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FAMILY HANDBOOK

**Abundant Life
Christian School**



Abundant Life Christian School

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I. ABOUT OUR SCHOOL

Abundant Life Christian School (ALCS) was started in 1989 and is located in the Southwest Valley area of Albuquerque, in an area composed mainly of middle to lower-income family dwellings. The population of this part of the city is largely of Hispanic background, and most of the elementary schools in the area are bilingual schools to support the education of children with varying degrees of English proficiency.

About fifty percent of our student body has traditionally come from lower-income families. Many of our students face a language barrier because English is their second language. ALCS was founded specifically to help children, who would struggle in the public-school system, to excel with confidence. We maintain a low teacher/student ratio to ensure a highly individualized learning situation. We strive to provide a stable Christian environment for students whose parents are serious about wanting their children to have high academics with Spiritual guidance and instruction.

Our curriculum from the 1st grade to the 12th is totally individualized. We use a nationally tested and proven curriculum called School of Tomorrow. The instructional program includes not only basic subjects necessary to prepare the student for high school graduation, but also the spiritual, social, and physical training needed to prepare the student to be a responsible, mature Christian citizen who will honor God and others, work diligently, and desire to serve God in some capacity. Students learn to work independently and enhance their study skills. Students must master each unit, called a PACE, before advancing to the next unit. Terra Nova Assessments are administered every year. An administration fee is charged for this test. Students graduating from ALCS generally score higher on the national American College Testing (ACT) than the average public-school student, and 90% of our graduates go on to higher education. Considering the disadvantages with which many of the students at Abundant Life Christian School begin their academic career, this is a remarkable percentage.

Mission and Purpose of ALCS

The mission and purpose of Abundant Life Christian School is to provide a safe and nurturing place where students pre-school through high school can receive spiritual and academic instruction in a Christ-centered, community environment. ALCS specializes in working with three types of special needs students: students who come from homes where Spanish is the primary language and English is a second language; students who have trouble keeping up with their grade level due to mild learning disabilities and students whose academic progress has been hampered by insecurities or lack of individualized instruction. ALCS provides a great learning environment and welcomes all students who are excelling in their academic work and have a heart of compassion for encouraging and working and learning alongside those for whom school is more difficult. ALCS intends to address the growth needs of the whole student in body, soul, and spirit. ALCS seeks to work alongside parents to help to develop their children not only into well educated graduates who have excelled in their academic studies but more importantly into God-honoring, spiritually mature, mission-minded, followers of Jesus Christ.

II. PHILOSOPHY AND OBJECTIVES

We believe that all learning should occur through a Biblical world view. Abundant Life Christian School believes the purpose of Christian education is to equip students both academically and spiritually to live productive lives from God's point of view. We encourage individual responsibility and the development of Godly character. Recognizing the primary responsibility of parents for the education of their children, ALCS develops strong partnerships with the families of our students to help students grow physically, emotionally, socially, academically, and spiritually.

OBJECTIVES

- To provide an atmosphere conducive to moral and spiritual fidelity; to the pursuit of Godly wisdom, knowledge and understanding; and to discernment of truth from error
- To help our students learn and live to honor the Lord by fulfilling the daily responsibilities which God has given them
- To aid each child in finding his/her purpose in life and in preparing for eternity
- To encourage our students, through emphasis upon Biblical principles, to devote their God-given gifts and abilities to a life of service
- To promote self-discipline and graciousness in each child through training in self-motivation, consistency, appreciation, responsibility, and thoroughness
- To teach the skill of independent study using the individualized, computer-enhanced ACE School of Tomorrow curriculum
- To instill appreciation and respect for government and church, for officials in national and local places of authority, and for God-ordained law and order
- To give the student the spiritual, social, and physical training necessary to prepare him or her to be a responsible, mature Christian citizen and employee

III. STATEMENT OF FAITH

- A. We believe that the Bible is the only inspired, infallible, and authoritative written Word of God.
- B. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death for sin through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to earth in power and glory.
- D. We believe man fell into sin, bringing depravity and death on humans, and that, as a sinner, man is self-centered, self-willed, rebellious, and unwilling and unable to quit sinning on his/her own.
- E. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of the lost and sinful man.
- F. We believe in the creation of man by the direct act of God as recorded in the Book of Genesis.
- G. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- H. We believe in the resurrection of both the saved and the lost: those who are saved unto everlasting life and those who are lost unto everlasting condemnation.
- I. We believe that the Bible prohibits Christians from bringing lawsuits against one another to settle disputes (I Corinthians 6:1-8, Ephesians 4:31-32). We believe that any dispute should be settled through arbitration within the Christian community.
- J. We believe that Christians are not to be conformed to the world but are to be transformed to be like Christ in every area of life.
- K. We believe that Satan is a real being, totally evil in intent, and an adversary of man. He is a liar and deceiver and opposes God's plan to restore man to Himself.
- L. We believe that God instituted marriage; that marriage is ordained to be between one man and one woman; and that marriage is to be monogamous, for life, and for the purpose of forming the foundational unit of the family. We believe that God condemns homosexuality.
- M. We believe that God is the Creator and Author of life, that life begins at conception, and that God alone has the right to end human life.

IV. THE ADMINISTRATION

A. RELATIONSHIP OF THE SCHOOL TO THE CHURCHES

The school is an extension of the children and youth ministry departments of the two churches, Iglesia Cristiana Vida Abundante and Living Word Christian Outreach, located on the same campus. The churches are ultimately responsible for the school, whose staff members are considered employees of the churches. The school administration is appointed and commissioned to their task by the churches.

B. THE SCHOOL BOARD

The School Board consists of the pastors and at least one lay member from each church elected for a two-year term. The meetings of the School Board are usually closed to the public, except in those instances in which parents, staff, or other interested individuals are invited to participate or help resolve a dispute. The responsibilities of the School Board include providing general direction of policies, approving the operating budget and school schedule, setting salaries and tuition rates, hiring staff, assisting with staff/student/parent disputes, and providing counsel on various matters. The church pastors shall be the primary counsel for the administration.

C. THE SCHOOL PERSONNEL

1. School Principal/Director

The school Principal/Director serves as the primary Administrator. The authority held by the Principal/Director is given by the two churches under which he/she serves. He/she is the primary decision-maker for day-to-day decisions at the school and reports to the School Board of Directors. Should the financial situation of the school prevent the hiring of a Principal/Director, School Board Members will assume the various responsibilities of the Principal/Director.

2. Teachers [Learning Center Supervisors, Monitors and other instructors or teachers]

A primary qualification for teachers is their love for the Lord, belief in the Bible as God's Word, agreement with the doctrinal position of the churches, and commitment to reach and help children.

