



Academics ♦ **C**haracter ♦ **S**ervice

Algoma Christian School
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Algoma Christian School

*Welcome to the
"Knight Life"*

Knights are:

Kind

Noble

Intrepid

Generous

Humble

Trustworthy

Servants

Academics **C**haracter **S**ervice

Our Mission

*“Algoma Christian School disciples students to know and apply Biblical truth, focusing on **A**cademic Excellence, **C**hrist-Like Character, and **S**ervice to others.”*

Welcome

Welcome to the ACS Knights Family! We are excited you have joined our community of committed Christian school believers. One of the things we want you to experience right away is the sense of partnership within our school family. For over 35 years ACS has been an extension of home and church, teaching children to live according to God's word. In 2005, with the opening of the Wee Knights' Daycare we expanded our school ministry to include infants and toddlers, growing our Knights family and teaching biblical truth from diapers to diploma! On any given day, you will see infants being strolled in the parking lot, toddlers singing Jesus Loves Me, pre-school and school age children walking the halls alongside young adults, middle age adults, and senior citizens. Providing Christian education to all ages is unique and one of the many things that makes our family ties so special.

Of course, like any family, there are traditions and “inside information” that may seem foreign to newcomers. This handbook is designed to help answer some of the questions you might have as a first time “KNIGHT”. We want you to feel at home here as soon as possible and be part of something special for many years to come.



ACS

School Events

- ◆ **Academic Fair/Grandparents Day** - Elementary students prepare and display science, history, and art projects. Grandparents and Grand-friends are invited during the school day for a program and tour.
- ◆ **ACSI Music Festival** - In the spring our Jr. & Sr. High music department participates in an overnight event. Students come together with many Christian schools to refine their God-given musical abilities.
- ◆ **Auction** - This all school community event is one of our largest fund raisers held in the ACS gym in the fall. ACS families are encouraged to attend and invite others.
- ◆ **Drama** - Secondary students presents a two night drama production in the spring.
- ◆ **Feed the Need** - An all school service project/fundraiser supports our mission and is designed to raise funds and awareness for ACS. School families solicit pledges for supplies needed to allow students to spend a school day preparing and packaging meals to be shipped to needy international kids. Excess funds go directly to ACS and are used to enhance programs.
- ◆ **#Giving Tuesday** - ACS participates in the International Day of giving held the last Tuesday of November.
- ◆ **Harvest Celebration** - All ACS students are involved with this celebration during the school day. Non-perishable food is collected, boxed and given to area church families for a Thanksgiving meal.
- ◆ **Homecoming** - Homecoming is held during the basketball season, this ACS tradition welcomes back alumni and celebrates our students.
- ◆ **Kids Night** - A fun night in the ACS gym designed for elementary families to connect and enjoy a carnival type atmosphere.
- ◆ **Park-A-Thon** - In the spring, third thru sixth grade students spend the school day raking, cleaning and preparing local parks for the summer season.
- ◆ **Pastors' Day** - Designed to show appreciation and connect with area church leaders
- ◆ **Pie Sale** - All school sale organized by the Junior Class.
- ◆ **Shadow Day** - Potential students spend the school day “shadowing” an ACS student in their grade for a hands on ACS experience.
- ◆ **Small Group Service Days/ Serving Our Churches** - Secondary students help with a variety of projects at area non-profit organizations and churches.
- ◆ **Wee Knights & Elementary Open House** - ACS invites the community to come learn more about ACS, tour the facilities and meet teachers.
- ◆ **Winter Banquet** - High school event that includes dinner and entertainment.

Student Life

- ♦ **Resources** - We have a number of resources to support students who are struggling:

- ♦ Guidance Counselor: Sherri VanderMeulen
- ♦ Teacher-Aides: Daryl Ford & Kristy Wolters
- ♦ Support Specialists from Kent City Public School
(Subject Consultants, Social Worker, Speech Therapist, Psychologist, etc.)

