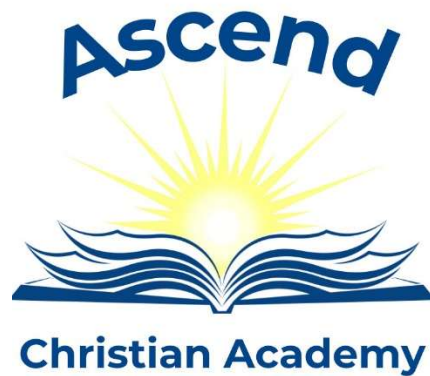


*"We will not hide them from their children,
telling to the generation to come the praises of the LORD,
His strength, and His wondrous deeds that He has done."*

Psalms 78:4

FAMILY HANDBOOK



To the Pioneering Families of ACA,

A year ago, I received a very strong sense that our community needs Christian education and an educational alternative for our families. I chose to receive this idea, this vision, and pursue it to make it a reality. This vision is to create a beautiful facility where God and His Word is focal to all that we do. Through His inspiration and guidance empower families to cultivate their children to become all that God has intended them to become. Thank you for choosing to begin this journey with me. I believe God has big plans for you and our community.

Ascend Christian Academy provides families and their children with a rigorous education, support, and resources to walk according to the morals, values, and commands of stewardship, grounded in Biblical principles. Ascend Christian Academy seeks to glorify God by assisting families in guiding all children to transform into their full potential both spiritually and academically.

The staff at Ascend Christian Academy believes in creating an atmosphere based on compassion, mercy, and forgiveness with reconciliation. We strive to cultivate habits of discipline clothed in truth and love; while providing instruction that considers the whole child resulting in a growth that will last eternally.

Decades of Traditional and Home Education Experience

Ascend Christian Academy is founded on the collective historical evidence and wisdom of the classical, home school model. The classical style of education began with the Greeks and continued with the Romans, and it has been developed through the centuries. It was the standard for Western culture until the late 19th Century. Therefore, classical forms of instruction have centuries of success, while the current progressive styles of education you see in our government funded schools and even in some private and home school programs have limited historical evidence of results.

I have been and will continue to work with experts who have gone before me and eagerly share their wisdom and resources. My mentor Jennifer Burns founded a classical hybrid school over 18 years ago. Her school is still in operation and together with families and her community, they continue to graduate great young men and women.

We also have the wisdom and dedication of parents, families, and mentors who bring their home education experience. Our ministry supports families and allows for an enriched learning experience that aligns with Biblical values and prepares students academically, creatively, morally, and spiritually for the world ahead.

We are committed to providing an excellent learning environment that equips students to think critically, live faithfully, and impact their world positively. We look forward to growing together in knowledge and in love for the LORD.

In His service,

Jennifer Adams
Founder and Head of School

*“...and when you turn to the right hand and when you turn to the left,
your ears will hear a voice behind you, saying, “This is the way. Walk in it.”*
Isaiah 30:21

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THE FOUNDATION OF THE ASCEND CHRISTIAN ACADEMY

Mission

Our mission is to equip, support, and encourage parents and engage, inspire and prepare students using the powerful and proven tool of classical and Christian education in a hybrid school format.

Goals

- To create an academic program that follows classical methods in both the subjects taught and classroom pedagogy.
- To empower parents to help their children reach their God-given potential by creating critical thinkers who are logical, thoughtful, and articulate.
- To foster love of the Lord, passion for learning and strength of character in children

Portrait of a Graduate

Ascend Christian Academy strives to partner with parent to raise young men and young women who...

