



**ARCHE**  
CLASSICAL ACADEMY

---

# PARENT/STUDENT HANDBOOK

---

2025-2026

# Contents

About Archē Classical Academy	3
Mission Statement	3
Statement of Faith	4
Goals	5
In Loco Parentis	5
Sola Scriptura	6
ACCS Accreditation	7
Policies & Procedures	8
Admission	8
Non-Discrimination Policy	8
Admission Process	8
Re-Enrollment	8
Tuition	9
Refunds	10
Delinquent Tuition	10
Learning Disabilities	11
Parents' Reading List	11
Attendance	12
Punctuality	12
Tardy Penalty	12
Absences	13
Make-up Work	13
Long-Term Absences	13
Maximum Absences	14
After School Care	15
Curriculum	15
Discipline	16
Conflict Resolution	17

Focus on Positive Daily	18
Expulsion	18
Dress Code	19
Emergency Procedures	20
Inclement Weather	20
Emergency Drills	20
Grading	21
Health	22
Medication	22
Prescription Medication	22
Nonprescription Medication	23
Illness	23
Medical Appointments	24
Homework	25
Lunch	26
Public Displays of Affection	26
School Events	27
Field Trips	27
School Facilities	28
Security	29
Specials	29
Technology	29
Transportation	30
Volunteering	31
Appendix A - Uniform Guidelines	32
Appendix B - Academic Calendar	47
Appendix C - After-Care Program	48
Appendix D - Statement on Marriage and Human Sexuality	51
Appendix E - Parent Agreement	53

# About Archē Classical Academy

## Mission Statement

Archē Classical Academy, in faithful submission to Scripture and with deference to the Authority granted therein to parents regarding the instruction of their children, provides a classical, Christ-centered education designed to achieve academic excellence and instill a life-long love of learning through enthusiastic affirmation of the Christian worldview as the foundation for knowledge, virtue, and beauty, so that each student is equipped to joyfully glorify God in every aspect of life.

## Statement of Faith

The following statement of faith is taken directly from the Archē Classical Academy Bylaws:

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. 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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
8. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of life and those that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

As a charter member of the Association of Classical Christian Schools (ACCS), Archē Classical Academy also subscribes to the ACCS statement of faith, which is found in that association's by-laws (essentially the first two chapters of the Westminster Confession of Faith).

## Goals

1. Cast students as characters in God's story by instilling the self-perception of one created in God's image and in the context of His creation.
2. Unmask the world's spin on the story by equipping students to discern, engage, and overcome worldly thinking with biblical thinking.
3. Bring the story of God's Kingdom to life in the eyes of students by providing a clear model of the biblical Christian life through our staff and board.
4. Intellectually justify the truth of the story by teaching all of the subjects as parts of an integrated whole with the Scriptures at the center.
5. Inspire students to love the story, embrace their role, and get into character in pursuit of wisdom by loving the material and the students that we teach.
6. Disciple students unto love for the author of salvation by facilitating maturation in the image of God.

## In Loco Parentis

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4

As a support and extension of the family unit, Archē Classical Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Archē, we are continually seeking ways to actively involve parents, siblings, and grandparents in the programs of the school.

Below are just a few of the more common ways in which families can participate.

1. Visit the school/class at any time. (Please call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Please make arrangements with the teacher concerned.)
3. Chaperone on field trips.
4. Serve as a story-reader, guest artist, or offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.

7. Volunteer your help in school fundraising efforts.
8. Help host class parties at home or in the classroom.
9. Attend all Parent-Teacher Conferences that are scheduled throughout the year. Parents may request an informal conference at any time.
10. Closely monitor and praise your child's progress by monitoring and reading all teacher notes and student papers sent home.
11. Offer specific assistance to serve on Board-appointed committees or the Board itself.
12. Invite the teacher, dean of students, or head of school home for dinner.

## Sola Scriptura

In all its levels, programs, and teaching, Archē Classical Academy seeks to do the following:

Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17; Colossians 1:15-20).

In order to be Christ-centered, Christian education must be more than a baptized secularism. It is not enough to take the curricula of the government schools, add prayer and a Bible class, and claim the result is somehow Christian. Secular education places man at the center of all things. Christian education places the God/man at the center. What does this mean? There is no such thing as neutrality in education. Every fact, every truth is understood in the light of a certain world view. This means that history, art, music, mathematics, etc., must all be taught in the light of God's existence and His revelation of His Son, Jesus Christ.

Because the Scriptures occupy a crucial role in teaching us about this revelation, they must also occupy a critical role in Christian education. This is not to say that the Bible was meant to be read as a science or mathematics text. It was not. It does, however, provide a framework for understanding these so-called secular subjects. Without such a framework for understanding, all subjects will degenerate into chaotic absurdity.

Christian education is teaching our children how to think Biblically. As R.L. Dabney stated, "Every line of true knowledge must find its completeness in its convergence to God, even as every beam of daylight leads the eye to the sun. If religion is excluded from our study, every process of thought will be arrested before it reaches its proper

goal. The structure of thought must remain a truncated cone, with its proper apex lacking." As Christian educators our goal is not to require the students to spend all their time gazing at the sun. We want them to examine everything else in the light the sun provides. It would be an invincible folly to try to blacken the sun in order to be able to study the world around us objectively. Because all truth comes from God, the universe is coherent. Without God, particulars have no relation to other particulars. The universe must, under this understanding, be a multiverse: an infinite array of absurd facts. In education this position leads to the fragmentation of knowledge. History bears no relation to English and biology has no relation to philosophy. Because we have a Christian worldview, based on the Scriptures, we are able to give the students a unified education. That unity is only possible because of the centrality of the Scriptures in the educational process. Without that centrality, true education will wither and die. With it, all subjects will be understood, and more importantly, they will be understood as parts of an integrated whole.

## ACCS Accreditation

We are a member of Association of Classical Christian Schools (ACCS) and working toward an accreditation through a private association. The ACCS is a private association that has over 500 member schools, but accredits only about 40. The rigor of ACCS accreditation is unique and emphasizes excellence in the practice and philosophy of classical Christian education. Many schools are privately accredited by organizations with reciprocity agreements with the six state-authorized regional accrediting agencies. The ACCS seeks to avoid all entanglements with state or federal organizations so that we can practice traditional classical education without encumbrance. The ACCS believes that education is the domain of the parent, and seeks to provide parents with a third party verification of a school's quality.



# Policies & Procedures

## Admission

### Non-Discrimination Policy

Archē Classical Academy does not discriminate on the basis of sex, race, color, age, national and ethnic origin, or any other impermissible factor in administration of its admission practices. Archē Classical Academy is an independent, tax exempt 501(c)3 educational corporation led by a Board of Trustees and is an independent non-profit Christian ministry. As such, Archē Classical Academy reserves its right to choose to discriminate in its admission practices in favor of individuals whose faith conforms to its Mission and Statement of Faith.

### Admission Procedure

Archē Classical Academy uses an admissions procedure that resembles the application process used in many selective private schools and colleges. However, we differ in our criteria. Our goal is to admit families that will contribute to the overall mission of the school. For this reason, academic aptitude is not the primary consideration. Archē Classical Academy seeks to foster a family-like atmosphere that depends on a community of shared Christian values. Therefore, the selection of the student body is among our highest priorities.

- We do not admit on a first-come, first-serve basis.
- We do not admit through a lottery.
- Among applications of equal merit, the date of application is a consideration. So, it is advisable to apply early.
- We do not discriminate on the basis of race, color, national or ethnic origin.
- Parents are required to sign in agreement to our Statement of Faith.

As a private school, we admit and retain students selectively. While we exercise grace as a matter of Christian practice, we reserve the right to admit or dismiss families for cause or no cause, at the discretion of the Headmaster and the School Board. Dismissals may be appealed only to The Archē School Board of Directors.