Speak to your child's teacher first to discuss your concerns, and she/he will connect with Mrs. Vander Meulen to help you navigate the next steps.

- ♦ **Library** - All library materials must be properly checked-out according to current procedures. Late charges or damages will be assessed on materials not properly returned.
- ♦ **Visitors on Campus** - Although we welcome visitors, for the safety of our students, any person other than students and staff are required to go directly to the office, sign in and obtain a Visitors' Pass before going to any part of the building during school hours.
- ♦ **Leaving Campus** - A student will be allowed to leave the school early for appointments that cannot be scheduled outside the regular school day. High school students may also be released early for work or educational reasons. In such cases, the early dismissal must have prior parent and administrative approval unless it is an emergency situation. There are "Sign In/Out" forms in both the main and elementary offices. All secondary students must sign out in the office when they leave and sign back in when they return. We ask that parents of elementary students come in and sign their child in or out on this form.
- ♦ **Transportation** - Busing is available to all ACS students. For more information, contact the school office.
- ♦ **Student Drivers** - Students must be registered in the school office to drive to school. **EACH TIME** a student transports other students, parents of **BOTH** driver and riders must contact the school office.

A detailed Student Handbook can be found by clicking "Connections" under the "Parent Tab" on our school website.

ACS Board

Kathy Ignasiak
Joe Lockwood
Amy Brillinger
Chris Kooienga
Brent Parker
Brett Anderson
Jeff Baker

President
Vice President
Secretary
Treasurer

Our board is made up of parents or grandparents who subscribe to our Statement of Faith and have a heart for our school. The board serves to give direction to the policies that govern ACS.

"Helping Families Make Disciples"

ACS Committees & Staff

Athletic
Development/Advancement
Education & Personnel
Facilities
Finance
Hot Lunch Director
Missions
Parent Teacher Fellowship (PTF)
Spiritual Formation
TRIP

Tim Quinlan
Kalli Wall & Chris Ouwinga
Dr. Hazeltine
Tim Quinlan
Nicki Mollien

Dave Berg
Amy Oonk
Laureen Hoskins
Morgan Kehoe

Contact information can be found in the RenWeb Directory under the "School Directory" tab or on the ACS website algomachristian.net using the Home & Staff tabs.

"JAR" is an acronym for "Just A Reminder". The JAR is emailed to Algoma Christian School families each Thursday throughout the school year. It contains a variety of information to help our families stay well informed about the news and activities of ACS. ACS families may use the JAR for announcements regarding items they wish to sell, give away, etc. Any announcements should be emailed to acs@algomachristian.net by Thursday morning to be included in that week's JAR.

Committees & Staff

- ♦ **Athletics Committees** - ACS participates with MHSAA and offers a variety of organized sports beginning in the sixth grade. Athletes are required to have a sports physical, and pay sports fees before practice or competition. When possible, ACS will help organize cost effective, sports physical dates. Families involved in sports are required to complete sports volunteer hours. The committee may occasionally hold fundraisers to enhance the sports program. The committee meets regularly throughout the school year to work with the Athletic Director to revise policies and procedures to ensure the best sports program for our students. If you have any questions regarding athletics, contact Tim Quinlan, our AD, at, tim.quinlan@algomachristian.net.
- ♦ **Development Committee** - Kalli Wall & Chris Ouwinga are responsible for community events, fundraising, or marketing. If you have questions, comments, or recommendations, please give Kalli or Chris a call.
- ♦ **Education Committee** - The Education Committee reviews all areas of our curriculum to ensure the best possible academic program. After consulting your student's teacher, please contact Dr. Hazeltine if there are further questions. ACS also offers both AP and on-line classes, dual enrollment, and off site skills center (KCTC) courses for our secondary students. Please contact our Guidance Counselor, Sherri Vander Meulen for additional information.
- ♦ **Facilities Committee** - The committee is responsible for the maintenance and upkeep of our facility. If you have a gift or expertise in the area of buildings and grounds please contact Tim Quinlan. All families are encouraged to participate in one or two scheduled work days throughout the year.
- ♦ **Finance Committee** - Please contact the ACS Bookkeeper with any questions regarding your tuition payment plan, tuition assistance, or any other financial concerns. Nicki Mollien's hours are: Monday, Tuesday and Thursday 8:00am to 3:30pm, nicki.mollien@algomachristian.net FACTS is our tuition management partner and is accessible through your RenWeb login under family information or call the FACTS parents helpline at 866-441-4637 (available 24 hours a day). You may also contact FACTS directly if you have questions related to your tuition payment plan account.

