



1

Alabama Christian Academy  
2019-2020

Student - Parent  
Handbook  
Grades K3 -5th  
(Updated 8/9/2019)

**NOTICE: This handbook is subject to periodic revision upon Board approval. Parents and students should also be apprised of the fact that all pupils are admitted to the Academy on a year by-year basis.**

# **INTRODUCTION AND PHILOSOPHY**

## ***INTRODUCTION***

This handbook was written and adopted by the administration and Board of Directors of Alabama Christian Academy. The entire document is considered official Board Policy. This handbook does not and shall not be construed to contractually bind ACA in any manner. ACA reserves the right to change portions of this document throughout the course of the school year as might be necessary without notice. ACA is governed by a Board of Directors, made up of responsible Christian men and women, whose function is to set policy for the operation of ACA. The administration of ACA is assigned to a Head of School, who oversees the total school program. An administrative team comprised of a secondary principal, a middle school principal and an elementary principal work under the Head of School's direction to ensure the smooth operation of ACA's various programs. Questions and other concerns should be directed to these administrators.

ACA is a college preparatory school with high standards. **As a private Christian school, Alabama Christian Academy reserves the right to deny admission to any student. Further, Alabama Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.**

## ***ACA'S MISSION STATEMENT***

The mission of Alabama Christian Academy is to glorify God by providing a quality, Christ-centered education which challenges students and teachers to maximize their potential so that graduates are prepared to further their education while becoming productive Christian citizens.

## ***STATEMENT OF BELIEFS***

1. Teachers, administrators and parents share the responsibility for advancing the school's mission.  
**Deut. 6:4-9** "Hear O Israel: The Lord our God, the Lord is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.  
**Ecl. 4:12** Though one may be overpowered by another, two can withstand him. And a threefold cord is not quickly broken.
2. The ultimate goal of both the ACA faculty and students is to glorify God. This goal fosters a desire to strive for academic excellence and to prepare for a life of Christian service.

**I Cor. 6:20** For you were bought at a price, therefore glorify God in your body and in your spirit, which are God's.

**Phil. 4:8-9** Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy- meditate on these things. The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you.

3. Students need to demonstrate their understanding of essential knowledge and skills by actively involving themselves in solving problems and producing quality work.

**Col. 3:23** And whatever you do, do it heartily, as to the Lord and not men.

**II Tim. 2:15** Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.

4. Students need to apply their learning in meaningful contexts.

**Mark 16:15-16** And He said to them, "Go into all the world and preach the gospel to every creature. He who believes and is baptized will be saved; but he who does not believe will be condemned.

**Phil. 4:11** Not that I speak in regard to need, for I have learned in whatever state I am, to be content.

5. Students learn in different ways and should be provided with a variety of instructional approaches.

**I Cor.12:17-20** If the whole body were an eye, where would be the hearing? If the whole were hearing, where would be the smelling? But now God has set the members, each one of them, in the body just as He pleased. And if they were all one member, where would the body be? But now indeed there are many members, yet one body.

**II Tim. 3:16-17** All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.

6. Students learn only when they are actively engaged in the learning process.

**James 1:22** But be doers of the word, and not hearers only, deceiving yourselves.

**Matt. 7:21** Not everyone who says to me "Lord, Lord, shall enter the kingdom of heaven, but he who does the will of My Father in heaven.

7. Challenging expectations increase individual student performance.

**Eccl. 12:13** Let us hear the conclusion of the whole matter: Fear God and keep his commandments, For this is man's all.

**Rom. 12:1-2** I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is the good and acceptable and perfect will of God.

8. Students' self-esteem is enhanced by positive relationships and respect among students and staff.

**Rom. 12:3** For I say, through the grace given to me, to everyone who is among you, not to think of himself more highly than he ought to think, but to think soberly, as God has dealt to each one a measure of faith.

**Gal. 6:25** Bear one another's burdens, and so fulfill the law of Christ. For if anyone thinks himself to be something, when he is nothing, he deceives himself. But let each one examine his own work, and then he will have rejoicing in himself alone, and not in another. For each one shall bear his own load.

**Phil. 2:3-4** Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also the interests of others.

9. A safe environment promotes student learning.

**I Thes. 4:11** that you also aspire to lead a quiet life, to mind your own business, and to work with your own hands, as we commanded you.

**Col. 4:5-6** Walk in wisdom toward those who are outside, redeeming the time. Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one.

**Matt. 11:28-29** Come to Me, all you who labor and are heavy laden, and I will give you rest. Take My yoke upon you and learn from Me, for I am gentle and lowly in heart, and you will find rest for your souls.

10. Students are learning to make appropriate decisions given a supportive and challenging learning environment among themselves and the school's staff.

**Eph. 5:15-16** See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil.

**Prov.1:5** A wise man will hear and increase learning, And a wise man of understanding will attain wise counsel.

11. The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.

**Col. 3:2** Set your mind on things above, not on things on the earth.

**Rev. 2:10b** Be faithful until death, and I will give you the crown of life.

**We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.**

**Genesis 1:27:** God created man in his own image, in the image of God he created him; male and female he created them.”

**We believe that the term “marriage” has only one true, biblical meaning: the uniting of one man and one woman, each being in their gender as created by God, in a single, exclusive union, as delineated in Scripture.**

**Genesis 2:18-25.** We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including, without limitation, adultery, fornication, homosexual behavior, bisexual conduct, and incest) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

**We believe that all human life is sacred and created by God in His image.** Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Ps. 139).

## ***CHRISTIAN PHILOSOPHY***

Alabama Christian Academy is sincerely interested in the total life of each student-his intellectual, physical, emotional, social, and spiritual development. Alabama Christian Academy is a college-preparatory school, which is affiliated with the Church of Christ. Our intention is to teach and set examples in a manner designed to build faith in God, to teach the Bible as the revealed Word of God to man as the only and sufficient rule of faith in practice, and to train in pure Biblical Christianity. Therefore, ACA employees and volunteers are expected to perform their service for ACA in a manner that is purposefully ministerial and missional, and promotes ACA's Christian Philosophy, Mission Statement, Statement of Beliefs and Vision Statement.

Alabama Christian Academy is a family oriented institution. Students accepted for admission to ACA are bound by the standards, regulations and requirements of the school even at school related functions, whether on or off campus. **ALL PARENTS AND STUDENTS ARE RESPONSIBLE FOR KNOWING AND ABIDING BY THE STANDARDS, REGULATIONS AND REQUIREMENTS OF THE STUDENT- PARENT HANDBOOK.** It is strongly suggested that parents lead their children by setting an appropriate standard of compliance.

In line with its Christian philosophy, the Academy strongly encourages parent-school communication and cooperation and upholds a firm and consistent yet fair code of student discipline and behavior. The development of personal responsibility is a major goal for our students. ACA holds firm to its strong stand against smoking, gambling, drinking, premarital sex, homosexuality, and substance abuse. The Academy does not allow the enrollment and/or attendance of students who have been married, have had children, have been pregnant, or have impregnated. Student behavior, on or off campus, which is illicit, immoral, illegal, and/or which reflects adversely on Alabama Christian Academy could result in immediate expulsion. The school does not sponsor, endorse, nor encourage dances.

## ***ACA's VISION***

The vision of Alabama Christian Academy is to provide a Christ-centered, college-preparatory education which equips students to meet the challenges of an ever-changing world.

Every accredited school of quality establishes a vision of how it would ideally like to be viewed by its stakeholders. ACA has developed the following list of statements to describe the great Christian school it strives to be. One which:

1. Promotes the acquisition and application of Biblical knowledge and principles among its students in school and everyday life.
2. Provides daily opportunities for students to worship God.
3. Has a Bible Department with a well-trained faculty.
4. Integrates Bible teaching and shows the love of Jesus in all areas of the curriculum, as well as indiscipline, athletics, and co-curricular and extracurricular activities.
5. Has administrators, faculty, and staff that are excellent Christian role models.
6. Has Board members who are strong, faithful Christians who serve the school using God's standards.
7. Assesses its goals periodically to determine needs and areas for improvement.

8. Promotes the balance of academics, co-curricular and extracurricular activities, church activities, and family life.
9. Utilizes a strong curriculum that challenges students to perform at or above grade level.
10. Maintains a strong academic environment where standards are set to challenge all students.
11. Offers a wide range of curricular, co-curricular, and extracurricular programs and activities.
12. Provides up-to-date technology programs that enhance student learning, as well as instruction in the practical use of technology.
13. Provides counseling services that assist with spiritual, emotional, academic, and social needs of its students.
14. Provides a career guidance program for all grade levels during the school year.
15. Evaluates curriculum and instruction to ensure excellence and appropriateness.
16. Has a qualified faculty that maintains and applies professional knowledge and skills.
17. Attracts and retains outstanding faculty members by providing competitive salaries, benefits, and incentives.
18. Unifies its stakeholders by celebrating its history and heritage in order to promote school enthusiasm and loyalty through a clear and concise vision for the future.
19. Values and encourages effective, efficient, and open communication among administration, faculty, staff, students, and parents using a variety of methods in the promotion of greater involvement in the educational process.
20. Has an admissions process that ensures appropriate placement between new students and the school.
21. Administers a fair and consistent code of conduct and deals with infractions in a timely and appropriate manner.
22. Maintains a clean, aesthetically pleasing, safe, and appropriate facility and physical environment that meets the needs of students, faculty, and staff.
23. Limits class size to maintain appropriate standards for student-teacher ratios.

### ***CHILD CUSTODY***

**It is critical that ACA's administration and key personnel be aware of the legal status of every child NOT living with both biological parents. As a result, one of the following is REQUIRED for children in such situations in order to remain as students at the Academy: (1) in cases of divorce or legal separation, a court document (dated and signed) which specifies who has custody and under what circumstances/conditions, (2) a written and signed statement that the child/ren's other parent is deceased along with his/her full name and date and place of death, (3) a legal, dated document showing adoption, ad litem guardianship, or power of attorney, OR (4) a written, signed and dated statement to the fact that no marriage occurred along with the name of the other biological parent and a brief description of currently agreed upon custodial arrangements between the two parties.**

Upon request, the Academy will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the Academy has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian if the parent is not such. Pupils may not live alone or with friends.

