



Ad Fontes Academy  
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## Policy Manual

Updates as of September 2018

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## **1.0 PURPOSE OF THIS DOCUMENT**

*Dates:* Approved 9/6/97, Modified 10/15/18

Ad Fontes Academy (AFA), a private education ministry which is a part of the Trust known as the Ad Fontes Educational Trust AFET is managed by the AFET Board of Trustees of said Trust (hereafter referred to as the AFET Board) and its appointed Head of School. This Policy Manual is intended to provide guidelines and directives in regard to general policies, operations, and guiding philosophy of the Academy. As such, this document contains critical information for implementing management plans and operations essential to meeting and maintaining the Academy objectives stated in the AFET Ad Fontes Educational Trust By-Laws.

## **2.0 GENERAL PHILOSOPHY AND PURPOSE OF AD FONTES ACADEMY**

### **2.1 Philosophy**

*Dates:* Approved 9/6/97, Modified 1/18/06

Ad Fontes Academy was established in 1996 as a private, Christian Academy committed to providing a classical and biblically-based education to young people at the elementary and secondary grade levels. Education at Ad Fontes Academy is intended to be inherently different in philosophy and content from that offered in the public schools. Ad Fontes Academy strives to operate as an extension of the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Ad Fontes Academy provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Scriptures at the center.

### **2.2 Statement of Faith**

*Dates:* Approved 9/6/97, Modified 2/13/01, Modified 12/15/2015

*Ad Fontes Academy is an independent Christian school not affiliated with any denomination. Board members and staff embrace the tenets of historic, biblical Christianity as presented in the Statement of Faith. These beliefs will be taught in various ways through all grade levels within a culture of grace that allows for doubt and charitable discourse in the process of making and maturing disciples of Jesus Christ.*

We believe in one God, eternally existing in three distinct Persons – the Father, the Son, and the Holy Spirit. God created the heavens and the earth from nothing, and He is sovereign over all His creation. God made man and woman in His image, and for His own glory, responsible to rule over and care for the earth. God is self-existent, unchanging, omnipotent, omniscient, omnipresent, holy, righteous, and loving.

We believe that the Bible, found in the Old and New Testaments, is inspired by God, infallible, and fully authoritative in all its teaching. Faithful adherence to the teaching of Scripture is essential in the life of a Christian.

We believe that because of his sin, every man has lost fellowship with God and falls short of the glory of God. The extent of sin on all creation is so great that its effects in this life continue to this very day in the form of misery, cruelty, suffering, and death.

We believe that Jesus Christ, fully God and fully man, was born of a virgin, lived a perfect, sinless life in obedience to the Father, and died on the cross as the complete sacrifice for our sin in order to reconcile God and man, and to restore His Kingdom. He physically rose from the dead, ascended into heaven, and resides at the right hand of God the Father where He is our Advocate and Intercessor.

We believe that man's salvation from sin is the gift of God, by grace through faith in Christ, not a result of man's works.

We believe God sent the Holy Spirit as our companion and teacher to call us to follow Him, to empower us to be obedient, to reveal the truth, and to bear fruit in our lives that will last to God's glory.

We believe that Christ will return to judge the earth and deliver His people. They will be bodily resurrected to reign with Christ in a new heaven and a new earth and will worship Him forever. At death, the believer's soul passes immediately into the presence of God. Those who reject God will be eternally separated from God unto condemnation.

We believe the church is one body headed by Christ. The church exists for making disciples, for worship, for the administration of the sacraments, and for fellowship and support. His disciples are sent into the entire world to do the work of Christ--to make disciples, to minister to the least of these, and to care for all creation.

It is mandatory that all AFET Board trustees subscribe to the above statement of faith in a manner and method prescribed by the AFET Board of Trustees, either by written statement or by oral testimony before the AFET Board.

### ***2.3 Objectives and Standards of Ad Fontes Academy***

*Dates Approved 9/6/97*

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by employees, Ad Fontes Academy strives to:

Teach from an integrated Biblical World View. All subjects are taught as part of an integrated whole, with Scripture at its center (II Timothy 3:16-17, Colossians 1:15-20).

- Provide a clear model of the Biblical Christian life through Ad Fontes Academy teachers and the AFET Board (Matthew 19:13-15, Mark 12:29-31).
- Encourage young people to develop their relationships with God the Father through Jesus Christ – to love God with all their hearts, souls, and minds (Matthew 22:37-38, II Corinthians 10:5, Romans 12:1- 2).
- Encourage young people to love their neighbor as themselves (Matthew 22:39, Matthew 28:18-20).
- Value each student as created by God for a purpose (Psalm 139:13-17).
- Help each family to remain the primary influence in the student's life. The calendar provides plenty of time for family traditions and activities at holiday times (Deuteronomy 6:4-9, Ephesians 6:4, Proverbs 23:24-26 — Read on; this is a father teaching an older son).
- Develop time management, self-discipline, and strong work ethic in our students through the Ad Fontes Academy program (II Timothy 2:15, Galatians 5:22-23, II Peter 1:5-11). Use the classical method of teaching employing grammar, logic, and rhetoric in all subjects.
- Encourage every student to develop a love for learning and the desire to live up to his/her academic potential.
- Provide an orderly atmosphere conducive to the attaining of these goals.

### ***2.4 Code of Ethics Policy***

*Dates Approved September 6, 1997.*

*Objective:* To maintain the testimony of Ad Fontes Academy as a Christian Academy.

*Scope:* This policy applies to all individuals who represent Ad Fontes Academy in any capacity.

*Definitions:* N/A

*Guidelines:* All employees and representatives of Ad Fontes Academy are expected to conform to Biblical standards of behavior at all times.

### ***2.5 In Loco Parentis Policy***

*Dates Approved September 6, 1997.*

*Objective:* To ensure that parental authority over the education of their children is respected at Ad Fontes Academy.

*Scope:* This policy applies to all employees who exercise authority of any kind over the students.

*Definitions:* In loco parentis: this phrase means “in place of the parent.”

*Guidelines:* Ad Fontes Academy employees do not function above parental authority, but rather with delegated authority (in loco parentis) from the parents.

## **2.6 Secondary Doctrine Policy**

*Dates Approved* September 6, 1997.

*Objective:* To establish the guidelines for doctrinal teaching at Ad Fontes Academy.

*Scope:* This policy applies to all Ad Fontes Academy employees in their official functions at Ad Fontes Academy.

*Definitions:* Secondary doctrine: Doctrinal issues which are not addressed in the Ad Fontes Academy Statement of Faith ([2.2](#))

*Guidelines:*

1. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. AFA employees must be careful not to speak to the students in a manner that would cause offense to the secondary doctrinal positions of parents.
2. On discussion of secondary doctrine issues, presentation of various perspectives of an issue is expected. Teachers should encourage active biblical dialogue on these issues but not to promote their personal convictions.
3. The employee should encourage the students to follow up any questions they have with their parents and pastor.

## **2.7 Non-Discrimination Policy**

*Dates Approved* August 25, 1998.

*Objective:* To clarify the guidelines for non-discrimination.

*Scope:* This policy applies to all Ad Fontes Academy employees and the AFET Board of Trustees.

*Definitions:* None

*Guidelines:*

1. Ad Fontes Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other Academy-administered programs.
2. The AFET Board requires all employees to be Christians who are in agreement with the AFET Statement of Faith as demonstrated by life, word, and deed. Ad Fontes Academy does not discriminate in the hiring of any employee on the basis of race, color, national and ethnic origin, age, sex, or physical disabilities — provided the person is able to fulfill all the requirements of the position.

## **3.0 ORGANIZATION STRUCTURE**

### **3.1 Definitions of Administrative Entities**

*Dates:* Approved 9/6/97

Ad Fontes Educational Trust (AFET) is a trust which maintains its Head of School office in the county of Fairfax, in the Commonwealth of Virginia.

The AFET Board manages Ad Fontes Academy. Detailed operational guidelines and responsibilities of the AFET Board are presented in the AFET By-Laws.

The Head of School is appointed by the AFET Board and will lead all operational and development at the school. These duties include, but are not limited to, staffing, curriculum, finances, marketing, fundraising and facility development.

### **3.2 Organization Chart**

*Dates:* Approved 9/6/97; Modified September 4, 2018

An organizational listing for the management and operation of Ad Fontes Academy is as follows:

Ad Fontes Educational Trust (AFET) Board of Trustees

Ad Fontes Academy Head of School (President)

Ad Fontes Academy Principal

Ad Fontes Academy Faculty

## **4.0 AFET BOARD OF TRUSTEES**

### **4.1 Major Responsibilities.**

*Dates:* Approved September 6, 1997; Modified March 25, 1999; Modified March 20, 2001; Modified September 16, 2002.