Elementary

- ♦ **"JAR"** is an acronym for "Just A Reminder". The elementary teachers email a weekly JAR specifically related to classroom events.
- ♦ **"Back to School Day"** - meet teachers, have your school picture taken, and set-up your desk. See the school calendar for date and times,
- ♦ **Accelerated Reader** - Students in K - 6th grade participate in the *"Accelerated Reader Program"* which is a computerized program that tests reading comprehension. Students read independently, and take a test on the computer. Points are based on length and reading level.
- ♦ **Specials** - Elementary students participate in enrichment classes throughout the week including, Spanish, computers, music, PE, and library. Students will be given their class schedule at the beginning of each school year.
- ♦ **Elementary Chapel** - These are held Wednesday mornings.
- ♦ **Educational Activities** - Students in second thru sixth grade participate in a Spelling Bee, Speech Meet, and, beginning in first grade an Academic Fair.

Secondary

- ♦ **"Back to School Day"** - to meet your teachers, have school picture taken, get locker number, and pick up class schedule. (For scheduling questions email our Guidance Counselor, sherri.vandermeulen@algomachristian.net) See the school calendar for date and times.
- ♦ **Retreats** - Our secondary students begin the year with a day retreat and school orientation. Seventh and eighth grades go to Pine Ridge Bible Camp and ninth through twelfth go to Lincoln Lake Camp.
- ♦ **Chapels** - Chapels are held Thursday morning. Sometimes these are combined for 7th thru 12th, sometimes split MS/HS, and sometimes in small groups. All school chapels are also held about four times a year.
- ♦ **Class Sponsors** - Beginning in seventh grade a staff member will be assigned to each class. This sponsor will continue with these students thru graduation. Class sponsors are responsible for class meetings, class fund raisers, Spirit Week, and graduation ceremony planning.
- ♦ **Small Groups** - Each school year secondary students are assigned to a boys or girls "small group". These groups meet during chapel time once a month. These are designed to help and provide service opportunities.

School Website – RenWeb – Facebook

The ACS school website is a great resource for information.

The website (algomachristian.net) provides information about our history, our values and resources and much more. Click on the Parents Tab to find information about admissions, board and committees, connections (calendars/upcoming events), finances, sports information and even a link to our online store. For the most up to date information, we generally use, email, Facebook, and the JAR.

At the bottom of the website home page you will find a link for **RenWeb Parent Login**. **RenWeb** is our on-line parent/student academic and behavior resource. There you are able to check your student's grades, attendance, homework assignments, and many other helpful items. Find a quick link to **RenWeb** by scrolling to the bottom of the home page of the website and Bookmark this!

**PLEASE NOTIFY THE OFFICE OF ANY CHANGE IN
FAMILY CONTACT INFORMATION.**



Download the RenWeb App on your phone!

This easy to navigate tool not only gives you instant information about our school, it will also give you instant access to your student's information. Under the Student Tab there are 8 tabs all containing your student's information. Under the family tab you will find your family information, as well as an easy to use service hour tab. Click on the appropriate name and record your service hours. If you have any questions, contact the office. **RenWeb** can also be logged onto from your home computer.

