administered programs.