D. ACCREDITATION

ALCS is a member of the Association of Christian Teachers and Schools (ACTS). ACTS is a member of The New Mexico Non-Public School Commission. Students who attend ALCS are eligible for scholarships funded for Faith-based and Private schools. Students who graduate from ALCS receive a diploma that is recognized by the State of New Mexico, colleges, and universities.

ALCS uses national standardized tests to ensure students are meeting or exceeding expected standards for educational aptitude.

V. ADMISSIONS POLICY

Non-Discrimination Policy

Abundant Life Christian School (ALCS) admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to the students at the school. It does not discriminate against members, applicants, or students based on race, color, nationality, or ethnic origin in the administration of its educational policies, admissions, or other school administered programs.

ALCS has basic requirements that must be met before a student will be considered for admission. These general entrance requirements are summarized below. ALCS recognizes that it cannot meet the educational needs of all children. It offers high quality Christian training but is not a correctional institute for problems arising beyond those usually encountered in average school children. We recognize that delinquent and emotionally unstable children require a special learning environment, and ALCS may not be staffed or equipped to meet their needs.

A. GENERAL ENTRANCE REQUIREMENTS

1. We encourage parents/guardians and students to regularly attend an evangelical, Bible-believing church which teaches the Scripture consistent with ALCS Biblical Standards.
2. Students who use tobacco, e-cigarettes or vaping devices, alcohol, or illegal drugs will not be admitted.
3. The child and parent must want to be a part of the daily training program of ALCS. No high school student is accepted if she/he does not want to be in the school.
4. After reading the Student Handbook and all registration forms, the parents/guardian and the child must agree with the school's basic philosophy and must commit to abide by and support the rules and requirements.
5. School records must reflect good academics and good behavior.

For a student to remain at ALCS, he/she is expected to follow consistently the guidelines listed above. ALCS reserves the right to dismiss any student at their discretion if problems arise because of the student and/or parent/guardian, which in the opinion of the school administration would prevent the smooth, normal operation of the school.

B. SELECTION PRIORITIES FOR STUDENT ENROLLMENT

Given that a student and/or new applicant meets the admissions criteria established above, the following priorities have been set for selection of the student body:

1. Children of VAIC and LWCO members will be given priority over other applicants.
2. Returning students will be given priority over new applicants; however, returning students are not guaranteed re-enrollment.

C. SPECIFIC ADMISSIONS REQUIREMENTS

1. Learning-to-Read students must be six years old by September 1 and must pass the Reading Readiness Test to be accepted into the first grade. The registration fee must be paid before enrollment and placement is guaranteed.
2. An interview with student and parents is required for enrollment to be complete.
3. Students are not considered admitted until all enrollment forms, immunization records, liability release forms, and/or other forms as requested are completed and on file in the school office and an official admissions acceptance letter has been received by the student.

D. ADMISSIONS PROCEDURE

Applications for registration will be reviewed by the School Board once a non-refundable application fee is paid. The School Board will interview families of new students to determine which students are admitted to the school. Any student who has been disenrolled for any period of time and desires to return to ALCS is considered a new student rather than a returning student.

E. RE-ENROLLMENT

The re-enrollment fee is greatly reduced for those who re-enroll early. After the designated cutoff date, full registration fee is charged. No student is guaranteed admission when they apply to re-enroll. Applications for re-enrollment will be approved at the sole discretion of ALCS.

F. PLACEMENT

Transfer students will be tested to determine the level at which they will begin their studies at ALCS. A separate testing fee is required for the testing procedure. If the student performs at a lower level than expected on the test, supervisors may skip over PACEs when the student shows a mastery of the material to catch up with their expected level of learning. Summer school and tutoring may be available depending on student needs and availability of instructors.

VI. WITHDRAWAL POLICY AND PROCEDURES

Parents may withdraw a student for any reason after giving a two-week notice. The school also has the right, for any reason, to ask the student to withdraw, giving a two-week notice. This provision is separate and apart from suspension or expulsion under ALCS's disciplinary policies.

When a child is withdrawn from school, either by the parents or guardian, or at the request of the school administration, the following policies shall govern that withdrawal:

- **REGISTRATION FEES** obligate the school to hold a place in the school for the student. These fees are non-refundable and are charged each year for new and returning students. These fees cover the school's costs for paperwork, staff interviews, and record updates and changes. This fee is non-refundable regardless of whether the student fails to complete enrollment or withdraws before the end of the school year.
- **TUITION** is a fixed amount for the entire academic school year. In the event you withdraw your student for any reason, or the student is expelled, you are responsible for the balance of the year's tuition.
- **TRANSCRIPTS** will not be released until all items belonging to the school, including textbooks and library books, are returned and all bills paid in full.

We reserve the right to make exceptions to these policies on an individual basis.

VII. FINANCIAL POLICIES

A. TUITION

1. Each student's family is responsible for the full yearly tuition amount. The following options are available for tuition payment:
 - Tuition may be paid in full at the beginning of the school year. If the entire amount is paid by August 10th, the student is eligible for a 5% discount off tuition only.
 - Tuition may be paid semi-annually with the first payment due upon enrollment or no later than August 10th, and the second payment due on January 10th. (2% discount available)
 - Tuition may be paid on a 10-month payment plan starting with August 1st and ending with May 1st. Under this plan, payments are due on the 1st of each month. Payments may be made up until 3:30PM on the 10th of the month without incurring a late fee.
 - Under the 10-month payment option, any late payment will result in a \$25 late fee, unless approval to pay later is received in writing by the 10th of the month.
2. New PACEs will not be issued, and all charging privileges are revoked for any student whose payments are not current. Students will be disenrolled if accounts become four weeks overdue (past the 28th of any given month) and no arrangements for payment have been made. Evaluation of the family's financial situation will be made prior to the student being re-enrolled.
3. Students with an outstanding balance will not be allowed to re-enroll for the next year.
4. All tuition is owed regardless of attendance.
5. We reserve the right to forgive a debt partially or completely; however, forgiveness of one debt does not imply forgiveness of other debts. The fact that the school does not sue for repayment of debt does not mean it is forgiven. Unpaid debt may be turned over to a collection agency and may affect your credit score or rating.

B. FEES

1. Before and after school childcare fees will be charged if there is a current year program.
2. Late pick up fees will be charged if a child is not picked up by 3:30PM (exceptions will be if there is an aftercare program and the child is enrolled in the program).
3. Fees for extracurricular activities such as special projects, sports, laboratory supplies, regional convention, and field trips will be determined as needed and are due before the student can participate in the activity.
4. Assigned PACEs are charged to the family account monthly.
5. Terra Nova Assessment fees are charged yearly in the spring semester.