- **Love God** - You shall love the Lord your God with all your heart, soul, mind and strength. Matthew 22:37
- **Love Others** - ACA students love others by treating them as they would like to be treated, by showing others respect, by caring for our school and church home and by serving our community.
- **Confident** - understands they are loved and valued as children of God.
- **Reason Well** - "It is the mark of an educated mind to be able to entertain a thought without accepting it" - Aristotle.
- **Passionate learners** - A classical education fosters wonder in one's world taught to seek truth, goodness and beauty in all things through acquiring the tools of learning and great books. It promotes independent scholarship, inspiring them and equipping them for a lifetime of learning.
- **Engage Society** – ACA students learn to understand and critique culture against a Biblical worldview to represent Christ well, communicate truth winsomely and argue persuasively.
- **Embody Virtue** - Inside and outside the classroom: In all things Christ is preeminent.
- **Delight in Beauty** – ACA students learn to discern and love beauty as manifested in art and all of creation.

Statement of Faith

“In essentials unity, in non-essentials liberty, and in all things love” - Augustine

We believe:

- 1) The Bible to be the only inerrant, authoritative Word of God.
- 2) In one God, Creator of all things, infinitely perfect and eternally existing in three Persons: Father, Son and Holy Spirit
- 3) The deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, in in His personal return in power and glory.
- 4) That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men; regenerate the believing sinner; and indwell, guide, instruct, and empower the believer for godly living and service.
- 5) That man was created in the image of God but fell into sin and is, therefore lost; only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

Location

ACA operates out of:

ACA
Holy Spirit Livin’
1506 Main Street
Strasburg, CO 80136

ORGANIZATIONAL STRUCTURE

What is a Religious Education Organization?

Ascend Christian Academy is a Religious Education Organization, meaning it is a church-affiliated educational ministry that integrates Biblical values into academic and enrichment programs. As a church-affiliated ministry, Ascend Christian Academy enjoys automatic tax-exempt status and strong religious liberty protections under the First Amendment, Title VII, and Title IX. This allows us to operate fully in alignment with Biblical faith and conservative values, ensuring that our faith-based hiring, admissions, curriculum, and conduct policies remain protected from government interference.

List board members and staff here – in progress

ACADEMIC DETAILS

General Description of a Classical Christian Education

A classical Christian education is made up of three distinct elements:

1. God is the foundation of ALL teaching.
2. The proven method of the Trivium is followed and dictates what is taught and how it is taught.
3. Great Works are read and used.

The Trivium includes three stages:

1. The Grammar stage studies the fundamentals of disciplines in order to build a framework of knowledge on which later information can be hung. Questions of who, what where, and when are the focus. Teachers at the level act as lecturers and coaches. They transmit information, plan and supervise the practice of that information, motivate and tutor until the skills are mastered.
2. The Logic stage brings the grammar of disciplines into ordered relationships. The goal is to equip students with the thinking skills necessary to recognize sound arguments and ideas and to detect and correct fallacious ones. This stage addresses the questions of how and why. Teachers at this level act as midwives. They use the Socratic method (leading questions) to help students give birth to an idea.
3. The Rhetoric stage seeks to produce students who can use language, both written and spoken, to express their thoughts eloquently and persuasively. Teachers at this level act as tutors. They set students on their own, supervise, and give feedback.

The goal of the Trivium is to educate students not on what to think primarily but on how to think thoroughly, maturely and biblically.

General information about Ascend Christian Academy

Ascend Christian Academy requires commitment from both students and parents. As the Bible states, we believe that the primary responsibility of educating children falls on the parents. We have created ACA to assist parents in delivering the highest quality education to their children – a classical Christian education. At ACA, we strive to help you challenge your child academically and grow his/her character. ACA will present new challenges to children that will allow them to learn and become more independent.

ACA is a classical Christian program which by definition is an academically rigorous one. ACA is not a program designed only for the gifted student, but all students must be diligent, detail-oriented, organized, studious, and committed. Expectations are high but not unreachable by average students. It is important to remember that not every child is a straight “A” student and that your student’s expectations of grades may have to be adjusted.