The overall responsibility of the Board of Trustees is to operate Ad Fontes Academy according to biblical guidelines and in accordance with the objectives and mission of the Academy as stated in the AFET By-Laws. As part of this task, the AFET Board will be responsible specifically for:

1. Encouragement of the AFA Head of School and faculty, as well as any others who make significant contributions toward the advancement of the Academy's goals;
2. The hiring and continued evaluation of the AFA Head of School, administrative staff and faculty;
3. Ensuring that a prudent budgeting process allows for funding the day-to-day operations of the Academy; thus, the AFET Board will evaluate and approve annual operating budgets for the Academy and will review monthly financial statements.
4. Authorizing any officer(s) or agent(s) to enter into a contract or to execute and deliver an instrument in the name of and on behalf of the Trust;
5. Approving Academy policies in regard to such matters as hiring and firing of staff, maintenance of facilities, acquisitions of property and equipment, curriculum, student conduct, discipline, and fund raising.
6. Each AFET Board trustee is required to remember that the authority of the AFET Board is corporate. Individual AFET Board trustees, in dealing with the Head of School, administrative staff, faculty, other employees, or parents, may not represent the AFET Board as a whole unless specifically instructed to do so by the AFET Board or required to do so by the By-Laws or this Policy Manual.

## **5.0 POLICIES CONCERNING AFET BOARD FUNCTIONS**

*Dates:* Approved 9/6/97

The policies presented in this section deal with the organization and functioning of the AFET Board. Individual policies will be listed in chronological order of their adoption.

### **5.1 Policy Creation Policy**

*Dates* Approved September 6, 1997.

*Objective:* To establish a set format and procedure for creating written policy.

*Scope:* This policy is to be used whenever policy is proposed, revised, or written with the intention of being included in the Policy Manual for Ad Fontes Academy.

*Definitions:*

Dates: Policy approval and revision dates are to be noted.

Objective: This section is to state clearly and simply the objective of the policy.

**Scope:** This section is to define the breadth of application that the policy is intended to cover, such as personnel, time period, geographic locale, etc.

**Definitions:** Any term used in this policy that is considered to be worthy of defining is to be defined in this section.

**Guidelines:** This is the section to list the procedures or guidelines particular to this policy.

*Guidelines:*

1. Policies will follow the format exemplified in the five sections as defined in “Definitions” above. The organization of policies in the manual will be established as policies and revised to fit this format.
2. All proposed policies will be submitted in writing to the AFET Board.
3. Voting on proposed policy revisions to existing policy will occur at meetings subsequent to the meeting when the proposal was made. This will give time for thorough consideration of the policy.
4. Policies set forth in this document may be altered, amended, or repealed by a two-thirds majority vote of the AFET Board at any regular or special meeting, providing that such changes were proposed and presented to the AFET Board in writing at a previously scheduled AFET Board meeting at least 10 days prior. Such a time frame will allow opportunities to cultivate unity of mind through study and prayer.

### **5.2 AFET Board Organization Policy**

**Dates:** Approved September 6, 1997.

**Objective:** To outline the duties of the Chairman and the Secretary.

**Scope:** N/A

**Definitions:** N/A

*Guidelines:*

1. The Chairman of the AFET Board will preside over all meetings of the AFET Board, unless otherwise agreed upon, and will be responsible for preparing and distributing the agenda to each AFET Board member at the beginning of each meeting (and preferably several days prior to the meeting).
2. The Secretary will record the minutes of each meeting and will have copies available for distribution at the next meeting. The Secretary will also be responsible for maintaining the policy manual for the AFET Board.

### **5.3 Church Discipline Policy**

**Dates:** Approved September 6, 1997.

**Objective:** To establish a procedure to follow when Ad Fontes Academy staff and Board trustees come under church discipline.

**Scope:** The church discipline policy is to be followed whenever an individual in contact with Ad Fontes Academy comes under church discipline. There are no geographic or time limitations.

*Definitions:*

**Christian Church:** Any church in basic agreement with Ad Fontes Academy’s statement of faith.

**Honor:** To comply with, respect, implement.

*Guidelines:*

1. If any Christian church exercises church discipline over any Ad Fontes staff or Board member with, the following procedure will apply:
  - a. The leaders of the church in question will be contacted and asked to supply the AFET Board with a written outline of the case and the procedures which were followed.



- b. The AFET Board will meet to consider the facts of the case. The operating assumption of the AFET Board will be that the church in question did in fact exercise biblical discipline unless facts are presented which clearly demonstrate violation of the Scriptures, in substance or in manner. The AFET Board will honor the discipline, as needed.
- c. When any church's discipline is honored, the AFET Board is solely responsible to determine how the discipline will be honored at Ad Fontes Academy. That is, the AFET Board will set the procedures and limits to be followed by Ad Fontes Academy personnel in the implementation of the discipline at Ad Fontes.

## **6.0 ACADEMY OPERATIONS AND EQUIPMENT POLICIES**

The policies presented in this section deal with the management and maintenance of Ad Fontes Academy facilities and equipment (including instructional equipment) as well as guidelines for the usage and rental of Academy facilities by outside organizations. Individual policies will be listed in chronological order of their adoption.

### ***6.1 Transportation Policy for Academy-sponsored Activities***

*Dates:* Approved September 6, 1997. Modified December 12, 2000; Modified September 5, 2017

*Objective:* To provide guidelines for safe, effective transportation of students for Academy-sponsored field trips and events.

*Scope:* All Academy-sponsored events.

*Definitions:* Academy-sponsored events: As defined by Academy-sponsored Events Policy ([9.8](#)).

*Guidelines:* Paid drivers from credible commercial transportation companies or responsible adult drivers utilizing vehicles in good repair will be used for off-site transportation.

### ***6.2 Serious Diseases Policy***

*Dates:* Approved September 6, 1997; Modified August 29, 1998.

*Objective:* It is the purpose of this policy to establish procedures which are to be followed whenever a serious disease might be introduced into Ad Fontes Academy.

*Scope:* This policy applies to all students enrolled at Ad Fontes Academy and to all employees of the Academy.

*Definitions:* Serious diseases: Those diseases which are potentially life-threatening, or which can cause permanent bodily damage and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chicken pox, strep throat, etc., though unpleasant and contagious, are not to be considered serious diseases.

*Guidelines:*

1. The Head of School will take every appropriate precaution to reduce the risk of infection of any student, employee, or volunteer by any known serious diseases. This will include isolating the student(s) who may have the disease or who may have been exposed to it.
2. Ad Fontes Academy cannot be held responsible for the communication of any serious disease that was introduced to the Academy without the knowledge of the administration.
3. Upon receiving reliable information that a student, employee or volunteer at Ad Fontes Academy has contracted or has been in contact with a serious disease, the Head of School will immediately contact local health officials to obtain more information and advise the AFET Board of the situation.
4. The information sought should answer such questions as:
  - a. To what degree is the disease communicable?
  - b. How is it transmitted?
  - c. What is the incubation period for the disease?
  - d. What are the disease symptoms?

- e. What precautions should the Academy take?
  - f. What information would be helpful to the Academy's families?
5. Based upon the answers to the above questions, the Head of School will determine what actions are necessary. The Head of School will then contact the parents of the affected student(s) and share with them the information he has received as well as the decisions he has made. He will also notify the AFET Board of all actions taken.
  6. The student(s) may be asked to remain home for a specific or undetermined period of time.
  7. Closure of the Academy may be necessary in extreme cases.
  8. If the Head of School determines that a deviation from this policy is necessary, the matter will be presented to the AFET Board as soon as possible for a decision.
  9. All cases of serious diseases that have affected or could affect the Academy will be reported to the AFET Board.

### **6.3 Book Use and Fees Policy**

*Dates:* Approved September 3, 1998.

*Objective:* To define and encourage responsible book use by all Ad Fontes Academy students.

*Scope:* This policy will apply to all text, literature, and other material issued to students.

*Definitions:*

Normal Use: Use of book or other material with careful regard to maintaining good condition. Corners should not be bent; pages should not be torn or contain student writing.

*Guidelines:*

1. Ad Fontes Academy's Book Use and Fee Policy details will be formulated by the Head of School, reviewed annually, and revised as required.
2. General guidelines for this policy are to recover costs due to damage of Ad Fontes Academy materials.

## **7.0 FINANCIAL MANAGEMENT POLICIES**

The policies presented in this section address financial issues, such as budgeting, financial operations, accounting and reporting practices, capital expenditures, and fund-raising guidelines. Individual policies shall be listed in chronological order of their adoption.

### **7.1 Compensation and Benefits**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified March 20, 2001; Modified September 4, 2018

*Objective:* To define the compensation and benefit program provided to the employees of Ad Fontes Academy.

*Scope:* This policy contains the salary and benefit program for all employees. All direct employee benefits are addressed herein.

*Definitions:*

*Head of School* — Administrative leader for Ad Fontes Academy.

*Administrative Staff* — Staff whose main responsibilities are administration, e.g. Principal, admissions, development, office manager, business manager, etc.