### Re-Enrollment

Currently enrolled families will have the opportunity to re-enroll their student beginning January 1st, 2025 by paying a \$150 re-enrollment fee per family by February 1st, 2025. This fee will hold your child's spot during our admissions season. A parent contract will

be required to be signed by May 1st, 2025, with a \$250 per child tuition deposit which will be applied to your tuition bill with a maximum requirement of \$750 per family. The contract, and your deposit, hold you responsible for timely payment of the remaining tuition balance (July 1, 2025 and January 1, 2026). See parent contract for details.

## Tuition

### Overview of Financial Information

- The application fee is due prior to the enrollment process. A tuition deposit of \$250 per child (maximum per family \$750) is due by May 1st. The remaining required tuition payment is due July 1st and January 1<sup>st</sup>.
- Payments can be paid by check made out to Archē Classical Academy, or through FACTS.
- A late fee of \$20 per day will be charged if payments are not made by July 1st and January 1st.
- If a student enrolls after the school year begins, tuition will be prorated and at least half of tuition payment must be made before the student's first day in attendance.
- Tuition covers only part of the cost to educate each student. We depend on the financial gifts of like-minded contributors.
- If you donate to the school, you will receive a tax-deductible contribution receipt.
- Parents are expected to buy their student(s) school supplies provided to them from the School's school supply list for the first day of school. Additional supplies and books may need to be purchased within the school year.

## Tuition Schedule

There are three ways to pay tuition:

- Tuition deposit of \$250.00 per child (maximum \$750) is due by May 1.
- Remaining Tuition payments are due in equal installments on July 1 and January 1.
- Families wishing for a monthly payment option may consider a tuition loan from America's Christian Credit Union.
- Contact [anna@archeclassicalacademy.com](mailto:anna@archeclassicalacademy.com) if you need assistance with payment options.

## Refunds

All fees are non-refundable. The exception is for students who apply for a class that is full or students who are not accepted. If we are unable to offer a seat to a student by the first day of school, we will refund 50% of the application fee.

## Delinquent Tuition

Students who have unpaid account balances or have not returned materials will not receive their report cards and no records will be forwarded to other institutions. The student's file will be sealed until payment is made in full and materials are returned.

## Learning Disabilities

Archē Classical Academy desires to provide the best education possible for students who are admitted. Due to staffing, funding, and facility limitations, some children are not admitted because the school cannot adequately provide for their learning needs. We do not offer Special Education. The nature of the school curriculum necessitates that children who have been diagnosed with learning differences must be able to meet the same academic standards as all other children in their grade level. Children who have been diagnosed with a learning disability will be given as much individual instruction and encouragement as their classmates. Children with physical/motor limitations who may require special provisions will be considered for admission on a case-by-case basis. Our Head of School, Dean of Students, and/or Curriculum director will review psychological evaluations, IEPs, 504 plans, or other documents to help aid the decision-making process to determine if we have the resources to support a student with a current diagnosis. If there are concerns from teachers or parents during the school year regarding a possible learning disability, a team meeting will be scheduled and reasonable and feasible accommodations can be discussed. It is the parents responsibility to obtain outside psychological evaluations to determine a diagnosis and recommendations.

## Parents' Reading List

We have discovered that it helps our students if their parents understand the philosophy of classical Christian education and the need for it. With that in mind, we have compiled a list of readings we suggest all parents review.

1. "Vision and Philosophy" by Corey Gelbaugh
2. *An Introduction to Classical Education, A Guide for Parents* by Christopher A. Perrin.
3. *Classical Me, Classical Thee* by Rebekah Merkle
4. *Desiring the Kingdom* by James KA Smith
5. *The Abolition of Man* by C. S. Lewis
6. *Shepherding a Child's Heart* by Tedd Tripp (Grades k-5)
7. *Age of Opportunity* by Paul Tripp (Grades 5-12)
8. *Collapse of Parenting* by Leonard Sax

# Attendance

## Attendance Requirements

Because each class period contributes significantly to the curriculum objectives of Archē Classical Academy, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, we recognize the authority of parents over their children, and understand that parents may decide it is in the best interest of their child not to attend school on a particular day. Students are expected to be prompt in their arrival to school and to subsequent classes throughout the day. If a student is late for reasons beyond his control, a parent should send an explanatory note with the student to the teacher. We ask that you arrive on time to prevent disruption in the class.

Excused absences/tardies include: illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, religious events, and educational travel with prior approval. In order to be marked as "excused", written (paper or email) notification from parent must be received by the school office ([office@archeclassicalacademy.com](mailto:office@archeclassicalacademy.com)) within 2 days of an absence providing the excuse.

Unexcused absences: An absence with no written excuse from parents will be marked as unexcused. If a student reaches 3 unexcused absences, an educational team meeting (to include parents, teacher, and administrator) will be initiated.

## Punctuality

Students should begin arriving no earlier than 7:45 a.m. A student who arrives after 8:05 a.m. is considered tardy. Without prior approval, these will be considered unexcused tardies. If a student has three unexcused tardies in one trimester, these three tardies will be counted as one unexcused absence.

## Tardy Penalty

- #1 No penalty – grace
- #2 No penalty – grace - warning written notice home
- #3 No penalty – grace - 2nd notice home
- #4 Office Visit #1 – note home and phone call to parents
- #5 Office Visit #2 – meeting with student and parents; agreement will be made on further consequences

A student who is absent from school more than one half-day may not participate in after-school activities that day, unless the Dean of Students or Head of School gives permission to do so. Any student leaving for a medical appointment and returning within a reasonable time will be eligible for after-school activities.

## Absences

If a student needs to be absent from school for one or more days for any reason, the parents should contact the school office by note, e-mail, or phone as soon as possible. If a student arrives after 11:15 a.m., he/she will be considered absent for the whole day.

## Make-up Work

In the case of an unplanned absence, a student may have one day for each day absent plus one additional day to turn in the missed work.

*For example, if a student misses three days unexpectedly (e.g. illness, family emergency) then he/she may have four days to make up any missed assignments.*

In the case of a planned absence, a student must notify the teacher at least one week in advance. All make up work will be due the first day the student returns following the absence.

*For example, if a student plans to miss three days (e.g. family trip) then the student should contact his/her teacher to obtain the assignments he/she will miss when absent. Those assignments are due the day the student returns to school.*

## Long-Term Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. We recommend that prior to any planned, extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work. It is the student's responsibility to complete the assignments or work as outlined or prescribed by the teacher. Parents should not expect teachers to pre-plan or prepare handouts, tests or worksheets prior to any extended absences unless extenuating circumstances exist.

## Maximum Absences

In the event the total number of absences, whether planned or unplanned, for one trimester is equal to or exceeds five days, the student may not receive credit for that time period. In the event the total number of absences, whether planned or unplanned, for one trimester, is equal to or exceeds ten days, the student may not receive credit for that time period. The student's parents will meet with the Director of Curriculum and Instruction (and teacher/s if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on their report card.

In the event the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one trimester, the student will not receive credit for that trimester. The student's parents will meet with the Director of Curriculum and Instruction who will make a recommendation to the School Board.

Students need to attend school consistently, daily and faithfully. Exceptions to attendance requirements may be granted based on unusual or unexpected circumstances and approved by the Head of School with consultation from the School Board.

Long, sustained illness or other unusual circumstances is always a consideration for grace for this requirement.

If at any time the total number of absences exceeds 10% of the total days in session, a letter of concern will be issued to your home school district.

## After School Care

At Archē Classical Academy, we are committed to supporting parents by providing a safe, engaging, and educational environment for students beyond regular school hours. We offer an [After School Care program](#) managed by our own faculty daily from 3:00-5:30 pm.

Please see Appendix C for details regarding enrollment in this program.

## Curriculum

**Every part of the curriculum is designed to discern and reclaim the glory of God throughout history in all subjects of knowledge.** Archē Classical Academy strives to provide a Classical, Christ-Centered education by using a combination of different materials from a variety of classical publishers, as well as in house experience and training. As an institution that draws families from many different traditions, we stove under the banner of orthodox biblical Christianity to show the different perspectives on hermeneutics, aspect of theology and history. Nonetheless, we will draw heavily upon the reformed Christian heritage in our curriculum.