VIII. GENERAL POLICIES

A. CHURCH ATTENDANCE

Regular church attendance at an evangelical, Bible-believing church is desired from each student and their parents as well as from ALCS and ALCP Staff. Learning Center Supervisors are expected to encourage church attendance by helping the students develop a desire to learn more about the Bible and the need for Christian fellowship.

B. ARRIVAL AND DISMISSAL

1. All students must be present and on time each day for class.
2. Student arrival time should be between 7:45AM and 7:55AM. Students are tardy after 8:00AM.
3. School office hours are from 8:00AM to 3:30PM. All official business must be taken care of before 3:30PM.
4. School hours are from 8:00AM to 3:00PM, Monday through Thursday, and from 8:00AM to 12:00PM on Friday. ALCS has a "closed campus" policy, which means students may not leave the school campus during school hours.

C. SCHOOL ATTENDANCE

1. The academic school year consists of 180 days of scheduled classroom time. School sponsored field trips, athletics, or activities for enrichment are counted into this time as well.
2. Students arriving after 11:30AM or leaving before 12:00PM are considered absent for the entire day.
3. If a student fails to show up for school by 9:30AM without prior notice, an attempt will be made by ALCS to contact a parent to determine where the student is.
4. A distinction will be made between excused and unexcused absences. Students with an unexcused absence will be required to complete all the goals for that day on their own time, or they will be penalized for not accomplishing the goals. Students with excused absences have their goals reset for the following day unless arrangements are made to work at home.
5. On the day following an absence due to sickness, students must submit to the school office a written excuse from home signed by a parent/guardian. The school reserves the right to determine if the reason presented justifies the absence. If a student is absent for more than 2 days due to illness, a written note from a physician should be brought to the school for re-admission.
6. Planned absences should be cleared as soon as possible. To be given an excused absence for absences other than illness, the student must adequately address his/her academic responsibilities in a timely manner.
7. An absence from class for 5 or more days without prior notification may result in disenrollment.
8. No student or parent should regularly request early dismissal/late arrival because of work, convenience of transportation, etc.
9. When ten (10) absences are accumulated in a semester, a school staff person will notify the parents. Conferences with the parents, either in person or by telephone, will be held by the principal. Adjustments of the student's schedule or changes in program or school are options that may be considered in a school effort to assist the student in continuing his/her education.
10. The New Mexico Dept. of Education Truancy Board will be notified of any students exceeding ten (10) absences (both EXCUSED and UNEXCUSED) per semester and the student may be subject to suspension. This requirement is a New Mexico state requirement for regular attendance in school by minors but does not grant entitlement to any given number of absences. Excessive absence affects some scholarships.
11. If it is necessary for your child to leave the school at abnormal times, clearance with the

school office must be obtained. Parents should not go directly to the classroom but should report to the school office personnel, who will notify the teacher and student. When possible, medical, dental, or vision appointments should be scheduled to avoid interference with the child's academic program. Students will not be counted absent for such appointments if they are gone from school less than two hours.

D. TARDINESS

Excessive tardiness inhibits the student's progress and interrupts the normal teaching patterns of the classroom; therefore, it must be held to a minimum. On occasion, students will have legitimate reasons for their tardiness—such as emergency situations, accidents, or flat tires. Parents/guardians whose child is tardy should immediately present the reason for being late to the school secretary or principal. On the fourth unexcused tardy in one quarter, and on each one after that, the parents will be notified, and constructive disciplinary action will be arranged.

E. HEALTH SERVICE AND FIRST AID

ALCS will provide minimal first aid supplies like ice packs, ACE bandages, and band-aids. *Parents are expected to provide any medication needed for colds, coughs, allergies, menstrual symptoms, and headaches.* Any allergies to medication or special care needs must be noted on the Permission to Give First Aid Form. If a student becomes ill while at school, parents will be notified to come and pick up the child. If a student needs to take a prescription medication at school, parents should notify the secretary in writing, stating exact dosages and time. Students may not attend school if they have any communicable disease (as indicated by the public health authorities), head lice, are vomiting, or have a temperature of 101°F or greater. Students are required to maintain the same immunizations that are required by NM PED. A current copy of the Student Immunization Record is to be submitted and will be kept on file.

F. INSURANCE

Parents are responsible for any student insurance claims, injuries, and/or medical needs.

G. STUDENT VEHICLES

Only students that have a valid driver's license are permitted to drive to school. Students are not permitted to give rides to other students unless express permission has been granted by the parents of that student. Cars and bikes should be locked. All students must stay out of vehicles from the time of arrival until departure. Any vehicles parked on school property are subject to search by school administrators if there is reason to suspect illegal or unauthorized items have been brought onto school property.

H. VISITORS

Before entering any Learning Center during school hours, visitors and parents should check in at the office. Visitors unknown to the school staff are required to check in at the school office, presenting identification and stating the purpose and intended length of their visit, and should notify office personnel when they leave.

I. DELIVERIES

Any forgotten lunches, books, or materials for students should be delivered to the school office to avoid undue disruption in the classroom. Parents, friends, and family members are not to disturb classroom staff or students except in emergencies. Messages may be left with the office personnel.

J. ABBREVIATED SCHEDULE

The abbreviated schedule is a shortened school day, which may result from severe ice or snow. A decision to institute an abbreviated schedule or to cancel classes for the day will generally follow the decision of Albuquerque Public Schools (APS) for the Rio Grande High School area. Watch KOB TV or KOB Website for this information. Any decision to dismiss school early will be made independently by ALCS. Parents will be notified by telephone in the event of any early dismissal.

K. PERSONAL PROPERTY

1. All books and magazines brought from home must receive prior approval to be brought onto school grounds. ALCS will not be responsible for personal items that are lost or damaged.
2. Other students' offices, teachers' desks and files, and all automobiles are off limits.

L. RECESS/BREAKS

1. Breaks and recesses are scheduled during the school day in addition to lunch break.
2. Students may not be present in the office, staff workroom, the Conference Room, or the Learning Centers during breaks when a staff member or other designated adult is not present.

M. ARTICLES PROHIBITED IN SCHOOL

1. Things that could injure others such as weapons and fireworks are not permitted on campus.
2. Communication items such as cell phones, radios, tablets, televisions, and electronic game devices are not to be brought to school by students without prior consent from school staff. Any such items permitted must be turned in prior to the beginning of class and may only be used before or after class.
3. Books, magazines, pictures, videos, and music that have any form of lewdness, foul language, pornographic content, or other worldly influences are prohibited.
4. School staff may add other items to this list as needed.