*Faculty* — Staff whose main responsibility is classroom education.

*Other Employees* — Janitor, building maintenance, etc.

*Guidelines:*

- A. Head of School
  - a. Compensation and benefits for the Head of School will be approved annually by the AFET Board.
- B. Administration, Faculty and Staff

- a. Compensation and benefits for the administrative staff will be approved annually through the budget by the AFET Board from recommendations from the Head of School.

**C. Payment Schedule**

- a. Paydays are on the fifteenth and the thirtieth of the month. If either of these days falls on a weekend or holiday, the payday will be on the last working day prior to the weekend or holiday.
- b. The contracts for the Head of School and Administrative staff will be paid from July 15 to June 30. For all other staff and faculty, contracts will run from September 15 to August 30, unless otherwise approved by the Head of School.

**7.2 Fund Raising Policy**

*Dates:* Approved September 6, 1997; Modified September 4, 2018

*Objective:* To establish guidelines for the fund-raising activities of Ad Fontes Academy.

*Scope:* This policy is limited to the fund-raising activities of Ad Fontes Academy. It does not apply to the generation of assets through the provision of educational or ancillary services to patrons.

*Definitions:*

Fund-raising activities

1. Direct sales — activities generating assets by the provision of goods or services to the donor.
2. Gifts — assets received without regard for the provision of goods or services to the donor.

*Guidelines:*

1. Funds are not to be raised for purposes prohibited by Scripture.
2. In its development and fund-raising activities, Ad Fontes Academy will seek to cultivate cheerful giving so that time and other resources are given in a godly manner out of godly motives.
3. Designated gifts will be used for the designated purpose only.
4. Gifts solicited for a specific purpose will be considered designated for that purpose.
5. The use of any donor's gift will be explained to the donor at his request.
6. No gift will be accepted if the condition(s) of such a gift would require Ad Fontes Academy to compromise its mission.
7. Opportunities for subject-oriented endowments should be encouraged and fully developed.
8. Significant fund-raising activities of the parent/faculty fellowship organization and Academy should be coordinated.
9. The AFET Board and Head of School will be apprised of all fund-raising activities at or by the Academy.
10. All gifts should be receipted and acknowledged.
11. Emphasis should be on a small number of effective fund raisers rather than on a large number of small fund raisers.

**7.3 Overdue-Bills Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998.

*Objective:* To establish a set procedure for the payment of overdue bills. To establish a set procedure by which the AFET Board will assume its appropriate leadership role in financial crisis.

*Scope:* This policy applies when any money is owed to outside creditors, the government, or employees and is past due.

*Definitions:*

Overdue bill: Any bill that has not been paid by its due date. If we have no explicit agreement to pay by a certain date, then the due date shall be determined by the creditor.

Financial crisis: When Ad Fontes Academy is, to any degree, in violation of Romans 13:8, which says to owe no one anything, except to love one another.

*Guidelines:*

1. The oldest bills will be paid first.
2. When a bill goes overdue, the creditor receives less than payment in full, or when the creditor receives less payment than was arranged previously, the AFET Board or its representative will notify such a creditor immediately.
3. All undesignated money received by Ad Fontes Academy, whether tuition or gifts, will be applied to the oldest bills first. Money received will not be accumulated in order to meet current obligations (i.e., payroll, etc.) if there are any older, unpaid obligations.

**7.4 Tuition and Fees Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified February 15, 1999; Modified March 20, 2001; Modified September 16, 2002; Modified January 20, 2004; Modified September 4, 2018

*Objective:* To define tuition and fees for attendance at Ad Fontes Academy.

*Scope:* This applies to all candidates applying for consideration at Ad Fontes Academy and to all students of Ad Fontes Academy.

*Definition:*

Tuition: Cost for instruction and books at Ad Fontes Academy.

Application Fee: Amount to accompany application for attendance at Ad Fontes Academy.

*Guidelines:*

1. The application fee for attendance at Ad Fontes Academy will be approved through the budget by the AFET Board with recommendations from the Head of School. This is a non-refundable fee. It will accompany the application form. The AFET Board will not consider any student until this fee is paid.
2. For a student to be enrolled, a family must have a completed enrollment packet which includes a signed enrollment agreement. Parents sign a Full Tuition Covenant to confirm that the contractual agreement is for the entire academic year and hire teachers and make other fiscal commitments based on this commitment.
3. If a child leaves AFA, the family owes payment of all remaining tuition due for the academic year. Remaining payments due may be paid in lump sum or on a monthly basis if desired. All payments must be completed by April 1st of the academic year unless an alternative agreement has been arranged. Further, all Ad Fontes material (e.g., text books) will be returned in good condition or Ad Fontes Academy will be reimbursed for their cost.
4. Tuition payments will be paid by check or through the FACTS system:
  - a. One lump sum payment may be paid by check.
  - b. Two payments via FACTS to be completed by October 20
  - c. Ten or twelve monthly payments via FACTS: The first payment is due by May or within 2 weeks after enrollment. The final payment is due by April or May of the academic year.
  - d. Alternative agreement approved by Head of School.

**7.5 Fee-collection Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified February 15, 1999; Modified March 20, 2001; Deleted (obsolete) September 4, 2018

**7.6 Capital-expenditure Policy**

*Dates:* Approved September 6, 1997.

*Objective:* To set procedures for capital expenditures.

*Scope:* This policy concerns itself with the expenditure of monies that are not allocated as part of the annual operations budget of Ad Fontes Academy. Such monies may come as designated gifts, funds from auction, or other fund-raising activity, grants, etc.

*Definitions:*

Capital expenditures: Monies spent generally on improvements or extensive repairs and which are not allocated in the annual operations budget.

Projected costs: The total cost of labor and materials associated with the project from start to finish.

*Guidelines:*

To be followed for all capital expenditures:

1. Project ideas will come from the most current list of capital expenditures.
2. The AFET Board will approve all major capital expenditures.
3. Designated funds will be spent only for those designated projects.

### **7.7 Ad Fontes Academy Expense Reimbursement Policy**

*Dates:* Approved September 1, 1998; Modified September 16, 2002; Modified September 4, 2018

*Objective:* To set procedures for expense reimbursement and audit trail.

*Scope:* To provide reimbursement for all legitimate expenses.

*Definitions:*

Authorized Ad Fontes Academy expense: Any expense approved by the AFET Board.

Authorized Agent: AFET Board appointed individual in charge of the budget for an authorized Ad Fontes Academy expense.

*Guidelines:*

1. All expenditures will fall within the budget approved by the AFET Board.
2. To receive reimbursement for authorized Ad Fontes Academy expenses, an Ad Fontes Academy Reimbursement Form must be completed and submitted to the authorized agent for approval with applicable documentation.

## **8.0 PERSONNEL POLICIES**

The policies presented in this section address personnel issues such as faculty and administrative staff qualifications, hiring and firing, compensation and benefits, performance evaluations, grievances, and professional development. Individual policies will be listed in chronological order of their adoption.

### **8.1 Hiring Policy**

*Dates:* Adopted September 6, 1997; Modified August 29, 1998; Modified March 20, 2001; Modified September 4, 2018

*Objective:* To provide a clear policy describing the steps by which candidates are interviewed and hired for Ad Fontes Academy by the AFET Board.

*Scope:* This policy covers the interview and hiring of all candidates. All paid employees of Ad Fontes Academy will be hired in line with this policy.

*Definitions:*

Head of School — Administrative leader for Ad Fontes Academy.

Administrative Staff — Staff whose main responsibilities are administration.

Faculty — Staff whose main responsibility is classroom education.

Other Staff — Other non-classroom staff

*Guidelines:*

1. The AFET Board will hire the Head of School. The Head of School or designated staff will hire faculty, and administrative staff based on job requirements.

2. Interviewing and selection of other employees will be by the Head of School or designated staff. The AFET Board is to be informed of all employee hiring.
3. A candidate is an employee when he/she has signed the appropriate work agreement for his position.
4. The AFET Board requires the Head of School, administrative staff, faculty, and other employees to be Christians who are in agreement with the AFET Statement of Faith as demonstrated by life, word, and deed. Ad Fontes Academy does not discriminate in the hiring of any employee on the basis of race, color, national and ethnic origin, age, sex, or physical disabilities — provided the person is able to fulfill all the requirements of the position. All employees must also affirm the Marriage, Gender and Sexuality statement.

### ***8.2 Assignment-of-Personnel Policy***

*Dates:* Approved September 6, 1997; Modified September 4, 2018.

*Objective:* To ensure that assignment of employees will be in the best interest of the students of Ad Fontes Academy and will advance the goals of the Academy.

*Scope:* This policy applies to the assignment of duties to all employees of Ad Fontes Academy.