At ACA the classroom experience is designed to introduce subjects/concepts and discuss them. Class participation is critical, and as a result, preparation for class is essential. Homework is intended to develop mastery of the taught concepts and must be completed. We strive not to assign “busy” work. We assign homework that will reinforce the necessary elements of the week’s lessons. Tests are designed to assess students’ knowledge of information that they are expected to know.

We believe that children learn best from natural consequences, and we ask that you support our error in allowing those natural consequences to occur. For example, a student forgets his/her homework and asks to call a parent to retrieve it. We will not allow the parent to be called. The lesson of responsibility is taught swiftly with zeros on that day's assignments.

Please remember that ACA provides a corporate learning environment for your child. There are many benefits to a group setting; however, this environment has its downsides. Not every student can get the kind of one-on-one attention you can give at home. In addition, while around his peers, your child may be exposed to language and discussions to which you would have preferred that your child was not exposed. Those situations are challenging to avoid and are not without benefit. These experiences provide practical application for your teachings. These situations give your child the opportunity to make the right decision in a crowd or the wrong one in a safe atmosphere. Rest assured that although we don't have control over what children say or do, we do have control over how we react. The Leadership Team takes disobedient, disrespectful, and God-dishonoring behavior very seriously. All discipline matters will be handled following our Discipline Policy described in this manual.

What the Ministry Does:

- Provides a consistent support system for home-educating families.
- Provides curriculum, instruction, and a pacing guide
- Yearly standardized testing (Iowa Test – for now)
- Cultivates a lifelong love of learning and an appreciation for the arts within the Biblical framework of the Body of Christ and culture.
- Equips the next generation of Christian leaders to excel in the home, among the Church, and the marketplace.
- Strengthens Christian community, enhances social and academic development, and advances the Kingdom of God.

What the Ministry Does Not Do:

- Collect, store, or manage medical records.
- File attendance records with the state, we will support in keeping these records
- Replace parents as the primary educators or spiritual influencers in their child's life.

Primary and Grammar Level Core Class Schedule

[Enter schedule here – in progress](#)

[Courses Offered and Material Used goes here – in progress](#)

Illness

If your student is ill and unable to complete their assignments, you or your student must contact the Head of School. Arrangements for making up the work will be made on a case by case basis.

Late Work

ACA is training students in time management and responsibility. When homework is not turned in on time, it will receive a late grade (L=69%)

Grading Homework

Our goal is to return most homework assignments to students by the end of the day they are submitted. Tests, essays, projects, and research papers will likely take longer.

Testing

Life is full of challenges. Tests are one of those challenges that students must face. At ACA, we see tests as an opportunity to apply what students have learned. They also serve as practice for students who don't test well. Every test is an opportunity for student growth.

We feel that quiz and test scores are a good measure a student's mastery of a subject, and as a result, we may ask students to repeat classes based on a student's quiz and test scores rather than their overall course grade.

Grading Policy**Purpose**

There are many positive reasons to grade students' work. Grading helps develop accountability in students. It also motivates students to meet deadlines. Grading provides a good (not perfect) natural reward for hard work and a consequence for lack of effort. It is also a capable measure of how well a concept is grasped.

Grading

Need an online service – in proress

For now, grades will be kept on a spreadsheet in the students take home folder.

Criteria

It is our desire to grade objectively. Whenever possible, teachers will be as detailed and upfront as possible about how grades will be determined.

Grading Scale

ACA desires for students to master the material they are taught. A student's grades are one way that we can determine whether mastery has been achieved. Our grading scale at ACA is A, B, C and F, because if a student has less than 70% competency in a particular subject, we are setting them up for failure if we advance him/her to the next level. A student must have a cumulative score of 70% or above in a subject to be considered for advancement.

Mastery Markers

More important than grades is the mastery of the fundamental components of a given area of study. Every course your student takes at ACA will have a syllabus that explains the course, teacher expectations and Mastery Markers. Demonstration of mastery is required before promotion to the next level will be allowed.