### ***CHANGE OF RESIDENCE/ EMPLOYMENT/ CUSTODY***

ACA's administration believes in the importance of close working relationships with parents of our students. This is especially critical in terms of every student's safety, health and security. As a result, all parents are **REQUIRED** to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

### ***SPECIAL EDUCATION/ DISABLED STUDENTS***

ACA requires that students work on grade level in order to remain eligible for continuing enrollment at the school. ACA complies with the "American Disability Act" and offers reasonable accommodations to properly identified students who supply appropriate documentation. The public schools are subject to the mandates of the "Individuals with Disabilities Education Act" (IDEA) and can provide such programs and services. If it appears that a pupil may have a disability, the Academy's administration will be happy to assist parents in obtaining evaluations and placement in one of our local public school systems.

### ***PARENT - TEACHER CONFERENCES***

Conferences with parents are important to teachers in the evaluation process. Requests for conferences may be made through the school office via email, texting, or calling the office. Parents have a better opportunity for having a successful conference when the teacher can plan for the conference in advance; therefore, **PARENTS MUST MAKE APPOINTMENTS IN ADVANCE FOR CONFERENCES WITH TEACHERS OR ADMINISTRATORS. Please, do NOT go by your child's room in the morning before school or at the end of the school day to talk with the teacher without an appointment.** These are busy times for our teachers. ACA reserves the right to audio and/or videotape any conference.

### ***PARENTAL CONDUCT***

All of ACA's administrators, faculty and staff are expected to treat parents with courtesy and respect. In reciprocal fashion, parents are expected to afford the same to ACA's employees. The school recognizes the challenges parents face in rearing children in the 21<sup>st</sup> century. It also accepts the inevitability that children will make mistakes, fail, or violate handbook or classroom rules. ACA views the application of consequences when such occur as opportunities for positive learning experiences. All wise individuals should learn from their mistakes and children are no exception.

Typically, when students fail to meet handbook/teacher expectations, disciplinary action becomes necessary. On occasion, parents may have concerns regarding such situations and wish to express such to ACA's teachers, administrators or staff in conferences. While effective communication and the exchange of ideas is welcomed, civility is more greatly prized. As a result, conversations during conferences or at any other time on campus or at any school activity whether on or off campus will cease should parents become rude, threatening or violent in any manner. Additionally, the disruptive parents' children may be asked to leave ACA. While the overwhelming majority of ACA's parents are cooperative and supportive,



the inappropriate actions of any cannot be tolerated or permitted. Children watch how adults conduct themselves and so we must always strive to set examples of good behavior for them to follow.

### ***STUDENT AND PARENT COMMUNICATION PROCEDURE TO ACA PERSONNEL***

Concerns from students and/or parents should first be made to the appropriate teacher **IN WRITING OR BY APPOINTMENT** and then to the principal using the same procedure. If the situation concerns a teacher, the principal will consult the teacher and then the matter will be discussed in conference with both the parent/guardian and teacher.

If the principal cannot settle the concern, the Head of School of the Academy will be asked to hear and resolve the issue.

Should the above procedure fail to resolve the concern, the matter may be brought before the Grievance Committee of the Board of Trustees. After reviewing the matter, including all previous decisions by the faculty and administration, the Grievance Committee will recommend whether the full Board should hear the issue.

Any concern regarding school policy not covered by the Student handbook or other published documents, must be presented in writing to the Head of School of the Academy. If a satisfactory resolution to the concern cannot be reached, the matter will be presented to the Board Grievance Committee and the same procedure outlined above will be followed. The decision of the Board is final.

### ***VOLUNTEERS IN PARTNERSHIP (VIP) PROGRAM***

No school can be truly viable without the support, encouragement and help of its parents. ACA is no exception. In order to tap this valuable resource, the Academy has established a "Volunteers In Partnership" program. It is our goal to give every individual who desires to do so, an opportunity to volunteer and serve at ACA. If you have not already completed a VIP information sheet, please, call Mrs. Irmay Fonville at 277-1985 (Ext. 211) or email her at [ifonville@alabamachristian.org](mailto:ifonville@alabamachristian.org). More information about this program is available on our website. Please volunteer to make our school even better.

### ***CHAPEL/ASSEMBLY***

This is a period of time which is set aside on a daily basis for students to connect with God and with each other. It is a time for pupils to be taught, encouraged, and challenged to go out and live lives that honor Christ. Activities associated with this time include singing, speaking, praying, visual and auditory illustrations, drama, scripture reading, special presentations, etc. Pupils are encouraged to adopt an authentic faith, exercise spiritual discipline, observe moral boundaries, establish healthy friendships, make wise choices, recognize authority and put "others" first. Chapel is from 2:35 - 2:50. Please do not plan to check your child out of school during this time.

# CODE OF CONDUCT

## *DRESS CODE*

### *SCHOOL UNIFORM REQUIREMENTS*

\* May be purchased from other vendors.

\*\* ALL ITEMS MUST BE 2" ABOVE THE TOP OF THE KNEE, OR LONGER

**All tops will have designated ACA monograms. All bottoms will have designated ACA tag.**

### **Girls (Pre/K – 5th Grade)**

<b>Jumpers</b>	**	Available in khaki, gray, & plaid
<b>Bike Shorts</b>	*	Bike shorts must be worn under all jumpers (black, brown, or gray)
<b>Blouses</b>		$\frac{3}{4}$ sleeve blouse (white) Peter Pan blouse (white) short sleeve and long sleeve
<b>Shirts</b>		Banded Overshirt (white, yellow, black, and maroon) short sleeve and long sleeve Turtlenecks (white and maroon) Pique polo shirt (maroon, gray, white, black, or yellow) short sleeve and long sleeve Oxford shirts (solid and striped) Sweat shirts (maroon)
<b>Shorts</b>	**	Full elastic shorts (khaki and gray) Recommended for Pre/K - K; Knee length shorts (khaki, black, and gray)
<b>Skorts</b>	**	Available in khaki, black, and plaid
<b>Pants</b>		Full elastic pants (khaki and gray) Recommended for Pre/K - K; Flat front or pleated pants (khaki, black, or gray) Capri pants (khaki)
<b>Sweaters</b>		Pullover Crew or V-neck sweater (white, maroon, or light gray) Button front cardigan and sweater vests (white, maroon, or light gray)
<b>Jackets</b>		Full zippered-front fleece jacket (maroon or light gray) Nylon hooded rain jacket
<b>Belts</b>	*	Brown or black braided or solid leather belts. Belts are optional.
<b>Socks</b>	*	There will be no color restriction for socks. Remember, we are talking about SCHOOL socks, not the circus. The recommendation is to consider last year's policy (white, black, maroon) when purchasing these items.
<b>Tights/Leggings*</b>		Predominately white, brown, maroon, gray or black tights/leggings (Tights deemed distracting or inappropriate will be treated as a dress code violation.)

<b>Shoes</b>	*	Athletic shoes that tie or Velcro and are non-marking on gym floor. No Crocs.  Closed toe with heel and heel smaller than 2 inches. (5 <sup>th</sup> grade ONLY)
<b>Accessories</b>	*	Hair ribbons, bows, etc. must coordinate with uniform colors.

### **Boys (Pre/K – 5<sup>th</sup> Grade)**

<b>Shirts</b>		Turtlenecks (white or maroon) Oxford Shirts (solid and striped) short sleeve and long sleeve Pique polo shirt (maroon, gray, white, black, or yellow) short sleeve and long sleeve Sweat shirt (maroon) Rugby shirt (maroon and white striped)
<b>Shorts</b>	**	Full elastic shorts (khaki and gray) Recommended for Pre/K - K; Knee length pleated or flat front shorts (khaki, black, and gray)
<b>Slacks</b>		Full elastic pant (khaki or gray) Recommended for Pre/K - K Flat front or pleated front pants (khaki, black, or gray)
<b>Sweaters</b>		Sweater vest, Pullover Crew, or V-neck sweater (white, maroon, or light gray)
<b>Jackets</b>		Full zippered-front fleece jacket (maroon or light gray) Nylon hooded rain jacket
<b>Belts</b>	*	Brown or black braided or solid leather belts. Belts are optional.
<b>Socks</b>	*	There will be no color restriction for socks. Remember, we are talking about SCHOOL socks, not the circus. The recommendation is to consider last year's policy (white, black, maroon)when purchasing these items.
<b>Shoes</b>	*	Athletic shoes that tie or Velcro and are non-marking on gym floor. No Crocs.  Closed toe with heel and heel smaller than 2 in. (5 <sup>th</sup> grade ONLY)

## ***UNIFORM POLICIES***

All students in grades Pre/K-12 will wear ACA School uniforms to school.

All items listed are not required. You may choose from among them.

All clothing items worn to school must originally be purchased from the ACA Spirit Store except undergarments, shoes, belts, socks, tights, leggings, overcoats, and hair accessories. These items are available at the ACA Spirit Store, but may be purchased from another store if they follow the guidelines.

Sweatshirts purchased from ACA's VIP or the ACA Spirit Store may be worn in the classroom. Hoodies are Friday only spirit wear. Only black, white, gray or maroon sweatshirts can be worn Monday - Thursday as part of the uniform.

5<sup>th</sup> graders may wear non-athletic shoes that cover toes and heels, but must bring appropriate athletic shoes for P.E.

## ***UNIFORM GUIDELINES***

**When purchasing skirts, shorts, or skorts, the length must be two inches above the knee, or longer. Allowances for growth should be considered when purchasing.**

When wearing skirts, shorts, or skorts, hems may not be rolled up nor waistbands rolled down.

When wearing the oxford uniform shirts, all but the top button should be buttoned for both girls and boys.