*Definitions:* N/A

*Guidelines:*

1. All assignments and reassignments are subject to the final and unanimous approval of the Head of School.
2. Trustees of the AFET Board, trustees of an AFET Board member's immediate family, and trustees of the Head of School or Principal's immediate family are not eligible for employment by Ad Fontes Academy unless the AFET Board unanimously waives the requirement of this policy.
3. If the AFET Board waives the requirement of Guideline 2, then the evaluation of such individuals will be conducted according to the normal evaluation process. If there is any dispute about such an evaluation, or about their job performance in general, the normal grievance procedures will not apply. The dispute will be resolved and settled by the next highest authority in administration, unless there would be a conflict of interest. In such a case, it will be settled by the AFET Board, minus the employee's AFET Board member/s in question or AFET Board trustees related to the employee/s in question.

### ***8.3 Certification Policy***

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified March 20, 2001; Modified September 4, 2018

*Objective:* To establish the academic qualifications for faculty at Ad Fontes Academy.

*Scope:* This policy applies to all employees of Ad Fontes Academy with teaching responsibilities.

*Definitions:* N/A

*Guidelines:*

1. A valid teaching certificate for Virginia (or any other state) is not required for teaching at Ad Fontes Academy.
2. All teachers should have received at least a bachelor's degree. Based on experience and other considerations, the Head of School may waive this requirement.
3. All faculty will receive ongoing training and education in their area of teaching responsibility. Full-time faculty will pursue the ACCS Teacher Certification program.

### ***8.4 Separation Policy***

*Dates:* Approved September 6, 1997; Modified September 4, 2018.

*Objective:* To provide a clear policy describing the steps by which employees may be separated from Ad Fontes Academy.

*Scope:* This policy covers the procedure of separating an employee.

*Definitions:* N/A

*Guidelines:* Separation of employees may take place under the following circumstances:

1. Voluntary Separation: Employees may choose to voluntarily resign at the culmination of a work agreement period.
2. Unforeseen Circumstances: Due to events such as death, disability, Academy closure, etc., the employee may not be able to continue work and resign their position.
3. Non-renewal of Employment Agreement: At the normally scheduled time for re-signing the annual Employment Agreements, the employee may not be offered a new Employment Agreement by the AFET Board.
4. Dismissal: Immediate dismissal of an employee is always an option that the Head of School may exercise for discipline. This is to cover unforeseen circumstances of gross misconduct on the part of an employee.
  - a. Reasons for dismissal will most likely be for the following: two or more very low evaluations without notable improvement, immorality, mistreatment of or harshness toward students, blatant disrespect of parents, employees, volunteers or students.
  - b. The procedure for dismissal is:
    - i. A written warning and conference with the immediate supervisor, with time for correction specified.
    - ii. A follow-up evaluation conference to be held at the end of the specified time. Specific written expectations and consequences will be outlined with the employee.
    - iii. If adequate improvement is not apparent by set deadline, immediate dismissal is in order.

### **8.5 Enrollment of Faculty/Staff Children**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified February 15, 1999; Modified September 4, 2018.

*Objective:* To define clearly a policy which will strongly encourage enrollment of children of the Head of School, faculty, administrative staff, and other employees.

*Scope:* N/A

*Definitions:*

Head of School -- Administrative leader for Ad Fontes Academy.

Faculty -- Staff whose main responsibility is classroom education.

Administrative Staff -- Staff whose main responsibilities are administration, e.g., secretary(ies), bookkeeper, etc.

Other Employees -- Janitor, building maintenance, etc.

Full-time -- Employees as determined under Policy [8.1](#).

*Guidelines:*

1. All school-aged children of the Head of School and Principal are required to attend Ad Fontes Academy provided they meet normal application requirements.
2. Children of faculty and staff are strongly encouraged to attend Ad Fontes Academy. Full-time staff receive a 60% tuition benefit for each AFA enrolled student. If tuition aid is needed, full-time staff have first priority if meet set application deadlines.

### **8.6 Church Attendance Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified September 4, 2018.

*Objective:* To set the standard for church attendance for Ad Fontes Academy employees and trustees of the AFET Board.

*Scope:* This policy applies to all employees of Ad Fontes Academy and trustees of the AFET Board.

*Definitions:*

Christian church: Any church in substantive agreement with Ad Fontes Academy Statement of Faith (Section [2.2](#)).

*Guidelines:*

1. All employees and trustees of the AFET Board are required to attend regularly any local Christian church.
2. Any questions about which churches meet this criterion should be answered by the Head of School and designated staff.

**8.7 Comprehensive Grievance Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998.

*Objective:* To establish biblical guidelines for the resolution of disputes and grievances in the operation of Ad Fontes Academy.

*Scope:* These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Ad Fontes Academy's operations between any two parties connected in a direct way to the Academy. This includes students, parents, employees, volunteers, administration, and AFET Board.

*Definitions:*

Dispute: Any disagreement that results in broken fellowship or trust between the parties or that disrupts the lines of authority in the Academy, or which (in the judgment of either disputant) threatens the successful implementation of Ad Fontes Academy objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

*Guidelines:*

Students/Parents to Faculty:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, a parent should bring the concern to the Principal.
3. If the problem is not resolved, the parent can bring the concern to the Head of School.
4. If the problem is not resolved, the parents can make a written request for a meeting to the Chair of the AFET Board.

Parents/Patrons to Principal and Head of School:

1. If parents or patrons have a grievance or dispute about the general operation of the Academy, they should bring their concerns to the Principal or Head of School depending on the area of concern.
2. This procedure applies to AFET Board trustees who are acting in their capacity as parents/patrons and not as representatives of the AFET Board.
3. If the problem is not resolved, see Step 4 above.

Ad Fontes Academy Employees to Head of School:

1. All concerns about the standards of the Academy must first be presented to the immediate supervisor. A respectful demeanor is required at all times.
2. If the problem is not resolved, the employee would follow step 2 or 3 above.

Volunteers to Ad Fontes Academy Employees:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the Ad Fontes Academy employee responsible for his oversight
2. If the problem is not resolved, the volunteer should follow step 2 above.

General:



1. It is understood that if any disputes arise which are not covered by this policy, the AFET Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

### **8.8 Evaluations/Personnel File Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998.

*Objective:* To ensure consistency of procedure and standards in all performance evaluations of the Head of School, administrative staff, faculty, and other employees of Ad Fontes Academy.

*Scope:* This policy applies to all employee evaluations.

*Definitions:*

Head of School — Administrative leader for Ad Fontes Academy.

Administrative Staff — Staff whose main responsibilities are administration, e.g., secretary(ies), bookkeeper, etc.

Faculty — Staff whose main responsibility is classroom education.

Other Employees — Janitor, building maintenance, etc.

Evaluation — A procedure for measuring an employee's performance in helping to achieve the goals and policies of Ad Fontes Academy, the curriculum objectives of the Academy, observation of the guidelines and handbooks, and accomplishing their job description.

Personnel file — A file maintained by the school for all administrative staff, faculty, and other employees of the Academy, or a file maintained by the AFET Board for the Head of School.

*Guidelines:*

1. All employees will be formally evaluated at least once a year by their immediate supervisor.
2. The evaluations will be based upon formal observations of the employee and upon interviews with the employee. Observations and opinions of third parties (parents, other employees, individual AFET Board trustees, etc.) may only be taken into account if the employee being evaluated is given an opportunity to respond to the questions/concerns raised prior to the finalizing of the evaluation.
3. The evaluation will be considered finalized when the employee being evaluated and the one responsible for the evaluation both acknowledge by signature that the evaluation has been discussed in detail.
4. When the evaluation is finalized, it will be placed in the employee's personnel file. Other appropriate inclusions in the personnel file include letters of commendation or reprimand, as well as any responses, comments, or relevant data the employee may wish to include.
5. Under no conditions will an employee's personnel file be made public except as required by law. It is to be considered an "in-house" file for use by AFET-Board-authorized personnel.
6. The personnel file may be used by an authorized representative of Ad Fontes Academy to draft a letter of recommendation to a prospective employer. The file is only to be used for purposes of refreshing the memory, and it is not to be reproduced for the prospective employer.

### **8.9 Publications Policy *UNDER REVIEW***

*Dates:* Approved September 6, 1997; Modified August 29, 1998.

*Objective:* To establish the ownership of material produced at Ad Fontes Academy.

*Scope:* This policy applies to all material produced by any employee of Ad Fontes Academy in the course of their duties at Ad Fontes Academy, as well as any material produced as the result of special commissioning by Ad Fontes Academy or the AFET Board.

*Definitions:*

Commissioned material: Material that is produced by any employee as a result of special arrangement with the administration of Ad Fontes Academy or the AFET Board. No commissioning exists without a signed agreement.