Continued:

- ♦ **Hot Lunch** - Hot lunch is served every day at ACS. Each month a lunch menu order form will be e-mailed. Families will fill out and return orders on or before the due date. Hot lunch is delivered and served to individual elementary classrooms. Secondary students have lunch together in the gym.
- ♦ **Parent Teacher Fellowship (PTF)** -This committee focuses on serving our school and teachers. The goal of PTF is to glorify God and honor Him as we facilitate fellowship, encourage and build up our devoted teachers, and organize volunteer help for many different areas in the school. We meet the 2nd Tuesday of every month at 7:00pm in the elementary teachers' lounge. If you have any questions, please contact Amy Oonk at 616-617-7018.
- ♦ **Personnel** - Dr. Hazeltine is chair of the Personnel Committee. From time to time, the personnel committee reviews salaries, benefits, and assists with interviewing of potential ACS staff.
- ♦ **Spiritual Formation Committee** is made up of parents, students, and staff. This group is responsible for retreats, secondary small groups, chapel speakers, and service days. Lauren Hoskins is the chairman of this committee.
- ♦ **Tuition Reduction Incentive Program (TRIP)** -The Great Lakes SCRIP Program, also known as **TRIP**, is a great way to save money on your Algoma tuition. By purchasing gift cards through the SCRIP program, available in the office and online, you receive a percentage of your payment back toward your tuition. We encourage you to participate in this awesome program! Recently the TRIP program generated over \$36,000. Families benefited with \$29,000 of this amount in savings on their tuition payments. The rest benefited the ACS tuition assistance program and the general fund. Be sure to ask about how you can start saving today. Please contact our SCRIP coordinator Morgan Kehoe at acs@algomachristian.net or (616) 678-7480 with any questions.



Attendance

School starts at 8:00am & ends at 3:00pm

Quality education requires regular school attendance. Secondary students missing more than 30 minutes of class will be considered absent from that class.

Excused absences will be given for the following reasons:

- ◆ Illness (**Call the office by 9:00am each day of absence**)
- ◆ Family emergency
- ◆ An absence that has been pre-arranged through the office

Unexcused absences will be given for the following reasons:

- ◆ Absence does not fit into the excused categories
- ◆ No phone call is made or follow-up note is sent to school
- ◆ A student intentionally skips class

Consequences of an unexcused absence:

- The student will be required to complete missed work but will receive only partial credit
- The student will be required to serve a detention

Any time your student is not in school (excused or unexcused) it counts as an absence.

Tardy

Arriving on time to school in the morning as well as arriving on time to each class during the day is an important part of becoming educated and trained for assuming a place in society. As per our absence policy, excused tardies are limited to illness or family emergency. All other tardiness will be considered unexcused. The following explains the consequences of unexcused tardiness for secondary students:

- ◆ Unexcused tardiness between classes and in the morning will accumulate. The third one will result in a detention.
- ◆ When instances of tardiness (**either excused or unexcused**) accumulate to three (3), they are considered an absence.

School Cancellation

We will notify using Facebook, radio & TV announcements

Dropping Off & Picking Up

When approaching the car pool line, please get in line and stay in your car. Grades Pre-K - 4 will be picked up in the car pool line and walked to your car. Grades 5 - 6 will come to your car from the doors near the Library. Grades 7 - 8 who ride the bus will come to your car from Southeast H.S. entrance. For the safety of the students and the smooth dismissal time, please follow these instructions.

Service Hours

ACS is dependent on the help of volunteers and the assistance of all families. It is expected that each family will volunteer their time to help the school function. Following are the service hours guidelines:

- ◆ A total of 20 hours each school year (***June 7-May 15***) is required for each family.
- ◆ All families who receive tuition assistance will be expected to give an additional 15 hours.
- ◆ If families are unable to fulfill the required service time to ACS, **the un-served balance may be redeemed at the rate of \$20. per hour.)**
- ◆ The administration may alter these requirements on a case-by-case basis.

To Log your hours:

- After logging into RenWeb, click on Family Information
 1. Under "My Profiles" click on the person's name who completed the hours
 2. To the right of name, click on "Service Hours"
 3. Below Date/Description click on the Add Service Hours to get to the screen to add service information

It is your responsibility to log volunteer hours in RenWeb.