N. SEARCHES UPON SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS

1. Offices and lockers are the property of ALCS and are loaned to the student during the school year. While each student's office is private and off limits to other students, ALCS reserves the right to search any property of the student if a staff member suspects any illegal or unauthorized materials or any prohibited activities. This search may include, but is not limited to, automobiles, backpacks, purses, pockets, lockers, desks, offices, and the person. Such a search may be conducted without prior notification of the student or parents. By registering a child in ALCS, parents give consent to such searches.
2. There is a zero-tolerance policy regarding drug, alcohol, or tobacco usage on or off campus.
3. If a student is suspected of use of illegal drugs, parents will be notified, and the student will be tested with the parents' permission and at their expense. The testing must be done at an approved facility for detecting marijuana, heroin, crystal methadone, cocaine, crack, paint thinner, glue, etc. If the student refuses to take the drug test or takes it and fails, he/she will be expelled from school. Students may appeal to the School Board for arbitration.

O. STUDENT BEHAVIOR

1. Students are not permitted to date other students from school or establish intimate relationships with other students while enrolled at ALCS.
2. Students are not to have physical contact with each other unless directed or specifically permitted to do so by a staff member: (shaking hands, holding hands, giving a high-five).

P. INTERNET USAGE

1. Internet use via Abundant Life Christian School's (ALCS) Wi-Fi or direct access is

authorized to conduct school business only. Internet use brings the possibility of breaches to the security of confidential ALCS information. Internet use also creates the possibility of contamination to our system by computer viruses or spyware.

2. Removing such programs from the ALCS network requires IT staff to invest time and attention that is better devoted to other issues. For this reason and to assure the use of work time appropriately for work, students' access to the Internet is limited.
3. Additionally, under no circumstances may ALCS computers or other electronic equipment be used to obtain, view, or reach any inappropriate, immoral, unethical, or non-school related Internet sites. Doing so can lead to disciplinary action up to and including expulsion.
4. Social media use by students is expected to meet the guidelines for general student behavior.

Q. ALCS OWNS ALL STUDENT EMAIL

1. ALCS owns any communication sent via email or that is stored on school equipment. The School Board and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage, or access to be private if it is created or stored at school or using your ALCS account.
2. ALCS provides access to a Google Applications account so students can share websites, pictures, and videos with friends and family members. Students are prohibited from using inappropriate language or images. Doing so will result in cancellation of the student's school email and Google Applications account.

IX. PARENT INVOLVEMENT

There are many areas of school life in which parent involvement is very helpful and welcome, and parents are invited to participate. The administration will occasionally make specific appeals for volunteer help from parents throughout the school year. Parents are welcome to visit the school at any time and observe or assist with activities. Parents are asked to pray regularly for the students, staff, and school. They are expected to attend the Parent Orientation at the beginning of the year, parent-teacher conferences, and Parent/Teacher Fellowship meetings, as well as special all-school events.

Parents may also be involved through participation on a parent support committee. This group functions to provide official parent feedback, suggestions for school improvements, and advocacy and fundraising.

Parent Communication Envelopes are the school's primary means of communication with the parents. These envelopes will be sent home with the student once a week and may contain items such as

- Congratulations Slips, which list the student's tests for the week
- Demerit Reports, which reflect the student's behavior during the week
- Quarterly Progress Reports
- A weekly parent letter with announcements and other items of information

X. DRESS CODE

A. SCHOOL DRESS

1. All students are expected to adhere to the specific uniform requirements. It is the student's parent/guardian's responsibility to know and ensure conformity to the dress codes during school and at all school functions regardless of whether they are during normal school hours.
2. Students **MUST** attend class in complete uniform, or the parent will be called, and the student sent home. All uniforms (except athletic wear) must be purchased from the school uniform section of a store. Uniforms may also be ordered from the JC Penney school uniform catalog. Specific uniform guidelines are:

Classroom dress (School uniform clothing)

- Boys and Girls: Navy, white, or maroon polo shirts. May be purchased from any school uniform provider.
- Girls: Below-the-knee length (or longer) skirt or jumper (navy, black, or khaki). May be purchased from local school uniform stores.
- Boys: Full-length khaki, navy, or black uniform pants are to be worn at the waist with a plain black or brown belt and shirt tails tucked in. May be purchased from local school uniform stores.
- Students are encouraged to wear tennis shoes that allow them to be active during recess. Students are not to wear flip-flops, open toe or heeled sandals, or other open heeled shoes such as clogs/Kroc's.
- Leggings or tights must be solid white, black, or navy blue. Long sleeved shirts worn under the polo must be solid white, navy blue, or maroon.
- No hats or non-prescription sunglasses of any type may be worn in the classrooms, to chapel, or assemblies.
- Abundant Life school jackets may be worn in the classroom. Other jackets, coats, or sweaters are not permitted to be worn in the classroom, to chapel, or assemblies.
- School colors are navy, white or maroon.

Athletic Wear

- PE uniform: Knee-length navy, maroon, or black basketball shorts or full-length navy-blue flight or sweatpants and school PE shirts for both boys and girls.
- Sports teams may have specific uniform requirements for games.

Hair Cuts and Jewelry

- Boys must have a neat, trim, conservative haircut. ALCS definition of trim and conservative is less than 1 inch (not more than what is left by a #8 guard on a clipper). The hair is to be tapered, rounded, or blocked and is to be off the collar and above the ears. Fads and extremes such as Mohawks, cut designs, braids and/or cornrows, spiked or bleached tips and ends are not permitted. Students are not permitted to have facial hair, and sideburns are to be no lower than the middle of the
- Jewelry should be conservative and minimal. Girls may wear one ring on each hand and one earring no larger than a dime per ear in the ear lobe. No other body piercings are allowed. Guys may wear one ring on each hand. No other jewelry is permitted.
- Students may not wear make-up (including but not limited to lipstick, eye shadow, eye liner, rouge, or mascara) or have hair colorings, bleaching, or other styles that alter their natural appearance. Nail polish may be clear or natural flesh tone in very pale or light shades.
- Anything that has to do with gang activity or gang identification is prohibited,

including the use of symbols, tattoos, and other body markings. Gang type or gang related clothing or paraphernalia (hats and headbands, etc.) are not permitted.

- In general, ACE guidelines for Student Convention will be the minimum expectation, with school staff having discretion and authority to determine if dress code guidelines are being met by a student.

3. Students' appearance can affect the entire atmosphere of the school, including academic achievement, student attitudes, and student behavior. The following standards are designed to promote maximum academic achievement within an optimum learning environment.