If you would like a more detailed look at our curriculum, one can be provided by setting up a meeting with our Curriculum Director:

[denise@archeclassicalacademy.com](mailto:denise@archeclassicalacademy.com).



# Discipline

## Conflict Resolution at Archē School

“Train up a child in the way he should go, and when he is old, he will not turn from it.”

Proverbs 22:6

Classical Christian education uniquely recognizes that education is the process of training student affections. We want students to love our rules, love our standards, love their neighbors, and most importantly, love God. To love God, a student must love what God loves. God has set forth authority in the lives of students, and these authorities set up standards. The school and its rules are part of that structure. To bring students to love our standards, we discipline them in love, as Christ loved and trained his disciples. This involves a close, loving community and high standards. Discipline is based on Biblical principles and administered with love and consistency in light of the student's behavior and attitude. In imitating what God does with His people, we strive to teach students how to behave with good character, practice with them in exhibiting good character so the student understands what is expected, reward students who show exceptional character, and discipline students who lapse until they reach a state of true, heartfelt repentance. In all of these steps, love and forgiveness are integral parts of the discipline of a student. The majority of discipline problems are handled at the classroom level.

We will remember that the ultimate goal in any conflict resolution is to restore relationships. Using the wisdom of Matthew 18:15, students should be taught methods and encouraged to work out small conflicts which arise in life on their own as much as possible. This can be done through role playing, discussions, stories the teacher reads, Biblical teachings, and so forth.

However, sometimes a situation can't be resolved with the students, and has to be brought to the teacher. In Matthew 18:16, we are advised to bring one or two others into the conflict resolution process when it can't be resolved privately between the parties involved. When applicable, a conversation will take place between the teacher, the student, and possibly any others involved (first privately, then together if needed.)

## Conflict Resolution Procedure:

### First step:

1. Teacher/adult in charge will discuss the situation with the student(s). Each student should verbalize what happened and if appropriate, the sin(s) that occurred. (An example would be: I confess that I \_\_\_\_\_.)
2. Bring the students together (if more than one) to discuss the situation and to make amends. If no other students are involved, the student can say this to the teacher. (An example would be: I'm sorry that I \_\_\_\_\_. Will you forgive me for \_\_\_\_\_?)
3. The other party offers forgiveness. (An example would be: I forgive you for \_\_\_\_\_).
4. The student explains to the teacher/adult how he/she will repent (turning from their sin and changing their behavior). (An example would be: I will learn from this by \_\_\_\_\_)
5. Teacher/adult in charge offers grace and love in restored fellowship with a new start.

### Continued action if needed:

1. Remove the guilty person from the community (the classroom, etc.) They should go to a designated location within view of an adult to calm down. Once the student is calmer, the above procedure can take place.
2. If the student denies the sin, other witnesses can privately state their perception of the event (not to take sides but to state facts as they saw them). The ultimate goal is always that relationships are restored, and no divisions occur.
3. If a student repeats offenses often, or if it is a more severe offense, students should have additional natural consequences such as:
  - a. Have the student write out their offenses and how they will improve in the future (using scripture as their guide) to keep in their file to discuss at conference time (This can be dictated for younger children who can't write yet.) The teacher should also keep a record.
  - b. Inform parents through a phone call and/or meet in person with the educational team which includes: parents, teacher and Dean of Students or Head of School, to jointly work out a plan, and to talk to the child as a united team.
  - c. The natural consequence should fit the severity of the behavior(s). Possible consequences, depending on the severity of the behaviors may include:

loss of recess, a portion of recess, and/or free time; loss of a field trip or event; loss of a privilege, etc.

- d. Only if behaviors continue, and none of the above strategies work, the educational team will have to consider suspension from school, and as a last resort, expulsion from school (when no positive progress is being made.)

### Focus on Positive

While there are situations which require immediate natural consequences, our classrooms will be focused on Christian virtues and habits that facilitate displays of the fruits of the Spirit. We want to give the majority of our attention to those positive actions. Teachers will use random positive reinforcement on a daily basis which promotes and draws our attention to Christian character traits such as: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, hard work, perseverance, and so forth. Training their habits by verbal and visual positive reinforcement will create a joyful learning experience. This will look different across grade-levels to match developmentally appropriate interactions and communications.

### Expulsion

The Archē School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student demonstrate a significant disregard or repeated disregard for our community and standards, the student will be expelled. Student expulsion generally results when a student's behavior or attitude is negatively affecting our school culture.

## Dress Code

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).
2. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest (1 Timothy 2:9) and reflect differences in gender (Deuteronomy 22:5). Our dress code will establish a common level of modesty for all students.
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the school. Student appearance is a reflection of both. We make no judgments on clothing, nor do we think we are better because we have uniforms; Archē School chooses to establish the dress code instead of reflecting the latest cultural trends in school attire.
6. Parents are asked to support, encourage, and foster the school dress code and never to be an advocate for your student being out of compliance.
7. Our dress code is not neutral or arbitrary; it is our cultural representation of what is going on at Archē School. Our uniform represents we are serious about scholarship. We want our students to dress appropriately for their job; the place they happen to work has a dress code.
8. Uniforms tend to decrease the cost of student clothing. Our uniform suppliers are chosen because they provide economical and durable items.
9. 9. Uniformity of dress code and common school colors help foster school spirit and identity. Uniforms actually help a student develop their own individuality and personality. Freed from the shallow means of using external attire to conform to whatever trend is popular, a student can proclaim their identity through the more meaningful methods of their character, actions and speech.
10. The school faculty and staff will enforce the Uniform and Dress Code policy. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of all faculty and staff.

Students who are non-compliant with the uniform guidelines and dress code will receive written notification home to parents from the Dean of Students and disciplinary action will take place.

Refer to Appendix A for the [Dress Code Guidelines](#) of Archē Classical Academy.

## Emergency Procedures

### Inclement Weather

Our general policy is to refer to Carlisle Area School District's cancellations for inclement weather, but we will use our discretion if their reasoning for closure does to pertain to the needs of our school/students/families. We will send an email to each parent if the school is closed or delayed. We will also post to our BAND app. When school is canceled, generally all after-school activities are also canceled. Academically, school will resume after the cancellation with all requirements pushed back to the first day we return. For example, if the cancellation were Thursday, Thursday's work would be due on Friday.

Our academic calendar has built in instructional hours to accommodate for several missed days of school. If it is the case that we would need further instructional hours following several cancelled days, "Flexible Learning Days" will be implemented due to school closures which will allow Archē School to still "count" the school day. Teachers will provide a packet of materials that will be sent home prior to school closure. Parents will need to ensure this packet stays in a safe place to be utilized when necessary.

Teachers will communicate their office hours to families in which they will be available for emails or phone calls to assist with any assignment. Teachers will communicate their expectations for students to complete during flexible learning days. The purpose of the assignments is for continuing education during school closure which will allow us to pick up where we left off when students return to school.

### Emergency Drills

An emergency drill will be completed 1 time per month . Emergency drills may include fire drills, severe weather drills, and lock down drills. Procedures for emergency drills are continually reviewed and refined by our security and administrative team.

## Grading

Report Cards will be distributed at the end of each trimester. Parent-teacher conferences are offered at the end of trimester 1 and trimester 2. These conferences are required for parents of students K-6, and any 1st year Archē student in 7th-9th grade. Junior Kindergarten, and 7th-9th grade returning students are highly encouraged to also schedule a parent conference. We value this time set aside to discuss student progress and ensure continued unity in our mission.

Kindergarten through 2nd grade will collect a portfolio of artifacts to demonstrate their progression towards mastery of skills outlined in a skills framework for Bible, Math, Reading, Writing, Social Studies, Science, and Participation. Each skill will receive the following markings to indicate their level of mastery.

- ++ Exceeding mastery demonstrated
- + Mastery demonstrated
- ✓ Progressing towards mastery
- - Needs support for progression towards mastery

Grades 3-8 will also collect a portfolio of artifacts to demonstrate their achievement levels across the curriculum framework in the following subjects: Bible, Math, Reading, Writing, History, Science, Latin, Participation. Grades 7 and 8 are also graded in Logic.