When wearing the oxford uniform shirts, all but the top button should be buttoned for both girls and boys.

Non-uniform coats/jackets/sweaters must be removed once inside the school building. Students may wear uniform jackets and sweaters during the school day, including sweatshirts purchased from ACA's VIP or the ACA Spirit website.

Uniforms must be clean and neat. Parents and teachers should monitor the "fit" of uniforms as students grow and develop throughout the school year.

## ***DRESS CODE FOR P.E.***

Students must wear athletic shoes that tie or Velcro for physical education classes every day, even when the activities are outside. The shoes must not mark the gym floor, cannot be slip-ons (must be secure on feet), and must have the appearance of athletic shoes (not a boot or fashion shoe). Girls must wear shorts under dresses, jumpers, or skirts during physical education classes. Students not dressed appropriately will

walk during class for their physical activity. Shirts must be long enough not to show midriff when arms are above the head. Undershirts must be worn under shirts that come to the waist.

### ***UNIFORM GUIDELINES FOR PICTURE DAY AND OTHER SPECIAL EVENTS***

Uniforms will be worn on Fall Picture Day.

For spring picture day, students may wear **dress clothes** of their choosing (tops must meet standards desired by ACA – no cleavage or midriff showing, loose fitting enough to conceal undergarments, and no writing or pictures of any kind). All other uniform guidelines apply.

Special club/team/organization/class shirts may be allowed on certain days under supervision and instruction of appropriate sponsor only (with administrative approval only). These shirts must be worn with uniform bottoms. All other uniform guidelines apply.

The administration will determine any special days of dress (i.e. presentations, etc.) throughout the school year. Any approved school uniform will be worn to awards day and other special events. Each Friday, elementary students may wear long, denim-material jeans (no holes) and ACA spirit shirts or approved school uniforms. Denim-material jeans may be blue, black, gray, or khaki.

### ***THE FOLLOWING ARE PROHIBITED AT ACA GRADES Pre/K – 5<sup>th</sup>***

Any apparel, jewelry, accessory, notebooks, books, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, alcohol, violence, hatred, sexual misconduct, or disruptive behavior.

Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see through material. All uniform items are to be fitted and worn to standards desired by Alabama Christian Academy. Any top which results in the exposure of the midriff or cleavage. Body piercing, tattoos, branding, or other non-conservative fads. Earrings on males. Elaborate and/or distracting makeup, hair colors, or styles. Hats, caps, or sunglasses worn in the school buildings.

### ***ENFORCEMENT AND CONSEQUENCES***

Attire may be checked at any time.

If a teacher, staff member, or administrative official believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken.

**THE ADMINISTRATION RESERVES THE FINAL DECISION ABOUT THE APPROPRIATENESS OF A MANNER OF DRESS.**

## ***UNIFORM RULES***

### ***BOYS***

#### ***Slacks and Shorts***

All slacks and shorts must be worn at the waistline and must not “sag,” exposing underwear while sitting or standing.

Slacks may not bunch over shoes, nor may slacks or shorts be excessively baggy.

The hem of the shorts must come at least to the top of the knee but may be no longer than the bottom of the knee.

#### ***Shirts***

When wearing the oxford uniform shirts, all but the top button should be buttoned.

Undershirts may be worn under uniform shirts, but must be white, gray, black, or maroon (should coordinate with the uniform shirt). Any pattern or writing on the undershirt may not show through the uniform shirt.

#### ***Shoes***

Shoes are required at all times for students.

Laces on shoes must remain tied.

All shoes must be closed toe with a heel.

All shoes must meet P.E. requirements (K4 – 4<sup>TH</sup> grade).

#### ***Hair***

Hair is to be well groomed and neatly styled. .

Hair should not extend below the collar in the back.

Unusual hairstyles or colors are unacceptable.

### ***GIRLS***

#### ***Cosmetics***

Elementary students are not allowed to bring cosmetics to school. ACA strongly discourages elementary students from wearing makeup during the school day.

#### ***Jumpers, Skirts, Skorts, Shorts, and Slacks***

Jumpers, skirts, blouses, and slacks, and other like combinations are to be neat and modestly tailored in appearance to fit the individual in such a way as to conceal undergarments while sitting, standing, bending, and getting in and out of desks.

Jumpers may not be worn without a blouse

All elementary girls must wear bike shorts under jumpers.

All slacks, skorts, skirts, and shorts must be worn at the waistline, tailored to fit the individual including traditional leg width and modest enough to conceal undergarments and the line of undergarments.

Slacks may not bunch over shoes.

Skirts, jumpers, skorts, and shorts must be 2” above the top of the kneecap or longer. Order the longer length skirt or skort if necessary to comply with the dress code. Allowances for growth should be considered with ordering.

### ***Skirts and Blouses***

When wearing the oxford uniform shirts, all but the top button should be buttoned.

Blouses must be loose-fitting enough to conceal undergarments and any cleavage.

Undershirts may be worn under uniform shirts, but must be white, gray, black, or maroon (should coordinate with the uniform shirt). Any pattern or writing on the undershirt may not show through the uniform shirt.

### ***Shoes***

Shoes are required at all times for students.

Laces on shoes must remain tied.

K3-4th are required to wear rubber soled shoes. No Crocs

Heels should be no higher than 2 inches (5<sup>th</sup> grade only).

All shoes must be closed toe with a heel

All shoes must meet P.E. requirements (K3 – 4<sup>th</sup> grade).

## ***DISCIPLINE***

The student body is counseled during orientation as to the rules and regulations of the Academy. The orientation period, coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Alabama Christian Academy.

Each student is expected to conduct himself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards, as judged by the administration or interfering with the educational process is prohibited whether specifically stated in this handbook or not. Any student at school functions, both on and off campus, shall be governed by school rules and regulations and is subject to the authority of school personnel. **Each student is expected to maintain good behavior and to exercise self-discipline and to display courtesy, kindness and respect to others.**

ACA feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need for respect for authority, property, government, peers and self. The Academy will strive to strengthen every student in these areas.

The ATTITUDE that each student displays always either strengthens or hinders the educational process. ACA has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, action will be taken to help improve the student's outlook.

Alabama Christian Academy takes the stand of "No Tolerance" concerning one student threatening harm or intentionally harming another student. Students that violate this policy may be suspended immediately. The length of the suspension depends on the severity of the action.

**Serious injuries may occur during moments of "horseplay". Accidents are never "planned". Oftentimes, fights result from students "just kidding" or "just playing" around. Situations such as these may be very serious and will require immediate attention and disciplinary action.** Running in the halls is not permitted. All teachers have the authority to correct inappropriate behavior of the students. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. The administration reserves the right to expel a student who cannot conform to school rules and policies.

Students who are assigned to mandatory counseling must obtain services from a licensed/certified counselor, psychologist, or psychiatrist. The student's parent/guardian must sign a release form, which permits the school to confirm counseling is being received and to share and obtain information regarding the student's diagnosis, prognosis, and progress. The family will pay for any expenses incurred as a result of mandatory counseling.

### **LEVELS OF OFFENSES**

#### **LEVEL 1 OFFENSES**

Talking

Passing notes

Inappropriate language

Horseplay

Inappropriate chapel behavior

Unexcused tardies

Not returning paperwork such as conduct notices, report cards, signed work samples, etc.

Disrespect

Chewing gum

Failure to bring materials needed for class (grades 3 - 5 only)

Consequences=Detention (Supervised by principal assigned to duty during or after school.)

#### **LEVEL 2 OFFENSES**

Repeated Level 1 offenses

Defiance

Theft

Dishonesty

Cheating (for grades 3 - 5)

Possession of unacceptable items

Lying to Teacher/Principal (Pre/K – 2<sup>nd</sup> grade)

Destructive behavior

Consequences=parent conference with teacher and campus clean-up for student

#### **LEVEL 3 OFFENSES**

Repeated Level 2 offenses

Fighting



Sexual harassment (grades 2 - 5)  
Major theft  
Relational aggression/Chronic bullying  
Sniffing harmful substances  
Obscenities  
Lying to Teacher/Principal (for grades 3 – 5)  
Non-emergency pulling of any emergency station  
Consequence=In house suspension  
1-point deduction on 9-week average in each class  
Parent conference with principal and teacher/s

#### **LEVEL 4 OFFENSES**

Repeated Level 3 Offenses  
Firearms, explosives, knives, guns, weapons, and the like (on campus or school trips). See section on “Other Unacceptable Items and Activities” for more info especially for rules governing pepper spray, mace, etc.  
Drugs/Alcohol on campus  
Vaping  
Tobacco (in any form)  
Threats, attempted assaults or actual assaults on any individual or his property  
Consequence=Immediate suspension with possible expulsion. Work cannot be made up.

#### ***CONDUCT PROBATION***

A student may be assigned conduct probation at the discretion of the administration. Conduct probation may be assigned due to ongoing behavior problems and/or the nature of conduct concerns. When a student is assigned conduct probation, a letter will notify his/her parents. The letter will also explain the terms of the probation such as scheduled parent conferences. Any further visits to the office during that school year will jeopardize the student's standing with the school. **ALL OFFICE REFERRALS ARE CONSIDERED IMPORTANT WHETHER THEY ARE WRITTEN FOR SIMPLY "CHEWING GUM" OR FOR A MUCH MORE SERIOUS BEHAVIOR PROBLEM.**

Any student who has been assigned conduct probation runs the risk of not being readmitted the following school year. **IF** the student continues to be a disciplinary problem, he/she may be asked to withdraw from ACA. **Any student exhibiting uncontrollable behavior will be sent home immediately and placed on conduct probation.**

#### ***TOBACCO, ALCOHOL, ILLEGAL DRUGS/SUBSTANCES AND WEAPONS***

The possession or use of tobacco products, alcoholic beverages, illegal drugs/substances or the improper use of legally obtained drugs/substances, by ACA students will not be tolerated. Pupils who engage in this kind of misbehavior at home or away from school demonstrate that they are in conflict with the Academy's basic mission and philosophy. No student will be allowed on school property or to be present at a school activity after having consumed alcoholic beverages. A breach of these standards will bring a minimum three-day suspension and could result in expulsion. A **SUSPENSION IS AN UNEXCUSED**

ABSENCE, and will be treated as such. In the case of ILLEGAL drugs/substances, their use or possession on campus or at a school-sponsored activity will result in expulsion.