Academic Probation

Any student who receives a first or second-semester final grade of 69% or less in any subject will be placed on academic probation. The parents of the student, the student, the Head of School and/or the teacher will meet to discuss the issues surrounding the poor grade. If the student shows a willingness to improve, he/she will be allowed to continue at ACA. If the student is able to achieve 70% or higher in all of his/her subjects during the following semester, the academic probation will be lifted. If the student's grades don't improve, he/she may be asked to take the course again or leave the program. If a student receives 69% or less in more than one class during any one semester, the student may be asked to leave the program. These issues will be evaluated on a case-by-case basis.

ACA Class and Home School Participation

Class participation is an important part of a successful classroom experience at Ascend Christian Academy. Class reparation is critical for productive class participation. Students will be given a grade for their class participation that will impact their final grade. If a student is absent due to illness and the Head of school has been notified, his/her class participation grade will not be affected. Students are granted two days (within the same week) vacation per semester. This allows students to have one week's worth of class participation not be affected by an absence due to something other than illness.

A student's behavior in his home school is also extremely important to us at ACA. As a result, parents will submit a home school participation grade each semester that will be included in the student's final grads. The grade should be based on effort, self-motivation, and willingness to cooperate with his/her home teachers during school time. Parent-assigned grades will be due on a date to be determined. If parents do not turn in a home school participation grade, their student will receive a zero.

ADMISSIONS AND FEES

Admissions Schedule and Process

Enrollment for the 2025-2026 school year starts immediately

Admission to ACA is a four-step process. All four steps must be completed before students are allowed to join us for classes.

1. Do some homework, understand the concepts and expectations to be successful at ACA. Reviewing the entire ACA handbook will help you get started on that road to success
2. Complete and submit application and required fee
3. Join a member of the ACA leadership team for a family interview
4. If ACA is a good fit, set up tuition payments and prepare for the new school year

1. Review the Entire ACA Handbook

We have spent a lot of time thinking through the details that will make or break our program. Those important details are in this handbook. We ask that both parents read the entire handbook. Your family's intimate understanding of what this program is all about and what is expected of our families will contribute to your student's success.

2. Complete and submit the application forms and the required registration fee

Not on our website yet, we are working on it. Make an appointment to meet Ms. Adams at Holy Spirit Livin' 1506 Main Street, Strasburg.

A registration fee of \$125 per family must accompany your family's application. Check should be made out to Ascend Christian Academy. This check is non-refundable, however, it will be returned in full if enrollment is denied.

If you are interested in a teaching or support staff position, please complete our Teacher/Staff Application that we are in the process of preparing and placing on our website. Please let Ms. Adams know if you are interested in teaching or support staff.

3. Join a Member of the ACA Leadership Team for a Family Interview

This interview gives us a chance to talk about the program, what your family would like to get out of it, your student's academic history and desires, and to answer any questions you may have. Admission is based on your student's academic abilities, motivation, desire to learn, and willingness to cooperate with students and teachers.

4. If ACA is the right fit for your family, set up tuition payments and begin to prepare for the school year

Attend our orientation. We will be hosting teacher meetings and orientation for all families during the week before school starts. Orientation meetings and activities are required. More details, including required reading and class supplies, will be given in your confirmation letter.

Tuition and Fees

At this time, ACA is only offering the two day a week core curriculum support home-education program. We hope to add enrichment and other support opportunities as we see the needs and God provides the means to meet those needs. In addition to the \$125 registration fee, tuition for the start-up year is \$4,000 per/year or \$400 per month. For this price, this year only, we will provide a uniform shirt and the curriculum. Any required reading books and class supplies will be the responsibility of the family.

ACA is a non-profit, self-funded ministry that relies on your timely tuition payment to purchase books and supplies, pay teachers and staff and pay rent. Please understand that when you enroll your student in ACA we are counting on your financial commitment for the entire school year.

POLICIES

This section focuses on the details that help our program run well. Our intention is to be as clear as possible about our expectations ACA and all our families are set up for success, not to seem legalistic and unnecessarily rigid. Many of these policies help protect the time and well-being of our students, parents, staff, teachers and the Leadership Team.