*Guidelines:*

1. Individual faculty trustees have full ownership rights to lecture notes, work sheets, lesson plans, as well as non-commissioned textbooks/workbooks, or teacher guides they have written in the course of their teaching duties at Ad Fontes Academy.
2. Ad Fontes Academy has full ownership rights to curriculum guide outlines/objectives, scope and sequences, and materials lists.
3. Ad Fontes Academy and AFET retain the right to use “in house” all work sheets, lesson plans, and lecture notes. This “in house” does not include the right to market the material outside the confines of AFET operations without prior written agreement with the employee or volunteer involved.
4. The ownership of commissioned material will be specified by the commissioning agreement.
5. When an employee signs his annual work agreement, he will sign a statement that he has read and understands this policy and agrees to the terms of it.

### **8.10 Emergency/Sick Leave Policy**

*Dates:* Approved September 6, 1997; Modified August 29, 1998; Modified September 4, 2018

*Objective:* To provide a consistent standard by which the Head of School can determine and authorize special requests from employees needing emergency leave and make any necessary salary decisions.

*Scope:* This policy applies to all employees of Ad Fontes Academy.

*Definitions:*

Emergency leave: All unplanned, but necessary time off due to serious circumstances such as illness (personal or family), death in the family, injuries, etc.

*Guidelines:*

1. Employees needing to take time off from work for typical illnesses (flu, colds, etc.) should contact their immediate supervisor to let him know the circumstances and potential loss of time related to their problem. For these types of illnesses or other emergencies (e.g., minor injuries, etc.) requiring no more than two to three days of missed work, no salary adjustments will be necessary. The maximum number of emergency leave days with pay in an academic year is 7, including use of personal days.
2. An employee may request and be granted further time off (beyond the seven days in #2) through written request to the Head of School.
3. Allowable emergency leave days are not accumulated from year to year.
4. If an employee’s emergency situation requires a prolonged (more than ten days) absence from work, the reasons for the absence and the anticipated events will be presented to the Head of School for a case-by-case decision as to salary and substitute issues.
5. Ad Fontes Academy does not recognize any form of “maternity leave.” If an employee becomes pregnant while under a work agreement with the Academy, under the direction of her husband and doctor, she may work as long as is considered wise. If she needs to leave before the final working date stated on the work agreement, a replacement will be obtained to fill the entire remaining period.

### **8.11 Personal Leave Policy**

*Dates:* Approved 1/23/01; Modified September 4, 2018

*Objective:* To establish a personal leave policy for salaried teachers.

*Scope:* This policy applies to all teachers who are employed at Ad Fontes Academy.

*Definitions:*

**Workday:** Any day when the teacher is normally expected to be at work within the “inclusive work dates” stipulated in salaried teacher’s work agreement.

**Personal Leave:** Time off on a workday to take care of personal business.

**Paid personal leave day:** A work day for which no deduction will be made from the teacher’s normal pay.

**Unpaid personal leave day:** A work day for which a pay deduction will be made from the teacher’s pay.

*Guidelines:*

1. Since Ad Fontes teachers receive generous vacation time, it is expected that requests for personal leave days will be kept to a minimum. Whenever possible, personal leave requests should be limited to those days when the teacher’s absence will result in minimal disruption to the school.
2. The Head of School and designated staff may use discretion and judgment to grant each teacher personal leave.
3. The Head of School and designated staff are authorized to grant salaried teachers up to three days of paid personal leave per academic year. Any additional personal leave taken will be considered unpaid unless approved by the Head of School.
4. All personal leave requests must be submitted to the Head of School or designated staff for approval at least one week before the planned absence.
5. Teachers taking personal leave must arrange for their own substitutes, subject to the Head of School or designated staff’s approval
6. Teachers will not be reimbursed for unused personal leave.

## **9.0 POLICIES REGARDING EDUCATIONAL PROGRAMS**

The policies presented in this section address educational programs sanctioned by Ad Fontes Academy, including both curricular and extra-curricular activities. Pertinent issues include topics such as curriculum, the scope and sequence of topics/courses, criteria for textbook selection, and guidelines for the implementation of and participation in extra-curricular activities. Individual policies will be listed in chronological order of their adoption.

### ***9.1 Academic Probation Policy***

*Dates:* Approved September 6, 1997; Modified September 6, 1998; Modified Sep 16, 2002; Modified November 5, 2003, Modified January 18, 2006; Modified September 6, 2016; Modified September 4, 2018

*Objective:* To provide additional motivation to students whose academic achievements are not up to their capability.

*Scope:* This policy applies to all students in grades K-12 at Ad Fontes Academy. If implementation of this policy would be counter-productive to the objective, the AFET Board may decide not to place a student on academic probation. A written record explaining this decision will be included in the AFET Board minutes.

*Definitions:*

**Quarter:** The period of time from the date that report card grades in the lower school are required to be submitted to the office until the next date that grades are required to be submitted.

**Semester:** The period of time from the date that report card grades in the upper school are required to be submitted to the office until the next date that grades are required to be submitted.

*Guidelines:*

1. Students are required to maintain at least a 2.0 grade-point average for each quarter.
2. Grade-point averages (GPA) for each student will be calculated at the end of each semester.

3. If a student's GPA is below 2.0 (i.e., a "C" average) or if a student receives an F in any course, that student will be placed on academic probation the following quarter. A student may be removed from academic probation if the student shows improvement with a passing grade at the mid-quarter. A parent/teacher conference will be required.
4. A student on academic probation is not normally allowed to participate in extracurricular activities. Exceptions for academic clubs may be made on a case-by-case basis.
5. If, at the end of the next quarter, the student's GPA (for the quarter) has not risen to at least a 2.0, that student may be expelled.
6. Grading Guidelines:  
All academic grading at the Ad Fontes Academy will use a criterion-referenced base for evaluation. Student work will be evaluated against an objective standard in each class. Grade point averages (GPAs) will be computed at the end the year. The following table illustrates the percentages, grades, and associated grade points that are used.
7. Any exception to this policy will be noted by the Principal or Head of School in the student's file.

Grade	Score	Grade Point Standard/Honors	Grade Point Advanced
A+	98-100	4.0	4.5
A	93-97	4.0	4.5
A-	90-92	3.7	4.2
B+	88-89	3.3	3.8
B	83-87	3.0	3.5
B-	80-82	2.7	3.2
C+	78-79	2.3	2.8
C	73-77	2.0	2.5
C-	70-72	1.7	2.2
D	65-69	1.0	1.5
F	0-64	0	0

## ***9.2 Extracurricular Activities Policy***

*Dates:* Approved September 6, 1997; Modified September 16, 2002.

*Objective:* To provide direction and an implementation framework for all extracurricular activities in line with the established philosophy, purpose, and standards of Ad Fontes Academy.

*Scope:* This policy concerns the establishment and operation of extracurricular activities as well as methods and standards of student participation therein.

*Definitions:*

Extracurricular activity: An organized, Ad Fontes Academy-sanctioned activity intended for student participation and enrichment beyond the normal academic (curricular) activities. As such, participation in such activities (which generally occurs outside of regularly scheduled class time) is considered voluntary. Examples include student organizations and clubs, athletics, drama, special music groups, debate, etc.

*Guidelines:*

1. Extracurricular activities will not take priority over the academic program at Ad Fontes Academy.
2. Each student must have parental permission in writing to participate in such activities.
3. The appointment or use of non-staff Trustees or coaches must be approved by the Head of School. The hiring of employees to be Trustees or coaches must be approved by the Head of School.
4. The purpose of all such activities must conform to established Ad Fontes Academy philosophy and standards.

5. All Ad Fontes Academy students participating in extracurricular activities normally must not be on academic probation. See Academic Probation Policy [9.1](#).
6. Operating expenses for such activities will be paid by participant fees or by participant-initiated fund raising, unless funds are specifically included in the Ad Fontes annual budget.
7. A team sport will be established only when there are reasonable grounds for believing that a team can be fielded consistently over a number of seasons.

### **9.3 Course Description/Curriculum Guide Policy**

*Dates:* Approved September 6, 1997; Modified September 4, 2018

*Objective:* To help ensure that the goals of Ad Fontes Academy are being met in each class.

*Scope:* This policy applies to all courses taught in the Academy.

*Definitions:* N/A

*Guidelines:*

1. The Head of School or designated staff will maintain a curriculum guide where each course taught in the Ad Fontes Academy will be summarized in a separate course description.
2. At the top of each course description will be the course title, prerequisites, and number of credits.
3. For each course, the curriculum guide will contain a brief course description and course goals that describes the general goals for the course.
4. The curriculum guide will describe how to implement the goals of Ad Fontes Academy with regard to classical education and a Christian world view that is to undergird all that is taught at Ad Fontes Academy and the course objectives will set down what the students will know and be able to do at the end of the course. The emphasis of this section is to list what the student will learn, not on what the teacher will do. These objectives should be measurable as they will be used to evaluate the success of the teacher in meeting these objectives.
5. The curriculum guide will list the student text(s) and the teacher's materials for the course.

### **9.4 Discipline Policy**

*Dates:* Approved September 6, 1997. Modified August 30, 2001. Modified January 6, 2003.