Pupils **MUST NOT** bring firearms to school nor have such in their possession while on school buses. Knives (including pocket knives), box cutters, brass knuckles, chains or similar weapons are also not permitted on campus. In addition, parents **MUST NOT** bring firearms or other weapons to the school campus.

Due to the seriousness of drug use/abuse, parents are encouraged to look for warning signs of illegal drug use by their children. Should parents suspect such and pursue action to help their children, and IF they inform the school's administration **IMMEDIATELY**, the school will serve as a support system within the limits of policy. If students approach the school administration about their own drug use/abuse and request help from the school, the academy will also accommodate these requests within the limits of policy. When students do approach the administration regarding this issue, they must understand that their parents will be contacted and informed about the situation. Such must be done in order to initiate the necessary support, counseling, and treatment process as a team effort.

Parents and students approaching and communicating to the administration of their own volition will be given consideration for the following policy **PROVIDED** such contact and communication are made **PRIOR** to, or **NOT** related to, any school-initiated investigation of an alleged incident regarding drug use/abuse.

**POLICY WHEN PARENTS OR STUDENTS APPROACH AND COMMUNICATE WITH THE ADMINISTRATION PRIOR TO AN EXISTING SCHOOL-INITIATED INVESTIGATION OF AN ALLEGED INCIDENT:**

On demand, if deemed appropriate by the administration, a school-selected hair drug test will be required before a student is allowed back in class.

Professional counseling and/or treatment will be obtained at the parents' expense, and as deemed appropriate and satisfactory by the administration.

If students test positive **AFTER RECEIVING** counseling and/or treatment, they will be dismissed from ACA.

All counseling and/or treatment, and all drug hair tests conducted within this portion of policy **WILL** be at the expense of the **PARENTS**.

**POLICY WHEN ACA'S ADMINISTRATION INITIATES AND IMPLEMENTS DRUG TESTING WITHOUT PRIOR CONTACT AND COMMUNICATION FROM PARENTS OR STUDENTS:**

On demand, any student may be mandated to take a school-selected hair drug test in order to remain enrolled, or to become enrolled, at ACA. Upon notification, parents will have two options:

Comply with the policy and agree to the hair drug test. If the results are negative, the students will not receive any consequences from the school for drug use. A positive result would classify the offense as a Level IV with appropriate consequences.

Withdraw the student from school rather than take the test. If the student is a prospective one, the application must be withdrawn.

**THE TEST:**

Under this portion of policy, the school will provide a hair analysis drug test at no cost to the parent. No other tests will be considered for the school's purposes. Parents will be notified before the test is administered and will have the option to be present during the collection process. The hair will be snipped and packaged by office personnel with a parent witnessing such action, if requested. An administrator or

parent will seal the sample. The school will send the sample to Psychemedic Labs (or other comparable lab). Results will be made available both to the parent and the school.

If it is deemed by the school that any effort has been made to tamper with or alter the test or the student's sample in any way, such action may be treated as an admission of drug use/abuse. This would include sabotage of any kind, such as shaving or otherwise removing hair from the body so as to prevent sample collection.

### ***RESTRICTED AND FORBIDDEN ITEMS ON CAMPUS AND AT SCHOOL EVENTS***

Various electronic devices (i.e. PSPs, iPods, cell phones, Kindles, Nooks, etc.) are allowed on campus and at school events, but **MUST** be used **ONLY** before and after school hours (8:00 a.m. – 3:00 p.m.). During school hours, such devices **MUST** be turned off and kept out of sight **OR** be subject to confiscation by faculty members and the administration. See the separate section elsewhere in this handbook which specifies certain exceptions to this rule for 3rd-5<sup>th</sup>.

**Any item which presents a danger or disrupts the educational process is also subject to such confiscation.**

Weapons of ANY nature, including knives, box cutters, guns (even toy guns) are strictly forbidden on campus. No tobacco products, alcoholic beverages illegal drugs, explosives, fireworks, stink bombs, etc. may be brought on campus at any time . Special Note: Except in the need for self-defense, any student discharging mace, pepper spray and the like on campus or at any school activity (on or off campus) will be suspended off campus for multiple days (at the discretion of the administration) with the possibility of expulsion. Any violation of the above will result in a minimum 3-day suspension from school.

### ***CELL PHONE USE***

It should be noted that the **USE of cell phones on campus during school hours is NOT permitted. Cell phones MUST be COMPLETELY turned off and kept out of sight during school hours. Any violation in this rule will result in the confiscation of the phone. Such will ONLY be returned to the student's parent in a personal visit with a school administrator.**

### ***CHEATING***

Honesty will be taught and praised throughout the elementary school years. Students who are found to be dishonest by cheating in the lower grades (Pre/K - 2<sup>nd</sup>) will be counseled by the teachers about making good choices. If the cheating continues after teacher counseling, a parent/teacher conference will be required.

Students in 3<sup>rd</sup> - 5<sup>th</sup> grades are expected to be able to make responsible decisions and choose not to cheat by either taking or giving answers. All classroom teachers have classroom policies concerning credit that will be given when cheating is involved. Beyond the classroom policy, students found cheating will also be given a Level 2 office referral. The Level 2 office referral requires a parent/teacher conference and campus clean up by the student.

## ***SEXUAL HARASSMENT***

While all forms of teasing, ridicule, humiliation, bullying, and belittlement are discouraged, sexual harassment of any kind will not be tolerated. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by one student to another. Any conduct, which has the purpose or effect of substantially interfering with another pupil's academic performance, or of creating an intimidating, hostile, or offensive educational environment, will be considered harassment. Students who believe that they are being harassed should report such to a teacher or an administrator promptly.

## **REGISTERED SEX OFFENDER POLICY**

Individuals who are currently listed on the Alabama Law Enforcement Agency's (ALEA) sex offender website or a County Sheriff's sex offender website or are otherwise required by any governmental authority to register as, or follow legal requirements relating to, a sex offender, are not allowed on campus or at ACA events. This includes both on campus and off campus sporting, academic, musical, fine arts, or other events. Individuals associated with the school are encouraged to contact the administration once they receive information that any such individual desires to or does in fact come on to campus or attend such off-campus events.

## ***SEARCHES***

Lockers, desks and other school property remain at all times the property of the Academy and are subject to search at the discretion of the administration. ACA's property may not be used for any unlawful purpose. Any unlawful, disruptive, or dangerous material found in or on school premises will be confiscated, and where appropriate, reported to law enforcement authorities.

Administrators may search or authorize a search of the property of any student, including vehicles, when based upon facts supporting reasonable suspicion to believe a student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student will be invited to be present during the search, which will be witnessed by one other school official. The Academy reserves the right to use search dogs at the administration's discretion for periodic, random searches.

## ***CANDY AND OTHER "JUNK FOOD"***

No foods are to be eaten anytime except during lunch period or before or after school and only in the designated eating areas. Food is not to be carried from the designated eating areas. No canned drinks or sodas may be brought to school in lunches.

## ***BACKPACKS***

Students in grades Pre/K - 2<sup>nd</sup> **may not bring rolling backpacks** to school. All backpacks, including rolling ones, must be collapsible and able to rest on a hook by a strap. Only one backpack per child is allowed, and it must measure no larger than 13" x 17" x 6".

## ***TECHNOLOGY/PUBLICITY***

ACA has established technology as an area of priority. The school makes available to its students a number of computers, some of which have Internet access. As a result, all students are expected to use these computers in an ethically and morally responsible manner. Any student not doing so will be punished appropriately.

ACA reserves the right to use any photography and video of school activities and students (both prearranged and candid) for promotional, publicity, advertising and marketing purposes. No additional notification is necessary.

## ***HONOR PATROL***

A special Honor Patrol will be chosen from responsible 5<sup>th</sup> grade students to assist in maintaining order during dismissal time. All students are to respect and obey their authority. Honor Patrol applications are submitted at the end of the fourth grade.

## ***NATIONAL ELEMENTARY HONOR SOCIETY (NEHS)***

Students in the fourth and fifth grades may be eligible for NEHS. These students must meet the grade point requirement of 3.8, maintain a 3.0 conduct and submit forms outlining examples of personal responsibility and citizenship. These forms are reviewed by the Faculty Council to determine which candidates fully meet the criteria for membership. Members of NEHS are expected to participate in regular meetings and all official activities.

## **ATTENDANCE POLICIES**

### ***SCHOOL DAY/ BEFORE SCHOOL/AFTER SCHOOL***

The school day begins at 8:00 a.m. as the students enter the classroom and ends at 2:55 p.m. with the beginning of dismissal. A school year concludes after the accumulation of 175 days.

### ***BEFORE SCHOOL***

Elementary students may enter the school building at 7:10 a.m. and must enter the building through the front elementary doors. Students will be supervised by a member of the elementary faculty until 7:40 a.m. at which time the students are allowed to enter the classroom. Students are not allowed to eat or finish their breakfast at school. No elementary student is allowed to be on campus before 7:10 a.m.

This policy is in place to assure the safety of our students. All students should be unloaded from the lane that is closest to the building.