Grade 9 will receive grades in Rhetoric, Church History, Physics, Math (Geometry or Algebra 1), The Story of Greece and Rome (History and Literature), Latin, Music Theory, Art, Gym.

### Grading Scale

100% or above	A+
93-99%	A
90-92%	A-
87-89%	B+
84-86%	B
81--83%	B-
78-80%	C+
75-77%	C
72-74%	C-
69-71%	D+
66-68%	D
63-65%	D-

Report cards for all grade levels will include a comment section for teachers to provide further explanation and subjective data that may not be represented in the marking or letter grade.

## Health

### Medication

Archē School requires authorization from parents to provide medication to their child for any medical needs. Please be aware that Archē does not have a licensed nurse on the premises during most school days. Medication will be administered by authorized school personnel. [Health forms are found on our website.](#)

### Prescription Medication

- All prescription medication must be in a prescription bottle with a current date and the name of the student on the bottle.
- A written order from the health care provider and a note from the parent/guardian stating how many days the prescription is to be given MUST accompany the prescription.
- Most medication that is to be given 3 times a day may be given before school, after school and at bedtime at home.
- Only the doses to be given at school, should be brought to school. For a long term medication, a 4 week supply should be sent to school.
- Medications that are controlled substances CII: These must be counted and a medication receipt should be given when they are delivered to school by the parent/guardian. The student may not hand carry a CII drug to school.
- Medications should be brought to school by an adult in the elementary grades. Secondary students may bring medication to the nurse with the approval of their parent/guardian.
- Inhaler policy: The exception to the above policy is that children with asthma may carry and self-administer an asthma inhaler if the following conditions are met: The child must demonstrate, to the school nurse, the capability for the administration of the medication and for the responsible behavior in the use of it. The student must be made aware that the medication is not to be shared with other students.

- Students may be permitted to carry a prescribed inhaler or epi-pen. The medication must be prescribed by a physician with the appropriate medical order on file with the school nurse. An action plan is required as well. The school nurse will assess competency for self-administration of medication, which shall be based on the student's age, maturity and demonstration of responsible behavior and ability to properly self-medicate.

Further, the child must notify authorized personnel immediately if relief is not obtained from the use of the inhaler. If the child abuses or ignores the policy, the school may confiscate the inhaler and remove the privilege to carry the medication, whereupon it must be used in the nurse's office. As with all prescription medications, a written order each school year from the health care provider, must be on file in the nurse's office, as well as a note from the parent/guardian requesting that the school comply with this order. For all students carrying and self-administering inhalers, it is understood that the school bears no responsibility for ensuring that the medication is taken, or for the benefits or consequences of the medication. It is strongly advised that parents provide a spare inhaler to be kept in the nurse's office.

### Nonprescription Medication

- Parents may send a non-prescription medication to school with their child provided it is kept in the nurse's locked medicine cabinet and is accompanied by the [OTC Medication Permission form](#) found on our website. The medication MUST be in its original container or packaging.
- NO unlabeled tablets in envelopes or bags will be given.
- Herbal Remedies and Supplements to be given at school must be accompanied by a note from a health care provider. Products which are not regulated by the FDA will NOT be administered at school.

### Illness

Students are not allowed to come back to school after an illness until they have not had either/both a fever and/or thrown up for a full 24 hours. Students must have a note from the parent on the first day back to school stating the cause of their absence during the illness.

If a student gets sick during the school hours, the student will stay with the school staff or a volunteer until a parent is able to pick them up at school.



## Medical Appointments

Please try to schedule medical appointments outside of school hours. However, if there is a need for the student to have a medical appointment during school hours, please notify the school by written note or email. Please provide a doctor's note for excuse.

## Homework

“Whatever you do, work heartily, as for the Lord and not for men,” Colossians 3:23

We believe that the assignment of homework is not the proof of a rigorous, quality education, however there is an important role that homework can play. Homework can promote responsibility, self-control, perseverance, and help the student to find strategies and gain enthusiasm to want to learn on their own beyond the classroom.

Teachers should have a specific purpose when assigning homework. Reading, studying (reviewing/memorizing information learned in class to ensure mastery), and finishing assignments not completed in class would be good uses for homework. In the early grades, reading books and practicing poems, Bible verses, sight words, math facts for a few minutes with parents or grandparents can create a bonding experience and further connect home and school. In the older grades, students may have more studying to firm up what was learned in class and to study for tests, but they may also have larger projects like a research report.

On average, one rule of thumb is that a student should spend about ten minutes per grade level per night on homework, so a fourth grader might average 40 minutes per night for example (one night could be a few minutes less and one a few minutes more).

Students should typically not have homework on weekends so they can engage in family activities, unless they choose to do something on their own, or use it as time to catch up. If too much or too little time is being spent on homework, a parent should contact the teacher to investigate the reasons, and they should implement strategies as an educational team. It is important that homework is a tool that enhances a student's education while not taking away from involvement in family activities. That is why it is best if a clear family routine for homework is made in the early years and becomes a part of a positive bonding experience for families; not only that, but helps parents to know their child is learning in school and shows students that learning is important.

Consequences for Missed Homework/Incomplete Classwork:

1. The logical consequence for missed assignments when ample time is given is that the student will make up the homework/classwork during his/her free time like recess, break time, etc.

2. The teacher will record the number of homework/classwork assignments missed. Parents will be informed via a written note to be signed after the second assignment is missed. Parents will sign and return the note. A phone call or email may also be used.
3. After five assignments are missed, the educational team will meet to discuss a further plan of action that will result in the positive results we all are striving for students to achieve.

## Lunch

All students must bring their own lunch every day in an insulated lunch box. Students will not have access to refrigeration or microwaves for lunches. Special hot lunch days are optional. Details regarding special hot lunch days will be communicated via email.

## Public Displays of Affection

No public displays of affection will be tolerated during school or school functions.

## School Events

### Field Trips

Matthew 5:14-16: "You are the light of the world. A city set on a hill cannot be hidden; nor does anyone light a lamp and put it under a basket, but on the lampstand, and it gives light to all who are in the house. Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven."

Archē Classical Academy will plan field trips for all grade levels as well as bring in various community organizations into the school for special activities. We recognize that we will be exposed to the world and unbelievers during these times.

Anytime Archē Classical Academy is in the community, we expect the students, parents, teachers, and staff to "be the light" and show our community what it means to glorify God through all that we do in hopes to draw them closer to the Lord. We recognize that these are all opportunities to share the Gospel and will use these opportunities to help our students learn how to do so in a loving manner.

Additional Fees may apply to participate in field trips.

## School Facilities

Archē Classical Academy is located at the Carlisle First Church of God at 705 Glendale Street Carlisle, PA, 17013. The school entrance is marked by a school sign to the left of the front doors of the church. When entering the school, visitors should ring the doorbell at the school entrance. A staff member will then allow entry to students, parents, and other guests. If the adult is not recognized by the staff, an ID will be required to gain entrance into the school.

The school is located in the educational wing of the church as well as some of the rooms in the main part of the building. The school also may use the multi-purpose room for whole school gatherings and special classes. Some classrooms will be shared with the church for youth groups, Sunday School classes, and Awana Club. Bathrooms are available in both primary and secondary wings.

## Security

- Archē has a School Resource Officer on duty during the school day.
- School doors are locked at all times. The administrative team will open doors to students at 7:45, only our front door is available for entrance. All other doors are locked at all times. Do not prop doors open.
- Students are monitored during recess or any outside time at all times by at least one adult.
- Students will not be permitted to leave school with anyone other than parents or an adult listed on your authorized pick up list.
- All adults are required to sign in and out at the school office and must wear a visitor's badge.

## Specials

- Physical Education
- Music/Choir
- Art
- Library

## Clubs

Athletic and nonathletic clubs are offered throughout the school year as optional after school activities. Additional cost may be associated with participating in these clubs.

## Technology

No personal devices (i.e., phones, tablets) are allowed at school. If a student requires a personal device for after school, it must be turned off and locked in a locker during the school day. Laptops are allowed for specific projects with teacher permission and monitoring.