*Objective:* To ensure consistent biblical discipline at Ad Fontes Academy.

*Scope:* This policy applies to all students enrolled at Ad Fontes Academy.

*Definitions:* N/A

*Guidelines:*

1. The kind and amount of discipline will be determined by the faculty, and if necessary, by the Head of School and designated staff. The discipline will be administered in the light of the individual student's problem and attitude.
2. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc.
3. The vast majority of discipline problems are to be dealt with at the classroom level.
4. In order to maintain consistency, faculty will regularly meet together to discuss biblical standards and Academy policy concerning discipline.
5. Love and forgiveness will be an integral part of the discipline of a student.
6. Phone Calls Home: There are five basic behaviors that will automatically necessitate discipline from the Head of School or designated staff (versus the teacher). Those behaviors are:
  - a. Disrespect shown to any employee. The employee will be the judge of whether or not disrespect has been shown.
  - b. Dishonesty in any situation while at the Academy, including lying, cheating, and stealing.

- c. Rebellion, i.e., outright disobedience in response to instructions.
  - d. Fighting, i.e., striking in anger with the intention to harm another student.
  - e. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
7. In the phone contact with the parent, the administrative staff will outline the discipline to be administered by Ad Fontes Academy. The parents' assistance and support in averting further problems will be sought.
  8. If a student commits an act with such serious consequences that the Head of School deems it necessary, the phone-call process may be by-passed, resulting in an immediate in-person meeting with the parents. Suspension or expulsion would be potential consequences. Examples of such serious misconduct could include: acts endangering the lives of other students or, employees; gross violence; vandalism of Academy property; violations of civil law; or any act in clear contradiction to scriptural commands. Students may be subject to Academy discipline for serious misconduct which occurs after academic hours.
  9. Should an expelled student desire to be readmitted to Ad Fontes Academy at a later date, the Head of School will make a decision based on the student's attitude and circumstances at the time of reapplication.

### **9.5 Reverence Policy**

*Dates:* Approved September 6, 1997.

*Objective:* To ensure that God's name, character, and truth are honored and respected at Ad Fontes Academy.

*Scope:* This policy applies to the entire program of Ad Fontes Academy.

*Definitions:* N/A

*Guidelines:*

1. In all areas of instruction, especially Bible classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
2. Things to avoid include the following:
  - a. Silly or trite references to Jesus Christ and His work on the cross.
  - b. Implying, directly or indirectly, that all the students are Christians.
  - c. Mockery of angelic powers, whether demonic or heavenly.
  - d. Emphasis on good feelings or works, vs. humble obedience and grace.
3. For the sake of the students' spiritual training and the work of Ad Fontes Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored, and respected at Ad Fontes Academy.

### **9.6 Student Promotion Policy**

*Dates:* Approved September 6, 1997; Modified October 4, 2000; Modified September 16, 2002; Modified January 18, 2006; Modified September 4, 2018

*Objective:* To establish a consistent set of standards to be applied in determining grade promotions for all students.

*Scope:* To be applied to all entering and continuing students in grades K–12.

*Definitions:*

Promotion: The advancement of a student from the most recent grade completed to the next successive grade.

Retention: Requiring a student to repeat the grade in which he was most recently enrolled.

New students: Those students entering Ad Fontes Academy for the first time, coming from another Christian school, a home school, or a public school.

Current students: Those students enrolled in Ad Fontes Academy during the current year.

*Guidelines:*

1. New students must meet the following criteria to be accepted into the next successive grade level:

- a. The normal academic prerequisite for new students is that they either have maintained at least a 2.0 GPA in their previous schooling, or have adequate documentation showing satisfactory readiness for the grade they are entering.
  - b. All new students will also complete designated academic testing for their grade level to assist with determining the proper grade level.
2. Current students must meet the following criteria to be promoted to the next successive grade:
  - a. Students currently enrolled at Ad Fontes Academy must maintain at least a 2.0 GPA to qualify for promotion to the next successive grade.
  - b. Students seeking to graduate from Ad Fontes Academy must meet all applicable graduation requirements, e.g.:
    - i. Cumulative 2.0 GPA
    - ii. Successful completion of all required courses. See Graduation Requirements Policy [9.18](#).
3. Appeals
  - a. All appeals for diverging from or waiving the requirements of this policy will be submitted to the Head of School. The Head of School will seek whatever counsel it deems necessary to render a proper judgment.

### **9.7 Attendance Policy**

*Dates:* Approved September 6, 1997. Modified January 6, 2003; Modified September 4, 2018

*Objective:* To establish a policy that encourages student attendance at the Academy. At the Academy a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Ad Fontes Academy, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child not to attend the Academy on a particular day.

*Scope:* This policy applies to full-time students.

#### *Definitions:*

Planned absence: Any absence that is the result of a parent's deciding to excuse his student from attendance at the Academy for reasons that are foreseeable. Examples are absences due to family vacations, doctor or dentist visits, programs that are not Academy-related, etc.

Unplanned absence: Any unforeseeable absence. Specific examples are illnesses or family emergencies.

#### *Guidelines:*

1. A record of attendance for each student will be kept. The total number of days absent will be recorded on the student's report card.
2. Detailed guidelines addressing absences from the Academy will be published in the Parent/Student Handbook.
  - a. The guidelines will distinguish between planned and unplanned as well as short and extended absences.
  - b. The guidelines will address issues including the following: extension of due dates, consequences of missing assignment deadlines, absences resulting from participation in extracurricular activities, amount of missed work required to be completed, etc.
3. In the event a student is absent from a class for more than ten days during one quarter (for any reason), the student's parents will meet with the appropriate staff administrator (and teacher/s if necessary) to determine whether the student will continue in the course or withdraw and receive a grade of WP (Withdraw Pass) or WF (Withdraw Fail) on his report card.

4. A student must complete the final exam before a final grade is given unless approved by the Head of School. A student who is absent during a final exam will receive a grade of I (incomplete) in the pertinent course until the missed exam is completed in a timely manner as determined by the Head of School.
5. Upon request from parents, the Head of School is authorized to waive requirements set by other provisions of this policy. In doing so, the Head of School will take into account the following: the student's mastery in all subjects, attitude toward work and study, and disciplinary record at the Academy.

### ***9.8 Academy-Sponsored Events Policy***

*Dates:* Approved September 6, 1997; September 16, 2002; Modified September 4, 2018.

*Objective:* This policy seeks to ensure that Academy-sponsored programs meet the same standards for quality and content established in the educational programs at Ad Fontes Academy. It also seeks to ensure that the same standards for student conduct established at the Academy are maintained at all Academy-sponsored events. Finally, this policy is designed to limit the liability assumed by Ad Fontes Academy for Academy-sponsored events.

*Scope:* This policy applies to all activities of students that are Academy-sponsored.

*Definitions:*

Academy-sponsored events: Events and activities which are approved by the AFET Board and organized by an Ad Fontes Academy employee acting in his official capacity or events which are published on the Ad Fontes yearly calendar, e.g. sports, Certamen, protocol night.

*Guidelines:*

1. Academy-sponsored events should be consistent with the goals of Ad Fontes Academy.
2. Academy-sponsored events require the supervision of an AFA employee and the attendance of either the employee or an administrator approved adult volunteer.
3. Attendance at Academy-sponsored activities is generally limited to students who are currently enrolled in Ad Fontes Academy. Exceptions for home schooled students may be granted by the Head of School or designated administrator.
4. Timely information about Academy-sponsored activities must be provided to the parents. All written communication must be submitted to and approved by the administrative staff prior to being sent to the parents.
5. Parents must sign written waivers releasing Ad Fontes Academy from any liability for all events taking place off campus and authorizing medical treatment to be given to the student in case of injury.
6. Only Academy-sponsored activities will receive support from Ad Fontes Academy, e.g., no charge for copier and telephone use, bulletin announcements to publicize the event, use of supplies, etc.

### ***9.9 Class Size Policy***

*Dates:* Approved September 6, 1997; Modified March 25, 1999; February 2003; January 18, 2006; September 2015

*Objective:* To provide the administration with approved guidelines on preferred class size.

*Scope:* This policy will affect all students and employees.

*Definitions:*

Upper School: Grades seven through twelve

Lower School: Grades Junior Kindergarten through sixth

Continuing students: Those students who are continuing, uninterrupted classes at Ad Fontes Academy.

*Guidelines:*



1. In order to facilitate personal attention and individual participation, class sizes will be limited to 20 students in the Upper School, 20 students in the Lower School and 10 in Junior Kindergarten.
2. Priority Placement. In order to facilitate student placement in classes, the following priority listing will be adhered to:
  - a. School-age children of the administration and full-time faculty,
  - b. Continuing students properly re-registered,
  - c. New students from continuing families (e.g., younger siblings), and
  - d. New students from the general public.
3. Contingency Accommodations: The administration is permitted to exceed the above class size under circumstances similar in nature to the following:
  - a. When students of the Head of School, faculty, or continuing families would be excluded from a class.
  - b. When there would not be an inordinate burden placed on the classroom teacher or facilities.
  - c. When a family with multiple students could not attend AFA.
  - d. When restoration of the approved number is possible in the foreseeable future.