### ***AFTER SCHOOL***

Students who go home between 2:55 p.m. and 3:30 p.m. must be called out of their classrooms over the intercom. If parents are picking up from the car line, students' names and grades will be written on a sign provided by the school and placed on the car's dashboard so that a teacher can read and relay the information into the school. Parents that park may come into the office and request that their children's names be called over the intercom. **NO** parent should go to the classroom to pick up a student during this time of the day as such interferes with hearing the names being called over the intercom. Students will wait in their rooms until called from the office for pick up. High school students may meet elementary students in this area and accompany them to the high school parking area. Parents may meet elementary students on the porch and walk them to their parked vehicles. **All students must be picked up by 3:30 p.m.** Students that are left standing outside at 3:30 p.m. will be brought inside of the building to call their parents/guardians. These students are to wait between the high school and elementary building and behind the wrought iron fence in the designated space until they are picked up. **Special request for this type of dismissal should be made in writing to the elementary principal and must be kept on file in the elementary office.** If at any time elementary students are observed not being attended by their siblings, the request may be revoked.

Students are not allowed to purchase food or drinks on the way out of the building in the afternoon. Cars should never park or be left unattended in any of the three lanes that circle the school building.

### ***TARDY POLICY***

Elementary students should not be tardy to school without VALID REASONS. Due to the age and ability of elementary children, it is considered to be the parents' responsibility to assure that children arrive at school on time. Adults must buzz the front door for admittance to the building after 8:00 a.m.; therefore it is crucial that a parent come into the building with his/her child and check the child into school if they are tardy. No children should be "let out" at the curb to come into the building on their own after 8:00 a.m. If a student is late on a regular basis due to illness, a note from a physician will be required for school records. Parents with a student tardy 6 or more times during the 9-weeks, will receive a letter from the principal.

Students that are tardy must be checked in at the office by the parent and be issued a tardy pass in order to be allowed admittance to class. Remember that 5<sup>th</sup> grade students must arrive at school in time to go to their lockers and, then, on to class by 8:00 a.m. as not to be considered tardy.

### ***LEAVING SCHOOL EARLY***

If a student knows in advance that he must leave school early, he should bring a note stating the date, time and reason. The note must be signed by the parent and must have a phone number where the parent may be reached during the day. Students who become ill at school must check out through the office.

Parents who find it necessary to check their children out during the day **MUST** come by the office to have their children called from class. All students who check out must be given permission from the office and must fill out the Checkout Sheet. Students will not be dismissed from school on the basis of an incoming phone call. Parents should make every effort not to check their children out of school. Doctor or dental appointments should be made during non-school hours when possible. **Unless notified otherwise in writing by the custodial parent, ONLY the custodial parent will be allowed personally to checkout a child from school. Parents are urged to try NOT checking children out of school between 2:35 and 2:50 p.m. since such disrupts chapel.**

### ***HOMEBOUND***

On rare occasions, the administration with input from the school nurse may put a student on homebound status. This status is reserved for prolonged illness or injury. Homebound students' absences do not count against the days missed because they do all assignments each day. It is the student's responsibility to collect and complete all assignments in the time stipulated by the administration. In order to qualify for this program, parents **MUST** supply the principal with a physician's statement regarding the student's diagnosis, prognosis and treatment.

### ***ATTENDANCE AND ABSENCES***

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, emergency medical or dental attention, other legitimate emergency situations with documented evidence or proof, and absences approved in advance by the principal, or his designee. Student absences will be confirmed by the Academy office. If a student is absent, the parent needs to do one of the following:

Call or email the office before 8:30 a.m.

Email the child's teacher.

Send a note with the child when he/she returns to be given to the teacher.

If a student is absent for more than 20 days per year, Saturday School will be mandated via the principal.

Dates and times for attendance will be pre-arranged with the student's parents/guardians and a \$60.00 fee is charged for the four hour day..

Students that are sick over an **extended period** of time may receive instruction from parents and tutors. Such instruction must be coordinated through the school. The student will be considered to be present for such homebound instruction and these days will not "count against" the student.

### ***PRE-APPROVED ABSENCES***

The administration reserves the right to approve certain absences that are excused but "avoidable". Such absences, (e.g. family trips, special athletic events, etc.), **MUST** be pre-approved two full days in advance by the administration. Students/parents must contact teachers on the day of their return in order to make up missed assignments. Teachers will determine the arrangements as to when the work will be turned in or made up, although students will receive the number of days absent from school to make up the work upon their return. All work must be made up at a time as not to miss any further instructional time.

### ***MAKE-UP WORK***

Those students who have excused absences may make up work missed.

Students returning to school after absences must check with their teachers **on the day they return** regarding any work missed. Students with excused absences will be allowed the number of days absent for make-up work. For example, a student absent three days who returns on Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test **may** be required by the teacher to take the test immediately upon return. Written permission from the elementary principal is required for additional days.

Make-up work for unexcused absences from school will not be allowed.

Make-up tests **MUST** be taken before, after school, or during non-instructional period of the day.

### ***INCLEMENT WEATHER AND SCHOOL CLOSING***

Parents will be notified about school closings due to questionable weather conditions or other emergencies via ACA's communication system designed by "**Parent Alert.**" **For this reason, it is critically important that parents/guardians keep the school informed regarding changes in cell, work, and home phone numbers as well as email addresses.** Please email the school secretaries to update your information. In addition, parents are expected to use their good judgment as to whether conditions in their neighborhoods preclude students' safe arrival at school. In the case of a tornado warning at dismissal time, your child should be left at school until the warning has been lifted.

### ***STUDENT ILLNESS AND MEDICATION GUIDELINES***

Please note the following procedures which **MUST** be followed:

Parents will be contacted by phone if their children become ill during the school day. Parents must make arrangements to pick up their children with temperatures of 100.4 or higher or any symptoms of a contagious nature. Students must be fever free and vomiting free for 24 hours before returning to school.

Parents and physicians must sign medication forms provided by the school before any medication will be given at school. These forms are found on ACA's website under the "Nurse's Corner." This includes prescription and nonprescription medications. Students will not be permitted to carry medications on their person except for inhalers and/or emergency type medications such as an Epipen.

Prescription medications must be in a current, pharmacy-labeled bottle with the students' names, doctors' names, medication names, strengths, dosages, methods of delivery, and times to be given at school. Parents may request two bottles from the pharmacy (one for home and one for school).

Samples of medications from doctors' offices must include the names of the medication, dosages, and the amounts to be dispensed. All medication must be in original containers and a doctor's signature is required. Please do not send any medications to school in a ziplock bag.

When medication is a nonprescription (over the counter), it should be in original unopened, sealed containers. All manufacturers' labeling plus the students' names should be clearly visible on the containers. Over-the-counter medications will not be provided by the school (Tylenol, Advil, cough drops, etc.). **Doctors' signatures are also required** for over-the-counter medications (especially for students who have chronic issues and need to take these often.). This would include students who suffer from migraine headaches, acid reflux, menstrual cramps and muscular/joint pains.

Controlled medications such as ADD medications (Aderall, Ritalin, Focalin, etc.) should be delivered to school by parents. Students should never deliver these to school.



When medication is completed or at the end of the school year, parents should pick up any unused medication. If it is not picked up by the last day of school, it will be destroyed appropriately.

New forms must be completed every school year even if the medication has not changed.

Parents must inform the school of any health problems in writing that might cause problems while children are at school. You may meet this requirement by directly emailing the school's nurse. For students with chronic health conditions, please, supply the principal and nurse with physicians' statements regarding diagnosis, prognosis and treatment. Since there is a two-page State of Alabama Health Department form that **MUST** be completed every year and kept on file with the nurse, it is critical that she be informed of changes that may occur in your children's health status.

### ***IMMUNIZATIONS AND MEDICAL PROCEDURES***

**Alabama Law requires** that all students present to school officials a Certificate of Immunization (or exemption). The appropriate form may be obtained from your doctor or the Department of Public Health. A copy of the birth certificate is also required. NOTE: Students will NOT be allowed to attend school if their "blue slips" (immunization cards) are out-of-date.

Students must stay home for certain contagious diseases.

Pink Eye (Conjunctivitis) – Students may return to school after 24 hours of prescribed medication.

Strep Throat – Students may return to school after prescription medication has been taken for 24 hours and the student is fever free for 24 hours.

Head Lice – Students discovered to have lice are required to remain at home during treatment and must be cleared by a physician and or the school nurse before returning to school.

Chicken Pox (Varicella) – Students must be kept out of school 5 days after the appearance of the first crop of vesicles or when all lesions have dried and scabbed over.

Fifth Disease – Symptoms include the "slapped cheek" appearance of the face. A lacy rash over the body may be present with or without fever. Students may return to school if no fever is present.

Meningitis – A bacterial infection of the membranes covering the brain and spinal cord. Students will be excluded from school until physicians release them to return to school.

Ring Worm – A fungal infection of the skin appearing as a round reddened lesion with a raised border which clears in the center as it enlarges. Students may return to school after treatment has begun.

For questions concerning these guidelines please call Melany Hatcher, RN at 277-1985 (Ext. 233).

### **GENERAL SCHOOL PROCEDURES**

#### ***LIBRARY***

The elementary library is open for students to check books in and out from 7:30 a.m. until 8:00 a.m. and from 3:00 – 3:30 p.m. Students are also allowed to visit the library during school hours when the library is open (no classes) with teacher permission.

Elementary teachers take their students to the library on a regularly scheduled basis. These visits are on the same day each week. Pre/K students visit the library for story time and book time, but do not check books out. Kindergarten and first graders can check one book out for one week. Second through fifth graders can check out two books for one week. Books can be renewed **if they are returned on the date due**. Books will not be checked out over the Christmas holidays. Students are not allowed to check out books if they do not return all books due on that day.

If a book is misplaced and cannot be found, please notify the library immediately. The student will be allowed to check out a book while an effort is made to locate the lost book. If the book is not found after a reasonable period of time, the student must pay for the book. Books overdue for four weeks will be assumed lost and students will be charged for the price of the book. Library computers are **only** to be used for accessing our card catalog, research, word processing,

A.R. testing and printing. As with other school computers, students must abide by policies set forth under **Technology Computer Use**. Pupils are allowed to take A.R. tests **only** with teacher permission. Students may not save documents to the hard drive, make changes to computer settings, or use disks or flash drives. Provision for student data storage will be made on the school's servers via a secure access system. Failure to abide by these policies may result in students' being banned from further library computer use and may also result in an office referral.