B. GENERAL APPEARANCE

As Christians, we expect our students to demonstrate modesty and good taste in personal grooming even when not attending school. ALCS asks students to refrain from wearing the following type of clothes at any time:

- Girls: Low necklines; tight, sheer, or strapless clothing; shirts/pants that reveal the midriff; tops with spaghetti straps; short shorts or other immodest clothing.
- Guys: Baggy pants; pants worn below the waist or other clothing that imitates the fashions of drug dealers, gang bangers, rock stars, and other improper role models.

XI. STUDENT CONDUCT

Christians are commanded to treat others with respect and to show deference to those in authority. We believe Christian conduct helps provide a positive atmosphere for study and that high moral standards and good behavior are of the utmost importance. Therefore, we expect students to demonstrate respect for authority and comply with the rules and regulations of the school, as stated in this handbook. Parents and guardians are to encourage students to comply with all school regulations.

The Bible is the basis for all standards of Christian conduct, and the goal of ALCS is to maintain standards and principles that will be pleasing to God. Students at ALCS are expected to conduct themselves according to the highest standards of honesty, integrity, responsibility, and love toward their brothers and sisters in Christ. In harmony with the principles of Romans 14, I Corinthians 10 and 13, and II Corinthians 6, the rule by which a student lives is the conscious striving for God's approval and the conscious protection of his/her Christian testimony.

ALCS is intended for students who are sensitive to the principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines of conduct for students. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

Students are expected not only to adhere to school policy but also to encourage their peers to follow it. Students who know of serious violations of Biblical or school standards have a moral obligation to help their fellow classmates by informing the administration of the violation. While the school does not encourage a constant "tattling" of minor offenses, students are expected to assist the staff in maintaining a Christian environment and in upholding Biblical principles.

Listed below are some specific policies and guidelines regarding standards of student conduct on and off campus during enrollment at ALCS. This list is not meant to be all inclusive but is intended as a guideline of expected student behavior.

A. COURTESY

1. The Bible is explicit in teaching that Christians are to love one another. Each student is therefore urged to treat others with common courtesy and mutual respect.
2. ALCS insists upon honesty, fair play, and sportsmanlike conduct in all situations.
3. Whining and complaining are to be avoided. Students are to be positive and kind.

B. EXPECTED BEHAVIOR

1. Students shall refrain from chewing gum while at or on school property, vehicles, or functions.
2. Students at ALCS are expected to conduct themselves in an orderly, courteous manner always with prompt, respectful obedience to all school personnel and assistants.
3. Students shall not write or pass notes to other students in class.
4. All PACEs are kept at school except when homework is given. PACEs taken home for homework are to be returned the next school day. Score keys may not be taken home.
5. Each student sets his/her own goals for work together with the Supervisor. Once they are set, the student is not to change them without authorization from the Supervisor.
6. There should be no talking at the testing table.
7. No students should be out of their seats without permission.
8. No running in the school building or churches.
9. Student offices should be kept clean, neat, and orderly.
10. Students are not to have romantic relationships with other students. Boyfriend or girlfriend relationships as well as any dating between students is not allowed.

C. CHEATING/PLAGIARISM

Lying, cheating, and plagiarism are not permitted. Cheating on homework assignments is considered as serious as cheating in the Learning Center.

D. STEALING

Students are not to take or help themselves to anything that is not theirs. Even “borrowing” an item without permission is not acceptable. Taking school property without permission is considered stealing, as is taking items from other students or staff without their permission.

E. LANGUAGE

The Christian’s words should be positive, encouraging, and pleasing to God. No filthy language, cursing, swearing (including derivations of “God” or “Jesus” and/or expressions of damnation), vulgar expressions, or derogatory words will be tolerated. Students are not to tease others or call anyone unkind names. Bullying in any form or fashion is not acceptable.

F. VANDALISM

The school has been blessed by God in respect to buildings and facilities. Each student is expected to do his/her part to keep the facilities neat, clean, and in good repair. Students shall refrain from damaging any property. Marked on, defaced, or broken property is to be replaced or repaired at the offending student's expense. As part of student responsibility at the school, any damages, whether caused by the student or someone else, should be reported to staff promptly.

G. PHYSICAL CONTACT

Pushing, shoving, hitting, kicking, and scratching are considered a lack of respect for the other person. These and other forms of inappropriate physical contact are not allowed in our school. Inappropriate affection between students will not be tolerated. Students are expected to refrain from any romantic, intimate, or suggestive physical contact. At least six inches of space should be kept between boys and girls in all situations.

H. WORLDLY PURSUITS

ALCS expects its students to refrain from the use of tobacco, e-cigarettes or vaping devices, alcohol, marijuana, and illegal drugs. Student involvement in sexting, pornography, homosexuality, and fornication are prohibited. Furthermore, the school is concerned about the morally degrading elements found in virtually all forms of the theater, the entertainment media, secular music, and literature. Students are expected to abstain from anything that is morally degrading. ALCS does not intend to be a censoring agency for all activities; however, it expects tangible evidence of maturing Christian convictions and discerning judgment.

I. CELL PHONES, SMART WATCHES, & PERSONAL COMMUNICATION DEVICES

Cell phones and smart watches are permitted on campus for use before and after school. They are to be turned in to the proper school authority before class begins and may not be kept by the student in the classroom for any reason. Failure to abide by the policy regarding cell phones will result in the phone being confiscated as well as demerits and/or detentions being issued if needed.

J. OFF-CAMPUS

The Christian life is not a game with one set of rules for church and school and another for everyday life. Therefore, conduct prohibited at school is equally prohibited away from school. Whether the activity takes place at or away from school, the student is equally subject to discipline for those actions.

K. ABUSE OF ADDICTIVE SUBSTANCES – ALCOHOL, TOBACCO, MARIJUANA, NICOTINE, INHALANTS, OR ILLEGAL DRUGS

Any use of such substances will result in the immediate suspension of the student, and a conference between the School Board, the student, and the student's parents/guardian must take place before the student will be allowed to return to school. A student who continues use of such substances may be expelled.

XII. DISCIPLINARY POLICIES

Discipline is not what you do *to* a child but rather what you do *for* a child. Our program is based on the needs of the children, and we practice clearly defined rules which promote self-discipline. These rules allow the child to assume responsibility for him/herself. They also encourage the child to be fair, to respect property, and to care for the world in which he/she lives.