Academic Expectations

It is our expectation that all students and their parents are fully engaged in the academic process. We expect

students to complete all the assigned work, try their very best, and ask for help when needed. Parents are expected, in the very least, to facilitate the learning process by knowing what is required of their students each week, helping when necessary and making sure that all work is complete.

Students are expected to maintain a 70% or above in each of their classes. Any student who receives a first or second semester final grade of 69% or less in any subject will be placed on academic probation. The parents of the student, the student, the Head of School and/or the teacher will meet to discuss the issues surrounding the poor grade. If the student shows a willingness to improve, he/she will be allowed to continue at ACA. If the student is able to achieve a 70% or higher in all his/her subjects during the following semester, the academic probations will be lifted. If the student's grades don't improve, he/she may be asked to take the course again or leave the program. If a student receives a 69% or less in more than one class during any one semester, the student may be asked to leave the program. These issues will be evaluated on a case-by-case basis.

Academic Misconduct

Any form of academic dishonesty or misconduct will not be tolerated at ACA. This includes, but is not limited to: cheating, plagiarism, and a misrepresentation of one's work and/or efforts. Utilization of answer keys to aid in the completion of homework is not allowed.

We agree with Dartmouth College's code of conduct which states, "Any form of plagiarism violates the Academic Honor Principle. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the sources."

If a student copies the words of another author and does not give credit to the original source, he/she has plagiarized. If a teacher suspects that a student has plagiarized, that student will be asked if the words on his/her paper are his/her own. If the student confesses and asks for forgiveness, he or she will be forgiven, and be given a zero for the assignment. If a student is confronted, does not confess, and evidence proves otherwise or if a student commits a second offense, the misconduct may lead to expulsion from the program. The ultimate decision will be made by the Leadership Team.

Illness

We ask that you keep ill students at home. We would like to keep our school as healthy as possible. Please notify the Head of School if your child is ill and unable to attend classes.

Immunization and Vaccination Policy

Homeschooling parents are generally required to maintain their child's immunization records, following the same vaccination requirements as public schools in their state. However, specific enforcement may vary depending on local laws. Most states do not mandate submitting these records unless the homeschool group is considered a "private school" and requires formal documentation.

Ascend Christian Academy is not a private school and is therefore not required to disclose the vaccination status of participating students. Furthermore, we rely on the teaching of the Bible that our bodies are the temples of the Holy Spirit and that we have a responsibility to keep our bodies pure and holy before God. In particular, this teaching prohibits members from consuming or introducing products that might cause them or their children physical harm.

We teach that each person should weigh within their own consciences whether vaccines would defile their bodies in the spiritual sense before God. To that end, and consistent with our teachings, we have always declined to enforce a vaccination requirement on our board members, committee members, officers, employees, partners, members, or volunteers, and have honored their religious objections to it.

Bringing Items to School

Students should bring only items necessary to participate in class to ACA. Toys or weapons of any kind are not allowed. Cell phones should be turned off during school hours and used only with the permission of a teacher, staff member or member of the Leadership Team. Any teacher, staff member or member of the Leadership Team may confiscate any items they deem inappropriate.

Technology Policy

We recognize both the tremendous benefits and detriment of technology. We also acknowledge that technology isn't going away, so we've created a technology policy that we hope will help us all have a healthy relationship with technology – one where we are, with thoughtfulness and deliberateness, controlling it, rather than mindlessly allowing it to control us. In addition, we have limited time together and want to maximize the opportunity for high-quality, in-person connections.

- While at ACA

While at ACA, students' cell phones should be in "downtime" mode (i.e. games and social media shut off) and in their cubbies or backpacks. Students are allowed to have their cell phones in class if they are needed for educational purposes at the teacher's request. If a student is caught with a cell phone, it will be taken away, a \$5.00 fine will be levied, and the cell phone will be returned to the student at the end of the day. If a student is in frequent violation of ACA's technology policy, a meeting with the Head of School will be required, and possible expulsion will be discussed. If you must get ahold of your student during the school day, please call Ms. Adams at 303-304-1185, and she will get the message to your student.