The library has a copier for student copies. Payment for printing from the computers and copying is due at time of service.

Library Media Center materials may be challenged by requesting and filing a *Citizen's Request Form for Reconsideration of Instructional Materials* with the librarian. The Library Committee will make a recommendation to the administration concerning the material.

### ***VISITORS/DELIVERIES***

**Parents must "buzz in" to enter the building through the front of the elementary building. All parents and visitors must report to the elementary office and sign the "Visitor's Register" and wear a visitor name badge while on the premises.** If a parent needs to see his/her child, the student will be called to report to the office. Articles that need to be delivered also need to be left in the office. While classroom visits by parents are encouraged, they **MUST** be scheduled in advance so as not to interrupt classroom instruction. Due to limited office staff and space, as well as the potential for disruption of the instructional process, the administration cannot permit delivery of flowers, balloons, etc. to students. The south entrance will be kept locked during school hours.

Parents, family and friends are invited to attend our special programs and events. We do ask during such times that visitors use **ONLY** applause as an appropriate way to congratulate and praise our students. Visitors that bring other means of recognition to our students, such as shakers, air horns, yelling out names, etc. will be asked to leave the assembly/event.

### ***TECHNOLOGY***

Alabama Christian Academy is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration-- a vital skill for our 21st century learners. iPads and campus computers are strictly for educational use consistent with the educational goals of ACA. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give students and their families clear and concise guidelines regarding the appropriate use of iPads as well as other technology while enrolled as a

student at ACA. The underlying premise of this policy is that all members of the ACA community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

### **Electronic Communication**

Electronic communication is defined as any communication that uses technology as a medium of transfer. This includes, but is not limited to email, SMS, and MMS messaging.

The use of electronic communication **on campus** is prohibited except as part of an assigned, in-class activity that is supervised by faculty or administration or is a school-related communication.

Students should always use appropriate language in their electronic communication.

No inappropriate content is allowed, including derogatory, obscene, or harassing messages and media. Electronic communication of an abusive or harassing nature will be regarded as a major violation and will be subject to the appropriate disciplinary action as stated elsewhere in this handbook.

Chain letters and spam of any kind are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.

Students are prohibited from accessing anyone else's email account.

Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.

Only approved mail programs may be used for student mail.

Blogging is to be utilized on campus only for academic purposes.

Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity

The school reserves the right to delete any messaging app from student iPads due to violation of this AUP.

### **Audio and Video**

Audio on computers should be turned off unless required as a part of an assigned, in-class activity.

Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.

When sound is needed, student-provided headphones must be used.

The use of iPads to watch movies and videos, unless assigned by a teacher, is not permitted during the school day.

Any audio or video recording may be done only with the prior permission of all parties being recorded.

Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

### **Games**

Students may not view and/or play electronic games of any kind during school hours except as part of an assigned, in-class activity. Faculty and staff may relax this policy at their discretion.

No games that are “played” over the school network are allowed.

Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school-owned devices.

The school reserves the right to remove any application from a school-owned device that is considered inappropriate or impedes the educational purpose of the iLearn initiative.

### **iPads**

Student iPads/Chromebooks must not be left unattended at any time. If a device is found to be unattended, it will be turned in to the appropriate administrator.

Do not lend your iPad/Chromebook to other students.

Do not borrow an iPad/Chromebook from another student.

No food or beverages should be in the vicinity of the iPads/Chromebook. No iPad/Chromebook is permitted in the MPR during lunch or chapel.

Devices should be handled with respect and care. Inappropriate treatment of school iPads is not acceptable.

Devices are not to be written on, to have stickers applied to them, or to be defaced in any way.

Don't remove, move or write on the identification sticker on your device.

Students are not allowed to create any administrative passwords on their devices. This does not include the passcode lock enabled by the student for security purposes.

### **Network Access**

Students must not make any attempt to access servers or network information that is not open to the public.

The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchasing.

Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

ACA is not responsible for damaged or lost data transferred through our network or stored on iPads, computers, or our file servers.

Use of personal wifi hotspots is prohibited on the ACA campus.

### **File Sharing**

File sharing of any kind is prohibited unless directed by a faculty member.

No file sharing software of any kind is to be installed on school computers including iPads. Administrative removal and/or correction of any of the above will incur a first time fee of \$25. All subsequent occurrences will incur a \$50 fee.

### **Deleting Files**

Do not delete any folders or files that you did not create or that you do not recognize. (This includes all profiles loaded by ACA, including iBoss.) Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Administrative removal and/or correction of any of the above will incur a first time fee of \$25. All subsequent occurrences will incur a \$50 fee.

### **Downloading and Loading of Software**

Students are not permitted to install custom/individual applications that require administrator privileges.

All installed software must be a legally licensed copy.

The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.

The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.

Copyrighted movies may not be "ripped" from DVDs and placed on the iPads nor may copyrighted movies be downloaded to the iPads from the Internet.

Only commercial videos (such as television programs or movies) legally purchased from the iTunes music store or another like entity may be downloaded to the iPads.

Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screen savers, and others similar to these automatically open connections to the computers from outside the ACA network and are therefore prohibited. Such connections are Spyware, and they not only monitor the activities on that computer, but they also slow down the operation of the computer and the network connection.

Administrative removal and/or correction of any of the above will incur a first time fee of \$25. All subsequent occurrences will incur a \$50 fee.

## **Wallpaper and Screensavers**

Wallpaper includes the background picture on all school-owned devices as well as the lock screen picture on school-issued iPads/Chromebooks.

Inappropriate or copyrighted media may not be used as a screensaver or wallpaper.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures will result in appropriate disciplinary action as stated elsewhere in this handbook.

Screensavers that include gaming content are prohibited.

Students are prohibited from changing the lock screen picture on school-issued iPads.

Administrative removal and/or correction of any of the above will incur a first time fee of \$25. All subsequent occurrences will incur a \$50 fee.

## **Internet Use**

Students are strictly prohibited from accessing inappropriate content via the Internet. Such content includes, but is not limited to items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, and images intended to harass or abuse others. Students must not access, display, or store this type of material on any device.

Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.

Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Plagiarism includes the use of any information obtained from any source that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as all other incidences of plagiarism.

If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Network Administrator, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **Privacy, Use, and Safety**

ACA will collect and use students' personal information insofar as is required to create student accounts for educational purposes. As a result of the Child Online Privacy Protection Act, ACA requests parental consent for student information to be used in this way.

ACA provides a Google account for every student in grades six through twelve. The use of student accounts are subject to this AUP as well as Google's Terms of Service.

Email accounts provided to sixth grade students will be administratively restricted from sending messages to or receiving messages from any domain that is not previously approved by the administration.

Students may not give any personal information regarding themselves or others through email or the Internet including names, phone numbers, addresses, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. In many cases, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.

Students are not to provide email addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without prior consent.

Students must secure and maintain private passwords for access to various accounts created for instructional purposes. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.

ACA respects the privacy of every student, faculty member, and administrator regarding stored files and email accounts. However, if inappropriate use is suspected, the administration reserves the right to view the content of these files and accounts in order to investigate suspected inappropriate behavior.

The school will monitor computer activities that take place on school-owned devices including logging website access, newsgroup access, bandwidth, and network use.

Students are prohibited from accessing faculty, administration, and staff devices as well as school file servers for any reason without explicit permission from the user or administrator of that device.

Students are prohibited from jailbreaking iPads/Chromebooks.

Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.

No identifiable photographs of students, faculty, or administration is allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Cyberbullying is the use of electronic information and communication devices to willfully harm any person or persons through an electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:

Sending/posting false, cruel, hurtful or vicious messages/comments;

Creating or contributing to websites that have stories, cartoons, pictures, and/or jokes of a hurtful nature.

Breaking into an email account and sending vicious or embarrassing materials to others.

Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

Posting an identifiable picture of a student without the pictured individual's consent/permission.

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, and/or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated and will result in appropriate disciplinary action as stated elsewhere in this handbook.

Devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy (AUP) including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

### **Copyright**

Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on the iPad, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the iPad lease program at ACA as well as to students who are using the school's iPads and other devices on campus.

Devices with illegal or inappropriate software or materials on them will be reformatted or "restored," and the student will be charged an administrative removal and/or correction fee of

In the case of repeated iPad/Chromebook abuse and/or damages, the school has the right to revoke the use of the school's iPad and the student will be restricted to using only on-campus computers. Repeated AUP offenses or iPad abuses may lead to the loss of a student's privilege of using a iPad/Chromebook on campus.

Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.

Alabama Christian Academy takes no responsibility for activities conducted on school computers and iPads or materials stored on computers, iPads, or the school's network.



ACA is blessed to be able to offer a one to one experience for our first through fifth grade students. Each student is assigned a device to use through the year. These devices are kept in a storage cart and distributed to the students when the need arises. Since the devices are not carried from place to place damage is typically minimal but it does occur. Our students have done a remarkable job of being very responsible with these devices in the past and we have no reason to believe this year will be any different. Also, we understand accidents happen especially with the younger kids, our staff does an excellent job of supervising the usage of our devices and damage is rare. **Minor damage repair costs are absorbed by the school. If a machine has been damaged due to student negligence (such as leaving it on the floor) or misbehavior (throwing the machine), the student's account will be charged. Each instance of this will be reported to parents.**

### ***LOST AND FOUND***

**All personal items need to be marked.** Items found in the elementary building will be turned in to the elementary office. Lost articles, which are not claimed within a reasonable period of time, will be given to charity or be discarded.

### ***STUDENT VALUABLES***

Students are URGED NOT TO WEAR EXPENSIVE JEWELRY to school. The school cannot be responsible for any missing valuables. Students should not bring money to school unless it is needed for lunch, book fair, or another school endorsed function.