Rules are made clear and understandable to the child. They are well explained to the child before and after the time of disciplinary action, and we attempt to enforce them consistently. We also strive to make school a positive growing experience. We believe it is necessary to follow the Scriptural admonition to correct a child when his/her behavior is in violation of rules and/or procedures. Through use of a positive method of motivational tactics like praise and rewards, we encourage the children to obey. If this becomes ineffective, correctional methods including Demerits, Detention, Suspension, Probation and Expulsion will be taken.

If we have a recurring disciplinary problem with a child, we will inform the parents of the child's specific behavioral problems. Parents may be asked to come to the school to help with the discipline of the child. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration and to disobey the rules. In such cases, ALCS reserves the right to have full discretion in disciplining, to place students on probation for a

reasonable time, and dismiss any student who does not cooperate with the educational process.

A. HOME AND SCHOOL COOPERATION

The goal of the staff at ALCS is to work with Christian parents in training their children to love, obey, and serve the Lord. Parents are responsible for their child's discipline, and we wish to assist them in fulfilling this important task. By enrolling their child in ALCS, the parents delegate to the school the responsibility to administer any discipline the child needs while in the school's care.

To assist the school in training your child, please follow these procedures if your child comes home complaining about a disciplinary action:

- Give the staff the benefit of any doubt.
- Realize that the child will very likely report from an emotionally based viewpoint. All the facts may not be presented objectively.
- Support the school to the child, then call the school for another point of view.
- Conflicts which are not resolved with the school staff may be referred to the Principal. If resolution is still not reached, parents may request an audience with the School Board.

ALCS is committed to working in partnership with parents in teaching and training their child. If the parents feel that they cannot work with the staff, trust their judgment, and support their decisions, the parents are expected to voluntarily withdraw their child from school. By enrolling their child in ALCS, parents agree to resolve differences by contacting the persons involved and working through the situation in a Christian manner. Parents and staff may appeal to the Principal and/or School Board if necessary. As a last resort, parents will follow the Biblical command not to seek legal action and will resolve disputes through the Process of Arbitration as outlined in exhibit B.

B. OFFENSES

Students will receive discipline for the following offenses:

- Disrupting or disturbing the rest of the class
- Failure to return PACEs back to school or any other failure to complete assignments
- Failure to set their goals or changing goals without Supervisor's permission
- Damage to school or another student's property
- Talking at the testing table, talking back, lying, or using filthy language
- Repeated offenses of any violation after warnings have been given
- Fighting or violating the physical contact rules
- Showing disrespect to others including teasing other students or calling names
- Failure to comply with the expected behaviors listed under XI Student Conduct including but not limited to: Being in an area that is off limits, being out of their seat without permission, scoring violations (improperly marking items correct that are incorrect) running in the building, chewing gum, communicating with other students in an unauthorized manner during class including texting, calling, writing, or passing notes
- Failure to return a Homework Slip or Parent Communication Envelope signed by a parent
- Violation of the uniform standards

This is not meant to be an exhaustive list of all possible offenses. We reserve the right to make exceptions to this policy as we deem necessary. Exceptions made by staff in one situation are not blanket approval for any students at any time. Failure of staff to observe or address a specific infraction does not imply that the infraction is condoned or approved of by school staff.

C. VERBAL INSTRUCTION

The first level of correction is a verbal warning, which is notification to the student that their behavior needs to be changed. This is an informal level of discipline designed to remind the student of the rule and ensure that the desired behavior is understood. There may be corrective compliance that is required of the student, for example, cleaning up a mess that was made.

D. DEMERITS AND DETENTIONS

The first formal level of discipline is a demerit, which is a written record of notification of an infraction. If 3 demerits are earned in one day, a detention is given. Students serve detention by staying in to do schoolwork during break, writing a paper, or by doing other things related to the offense. The purpose for this correction is to change the attitude and/or behavior. Higher levels of correction include, but are not limited to, parent conferences, prevention from athletics, suspension, and expulsion.

E. SUSPENSION AND EXPULSION

A student may be suspended from school for any one of the following reasons:

1. Ten unexcused absences in any one semester
2. Uncooperative attitude by student or parent
3. Non-payment of school bills
4. Attacking another student
5. Habitual disobedience to school rules
6. Smoking, alcohol consumption, use of illegal drugs, use of bad language, viewing pornography at school or home or introducing other students to such activities
7. Repeatedly failing to do homework and/or school assignments

This is not an exhaustive list of reasons. We reserve the right to make exceptions to this policy as we deem necessary. Exceptions will be made on a one-on-one basis only. If suspension is not effective, the administration will consider asking the parents to withdraw the student from school or expelling the student. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, programs, and spirit of the school. The prevailing attitudes of all students and parents concerning ALCS should be that attendance is a privilege – not a right.

F. IN-SCHOOL SUSPENSION

In-school suspension is used only when an offense meriting suspension occurs, and the school is unable to reach the parents by telephone, or the parents are unable to keep the student at home.

G. DISCIPLINARY PROCEDURES

When a problem arises with a student, disciplinary action will proceed as follows:

1. The teacher will try to handle the problem privately with the student, not in front of other students. The child may need to be isolated from the class until the teacher can deal with the student.
2. If the problem continues, a conference will be held with the parents and student.
3. The discipline will go as far as necessary until repentance and improved behavior is apparent.

XIII. ACADEMIC POLICIES

A. GRADING SCALE

A: 94-100%

B: 88-93%

C: 80-87%

Below 80% requires another attempt to master the material.

B. CURRICULUM

We use the ACE School of Tomorrow curriculum, which is based on Biblical principles and uses Scripture memorization to teach students to see life from God's point of view. The Biblical education received in our school is distinctly different from secular education. The curriculum is individualized, recognizing the differences in each person, and working with each student as an individual. It is adaptable to every child at his own level of academic ability.

Our society has been programmed to accept a group methodology as standard teaching practice. However, it is more important to understand how an individual learns and to customize the educational process to meet that individual's needs. Students are assigned work at their instructional level. They learn to set reasonable goals for themselves that they can achieve in a prescribed period of time. Students must be motivated to learn, and their learning must be measurable and rewarded.

C. HOMEWORK

Any daily goals which are not completed in school will be assigned to the student as homework. All homework must be completed before the beginning of the next school day. Parents are responsible to check that their child's homework is complete and to sign the homework notebook. If the students' work is not completed, parents may need to arrange for tutoring, or the student may need to repeat previous PACEs.

D. GRADUATION REQUIREMENTS

There are four courses of study offered to high school students in preparation for graduation. The Vocational and General require 23 credits. College Preparatory course of study requires 25 credits; the Honors course of study requires 28 credits. We strongly encourage students to graduate at the highest level possible.