In addition to the above ...

- ACA is not liable for personally owned technology that is lost, stolen, or damaged. ACA will not reimburse for lost or stolen technology nor will ACA be able to fix or troubleshoot damaged technology. Technology that is brought into ACA is solely the responsibility of the student and his or her parents.
- Students may not use their personal technology devised for gaming or media sharing during the day at ACA.
- Students may not take pictures or videos of any student, teacher, staff member, or ACA guest without the individual's consent.
- Students may not utilize any piece of technology in the bathrooms

- Away from ACA

The reality is that the Lord has brought us together to be in community with each other. Whether we are at ACA or away, we are connected. While we can't (nor do we want to) dictate what you do outside of ACA, Romans 14:13-23 provides guidance for how we should behave. When we allow technology to steal our focus from our work, we can't be as productive and as rest-filled and joyful as we'd like and need to be. We also distract others from getting their work done. Here are a few suggestions to follow:

- Set productivity goals for the day and the week. REWARD yourself when you meet them.
- Set your phone to "downtime" during working hours (or use a KSafe if your self-control needs a little help).
- Use Qustodio, Microsoft Family, or the like to turn off distracting apps and websites on your computer during school time.
- Shut off your notifications on your phone and computer.
- Limit reaching out to students for non-school or non-essential communication during prime working hours.

- Set up study dates to study productively together.
- Use break times to get fresh air and energy out rather than to get on your devices.
- If you use technology during a break, SET A TIMER. Often, we underestimate the amount of time we spend on our devices.

We highly recommend viewing movies such as *Screenagers* and *The Social Dilemma* with your students (G4 Sixth grade and above).

GENERAL BEHAVIOR EXPECTATIONS

We expect everyone at ACA (i.e. teachers, parents, and students) to behave like ladies and gentlemen at all times. Mannerly behavior yields a pleasant and productive learning environment. Proper behavior requires self-control and shows care and concern (respect) toward others.

Everyone should...

- Be fully engaged in the academic process.
- Complete their work to the best of their ability and ask for help when needed.
- Address each other as Mr. and Miss/Ms./Mrs.. (Peers are welcome to call each other by their first names.)
- Look people in the eye when you speak.
- Respect others and their things. (i.e. Treat others as you would like to be treated. Ask before taking something that doesn't belong to you. Return things in their original condition. Treat the church as God's house.)
- Do what you are asked the first time you are asked with a happy heart.
- Follow CCA dress code. ▪ Leave every place BETTER than how you found it.
- Sit up straight. Feet on the floor. Head up.
- No drawing on ourselves, others, tables, or walls.
- Stand when asking or answering a question.
- Do not be alone with someone of the opposite gender in a private location.
- Address grievances biblically (i.e. go swiftly (Ephesians 4:26), go graciously and humbly (Colossians 3:13), go to the offending person first, then bring in a trusted third party (Leadership) if needed (Matthew 18).
- Do not engage in conversation unbecoming a Christian (i.e. don't gossip, don't put others down, don't lie, don't force gas to leave your body audibly.)
- Be cautious to not expose others to topics, media, etc. that families believe are unsuitable.

Gentlemen should rise when a lady enters the room; allow them to go first; hold doors; carry items; offer to help.

Ladies should be gracious and respectful to young men.

At the end of each school day, students will pitch in and...

- Wipe down the tables.
- Vacuum the floor.
- Empty the trash.
- Set the room properly.

STUDENT DISCIPLINE POLICY

On the rare occasion that a student violates the rules outlined in our handbook or given by a teacher or a member of the Leadership Team, the behavior will result in one or more of the following:

- o Verbal warning given during class;
- o Removal from the group; and/or
- o Conference with the Head of School.