### ***PARTIES DURING CLASS***

A party that is planned outside of class by faculty, parents, or students (for a school class) must be approved in advance by the principal. Parties will be planned and given by room parents at Christmas. Kindergarten and fifth grade students are allowed an end of the year party. Any other money to be collected for a party must not be more than \$5.00 unless otherwise approved by the principal. ACA does not celebrate Halloween, Thanksgiving, or Valentine's Day with a class party.

### ***BIRTHDAY PARTIES***

You may send cookies, cupcakes, doughnuts, and must certainly something healthy to school for your child's birthday. Treats will be served at lunch Please notify the teacher **at least a day in advance** when you plan to send you child's treats. Please **do not** send favors or goody bags. Balloon bouquets may be purchased from the Spirit Store for \$5. This treat will be delivered to your student at the end of the day. Special things you want to do for your child should be done at home with your family. Invitations to

parties outside of school may be given out at school with the permission of the teacher if the entire class or all boys/girls are invited from said class.

### ***FIRE AND TORNADO DRILLS***

There will be both announced and unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class.

### ***FIELD TRIPS***

Field trips away from campus will be scheduled periodically as an extension of classroom learning situations. **At the beginning of the year parents are asked to give permission for these.** This permission will suffice for the year, but parents will be informed when a trip is planned. Unless otherwise notified in writing, only the custodial parent's permission will be sought and **ONLY** it will be acknowledged unless prior written authorization of another's has been received by the school. School rules and standards of behavior and conduct apply fully on all such trips. **Students will be transported by bus in most situations to field trip locations. Most trips have been pre-paid.**

### ***SHADOWING PROGRAM***

Alabama Christian Academy has put in place an opportunity for potential ACA students to sit in classes in order to see the richness that we offer. This Shadowing Program will be in place for students that are looking to enter grades K5-12. An ACA student(s) would be commissioned to lead a potential ACA student through a time set by the student's guardian and the administration. Please contact the Director of Admissions or the school principal if you know of a family that would like to take advantage of this program.

### ***FINANCIAL INFORMATION***

We request that all normal financial transactions be handled directly with the Business Office. The phone number is 277-1985.

### ***TEXTBOOKS***

Textbooks are included in yearly tuition. Textbooks will be returned at the end of the term or to the office on the day the student withdraws from the Academy. iPads will also be returned on the day of withdrawal.

**Students should not leave textbooks or iPads/Chromebooks unattended at any time in any part of the building, including the gym area.** Students are responsible for paying for the books that are lost or damaged. Lending books or sharing books with other students is discouraged. Therefore, students that lend books to other students remain responsible for the books they were originally issued at Student Processing.

All textbooks **must** be kept covered for their protection. Neither tape nor contact paper is to be affixed to the books themselves. All students should write their names on the inside front cover of their books to provide a quick means for identification in case they are misplaced. Any problems with textbooks (bad bindings, torn pages, etc.) **MUST be brought to the textbook coordinator's attention within the first ten days of school. NO EXCUSES** will be accepted when books are turned in damaged at the **end** of the school year. Where available, parents may rent a spare textbook for \$25 per book. If a student withdraws during the first semester, half of the textbook rental fee will be refundable.

### ***TUITION AND FEE INFORMATION***

**Each family will name a responsible party for their child or children's account. Family accounts may be set up according to the Tuition Payment Option chosen. These are as follows.**

- **One-Pay Plan:** The full tuition is paid in full no later than June 15<sup>th</sup>. Parents choosing this method will receive \$150.00 per student discount (\$75.00 for ½ day Pre-K & Kindergarten.)
- **Two-Pay Plan:** The full tuition is paid in two equal payments with the 1<sup>st</sup> payment due no later than June 15<sup>th</sup>, and the 2<sup>nd</sup> payment due no later than January 15<sup>th</sup>. Parents choosing this method will receive a \$75.00 per student discount (\$37.50 for ½ day Pre-K and Kindergarten.)
- Tuition payments are drafted from bank account or credit card on 5<sup>th</sup> or 20<sup>th</sup> of month. A late fee of \$20.00 is assessed for any unpaid tuition each month. The tuition & fee balances are available on Renweb after your account is created.
- Tuition includes textbooks, digital learning labs (K4-5<sup>th</sup>), Chromebook rental (6<sup>th</sup>-12<sup>th</sup>), workbooks, technology fees, RenWeb, field trips (Elementary), a yearbook, and school pictures. Tuition does not include specific Athletic fees (football, baseball, etc), Fine Arts fees (band, chorus, drama), AP Test fees, After School Care, Dual Enrollment, LEAP, uniforms, and lunch. Fees can be added to student tuition bill and paid at one time or spread over the school year. **All digital equipment is property of ACA.**
- During the online enrollment process for the next school year, each family will enroll in the FACTS Management program. Enrollment in this online program is mandatory and included in the enrollment fee. Please note the advantages in using the FACTS system for tuition payment handling: Convenient online payment plan sign-up, receive email payment reminders before your payment is due, online tuition payments, multiple payment options, and web-based interface for account viewing.

- If you enroll after June 1st, tuition payments are determined by dividing the total by the number of months left in the school year which ends May 31st.
- Tuition multi-child discounts are limited to siblings only. The oldest child attending is considered 1st child.
- If your draft is returned for any reason, there is a return fee of up to \$35 and late charge of up to \$25 applied to your account.
- The first month's tuition and all fees are non-refundable and non-transferable. July's tuition IS refundable ONLY IF a student withdraws or decides not to attend between July 1st and the first day of school AND moving outside the tri-county area. Once a student starts a semester, the family is committed to pay the full semester of tuition. A student/family who withdraws after the first day of the semester owes the full semester's tuition before records are released. No records are released until this is paid.
- Accounts must be completely up to date in order for transcripts/records to be released. If paying final account balance with a check, records/transcripts will not be released until check has cleared the bank which can take up to 2 weeks. To receive records/transcripts as quickly as possible, please pay final balance with cash, cashier's check, or money order. If withdrawing before the beginning of school, please email or give a written statement saying your child is not returning. We need this for our records. Tuition and fees will remain on the account until written confirmation is received.
- Financial assistance may be available upon demonstration of financial need. The application process is online at <https://online.factsmgt.com/aid>. There is a \$30 non-refundable fee to apply. Deadlines for applying for the next school year are March 1<sup>st</sup> and July 1<sup>st</sup>. A new application must be completed each year.
- SOAR Day for all students will be in August before school begins. Please see the school calendar on the website for specific dates. Your account must be current in order to participate.
- For Renweb issues, please contact Nancy Jones. Her email address is [njones@alabamachristian.org](mailto:njones@alabamachristian.org) and extension is 225.
- If you have questions about your billing, please email Charlotte Young at [cyoung@alabamachristian.org](mailto:cyoung@alabamachristian.org).

**FIRST SEMESTER POLICY: It is important to note that tuition accounts must be current at the end of the first semester of school or the student WILL NOT be allowed to return to ACA for the second semester. The school will not release grades, report cards, or transcripts if accounts are not paid in full at the end of each nine weeks. Accounts will also be blocked several days before report cards are released if family accounts are not paid in full. Parents will be notified in writing before the holiday break if their children will not be allowed to return to ACA for second semester.**

**SECOND SEMESTER POLICY:**

**According to Alabama Christian Academy's policy, that report cards be released or transcripts will not be sent to other schools if family accounts are not paid in full. Report cards and Transcripts may also be held for unpaid library fines and/or lost books, textbook damage and/or lost textbooks, picture money, lunch money, or any other fees reported by teachers as unpaid. Accounts will also be blocked several days before report cards are released if family accounts are not paid in full.**

### ***STATEMENT OF FINANCIAL RESPONSIBILITY***

Upon enrollment, families are required to complete online forms designating those individuals who will be financially responsible for paying students' tuition, fees, expenses, etc. These forms name not only the individuals to be held financially responsible for accounts, but specify those persons who may receive information about accounts. Such also allows the business office to be informed of court mandated tuition payments and other special situations and arrangements. Of course, in cases of divorce, separation, etc., ACA requires legal proof of custody as part of this process. As family situations change, new statements of financial responsibility will be required.

All fees and June's tuition are **non-refundable** and **non-transferable**. July's tuition is refundable **ONLY IF** students withdraw or decide not to attend between July 1st and the first day of school, **AND** they are moving outside the area served by ACA (determined by current student demographics). A fee will be charged to students who withdraw from ACA. March 1 to June 1 - \$150; June 1 and after \$250. (Exceptions will be made for military orders.)

Those who have paid using the one- or two-pay plan may expect a refund for the days not enrolled at ACA not including June & July tuition which is nonrefundable and any applicable discounts. Accounts must be completely up to date in order for transcripts to be released. If paying final account balance with a check, records/transcripts will not be released until check has cleared the bank which can be up to 2 weeks. To receive records/transcripts as quickly as possible, please pay final balance with cash, cashier's check, or money order.

### ***INCIDENTAL FEES and AFTER SCHOOL CARE***

Parents will receive invoices from FACTS showing fees for activities in which your child is involved. The fee is divided over a certain number of months to coincide with the length of the activity.

Examples (Length of billing is dependent upon when fees are submitted to FACTS and where possible the length of time will be as stated but if that is not an option the fee will be divided over 1 less month; this only affects those 10 month fee plans):

- Football, Volleyball, and Cross country fees: 5 months, August - December
- The 2nd half of Cheer fees: 7 months, August - February
- Basketball fee: 5 months, October - February
- Band, Chorus, and Dual enrollment fees: 10 months, August to May
- Softball, Baseball, Track, and Soccer: 5 months, January - May

- Washington trip payment: 4 months, August to November because the plans are finalized 60 days before the trip.

You will be notified by the coach or faculty member in charge of your activity about the fee and what it includes.

If you have been billed a fee in error or if your child is no longer participating in an activity, please contact the coach or faculty member. They must let the Business Office know to take the fee off the account.

Fees under \$50 will be billed 30 days out as a one time payment except for May when all payments are due by May 10th.

