

ADMISSIONS HANDBOOK  
2004 - 2005



AQUIDNECK ISLAND CHRISTIAN ACADEMY

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“Hear, O Israel: The Lord our God, the Lord is one!  
You shall love the Lord your God  
*with all your heart,*  
*with all your soul*  
*and with all your strength.*  
And these words which I command you today  
shall be in your heart.  
You shall teach them diligently  
to your children, and shall talk of them  
*when you sit in your house,*  
*when you walk by the way,*  
*when you lie down,*  
*and when you rise up.*  
You shall bind them as a sign on your hand, and  
they shall be as frontlets between your eyes.  
You shall write them on the doorposts of your house  
and on your gates.”

- Deuteronomy 6:4-9 -

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## Classical Philosophy & Methodology

In all programs, and academic teachings, Aquidneck Island Christian Academy seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below).
- B. Encourage every student to develop a love for learning and live up to his/her academic potential.
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

1. **Grammar:** The fundamental rules of each subject.
2. **Logic:** The ordered relationship of particulars in each subject.
3. **Rhetoric:** How the grammar and logic of each subject may be clearly expressed.

## Uniform Policy

The AICA dress code is designed to honor Biblical standards as well as to promote a positive academic environment. The way we dress often reflects our feelings and attitudes. We believe in propriety - modesty should be our general approach to dress.

Biblical principles of dress include:

1. Dress modestly and don't overdo the outward appearance (I Timothy 2:9).
2. Don't cause another person to stumble (Romans 14:19-21).

AICA has selected a school uniform which is consistent with these biblical standards. Please contact the school office for details of the uniform and how to purchase it. Uniform is to be worn at all times when at school, or when representing the school. In the event of a student arriving at school without uniform; his/ her parents will be contacted by the administrator. Refusal by either a student or parent to comply with the dress code is considered grounds for disciplinary action. AICA expects parents to work with the school in helping students to comply with the dress code by adhering to the following:

1. Maintain a clean and neat appearance.
2. Shirts are to be buttoned and tucked in to the pants or skirt at all times.
3. Shoelaces must be tied at all times.
4. Shoes or sneakers must be worn with socks at all times.
5. Hats may not be worn inside.

## Homework Policy

Homework is assigned to reinforce work done in the classroom and to help students develop responsibility and good study skills. Guidelines for required homework are as follows:

- |       |   |
|-------|---|
| K     | (Second semester) 15 minutes per night; 2 or 3 times per week |
| 1 - 2 | 20 - 30 minutes per night; 3 times per week                   |
| 3 - 4 | 30 - 60 minutes per night, 4 times per week.                  |
| 5 - 8 | 30 - 60 minutes per night, 5 times per week.                  |

The amount of homework will vary according to a student's ability to use in-school class and study times effectively. Parent involvement will be a significant key to your child's progress this year. If your child consistently requires more time than the expected amount to complete homework, the teacher should be contacted.

## Discipline Policy

Many passages of Scripture speak of the parent's God-given responsibility for the discipline of their children. All passages found within the Scriptures that refer to corporal punishment are directed to the parents only. These passages are based upon the God-given, unique parent-child relationship. The teacher-student relationship will never assume the unique dimensions and authority of the parent-child relationship, nor was it intended to. Only the child's parent is equipped to understand and discern the needs of their children. This is essential for proper correction and discipline for the child. Though we support the relationship between parents and teachers known as "loco parentis", meaning "acting in the place of the parent", we will not administer corporal punishment to the child. We do, however, recommend that every parent heed God's Word for the benefit of their children. There are two levels of interaction

with students who require disciplinary action:

### Office Visits

The Administrator may design appropriate consequences for necessary discipline in school. Discipline will be administered relative to the individual's problem and attitude. All discipline will be designed to honor Biblical principles, (e.g. restitution, seeking forgiveness, (public and private), restoration of fellowship, no lingering attitudes, etc.). The vast majority of everyday discipline problems are dealt with at the classroom level, according to the policies and philosophies established by the School Board. Principles of love and forgiveness will be an integral part of the discipline of the student.