# Transportation

## Busing

According to Pennsylvania state laws, any student attending a private school may receive public transportation on local school district buses within 10 miles of the school district boundary. If any student is outside of the 10 miles, parents will have to provide transportation to and from school. If any student is eligible for riding a school district school bus, the parents must contact both the school and school district they live in. Parents are required to fill out a form for their child prior to the beginning of school.

Parents will need to comply by their standards as each local district has ~~slightly~~ different rules and due dates of forms. Parents will need to keep in mind that they will need to renew these forms with the school district every school calendar year. Parents are responsible for communicating any schedule changes to the bus driver. While we are grateful for the provision of public transportation for families that need this service, Archē Classical Academy does not recommend utilizing public transportation and encourages parents to arrange their own private transportation for students utilizing privately owned vehicles if possible. If there are any questions or concerns about transportation, please contact the school office.

## Self-Release

Archē students who live in the surrounding neighborhoods of our school are able to walk or bike independently. Parents must sign an [Independent Walker-Biker Permission Form](#) in order for a student to be self-released from school. With parent permission, 3<sup>rd</sup> – 8<sup>th</sup> graders may walk home from school. JK-2<sup>nd</sup> graders must be accompanied by a 3<sup>rd</sup>-8<sup>th</sup> grade sibling or approved walker.

## Parking

The parking area for Archē Classical Academy is located in the front parking lot of Carlisle First Church of God.

## Volunteering

We welcome parents and non-parents to volunteer in our classrooms and at school events. Volunteers may assist with tasks such as grading, working with individual students, classroom activities, lunch, or recess.

All volunteers must have up-to-date [clearances](#) on file. We ask that volunteers dress and conduct themselves in a manner consistent with school staff expectations. If you have questions about these expectations, please speak with the teacher you're assisting. Please communicate with the teacher to schedule a time to volunteer.

Volunteers are also encouraged to support school events by helping with preparation, setup, or cleanup throughout the year.



## Appendix A

### Dress Code Guidelines

Archē Classical Academy uniforms help to identify your student as part of the Archē community and will be required to be worn daily by all students enrolled at Archē Classical Academy

#### Uniform Guidelines

School uniforms will be purchased from the approved vendor list, apart from accessories and shoes. All uniforms should be clean, neat, of the appropriate size for the child, and in good condition (no worn or frayed edges). Students are expected to be well-groomed and in uniform at the start of each school day. The length of shorts, skorts, skirts, and dresses must be no shorter than two inches above the knee. (Consider buying at knee length at the beginning of the school year in anticipation of growth. Know that if your child has significant growth within the school year, additional uniforms items may need to be purchased to stay in compliance.)

Out-of-Uniform notifications will be given should a student fail to maintain uniform standards. If an Out-of-Uniform notification is sent home with your student, it is required to be signed and returned the next school day. Students out of compliance will be expected to change into school uniform provided by the office. After 3 notices have been given, a meeting between parents and the Dean of Students will take place.

All tops must have the Archē Classical Academy crest attached to the upper left portion of the garment. Shirts are to be tucked in, and belts worn with pants. When wearing a layered outfit (jumpers/sweater vests), the outer layer must have the Archē crest on it. This can either be the iron-on patches or embroidered. Patches can be purchased from the school office, and embroidery is offered locally at 2Generations. Tops purchased through the Land's End Preferred School Program have the option to include embroidery.

#### Hair/Accessories

Hair is expected to be combed/brushed, and tidy when arriving at school. Girls' hair accessories (hair ties, headbands, clips) must be neutral/school colors. Boys' hair should be kept trimmed above their eyes and maintain a conservative length. Unnatural hair colors (blue, pink, etc) and fake nails are not allowed. Girls will be permitted to wear one set of earrings. Students will not be permitted to have tattoos (including henna), or write upon their bodies. Hair styles and accessories/jewelry should not distract from a student's ability to participate in school.

The following items do not need to be purchased from the approved vendor list, but must be one of the approved colors:

- Approved colors: white, navy, gray, or black
- Socks: must be worn every day; no words, symbols, or patterns
- Leggings/Tights/Knee-high socks: may be worn under/with dresses, jumpers, and skirts/skorts
- Modesty shorts: must be worn under dresses, jumpers, and skirts
  - Dresses, jumpers, and skirts/skorts still need to be no more than two inches above the knee when worn with leggings/tights
- Belts (optional): must be either brown, black, or navy
- White undershirts: may be worn, and must be tucked in

### Shoes

Shoes must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe. Shoes may be white, black, gray, brown, or navy. Accent colors are permitted but must be subtle/neutral tones. Shoes may NOT have any neon, glitter, characters/super heroes/princesses, or lights on them. Flat-bottomed dress shoes and dress boots are permitted. When rain or other adverse weather is in the forecast, weather-proof footwear and boots will be acceptable providing they are consistent with the conservative look.

### Spirit Wear

Spirit Wear is purchased through a local small business, 2Generations. Spirit Wear days will be specified and announced in advance. On these days students will be able to wear any Archē School Spirit Wear shirt with jeans or uniform bottoms. Students may not wear jeans with holes in them, or leggings (unless under a uniform skirt). Students may wear any closed-toe tennis shoes. Ugg boots are acceptable on Spirit Wear Days. Spirit Wear is not mandatory, and students can choose to wear regular school uniforms on Spirit Wear days. Spirit Wear is any product with screen-printed or tackle-twill Archē logo.

### Field Trips & Other School Activities

While on field trips or engaging in other school-related events, students will be expected to dress modestly and appropriately for the planned activity. Students will wear uniforms on field trips unless otherwise noted. Students may not wear leggings in place of jeans or uniform bottoms. During special events such as performances, students may be expected to dress in their "Sunday best". More information will be provided at the time of these occasions.

## Land's End Preferred School Program

Archē Classical Academy has partnered with Land's End to provide a stream-lined uniform service option for our families. This is NOT required for our families to participate in, but can be helpful in selecting uniform pieces that are approved for each grade level, as well as offer savings that might not be available in store. Please use our Preferred School Number to shop on the Land's End website.

Preferred School Number: 900206368

Website Access - [Click here](#)

---

## Boys Uniforms JK-5th Grade

### Approved Vendors:

- 2Generations
- The Children's Place
- Land's End
- Izod

### Polos

**Colors:** navy, light blue, white, or gray

- *The Children's Place | Boys Uniform*
  - Short Sleeve & Long Sleeve Pique Polo
  - Short Sleeve & Long Sleeve Soft Jersey Polo
  - Short Sleeve & Long Sleeve Performance Polo
- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Mesh Polo
  - Short Sleeve & Long Sleeve Interlock Polo
  - Short Sleeve & Long Sleeve Rapid Dry Active Polo
- *Izod*
  - Short Sleeve & Long Sleeve Wrinkle Resistant Moisture Wicking Polo Shirt
  - Short Sleeve & Long Sleeve Pique Stretch Polo Shirt

## Shorts

**Colors:** navy or khaki (khaki may be light or medium shade)

- *The Children's Place | Boys Uniform*
  - Stretch Chino Shorts
  - Pull-on Jogger Shorts
- *Land's End | School Uniform*
  - Plain Front Blend Chino Shorts
  - Active Performance Chino Shorts
- *Izod*
  - Stretch Fabric Chino Short
  - Stretch Fabric Adjustable Waist Performance Chino Short

## Pants

**Colors:** navy or khaki (khaki may be light or medium shade)

- *The Children's Place | Boys Uniform*
  - Stretch Skinny Chino Pants
  - Stretch Pull-on Chino Pants
  - Chino Pants
- *Land's End | School Uniform*
  - Iron Knee Plain Front Chino Pants
  - Iron Knee Active Performance Chino Pant
- *Izod*
  - Straight Flat Front Pant
  - Performance Flat Front Pant

## Sweaters

**Colors:** navy or gray with patch/embroidery

- *The Children's Place | Boys Uniform*
  - Zip Up Sweater
- *Land's End | School Uniform*
  - Performance Zip-up Cardigan