The teacher or support staff member who observed the violation will confer with the Head of School regarding the student's behavior. Depending on the offense, a verbal reprimand will occur immediately or parents will be contacted. The Leadership Team will determine what, if any, punishment will be given.

Punishments must be carried out in a timely and thoughtful manner. It is possible that a student would be asked to write a letter of apology. That written apology must:

- o Admit and explain how the offense was wrong;
- o Ask for forgiveness;
- o State what restitution will be made, if necessary; and,
- o Cite biblical references and state how the problem will be resolved and prevented in the future.

A student may also be asked to verbally apologize to the person(s) he has offended. If the offense was one-on-one, an apology is made to the offended person with the teacher or Head of School present. If the offense was public, the student might be asked to make a public apology, either in class or in the presence of those whose presence the offense took place with the teacher or Head of School present. The student may either read the apology or speak directly to the offended party/parties. However, if the student chooses to speak directly, all elements of the written apology must be included.

If a student continues to act inappropriately or disrespectfully, he/she may be asked to leave the program. The Leadership Team will assess each situation and determine the course of action that best suits both the student and the program.

SEVER DISRUPTIONS

In the case of extreme inappropriate behavior, in which the student causes a major disruption in the classroom, chapel, or on campus, causes bodily injury to anyone, or harms church property, more severe disciplinary actions may be taken immediately, at the discretion of the Head of School and the other members of the Leadership Team, forgoing the process outlined above. The student may be suspended from classes or expelled.

TEACHER DISCIPLINE POLICY

If a staff member conducts him/herself inappropriately, violates confidentiality, or shows an inability or unwillingness to fulfill the responsibilities for the position, the Leadership Team will decide the disciplinary action that should be taken on a case-by-case basis.

TEACHER/STUDENT COMMUNICATION POLICY

There is an important relational component to ACA. ACA opens doors for students to be poured into by other Christian men and women in and out of the classroom. Many of our students have excellent connections with their teachers. They have a good rapport in class. They talk with each other in the halls or at lunch. They might email on occasion. Many students have asked their teachers to be friends on Facebook or follow each other through Instagram, X, or blogs. Deep, meaningful, healthy, and time enduring relationships are being formed and cultivated.

With that said, it is important to let you know that each teacher has a right to his/her own opinion outside of the classroom and to express that opinion through social media, the blogosphere, etc. Their expressed opinions aren't necessarily the opinions shared by the Leadership of ACA. We have asked our teachers to be mindful of what they communicate outside of the class - making sure what they post doesn't harm or reflect poorly on them, our students, ACA, or Christ. Although we trust our teachers implicitly to uphold that standard, we encourage parents to befriend people your child has friended on Facebook, follow and read the tweets and blog posts that your children do, etc. These activities will prove to be fruitful discussion starters, for sure!

CONFIDENTIALITY OF PERFORMANCE AND CONDUCT

Our expectation is that all teachers and support staff behave in a Christ-like manner. To accomplish this, all staff must respect the confidentiality of students. They must always speak positively about students and families and keep grievances and private matters private. Any behavior or academic concerns should be addressed privately with a member of the Leadership Team.

UNIFORM REQUIREMENTS AND GENERAL APPEARANCE

The way a person dresses helps set the tone for his/her conduct. Students, teachers, and support staff are asked to dress professionally and modestly.

For our inaugural year, students will be expected to wear the polo shirt with the school logo that was provided at enrollment.

Student Pick-up and drop off

Procedures to be determined

SEVERE WEATHER

It is possible that severe weather will prevent us from holding classes. Parents will receive an email notification by 6:00am, if classes are cancelled.

GRIEVANCE PROCEDURES

At ACA, all grievances should be resolved by following the process outlined in Matthew 18.