We believe that the scriptures speak to every aspect of man's behavior. Therefore we have chosen not to discipline according to methods based upon presuppositions of secular philosophies (i.e., evolution and godlessness). Behavioristic techniques such as threats, bribes, promises, demerits or rewards may constrain behavior, but do not speak to the central issue of behavior. Such philosophies may institute a temporary control in the classroom, but will fail to train the child's heart to honor God as his/her primary motivation. We have learned by the Word of God the children are created for a relationship with the living God to glorify God and enjoy Him forever. The Bible teaches Scriptures teach that behaviors children exemplify 'proceed out of the abundance of the heart' (Mark 7). As Christians, we may conclude that any correction and/or discipline must address the specific issues of the child's heart. We desire, when correction or discipline takes place, to help our students understand the matters of the heart in which they are involved. We will strive to apply biblical instruction and wisdom in every instance during matters of discipline. If time does not permit the teacher to speak with a child about the attitudes of his heart that result in disobedient and disruptive behavior, the child will be required to speak with the Administrator. The teacher or Administrator will contact the parents in these circumstances.

It is vital for both parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. But far grater in importance to the Christian is bringing glory and honor to God by the process through which concerns are addressed. Of equal importance is that the process by which AICA resolves school matters remains reflective of the principles and absolutes found in the Holy Scriptures.

There are five behaviors which will *automatically* require immediate disciplinary action by the school administration. Those behaviors are:

1. *Disrespect* shown to any staff member. The staff member will judge if disrespect has been shown.
2. *Dishonesty* in any situation while at school, including lying, cheating, and stealing.
3. *Rebellion*, i.e. outright disobedience in response to instruction or correction.
4. *Fighting*, any physical force used with the intention to harm or intimidate another student or staff member.
5. *Obscene language*, including taking the name of the Lord in vain.

## Parental Involvement

We will refer behavior problems (that result in “office visits”) to parents for discipline and correction. We desire to cooperate with parents in helping them to understand their child’s behavior in the classroom. We leave this responsibility with parents because parents are God’s appointed agents for discipline. However, when a child’s behavior has become disruptive and hinders the learning process of others in a classroom, the child’s parents will be notified. They will be required to meet with the Administrator, and consulted as to how to best resolve the child’s behavior. At that time, the school’s policy of classroom behavior will be revisited and expectations for the child’s future behavior established. A continuation of the disruptive behavior will serve as grounds for immediate attention by the administration to take the next step and begin the expulsion process.

1. At this time an appointment will be arranged requiring the teacher, parents and Administrator to be present. At this meeting, we will outline, illustrate, and discuss the child’s behavior. We will then agree as to how best to resolve the behavior problem.
2. A further instance of the behavior problem will call for a two-day suspension. The next occurrence will result in a three-day suspension. At this time another meeting with the child’s parents will be scheduled to evaluate the student’s situation. The three-day suspension will allow the parents to locate another school for their child.
3. An expelled student may not be permitted to reenroll in the school until a year’s time has transpired. The Administration and Board of Directors will have final decision for readmission based upon the parent’s and student’s attitude and circumstances.
4. Any impropriety on the part of the student or the parent to
5. disrupt the expulsion process (rebellious against suspensions) will

serve as grounds for immediate removal at the discretion of the Administration.

## **Severe Misconduct**

In the extreme case of outrageous behavior, by either a parent or a student, (i.e., unbiblical, inappropriate, rude, or rebellious comments, or deeds), the Administrator may discern that immediate action is appropriate. With the counsel of at least two Board members who concur with the opinion of the Administrator, a student or parent who has displayed an aggressive or unsubmitive spirit to the policies of Aquidneck Island Christian Academy may give cause for immediate expulsion from the school. If behavior is so severe so as not to warrant the time necessary to notify the two Board members, the Administrator may implement immediate dismissal of student and/or parent from the premises of AICA upon his discernment.