E. BIBLE

The King James Version is used throughout the PACEs. All students are advised to bring a Bible to school. They will be memorizing Scripture from their Bibles and need to be able to follow along during Bible teaching. NIV is also used for study and comprehension of passages.

F. CHAPEL

During chapel, all students and staff will attend to listen to guest speakers or pastors.

G. ATHLETICS

Sports are designed to motivate students to do their best, not to be the most important event in school. There may be limited competition with other schools designed for fun, fellowship, and motivation to learn the discipline of working out. While regular PE participation is required and expected of all students, the privilege to participate in competitive sports games must be earned.

H. FIELD TRIPS

A variety of field trips are scheduled during the school year. These can be educational or recreational and are designed to motivate students to do quality schoolwork. Students must earn the privilege to go on field trips.

Parents must sign an Athletic and Medical Release Form for each child before he/she will be allowed to participate in field trips and athletic activities.

I. FRONTIER REGIONAL STUDENT CONVENTION

Students who are 13 before January 1 of the current school year are eligible to participate in the Frontier Regional Student Convention, which is held in the spring. Convention provides students with the opportunity to compete in a variety of events, to develop their talents, and to prepare for future ministry. Major event categories include Academics, Fine Arts, and Athletics. A list of the items available under academics, music, platform, needlework, art, photography, and athletics are available for students to select their entries. Our involvement encourages students to prepare for Convention events throughout the year and provides opportunities for athletic, artistic, and academic competition as well.

XIV. TRANSPORTATION POLICIES

A. PURPOSE

It is the policy of ALCS to provide transportation to students in a manner that will protect their health, welfare, and safety. ALCS recognizes that traveling in a school vehicle is sometimes necessary to transport students to school functions and activities that take place. This policy is to inform students, parents, and drivers of the rules and regulations of school transportation at ALCS.

B. PURPOSE OF THE TRIP

Transportation may be furnished by ALCS for the purposes of getting students to and from school, for school sponsored field trips, for competitive events and for other occasions when school officials have determined that attendance at the event has educational or other worthwhile merit.

C. DRIVERS

Drivers will be 25 years or older, licensed in New Mexico or another US state, identified to the insurance carrier, and free from any citations for traffic moving violations with-in the past 5 years. Drivers are required to complete a training course on safe driving and acquire CPR, First Aid, AED certification prior to driving a school vehicle.

D. DRIVER PROCEDURES

All drivers will make a complete inspection of the vehicle prior to driving. Drivers will ensure that all required documents are in the vehicle and Drivers will adjust mirrors, seats, and temperature controls prior to moving the vehicle. Drivers will always buckle their seatbelts and with the assistance of accompanying staff ensure that all passengers have their seatbelts fastened before leaving their parking space.

E. ACCOMPANYING STAFF

Staff that accompany the driver will be at least 18 years of age, fully licensed in New Mexico

or another US state, and capable of assisting the driver in an emergency.

F. VEHICLE MAINTENANCE

School administrative staff will be responsible for insuring school vehicles receive routine maintenance including oil changes, belts, hoses and fluid checks, and tire inspections. Drivers are responsible for filling their vehicles with regular unleaded gasoline or other gas that may be required by the vehicle manufacturer and recording and reporting their mileage.

G. INSURANCE

The primary layer of liability coverage is the insurance which is on the vehicle. ALCS will maintain a liability policy for each school vehicle of \$1,000,000 coverage for bodily injury, \$1,000,000 coverage for each accident and \$5,000 coverage for each passenger. ALCS also maintains a general liability policy to provide umbrella coverage for all school events and functions.

H. POLICIES FOR RIDERS

Riding in a school vehicle is a privilege that can be revoked if riders fail to abide by the rules for riding in a school vehicle. For all school sponsored functions or situations when transportation is provided by ALCS, riders will only be students enrolled at ALCS who have a Permission to Transport form completed and on file, have read and signed the Traveling in a School Vehicle Rules & Expectations form, and are willing to cooperate with drivers and other school staff assigned to monitor behavior in the vehicle.

Drivers will ensure that incident report forms are in the van during transportation and will complete the form for each instance of rider misbehavior. Parents of student will be required to sign written warnings on an incident report form for rule violations. After 3 such notices, a student that has further violations of the rules will receive a one day/one trip suspension from riding in a school vehicle. Any further violations will result progressive actions of a week suspension and then a month suspension from riding in a school vehicle. After that, any additional violations will result in the student being barred from riding in a school vehicle for the remainder of the school year.

I. EXCEPTION

Occasionally students from other Christian schools may need to be transported short distances during convention or other cooperative outings. This is permitted when permission is received from an authorized person from the student's school.

J. EMERGENCY PROCEDURES

Drivers will ensure that a Permission to Transport form, and a Medical Release form are in the vehicle for each student that is transported. Additionally, drivers will ensure that Accident report forms are always in the vehicle.

In the event of an accident drivers and accompanying staff will follow procedures for handling emergency situations including:

1. Notify authorities by calling 911.
2. Render first aid assistance to any injured passengers.
3. Remove passengers to a safe location well off the roadway.
4. Remove vehicles from the roadway if possible. Remove fire extinguisher from vehicle in case it is needed. Attempt to put out any fires.

5. Fully cooperate with all law enforcement officers and medical personnel dispatched to the scene of the accident.
6. Attempt to warn or flag down oncoming vehicles to prevent further collisions when possible.
7. Complete the accident report form, obtaining any other vehicle driver's identification and both vehicle and personal driver's license information. Take pictures of the scene, the damage to the school vehicle, license plates of any other vehicles, and damage to any other vehicles or objects involved in the accident. (fences, buildings, trees, light poles, animals, etc.)
8. Notify school administration and parents of the passengers involved.
9. Do not attempt to determine fault or engage in any conversation about the cause of the accident with other drivers.

XV. SCHOOL SUPPLIES

ALCS provides PACE's and other educational materials. Students will need additional personal supplies, as noted in the list below. Parents should label all school supplies with the student's name.

- Kindergarten students need the following supplies: Facial tissue, jumbo crayons, 3 pencils, scissors, glue, and a school supply box.
- First grade students need the following supplies: facial tissue, Bible, crayons, 3 pencils, large eraser, glue, ruler, scissors, one pack of copy paper, and a school supply box.
- Students grades 2-7 need the following supplies: facial tissue, Bible, ruler, crayons, 2 blue pens (*not erasable*), 1 black pen, 5 pencils, large eraser, 1 single subject notebook, scissors, one pack of copy paper, and a school supply box.
- Students grades 8-12 need the following supplies: facial tissue, Bible, ruler, colored pencils, 2 blue pens (*not erasable*), 1 black pen, 5 pencils, large eraser, 3 single subject notebooks, one pack of copy paper, scissors, school supply box, compass, protractor, and calculator. Students taking Spanish class also need a Spanish/English dictionary.