### **9.10 Dress Code**

*Dates:* Approved September 6, 1997; Modified 7/17/02; Modified 8/1/04

*Objective:* To provide a professional atmosphere conducive to learning.

*Scope:* This policy will apply to all Ad Fontes Academy students.

Ad Fontes Academy has chosen to set specific “house rules” to create an orderly academic atmosphere. We have selected these rules in order to provide the students and parents choice within the context of well-defined guidelines. We fully recognize that these guidelines are not specific commands from the Bible. Nevertheless, having prayerfully chosen these standards, which we believe to be in the best interests of our students, we ask that they be cheerfully followed.

The dress code applies to all Ad Fontes students when they are on campus. This includes not only the classroom but also the remainder of the building and the parking lot before, during, and after school. Dress off campus is an issue to be determined between the students and their parents. Further, Ad Fontes Academy recognizes that there will be situations where standard dress code may not be appropriate for particular class activities and, in those instances, teachers will notify the students of appropriate attire.

Students attending Ad Fontes Academy are expected to comply with the following guidelines for student attire:

#### *Guidelines:*

1. Dress modestly and neatly. Modesty involves not only having regard for the coverage and fit of clothes but also for the message that clothing sends. The requirement to be modest includes in it a stipulation that clothing should not call undue attention to itself or to its wearer.
2. Special Event Days: From time to time, the administration may designate one or more school days as a special event day. Attire on such days is more formal than on other days.
3. Casual Days: From time to time, the administration may designate one or more school days as a casual dress day. As always, clothing must be modest, well fitting, and appropriate.
4. Specific Dress Code requirements: Specific dress code requirements will be determined by the administration and published in the Parent-Student Handbook.

### **9.11 Controversial Subjects**

*Dates:* Approved September 6, 1997.

*Objective:* To establish a policy that helps Ad Fontes Academy to respect the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian world view.

*Scope:* This policy applies to all faculty in the course of their teaching duties. It does not apply to non-faculty staff, nor to faculty on their own time.

*Definitions:*

Controversial subject: A subject which Christian families and churches commonly consider divisive, whether or not the introduction of the topic was planned by the faculty member or brought up by a student.

*Guidelines:*

1. If in the course of teaching a class, a faculty member sees that a subject has arisen which he has good reason to believe is controversial and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the faculty member will not allow class time for the discussion of the topic at all.
2. If a subject arises which the faculty member has reason to believe is controversial, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
  - a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - c. As appropriate (i.e., pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
  - d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
  - e. Discuss with their immediate supervisor if communication to parents is warranted prior to discussion of the subject matter.
3. The faculty member is to remember that according to Scripture and the goal of Ad Fontes Academy, he is serving as a role model of a mature Christian adult to the students. As such, faculty members are never to enter into an adversarial debate with a student on controversial subjects within a classroom setting. Even though the faculty member may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students and not promote their convictions to the class.

### ***9.12 Learning Disabilities***

*Dates:* Approved September 6, 1997.

*Objective:* To clarify the educational goals of Ad Fontes Academy.

*Scope:* This policy applies to all students and faculty in the classrooms of Ad Fontes Academy.

*Definitions:*

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and faculty or staff in order to provide the educational services desired by the parents, e.g., Down's syndrome, deaf/mute, blind.

Learning Disability: Students with average to above-average cognitive abilities and intellectual potential who have been diagnosed with a mild to moderate learning disability such as ADD and dyslexia.

*Guidelines:*

1. Children with a severe learning disability will not be admitted to Ad Fontes Academy due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other students in their grade level. The school will utilize techniques and strategies that support these individual students in completing school or work tasks. These strategies do not alter the content of assignments or tests.
3. Decisions on use of learning strategies will be made by the Head of School in conjunction with the parent and teacher(s). These strategies will not significantly increase the workload of an individual teacher.

### ***9.13 Ad Fontes Academy Employees and Student Relations***

*Dates:* Approved September 6, 1997.

*Objective:* To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between Ad Fontes Academy employees and Ad Fontes Academy students. (To be understood in light of Policy [2.4](#), Code of Ethics Policy.)

*Scope:* This policy applies to all individuals who represent Ad Fontes Academy in any capacity.

*Definitions:* N/A

*Guidelines:* In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between employees and students, the following guidelines are to be understood as representative of the practices and philosophies of Ad Fontes Academy. More specific guidelines conforming to this policy may be issued by the Head of School, as necessary.

1. Employees are to remember that they serve as professional, Christian, adult role models before the students (Titus 2:7-8). Relationships both between employees and between employees and students are to be friendly and courteous, not familial and intimate.
2. Employees are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
3. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male employee to spend time alone with a female student or employee, it should be arranged that they are easily visible to the public (e.g., open door, windowed room, etc.).
5. Employees shall not travel alone in a car with one student unless receive express written approval from a parent.
6. On any Academy-sponsored trips lasting overnight, two chaperones are required. Single employees can be included on such trips only with the prior approval of the Principal or Head of School.

### ***9.14 Curriculum Materials Selection Policy UNDER REVIEW***

*Dates:* Approved September 6, 1997.

*Objective:* To help ensure that the philosophical and scriptural goals of Ad Fontes Academy are being adequately reinforced through the curriculum materials selected for each core class.

*Scope:* This policy applies to all courses taught at Ad Fontes Academy.

*Definitions:* N/A

*Guidelines:*

Selection of materials.

1. No curriculum materials with a secular world view may be adopted for student use unless all the following conditions have been considered:

- a. After thorough research there appears to be no biblically-based materials of equal or better quality to the secular materials.
- b. The secular material's primary document status necessitates it be used to fulfill adopted course objectives.
- c. After a thorough examination, it is determined that while secular in intent, the materials do not undermine, but rather support broad biblical truths (e.g., a high-quality, secular mathematics text or high-quality, timeless literature).

*Guidelines:*

Adoption of materials.

1. All curriculum materials must be adopted through the following procedures:
  - a. A faculty member may make the recommendation to add or delete a student text. This may be done at any time but is normally submitted at the end of the academic year, during the annual evaluation period.
  - b. Requests for additions or deletions of materials for student use will be submitted to the Principal or Head of School.
  - c. All such substitutions of texts/materials must comply with the above considerations for using secular materials.
  - d. The future availability, as well as the durability, of the proposed text/materials will be considered by the Principal or Head of School.
  - e. Should a member of the Academy (parent, teacher, AFET Board trustee) wish to challenge the adoption/use of a particular text/materials, or if the proposed selections would conflict with (rather than support) the previously adopted course objectives, the matter will be referred to the Principal or Head of School.

*Guidelines:*

Use of secular materials.

1. When secular materials have been adopted for student use, the following guidelines must be adhered to:
  - a. The secular material must be rigorously examined and countered in philosophy with biblical/true perspectives in keeping with the scope of the course (e.g., presenting the elements of the Theory of Evolution is desirable, but it must be subjugated in time and emphasis to the elements of the Creation account).
  - b. Falsehoods and unbiblical philosophies must be always identified as such.
  - c. Biblical principles within and/or related to the course objectives must also be presented to the students (e.g., while using a secular United States history text, the faculty must identify and emphasize the biblical foundations of our country).

**9.15 Honor Roll Policy**

*Dates:* Approved September 1, 1998; Modified September 4, 2018

*Objective:* To set a standard for Honor Roll designation.

*Scope:* This policy applies to enrolled students in Grades 3-12.

*Definitions:* N/A

*Guidelines:*

1. The following qualification for Honor Roll levels shall apply:
  - a. Cum laude: 3.50 GPA
  - b. Magna cum laude: 3.70 GPA
  - c. Summa cum laude: 3.90 GPA

2. Honor Roll designation shall be entered on Report Card for each grading period.
3. Honor Roll designation for the year (based on GPA of final Course Grades) shall be entered on student transcript.

### **9.16 Transfer of Course Credits and Grades**

*Dates:* Approved September 6, 1998

*Objective:* To provide guidelines for granting academic credit and academic grades to students for courses taken at a location other than Ad Fontes Academy.

*Scope:* This policy will apply to all students who enroll in Ad Fontes Academy.

*Definitions:*

New Student: A student who enrolls for the first time in Ad Fontes Academy at the beginning of the academic year.

Transfer Student: A student who enrolls in Ad Fontes Academy after the beginning of the academic year.