If behavior outside the school's boundaries is such that it exemplifies a complete moral collapse and disregard of Biblical standards, accompanied by a prideful and unrepentant spirit, this also qualifies for expulsion. We believe that a student's behavior outside the school is a reflection on AICA, and we do not desire that the testimony of AICA be discredited in any way.

If there is a desire on the part of the parent to have the Board of Director's review an instance of immediate expulsion, the parents must notify the Board Chairman. The case will then be reviewed by the remaining Board members and a scheduled hearing will be granted.

## **Process of Appeal**

*"Biblical Appeal"* - A Biblical appeal is a request or plea to a person in authority to ask requesting to reconsider or reevaluate a command, directive or instruction (Dan. 1:8). The appeal process is a "safety valve" for the Biblical requirement of obedience. It is a safety check in two directions:

1. It is a check against caprice on the part of any individual in authority. Perhaps someone has spoken quickly, without careful thought. A biblical appeal provides a context for a directive to be rescinded that may have been spoken in haste or was inappropriate.
2. It is a safety valve for the parents and students. It is important that the constituency of Aquidneck Island Christian Academy know that they have permission to appeal a directive. It is also

A Biblical Appeal has several conditions:

1. The appeal should be proposed for the purpose of achieving the school administration's objective or purpose.
2. The motive of the parent must not be manipulative. The appeal process is never just to get one's own way.
3. The appeal process should be made in a respectful manner and with a spirit of submission to the authority of the school administration. The manner of speech and spirit with which a parent appeals to the administration should not be evidenced by a contentious or demanding tone.
4. An biblical appeal should be made only once. However, sometimes a more serious circumstance may require a "restatement" of the appeal to ensure that the appeal was properly understood. However, frequent or repeated appeals indicate that a parent may be contentious or manipulative (*a further appeal can be made when new information is available that the administration has not considered*).
5. An appeal should be submitted in a spirit of submission prefaced with a statement by the parent that they are willing to do whatever the School and Administration decide.
6. If the School Board or Administration should decide to deny the parent's appeal, the parent must accept the Administration's decision as the will of God for them at that moment.

\*An appeal must always be prayerfully considered.

### **Students/Parents to Teacher**

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself with the parent's knowledge and consent. If the student presents the concern, a respectful demeanor is required at *all* times.
2. If the problem is not resolved, the parents and student may bring the concern to the Administrator. If the problem is still not resolved, the parents should appeal the decision to the School Board and request a hearing.

### **Parents/Patrons to Administrator**

1. If parents or patrons have a grievance or dispute about the general

- operation of the school (apart from the operation of the classroom), they should first bring their concerns to the Administrator.
2. If there is no resolution, they should request a hearing from the AICA Board.
  3. This procedure also applies to Board members and staff who are acting in their capacity as parents and patrons, and not as representatives of the Board or as employees of AICA.

### **Serious Misconduct**

Should a student commit an act with such serious consequences that the Administrator deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct include: acts endangering the lives of students or staff members, gross violence/vandalism to the school facilities, violations of civil law, any act in clear contradiction of scriptural commands, and any refusal to abide by the policies established by the school board.

There may also be circumstances where it becomes necessary to expel or suspend a student for the improper behavior of a parent.

To ensure the Biblical nature of the ministry of  
*Aquidneck Island Christian Academy*,  
we have adopted a “*loco parentis*” policy as a guideline  
to protect parental authority.

We believe the school has been raised-up  
as an institution of education so as to *serve* parents  
in their God-given responsibility to  
“*teach*” their children.

The teachers and staff of AICA, *come*  
*alongside the parents*, in authority and as instructors  
to serve and to aid parents in the  
responsibility of educating their children.

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*Rooted in Truth - Growing in Grace*