XVI. MISCELLANEOUS

A. GRADUATION

Graduation requirements are the same as those defined by New Mexico PED. Graduation exercises are planned by the school Principal/Director, parents, and other interested staff. Announcements are decided on by the graduating seniors and their parents, and a graduation reception is usually jointly provided by the parents of those students in the graduating class.

B. PLEDGES TO THE U.S. FLAG, CHRISTIAN FLAG, AND THE BIBLE

Because our allegiance is directly to God, we do not recite the pledges to the United States flag, nor to the Christian flag, nor to the Bible.

C. FOOD

Parents are responsible for their child's lunch. Students generally bring a packed lunch which may be cold or require microwave warming. The Lunchroom Monitor may assist in heating student lunches as needed. On days when parents bring in a meal, students may purchase meal tickets the day ahead of time. Snack bar items are available at specified times.

D. FINANCIAL ASSISTANCE

ALCS exists to serve parents who have a deep conviction that their child(ren) should attend a Christian school and who make a commitment to send their child(ren) to ALCS out of obedience to God, trusting Him to make the finances available. As such, it may be necessary to sacrifice financially to achieve this goal. In addition to praying for finances, parents are encouraged to see how God might meet their needs through sources such as grandparents and friends. ALCS is committed to making it possible for any child to attend that wants to be at ALCS and whose parents are willing to do their part to make it possible. Therefore, a variety of financial aid is available including grants, discounts, subsidies, scholarships, and work opportunities. A complete list of criteria and a description of the financial aid options are available from the office.

XVII. REQUIRED FORMS

Parents must return the following forms each year before enrollment is complete:

- Athletic and Medical Release Form (one per student)
- Parental Commitment Form
- Use of Photos Release Form

Students 13 and older must sign a Standard of Conduct Form each year.

Exhibit A

Binding Arbitration Provisions

PROCEDURES FOR ARBITRATION

SECTION 1 SCOPE OF ARBITRATION

The parties must, prior to the selection of Arbitrators, agree to the scope of the matters to be considered by the Arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the scope of the dispute for Arbitration cannot be agreed upon by the parties, the scope shall be determined by the Arbitrators.

SECTION 2 SUBMISSION TO ARBITRATION

- 2.1** The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to the ALCS Student Handbook and the Parental Commitment Form to submit disputes to Binding Arbitration and to waive any legal right to take the dispute to a court of law, will refer to and submit any and all disputes, differences, and controversies whatsoever within the agree scope of Arbitration to a panel of three Arbitrators, to be selected as follows:
- a. All Arbitrators must be born-again Christians of good reputation in the community and who affirm the ALCS Statement of Faith in its entirety.
 - b. Each party shall submit a list of three proposed Arbitrators to the other party, and the other party will choose one of the three proposed Arbitrators to serve on the panel.
 - c. The third Arbitrator will be selected by mutual agreement of the other two Arbitrators.
 - d. In selecting the Arbitrators, each party shall act in good faith in choosing Christian Arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
 - e. No Arbitrator may be an attorney.
 - f. No Arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other Arbitrator.
 - g. The Arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the Arbitration.
 - h. The Arbitration will be held at a neutral site agreed to by the Arbitrators.
- 2.2** The Arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the ALCS Statement of Faith, and any applicable documents of ALCS.
- 2.3** Each party may be represented by counsel throughout the process at the party's own expense. Discovery will be allowed as needed, as determined in the discretion of the Arbitrators. Formal rules of evidence shall not apply.

SECTION 3
TERMS AND CONDITIONS OF ARBITRATION

- 3.1** The Arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of the matters and differences referred to them.
- 3.2** The Arbitrators shall hold the Arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third Arbitrator.
- 3.3** There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and any other individuals not directly involved in the proceedings.
- 3.4** Normally, the hearing shall be completed within three (3) hours. The length of the hearing, however, may be extended by the Arbitrators in their discretion or an additional hearing may be scheduled by the Arbitrators to be held promptly.
- 3.5** There will be no post-hearing briefs.
- 3.6** The Arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours from the conclusion of the hearing, unless otherwise agreed by the parties. The Arbitrators may, in their discretion, furnish an opinion.

SECTION 4
CONDUCT AND RULES OF HEARING

- 4.1** The Arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- 4.2** The parties and their respective witnesses must, when required by the Arbitrators, attend and submit to examination and cross-examination honestly as to all or any of the matters referred to in the proceedings, and to produce and deposit with the Arbitrators all or any evidence within their possession or control concerning such matters.
- 4.3** If a party defaults in any respect referred to in Subsection 4.2, above, the Arbitrators may proceed with the Arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
- 4.4** All presentations shall be controlled by the Arbitrators. Any disputes regarding procedure shall be decided solely by the Arbitrators.

SECTION 5
DUTIES OF ARBITRATORS

- 5.1** The Arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.
- 5.2** The Arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be

duly acknowledged as such.

- 5.3** In the event that either party or a witness for either party shall fail to attend the Arbitration hearing, after such written notice to such party as the Arbitrators shall deem reasonable, the Arbitrators may proceed in the absence of such party or witnesses without further notice.

SECTION 6 DECISION OF ARBITRATORS

- 6.1** It is preferred that the Arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the Arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the Arbitrators.
- 6.2** The decision of the Arbitrators is to be kept confidential by all parties for the period of one year. For purposes of these procedures, the ministry membership may be informed of the decision if the ministry or any ministry leaders, officers, trustees, employees, or board member were a party to the proceeding.
- 6.3** Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the Arbitrators, with the exception of an action to enforce the decision of the Arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the Arbitrators, the non-prevailing party must bear all the cost of said proceedings, including reasonable attorneys' fees.

SECTION 7 PARTIES TO COOPERATE

No party shall unreasonably delay or otherwise prevent or impede the Arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the Arbitrators, and except that a party may disclose the proceedings of this Arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

SECTION 8 COSTS AND EXPENSES

Each party shall pay his or her own costs and expenses related to presenting the party's case to the Arbitrators. The costs of the Arbitration, including any fees for the Arbitrators, is to be shared equally by both parties.

**SECTION 9
AMENDMENTS**

These Procedures for Arbitration may be revised or amended by a majority vote of the Board present and voting at any regular Board meetings.

**SECTION 10
ADOPTION**

These Procedures for Arbitration were adopted by a majority vote of the Board at which a quorum was present.

These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the Board, if any exist.