*Guidelines:*

1. Ad Fontes Academy accepts transfer credit for a course if:
  - a. the course is generally comparable in content with an Ad Fontes Academy course,
  - b. the student received a grade of C or better in the course,
  - c. Ad Fontes Academy receives an official copy of the grade as issued by the previous school or homeschool family (photocopy is acceptable).
2. Previous grades, including accepted transfer credits, are not calculated into overall cumulative GPA for Ad Fontes Academy.
3. A transfer student's grades for courses comparable in content with Ad Fontes Academy courses are accepted only to the point of entry. These grades will not be included into the overall final course grade for the academic year and the cumulative GPA grade for the academic year. AFA course grades will be solely based on work at AFA.
4. Transfer students will be required to take any scheduled final exams, dependent on date transferred into Ad Fontes Academy.

### **9.17 Final Examination Policy**

*Dates:* Approved September 3, 1998; Modified November 14, 2000; Modified April 10, 2001; Modified September 4, 2018.

*Objective:* To provide guidelines for administering final exams.

*Scope:* This policy will apply to all courses at Ad Fontes Academy.

*Definitions:* N/A

*Guidelines:*

1. Final Exams (including final essay exams) will be given to grades 7-12 in Foreign Language, History, and Math and to grades 8-12 in English and to grades 9-12 in Science at the conclusion of the academic year.
2. With the exception of essay exams, final exams will be administered in the classrooms, not at home.
3. Final exams will not be permanently returned to students. Exams will be retained by the school for three months. The Head of School will retain one or more sample exams on file for reference by future teachers of the course.
4. The final exam for a course is weighted up to 10% of course grade for all students.

### **9.18 Graduation Requirements Policy**

*Dates:* Approved April 3, 2001. Modified June 3, 2002. Modified November 7, 2004. Modified September 1, 2015. Modified September 5, 2017; Modified September 4, 2018

*Objective:* To establish high school graduation requirements for Ad Fontes Academy (AFA).

*Scope:* This policy applies to students who have been enrolled full-time at Ad Fontes Academy for 9th through 12th grade and students who transfer to Ad Fontes Academy.

*Definitions:*

Graduation requirements: The credits (including required courses and electives) that AFA students must complete with a passing grade as a prerequisite to receive the AFA diploma.

Standard Diploma: Academic work composed of honors level, college preparatory courses.

Advanced Diploma: Academic work composed of honors and advanced level college preparatory courses which exceeds minimal graduation requirements.

One Credit: A unit of academic work that indicates successful completion of a full year of academic work in a given subject.

One-half Credit: A unit of academic work that indicates successful completion of academic work in a given subject composed of fewer classroom hours than a one credit course.

Full-time student: A student who is enrolled in a minimum five credits (typically five courses).

High School: Grades 9 through 12.

*Guidelines:*

As a prerequisite for graduation, AFA students must obtain a minimum of twenty-four high school credits while enrolled in grades nine through twelve: 2 Bible, 4 History, 4 English, 3 Rhetoric, 3 Science, 3 Math, 3 Foreign Language, 2 elective courses and the Senior Thesis.

1. The Head of School will maintain a list of required courses and electives which satisfy graduation requirements.
2. Academic records from grades 9-12 will be used as criteria for graduation. Students in 7th and 8th grades may receive credit toward graduation for high school level work completed in those years (e.g. Algebra I, Geometry, Latin I and Latin II).
3. A student must earn 24 credits and complete Rhetoric II with a minimum grade of 73% to graduate.
  - a. The primary component of Rhetoric II is the Senior Thesis.
4. Students must complete Latin 3, except students entering in their 11<sup>th</sup> grade year who may waive the requirement.
5. Students entering in their 10<sup>th</sup> grade year may take Latin or French.
6. Upon written request of the parents, the Head of School or designated staff may waive or reduce up to two course credits for students who have a documented learning disability or medical condition, subject to the following conditions: the student is a long time Ad Fontes student, the parents have demonstrated a clear commitment to their child's education by working with Ad Fontes Academy teachers and administrators, the parents and Headmaster agree that the work required is too difficult for the child in question.
7. Students transferring to Ad Fontes Academy or students who have failed a course may petition for a waiver of individual graduation requirements. Transferring students may receive credit for work completed previously if sufficient documentation is presented. These requests will be reviewed by the Principal and Head of School.

Exceptions to this policy may be approved by the Head of School on a case-by-case basis.

**9.19 Drop and Withdrawal Policy**

*Dates:* Approved 4/15/02; Modified September 5, 2017

*Objective:* To formalize our drop and withdrawal policy.

*Scope:* This policy applies to all students at Ad Fontes Academy.

*Definitions:*

“Drop” means that a student leaves a class with no record of having been enrolled. “Withdraw” means that a student leaves a class, but the transcript records that he was once in the class but did not complete it.

*Guidelines:*

1. As approved by the Head of School, a child may drop a course up until November 1. There will be no record of the dropped course on the transcript.
2. After the drop deadline, parents may request that their child be allowed to withdraw from a course. The transcript will record WP or WF (withdrawn passing or withdrawn failing) beside the class name. A child may withdraw from a course without grade penalty up until 6 weeks before the start of final exams.
3. Classes that students have dropped or from which they have been withdrawn are not calculated in the final GPA.
4. Parents choosing to drop or withdraw a student from a class required for graduation do so with the understanding that Ad Fontes is not obligated to provide a substitute class or to make any other provisions that will allow that student to graduate.
5. Dropping or withdrawing from a course will not alter tuition.
6. Exceptions to any of these guidelines must be approved by the AFET Board.

## **10.0 EXTERNAL RELATION POLICIES**

### ***10.1 Guidelines Governing Ad Fontes Academy's Relations with Schools and Associations of Schools.***

*Dates:* Approved September 6, 1997.

*Objective:* To establish Ad Fontes Academy's philosophy and guidelines governing our relations with schools and associations of schools.

*Scope:* This policy applies to any institutional relationship Ad Fontes Academy may establish with any other school or association of schools.

*Definitions:*

School: Any institution of education.

Association of schools: Any affiliated collection of schools.

*Guidelines:*

1. Ad Fontes Academy will not compromise its educational mission (Policies [2.1](#) and [2.3](#)) or program, or its responsibility to the parents of children enrolled at Ad Fontes Academy.
2. To the extent possible, Ad Fontes Academy will seek to help other schools or associations of schools according to the following set of priorities:
  - a. Ad Fontes Academy will seek to further the cause of classical and Christian education as a ministry to families.
  - b. Ad Fontes Academy will always seek to benefit its constituency from the educational, procedural, financial, and ministerial aspects of its relationship with other schools or associations of schools.
3. Ad Fontes Academy Head of School, faculty, or administrative staff may offer informal help to inquirers by answering questions that may be briefly answered or by referring the inquirer to the resources that are available elsewhere.
4. Ad Fontes Academy Head of School, faculty, or administrative staff may offer formal help to inquirers, provided that help is defined and determined by contract made with the designated employee and approved by the AFET Board.

## **11.0 STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

*Dates:* Approved December 15, 2015

We believe that God wonderfully and immutably creates each person as male or female, in concert and consistent with other dichotomies in His creation (light and dark, sea and dry land). Thus, preserving the integrity of gender identity and the character of male and female sexual relationships should not be seen as something culturally bound or found in isolated biblical texts. The beliefs and the texts cited below are part of a consistent context and instruction that pervades all of God's revelation to us. Seeking to uphold this witness, we affirm that:

We believe that every person is made in the image of God and must be afforded compassion, love, kindness, respect, and dignity. Hateful attitudes and harassing behavior directed toward any individual or group are to be repudiated and are not in accord with biblical scripture and Christ-like behavior. (Mark 12:28-31; Luke 6:27-31; Genesis 1:27)

We believe that God wonderfully and immutably creates each person as male or female; thus, rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe, as a consequence of the fall, that the world and each person is sinful and broken, including sexual brokenness. But God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Genesis 3; Acts 3:19-21; Romans 10:9-13; I Corinthians 6:9-11; I Timothy 1:12-16)

We believe that the term "marriage" has only one meaning and that is marriage as a covenant under God which joins one man and one woman in a single, exclusive and permanent union which mirrors God's image as delineated in the Bible. (Genesis 1:24, Genesis 2:18-25; Matthew 19:3-9; 1 Corinthians 7:2; 1 Timothy 3:2)

We believe that God intends sexual intimacy only to occur between a man and a woman who are married to each other (Deuteronomy 5:18; Matthew 5:27; Mark 7:21; 1 Corinthians 7:3), and that no intimate sexual activity should be engaged in outside of a marriage. (1 Corinthians 6:15-18; Ephesians 5:3; 1 Thessalonians 4:3-5; Hebrews 13:4) We believe that God hates for divorce to occur and that only in specific situations is the breaking of this lifelong covenant allowed. (Malachi 2:16; Matthew 19:7-9; I Corinthians 7:15-17)

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, incest, and attempting to change or reject one's biological sex) is sinful and offensive to God. (Romans 1:26-27; 1 Corinthians 5:1-2; 1 Timothy 1:8-11; Matthew 15:18-20; I Corinthians 6:9-10)