## **Sweatshirts**

**Colors:** navy or gray with patch/embroidery

- *The Children's Place | Boys Uniform*
- Fleece Zip-up hoodie

## **Jackets**

**Colors:** navy

- Zip-up fleece with embroidery through 2Generations

## **Shoes**

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
  - NO neon, glitter, characters/superheroes, flashing lights
  - Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
  - Shoe suggestions/examples:
    - *The Children's Place | Shoes*
      - Low Top Sneakers
      - Running Sneakers
      - Contrast Cuff High-Top Sneakers
      - Slip-On Deck Shoes
      - Slip-On Dress Shoes
      - Dress Shoes
      - Lace-Up Boots
    - Nike Air Force 1s
    - Adidas Grand Court 2.0 Tennis Shoes
    - Sperry Boat Shoes/Sneakers
-

## Boys Uniform 6th-8th Grade

### Approved Vendors:

- 2Generations
- Land's End
- Izod
- The Children's Place (Grade 6)

### Polos

**Colors:** navy, light blue, white, or gray

- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Mesh Polo
  - Short Sleeve & Long Sleeve Interlock Polo
  - Short Sleeve & Long Sleeve Rapid Dry Active Polo
- *Izod*
  - Short Sleeve & Long Sleeve Wrinkle Resistant Moisture Wicking Polo Shirt
  - Short Sleeve & Long Sleeve Pique Stretch Polo Shirt
- *Port Authority | Amazon, Walmart*
  - EZ Performance Pique Polo ("Navy", "Gusty Gray", or white colors only)
- *Premium Wear | Amazon*
  - Men's High Moisture Wicking Polo T Shirts
- *The Children's Place | Boys Uniform (Grade 6)*
  - Short Sleeve & Long Sleeve Pique Polo
  - Short Sleeve & Long Sleeve Soft Jersey Polo
  - Performance Polo

### Button Downs

**Color:** white

- *Land's End | School Uniform*
  - Long Sleeve Solid Oxford Dress Shirt
- *Izod*
  - Button Down Collar Long Sleeve Dress Shirt

### Tie (optional)

**Style:** classic navy plaid

- *Land's End | School Uniform*
  - Adult Plaid "To Be Tied" Tie

## **Shorts**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - Plain Front Blend Chino Shorts
  - Active Performance Chino Shorts

## **Pants**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - Iron Knee Plain Front Chino Pants
  - Iron Knee Active Performance Chino Pant
  - Plain Front Dress Pants

## **Sweaters/Sweater Vests**

**Colors:** navy or gray with patch/embroidery

- *Land's End | School Uniform*
  - Performance Zip-up Cardigan
  - Cotton Modal Sweater Vest (to be worn with button-down shirt only)

## **Sweatshirts**

**Colors:** navy or gray crewneck with patch/embroidery

- *Amazon | Amazon Essentials*
  - Men's Fleece Crewneck Sweatshirt ("Light Gray Heather")
- *Amazon | Fruit of the Loom*
  - Men's Moisture Wicking Eversoft Fleece Sweatshirt ("Grey Heather")
- *Amazon | Jerzees*
  - Men's NuBlend Fleece Sweatshirt ("Heather Grey")

## **Jackets** (optional)

**Color:** navy

- *2Generations*
  - Zip-up fleece with embroidery

## Shoes

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
  - Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
  - Shoe suggestions:
    - Nike Air Force 1s
    - Adidas Grand Court 2.0 Tennis Shoes
    - Sperry Boat Shoes/Sneakers
    - Dockers Oxford Dress Shoes
- 

## Boys Uniform 9th Grade

### Approved Vendors:

- 2Generations
- Land's End

## Polos

**Colors:** navy, light blue, white, gray

- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Mesh Polo
  - Short Sleeve & Long Sleeve Interlock Polo
  - Short Sleeve & Long Sleeve Rapid Dry Active Polo
- *Port Authority | Amazon, Walmart*
  - EZ Performance Pique Polo ("Navy", "Gusty Gray", or white colors only)
- *Premium Wear | Amazon*
  - Men's High Moisture Wicking Polo T Shirts

## Button Downs

**Color:** white

- *Land's End | School Uniform*
- Long Sleeve Solid Oxford Dress Shirt

## Tie

**Style:** classic navy plaid

- *Land's End | School Uniform*
  - Adult Plaid "To Be Tied" Tie



## **Shorts**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - Plain Front Blend Chino Shorts
  - Active Performance Chino Shorts

## **Pants**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - Iron Knee Plain Front Chino Pants
  - Iron Knee Active Performance Chino Pant
  - Plain Front Dress Pants

## **Sweaters/Sweater Vests**

**Colors:** navy or gray with patch/embroidery

- *Land's End | School Uniform*
  - Performance Zip-up Cardigan
  - Cotton Modal Sweater Vest (to be worn with button-down shirt only)

## **Sweatshirts**

**Colors:** navy or gray crewneck with patch/embroidery

- *Amazon | Amazon Essentials*
  - Men's Fleece Crewneck Sweatshirt ("Light Gray Heather")
- *Amazon | Fruit of the Loom*
  - Men's Moisture Wicking Eversoft Fleece Sweatshirt ("Grey Heather")
- *Amazon | Jerzees*
  - Men's NuBlend Fleece Sweatshirt ("Heather Grey")

## **Jackets**

**Color:** navy

- *2Generations*
  - Zip-up fleece with embroidery

## Shoes

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
  - Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
  - Shoe suggestions:
    - Nike Air Force 1s
    - Adidas Grand Court 2.0 Tennis Shoes
    - Sperry Boat Shoes/Sneakers
    - Dockers Oxford Dress Shoes
- 

## Girls Uniform JK-5th Grade

### Approved Vendors:

- 2Generations
- The Children's Place
- Land's End
- Izod

## Polos

**Colors:** may be navy, light blue, white, gray

- *The Children's Place | Girls Uniform*
  - Short Sleeve & Long Sleeve Pique Polo
  - Short Sleeve & Long Sleeve Ruffle Pique Polo
- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Feminine Interlock Polo
  - Short Sleeve & Long Sleeve Feminine Fit Rapid Dry Polo
  - Short Sleeve & Long Sleeve Girls Knit Peter Pan Polo
- *Izod*
  - Short Sleeve Polo Shirt
  - Short Sleeve & Long Sleeve Stretch Fabric Polo Shirt
  - Wrinkle Resistant Moisture Wicking Performance Mesh

## Skorts

**Colors:** navy or khaki (khaki may be light or medium shade)

- *The Children's Place | Girls Uniform*
    - Ponte Knit Skort
    - Stretch Pleated Skort
  
  - *Land's End | School Uniform*
    - Blend Chino Skort, Top of the Knee
    - Ponte Pleat Skirt, at the Knee
    - Solid Pleated Skort, Top of the Knee
    - Box Pleat Skirt, Top of the Knee
- 

## Dress Shorts

**Colors:** navy or khaki (khaki may be light or medium shade)

- *The Children's Place | Girls Uniform*
  - Stretch Chino Short
  
- *Land's End | School Uniform*
  - Stretch Chino Bermuda Short

## Dresses

**Colors:** navy, light blue, gray, khaki

- *The Children's Place | Girls Uniform*
  - Pique Polo Dress
  - Pique Ruffle Polo Dress
  - Ponte Knit Everyday Dress
  - Everyday Dress
  
- *Land's End | School Uniform*
  - Short Sleeve Interlock Dress
  - Ponte Dress Top of the Knee

## **Jumpers**

**Colors:** navy or khaki

- *The Children's Place | Girls Uniform*
  - Belted Jumper
  - Ponte Knit Jumper
- *Land's End | School Uniform*
  - Ponte Pleated Jumper

## **Pants**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *The Children's Place | Girls Uniform*
  - Stretch Skinny Chino Pants
  - Stretch Bootcut Chino Pants
  - Stain & Wrinkle Resistant Stretch Skinny Chino Pants