1. First, go to the person with whom you have the conflict or trouble and try to resolve the matter in a biblical way.
2. If not resolved, take the concern to the Head of School. The two of you will then address the offending person.
3. If the grievance is still not resolved, it should be taken to the other members of the Leadership Team. Then the Leadership Team will address the concern with the offending person.

WITHDRAWAL

Please understand that when you enroll your student in ACA your commitment is for the entire school year. Our program is counting on your financial support for the year. With that said, we understand that there are unexpected circumstances that occur. If you must withdraw your student from CCA, we would like at least 30 days written notice. You are expected to pay the tuition due during that 30-day period. In addition, the fees paid at the beginning of the school year will not be refunded.

RELIGIOUS EXEMPTION ACKNOWLEDGMENT

Parents or guardians understand and agree that Ascend Christian Academy operates as a faith-based Religious Education Organization under religious exemptions applicable to its hiring practices, curriculum, governance, and operational policies.

As a church-affiliated ministry of Four Fringes Ministries, this Ministry is legally classified as a religious organization and is therefore exempt from certain federal and state laws that apply to secular institutions. These exemptions allow the Ministry to operate in full alignment with its Biblical faith, doctrine, and religious convictions without government interference.

Religious Exemption in Hiring and Employment

I/We understand that:

- Ascend Christian Academy exercises its right to hire staff, faculty, and administrators based on religious qualifications in accordance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e-1(a)) and the Ministerial Exception Doctrine as upheld by the U.S. Supreme Court in *Hosanna-Tabor Evangelical Lutheran Church and School v. EEOC* (2012) and *Our Lady of Guadalupe School v. Morrissey-Berru* (2020).
- The Ministry reserves the right to require employees, contractors, and volunteers to adhere to its Statement of Faith, Doctrinal Standards, and Code of Conduct.
- No claim of religious discrimination shall be made against the Ministry for hiring decisions made in accordance with Biblical and theological qualifications.

Religious Exemption in Curriculum and Instruction

I/We acknowledge that:

- Ascend Christian Academy is not a secular educational institution and, as such, is exempt from state curriculum requirements that conflict with its Biblical worldview.
- Subjects will be taught from a Christian perspective and in accordance with the doctrinal teachings of Four Fringes Ministries.
- The Ministry does not teach, promote, or endorse ideologies, beliefs, or practices that contradict Biblical doctrine as interpreted by its governing authority.
- Parents who choose to enroll their children do so with full understanding that instruction will be grounded in Christian faith and principles.

Religious Exemption in Governance and Policy Enforcement

I/We recognize that:

- As a religious entity, the Ministry is exempt from certain federal, state, and local regulations that would otherwise interfere with its faith-based governance, admissions policies, and operational decisions.
- The Ministry retains the right to make policy decisions that align with its religious mission and reserves the right to decline enrollment or continued participation to any individual or family who seeks to undermine or contradict its Statement of Faith or Biblical values.
- The Ministry operates under First Amendment protections and Title IX religious exemptions (20 U.S.C. § 1681(a)(3)), ensuring that it is not required to modify policies on the basis of gender identity, sexual orientation, or other matters inconsistent with its Biblical doctrine.

Parental Acknowledgment and Agreement

I/We understand that by enrolling our child(ren) at Ascend Christian Academy:

- We accept and agree that the Ministry operates under religious exemptions in its hiring, curriculum, governance, and policies.

- We waive any claim that the Ministry should be subject to secular anti-discrimination laws that would compromise its Biblical faith and mission.
- We affirm our support for the Ministry's right to teach, hire, and govern in accordance with its Christian beliefs.

Parent Acknowledgement

By signing below, I acknowledge that I have read, understand, and agree to comply with the policies, procedures and expectations of the Religious Education Organization, Ascend Christian Academy. I affirm that my family will uphold the Ministry's Biblical values, standards, and expectations as outlined in this handbook.

Parent or Guardian Signature

Parent or Guardian Signature

Parent or Guardian Full Name

Parent or Guardian Full Name

Date

Date