## **Sweaters**

**Colors:** navy or white with patch/embroidery

- *The Children's Place | Girls Uniform*
  - Cardigan
  - Cable-Knit Zip-Up

## **Sweatshirts**

**Colors:** navy or gray with patch/embroidery

- *The Children's Place | Girls Uniform*
  - Fleece Zip-up Hoodie

## **Jackets**

**Color:** navy

- *2Generations*
  - Zip-up fleece with embroidery

## Shoes

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
  - Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
  - Sneakers should have velcro straps if the student is unable to tie their own shoe
  - "Mary Jane" or ballet slipper-type dress shoes should have a strap across the top of the foot
  - Shoe suggestions:
    - *The Children's Place | Shoes*
      - Low Top Sneakers
      - Bow Ballet Flats
      - Platform Mary Jane Shoes
      - Cross-Strap Ballet Flat
      - Comfort-Flex Mary Jane Shoes
    - Nike Air Force 1s
    - Adidas Grand Court 2.0 Tennis Shoes
    - Sperry Boat Shoes/Sneakers
    - Converse Chuck Taylor All Star Canvas Shoes (high or low top)
- 

## Girls Uniforms 6th-8th Grade

### Approved Vendors:

- 2Generations
- Land's End
- Izod

## Polos

**Colors:** navy, light blue, white, heather gray

- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Feminine Interlock Polo
  - Short Sleeve & Long Sleeve Feminine Fit Rapid Dry Polo
  - Short Sleeve & Long Sleeve Girls Knit Peter Pan Polo
- *Izod*
  - Short Sleeve Polo Shirt
  - Short Sleeve & Long Sleeve Stretch Fabric Polo Shirt
  - Wrinkle Resistant Moisture Wicking Performance Mesh Short Sleeve Polo

- *Port Authority | Amazon, Walmart*
  - Ladies Core Class Pique Polo ("River Blue Navy", "Gusty Gray", or white only)
- *The Children's Place | Girls Uniform (Grade 6)*
  - Short Sleeve & Long Sleeve Pique Polo
  - Short Sleeve & Long Sleeve Ruffle Pique Polo

### **Button Downs**

**Color:** white

- *Land's End | School Uniform*
  - Short Sleeve Peter Pan Collar Broadcloth Shirt
  - Short Sleeve Oxford Dress Shirt
  - Long Sleeve Oxford Dress Shirt
  - No Gape Short Sleeve Stretch Shirt

### **Tie**

**Style:** classic navy plaid

- *Land's End | School Uniform*
  - Adult Plaid "To Be Tied" Tie

### **Shorts**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - School Uniform Girls Plain Front Blend Chino Shorts
  - Girls Stretch Chino Bermuda Shorts
- *Izod*
  - Stretch Fabric Adjustable Waist Bermuda Short

### **Skirts/Skorts**

**Colors:** navy, khaki, or classic navy plaid (Land's End)

- *Land's End | School Uniform*
  - Blend Chino Skort, Top of the Knee
  - Ponte Pleat Skirt, at the Knee
  - Solid Pleated Skort, Top of the Knee
  - Box Pleat Skirt, Top of the Knee
  - Plaid Skort, Top of the Knee
  - Plaid Pleated Skort, Top of the Knee
  - Plaid Box Pleated Skirt, Top of the Knee

## **Pants**

**Colors:** navy or khaki (khaki may be light or medium shade)

- *Land's End | School Uniform*
  - Girls Iron Knee Blend Plain Front Chino Pants
  - Girls Active Performance Chino Pants
- *Izod*
  - Women's Straight Juniors Flat Front Pant

## **Sweaters**

**Colors:** navy or white with patch/embroidery

- *Land's End | School Uniform*
  - Cotton Modal Cardigan Sweater

## **Sweatshirts**

**Colors:** navy or gray crewneck with patch/embroidery

- *Amazon | Amazon Essentials*
  - Women's Fleece Crewneck Sweatshirt ("Light Grey Heather")
- *Amazon | Fruit of the Loom*
  - Moisture Wicking Eversoft Fleece Sweatshirt ("Grey Heather")
- *Amazon | Jerzees*
  - NuBlend Fleece Sweatshirt ("Heather Grey")

## **Jackets**

**Color:** navy

- *2Generations*
  - Zip-up fleece with embroidery

## **Shoes**

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
  - Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
  - Shoe suggestions:
    - Nike Air Force 1s
    - Adidas Grand Court 2.0 Tennis Shoes
    - Sperry Boat Shoes/Sneakers
    - Converse Chuck Taylor All Star Canvas shoes (high or low top)
-

## Girls Uniforms 9th Grade

### Approved Vendors:

- 2Generations
- Land's End

### Polos

**Colors:** navy, light blue, white, heather gray

- *Land's End | School Uniform*
  - Short Sleeve & Long Sleeve Feminine Interlock Polo
  - Short Sleeve & Long Sleeve Feminine Fit Rapid Dry Polo
  - Short Sleeve & Long Sleeve Girls Knit Peter Pan Polo
- *Port Authority | Amazon, Walmart*
  - Ladies Core Class Pique Polo ("River Blue Navy", "Gusty Gray", or white only)

### Button Downs

**Color:** white

- *Land's End | School Uniform*
  - Short Sleeve Peter Pan Collar Broadcloth Shirt
  - Short Sleeve Oxford Dress Shirt
  - Long Sleeve Oxford Dress Shirt
  - No Gape Short Sleeve Stretch Shirt

### Tie

**Style:** classic navy plaid

- *Land's End | School Uniform*
  - Adult Plaid "To Be Tied" Tie

### Skirts/Skorts

**Colors:** navy, khaki, or classic navy plaid (Land's End)

- *Land's End | School Uniform*
  - Blend Chino Skort, Top of the Knee
  - Ponte Pleat Skirt, at the Knee
  - Solid Pleated Skort, Top of the Knee
  - Box Pleat Skirt, Top of the Knee
  - Plaid Skort, Top of the Knee
  - Plaid Pleated Skort, Top of the Knee
  - Plaid Box Pleated Skirt, Top of the Knee



## **Sweaters**

**Colors:** navy or white with patch/embroidery

- *Land's End | School Uniform*
  - Cotton Modal Cardigan Sweater

## **Sweatshirts**

**Colors:** navy or gray crewneck with patch/embroidery

- *Amazon | Amazon Essentials*
  - Women's Fleece Crewneck Sweatshirt ("Light Grey Heather")
- *Amazon | Fruit of the Loom*
  - Moisture Wicking Eversoft Fleece Sweatshirt ("Grey Heather")
- *Amazon | Jerzees*
  - NuBlend Fleece Sweatshirt ("Heather Grey")

## **Jackets**

**Color:** navy

- *2Generations*
  - Zip-up fleece with embroidery

## **Shoes**

**Colors:** white, black, gray, brown

- Accent colors must be neutral and subtle
- Must be a closed-toe tennis shoe or flat-bottomed closed-toe shoe, or flat-bottomed closed-toe dress shoes or dress boots
- Shoe suggestions:
  - Nike Air Force 1s
  - Adidas Grand Court 2.0 Tennis Shoes
  - Sperry Boat Shoes/Sneakers
  - Converse Chuck Taylor All Star Canvas shoes (high or low top)

# Appendix B

## Academic Calendar



### ARCHÉ | 2025-2026 CALENDAR

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 Back-to-School Picnic

27 Back-to-School Night

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 No School/Presidents Day

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 First Day of School

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 End of Trimester 2

20 No School/Teacher in Service

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 No School/Teacher in Service

13 No School/Columbus Day

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2-6 No School/Easter Break

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20 End of Trimester 1

26-28 No School/Thanksgiving Break

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Golf Tournament – ½ Day

25 No School/Memorial Day

26 End of Trimester 3

29 Last Day of School – ½ Day Release @ 11:30 AM

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 No School/Thanksgiving Break

22-31 No School/Christmas Break

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 No School/Christmas Break

19 No School/MLK Jr. Day

School Day 8:05-3:05

Drop Off Begins @ 7:45

School Day Begins @ 8:05

Pick Up Begins @ 3:05

No School

School Events

First Day/Last Day

End of Trimester

½ Day

Dates are subject to change

ao 8/4/25

## Appendix C

### After School Care

At Archē Classical Academy, we are committed to supporting parents by providing a safe, engaging, and educational environment for students beyond regular school hours.

#### About the Program

- Operating Hours: 3:05 PM - 5:30 PM
  - Eligibility: Open to Junior Kindergarten through 8th-grade students enrolled at Archē Classical Academy.
  - Supervision: Managed by Archē Classical Academy teachers.
  - Activities: Outdoor and indoor play, games, crafts, and dedicated homework time.
  - Snacks Provided: Options include pretzels, popcorn, fruit snacks, goldfish, etc.
  - Note: Tutoring services are not provided.
  - Maximum Capacity: 20 students (2 care providers will be present for above 10 students).
  - Enrollment Deadline: August 28
- 

#### Schedule

##### Regular Schedule:

- **3:05 - 3:30 PM:** Attendance, bathroom break, snack time.
  - **3:30 - 5:30 PM:**
    - Jr. KDG - 2nd grade: Playtime (Outdoors/Gym/Classroom)
    - Grades 3rd - 8th: Homework time, followed by playtime once homework is completed.
- 

##### Days Without After-School Care:

- When school is not in session.
- Early dismissal days.

- The last day of school.
  - Reformation Day (Oct. 31)
  - Field Day (TBD in May 2026)
- 

## Rates

### **Whole Week (3:05 PM - 5:30 PM):**

- One Child: \$55
- Two Children: \$65
- Three Children: \$75

### **Drop-In (3:05 PM - 5:30 PM):**

- One Child: \$15
- Two Children: \$25
- Three Children: \$30

**Weekly Rate:** This rate applies to families committing to the program for the entire school year (September to May). Payments are required each week regardless of attendance and are not prorated for short weeks.

**Drop-in Rate:** This rate is for occasional use. Payment is required only for the days attended, with a \$5.00 unscheduled drop-in fee if not scheduled 24 hours in advance. Availability is based on the program's capacity (maximum of 20 students).

---

## Billing/Invoicing

### **Payments:**

- Invoices: Generated monthly.
- Due Date: Payments are due by the end of the month for the upcoming month.
- Payment Methods: FACTS, Checks payable to Archē Classical Academy (memo line: After-School Care) can be mailed or dropped off at the office. The address is PO Box 461, Carlisle, PA 17013.

### **Late/Returned Payments:**

- \$15 fee for late payments.
- \$35 fee for returned checks.
- Late payments are subject to a 10% penalty.

If you have any outstanding balances, please take care of them as soon as possible to avoid additional penalties. Repeated late payments or balances overdue by more than 14 days may result in a temporary pause in childcare services. Once the balance is settled, your child can re-enroll based on available space.

If you're facing financial challenges, please contact us. We're here to help and can discuss support options with you.

---

### **Fees for Late Pick-Ups:**

- The current fees for pick-ups after 5:30 PM:
  - **5:31 - 5:35 PM:** \$5 per child
  - **5:36 - 5:40 PM:** \$10 per child
  - **5:41 - 5:45 PM:** \$15 per child

Please let us know if you're running late so we can plan accordingly. We understand things happen, but chronic lateness (more than twice) will result in fees.

---

If you have questions about ACA's After-School Care Program, please contact our office at (717) 996-4379 or [office@archeclassicalacademy.com](mailto:office@archeclassicalacademy.com).

## **Appendix D**

### **Statement on Marriage and Human Sexuality**

We believe that human beings are created in the image of God their Creator.

Therefore, we affirm that all humans, male or female, young or old, rich or poor, believer or unbeliever, single or married, identifying as straight, gay, or otherwise have

inestimable value and must be treated with dignity and respect. Genesis 1:27 Genesis 9:6 Psalm 8:3-5

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Genesis 2:20-24 Matthew 19:3-8

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as set forth in Scripture. We believe that God intends sexual intimacy to occur only in such a covenantal marriage relationship between a man and a woman. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Exodus 20:14 Matthew 5:27-28 Galatians 5:19-21 Matthew 22:23-30 Leviticus 18:22

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. Similarly, we believe that rejection of one's biological sex is a rejection of the image of God within that person. 1 Timothy 1:8-11 Romans 1:24-32 Hebrews 13:4 Revelation 2:19-22 Ephesians 5:1-17 Leviticus 18:22-23 1 Corinthians 6:9-20

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. John 3:16-17 1 John 1:9 Acts 2:38-39

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Philippians 2:1-4 Romans 12:10 Genesis 1:27 Galatians 6:1

We believe that human sexuality is intended by God to include more than the contemporary cultural emphasis upon physical, sexual experience. Our sexuality is intended by God to reflect the whole of our sensual and relational createdness. We, therefore, renounce the equation of sexuality with genital sex alone and the false representation of sexuality found in pornography. We believe that such an emphasis results in the dehumanization of all people, especially women and children. Genesis 5:2 Song of Solomon Matthew 5:27-28

We are committed to teaching Biblical truth about marriage and sexuality with conviction and grace. Acts 20:27 Ephesians 4:11-15 2 Timothy 3:16-17

We expect our staff, students, and volunteers to live by such teaching on marriage and sexuality. Romans 12:6-13 Psalm 111:10 Galatians 5:16-25

We differentiate attraction from behavior and recognize that faithful Christians may struggle with same-sex attraction. Members of the community who are committed to the school's teaching about marriage and sexuality and abide by its behavioral expectations will not be disciplined based solely on same-sex attraction. Leviticus 18:22-30 Matthew 7:2 Romans 14:10 Romans 2:1-4

Additional Teaching Tools and References: Jude 21-23 1 Peter 5:5-7 Romans 7:21-8:11

## Appendix E



---

### Parent Contract & Photo Consent

I, the undersigned, do hereby commit to the following:

- All the information provided on the enrollment application is true to the best

of my knowledge and that I have not intentionally withheld or misrepresented any pertinent data;

- To fulfill my financial obligations to Archē Classical Academy, namely:
  - a. May 31, 2025: This is the last day to withdraw from the 2025-2026 school year without incurring a \$600 (per student) Re-Enrollment Termination Penalty (RTP). Written notification must be received by 4:00 p.m.
  - b. June 30, 2025: This is the last day to withdraw from the 2025-2026 school year without being obligated for the full year of tuition. Written notification must be received by 4:00 p.m.
  - c. As of July 1, 2025, I am responsible for the timely payment of the full annual tuition and other fees due Archē Classical Academy, even if my child is voluntarily withdrawn or expelled from school.
  - d. If I decide to withdraw my child from Archē Classical Academy at any time throughout the year, I will inform the school office in writing.
  - e. I am responsible for any and all damages my child may have made to school property.
- I will fully support and abide by all Archē Classical Academy policies. I will read the Parent Handbook in full, and address policy concerns in writing.
- I will support school personnel, programs, policies, and activities through prayer and communication and volunteer in various capacities.
- I will nurture punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading, and study habits. I will also expect my child to complete all homework daily and to return all books and completed homework to school the following day.
- I will direct any grievances, concerns, or issues that I may have through the proper channels, according to the principles outlined in chapter eighteen of the gospel of Matthew, as summarized below.
  - a. I agree that everyone should deal with the situation at its source. This usually means initially speaking privately with the person involved in a constructive and supportive attempt to attain clarification or resolution.
  - b. If, after honest attempts have been made and clarification or resolution has not been satisfactorily reached, then I will proceed to the next level of authority.
  - c. This generally means speaking with the head of school/head teacher. If satisfaction is not reached by this point, then I will proceed to the Archē School Board by bringing the matter to the board's attention in writing. I have read the



above contract and agree to abide by it while my child is enrolled as a student at Archē Classical Academy.

- ☐ Yes, I consent to my child being photographed and/or video recorded for public relations and/or media purposes.
- ☐ No, I do not consent to my child being photographed and/or video recorded for public relations and/or media purposes.

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

Print Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_