Parents can sign up for auto pay for incidental billing. An email should be sent to you 4 days prior to the fee being drafted. Any change to the billing must be done prior to **48 business hours before the draft date**. If you need to change your bank information, please contact FACTS at 1-866-441-4637 and have your Customer # and ID # to help them help you. If you have signed up for auto pay with the incidental billing and you do not wish to have the fees drafted, please contact FACTS.

If you have not set up auto pay for incidental billing and you wish to add your fees to the monthly draft, please email Charlotte Young at [cyoung@alabamachristian.org](mailto:cyoung@alabamachristian.org). Then the fees can be added to your draft. Again, an email is sent from FACTS to you 4 business days prior to the draft so you will see what is to be drafted. You can also go on FACTS at any time to see what has been billed. We ask you to check this often.

You may pay the monthly payment or the whole fee at one time. It is up to you. Payments may be made through FACTS or to the school. If you pay to the school and are on auto draft for the incidental billing, payment must be made 5 business days prior to the draft so there is time to apply the payment and stop the draft.

If you wish to pay with a credit card, the payment must be made through FACTS. We cannot accept credit cards for FACTS billed items in the school.

### ***SOAR (STUDENT PROCESSING AND FEES)***

New and returning students in grades 6-12 are required to go through SOAR (student processing) each year. The date and times are typically selected in early spring of the previous school year and posted in the main office and on the school's website. Additional fees vary according to activities. Fees for athletic teams, fine arts classes and activities, and AP Tests will apply to students participating in those activities.

### ***TRAFFIC FLOW DIRECTIONS***

Three lanes of ONE-WAY traffic enter ACA's campus at the main entrance (northeastern corner by baseball field) off Wares Ferry Road and flow clockwise around the building. Please do NOT stop on Wares Ferry Road and let others onto our property. While this is a nice gesture, it impedes the traffic flow around the building. The outside lane is the fire lane all the way around the building and ABSOLUTELY

NO STOPPING IS PERMITTED IN THIS LANE. The two inner lanes are used as “pickup” lanes. Cars may idle in these lanes but **MUST NOT BE LEFT UNATTENDED**. All vehicles must exit the campus at the traffic light located on Wares Ferry Road at the northwestern corner of our property. This is the **ONLY** exit from the campus. Please note that the entrance at the very front of the school is a **ONE WAY ENTRANCE ONLY**. It is **NOT** to be used as an exit. Thank you for your cooperation, patience and understanding in following the marked pathways for traffic flow.

### ***SCHOOL BUS SAFETY***

At various times throughout the year, student groups use buses for field trips, athletic events, and other transportation purposes. In order that such outings and bus usage be enjoyable and safe, these guidelines for school bus safety are to be observed by all students:

Students must get on and off the bus in an orderly manner without running or pushing.

Students may talk, but not loudly, and must be absolutely quiet when the bus is stopped at a railroad crossing.

The emergency door may not be used as a regular entrance or exit.

Students must remain seated at all times while on the bus.

When unloading, students should remain seated until the bus is completely stopped and the driver opens the door.

Trash must not be left on the bus. It is best if students do not eat or drink while on the bus.

Students may lower the bus windows but must close them when leaving the bus.

Nothing should be thrown on the bus or from it. Students must not hang their hands or arms out of the windows.

Students should not enter the bus unless a responsible adult is present.

Coaches, teachers, and sponsors using the bus are responsible for making sure it is cleaned after the trip is concluded.

Students are **NOT** to wear dirty uniforms on the bus. Football, baseball and softball players in particular need to take a change of clothes and re-dress after games before re-boarding the bus. No cleats are to be worn on the bus.

On-coach restrooms are not to be used since the school has no appropriate dumping station.

Make-up, eyeliner, etc. may **NOT** be used during transport because they can soil the bus seats.

Care should be taken in opening and closing overhead bins and reclining and re-positioning seats.

Parents riding our bus must wear an ACA nametag.

Students should take pride in our blessings and take care of what God has given us. Those who do not abide by these rules will not be permitted to ride the bus.

## **ACADEMIC POLICIES AND PROCEDURES**

### ***GRADING SCALE FOR 1ST-5TH***

A = 90 - 100

B = 80 - 89

C = 70 - 79  
D = 64 - 69  
F = 0 - 63  
S = Satisfaction  
N = Needs improvement  
U = Unsatisfactory

### ***MATH STANDARDS 1ST-5TH***

Mastered (3)= 80% proficient without teacher assistance  
Progressing (2)= 80% proficient with teacher assistance  
Not Mastered (1)= Less than 80% proficient with teacher assistance

### ***ASSESSMENT SCALE K4-K5***

#### ***ACADEMICS CONDUCT***

Skill Mastered S = Satisfactory  
Skill Developing N = Needs Improvement  
Not Yet U= Unacceptable

It is hoped grades for conduct and work habits will be considered as important as academic grades. These grades will be considered as important as academic grades in determining those who are admitted to ACA and those who are allowed to remain.

### ***AWARDS***

Academic, fine arts, physical education, Bible awards and other awards will be given in an assembly in the spring to students in grades 3 - 5. Teachers will submit nominees based upon performance for each award to the Awards Committee. This committee will choose the winners of awards based upon overall performance. Fifth grade students receive a certificate for promotion during the awards ceremonies.

### ***HOMEWORK FOLDERS, SIGNED PAPERS, ANNOUNCEMENTS***

Teachers of students in grades K - 2 will send home each student's work each week to be reviewed, signed and returned the next day. Teachers of students in grades 3 - 5 will send home papers daily. Parents are asked to help make sure the papers are signed and returned, as students who do not return signed papers may, after being warned, be referred to the principal for discipline.

ALL teachers (Pre/K – 5<sup>th</sup> grades) post assignments, notes, and news each week on the designated website for parent's information (RenWeb).

### ***ELEMENTARY LATE WORK***



First and second grade classes, late daily work receives a ten-point deduction per day late for the first three days late. After the third day late, the student may receive a maximum score of 64. Points missed on the assignment will be deducted from 64.

Grades 3-5 student daily papers will be deducted eleven percent per day late for six days. The maximum amount a student can make, therefore, is 89, 78, 67, 56, 45, and 34, respectively. The seventh day late results in a zero on the assignment. Therefore, teachers will not allow “make-up work,” after the student has been late for six days.

### ***VIEWING STUDENTS' GRADES/ACADEMIC PROGRESS/DEFICIENCY REPORTING***

ACA's data delivery system is “RenWeb.” This system provides access to student data. The school will give each family a code to access. Once the account is established, parents will have access to student data (grades, attendance, etc.) Assignments will be posted electronically by the end of the day on Mondays. The platform for posting assignments is Renweb. Parents will have access to what teachers anticipate their assignments will be for the week. Some teachers are more specific than others. How your child's teacher will use the website will be explained during parent orientation at the beginning of each school year. Students are accountable for all assignments given in class whether or not the assignments have been posted electronically.

Grades are not posted immediately. Teachers have at least one week to grade and post scores. Writing assignments may take longer to be graded and have scores entered. The start of each 9-weeks may have fewer postings as teachers are beginning new concepts and materials. Grades for Pre/K and K are not posted electronically.

If a parent does not have access to a computer or would rather have a printed copy of his/her child's grades, one can be printed by making a written request to the elementary principal at the midpoint of each nine-week period.

### ***ACADEMIC PROBATION FOR READING AND MATH***

Students should be able to remain on grade level to continue their education at Alabama Christian Academy. Students in 1<sup>st</sup> - 5<sup>th</sup> grades that are not able to achieve this goal will be placed on academic probation.

### ***ELEMENTARY PROMOTION POLICY***

Three very important factors are involved in promotion -academic progress, the ability of the child to handle classroom work habits/expectations, and the maturity level of the child. Very few elementary students at ACA fail specific subjects or grade levels. It is felt, however, that some children who can do grade level work or slightly below are not prepared for the next year at the Academy, due to its challenging academic expectations. The school reserves the right to retain a student in such circumstances even though he may not be making failing grades. Some children may make satisfactory academic progress, but their maturity level may not be commensurate with that of their peers. As a result, they may need to repeat a grade.

**Kindergarten Policy:**

Kindergarten students must score a minimum average of 75% for the last 9 weeks-checklist to be able to advance to the first grade.

**Grades 1 - 5 Policy:**

**An F or N average for the year in any subject other than reading, math, music, art, physical education or Bible requires 20 hours of appropriate\* tutoring in order for the pupil to enroll in the next grade. (\*Appropriateness: determined by all parties involved)**

**An F or N average for the year in any two subjects other than reading, math, music, art, physical education, or Bible requires the repeating of the grade.**

**If a student fails (F or N) reading or math for the year, he or she must repeat the grade.** A student may repeat only one grade in elementary school. If a student who has already repeated a year fails to complete successfully the academic standards to be promoted at ACA, it will be recommended that he/she be placed in a school with a specialized curriculum that can better meet his/her academic needs.

***NOVEL SELECTION POLICY/REQUIRED READING***

The novels chosen for our program of required reading at the elementary level have many positive characteristics. They do not focus on immoral or unethical practices, nor do they contain excessive profanity or suggestiveness.

However, in cases where a novel contains instances of offensive material, the novel is not censored. Any language or situation that is considered inappropriate by the teacher or administration is discussed with the students at the beginning of the assignment. A lesson regarding Christian values is taught concerning these issues. It is our desire to equip students with Christian principles, so that they are better prepared for secondary school.

The reasons for book selection and our expectations for students are detailed below. Novels selected for required reading should meet most of the criteria. However, it is not necessary that novels meet all of the criteria.

**Reasons for Book Selection:**

Chosen novels are either award-winners or recommended by highly respected sources.

Chosen novels either teach a lesson or bring to light an appropriate grade-level issue.

Chosen novels address a particular genre.

**Expectations for Students:**

Students will identify major story elements of chosen novels (plot, character, theme, sequence, climax, and resolution, etc.)

Students will interact with the chosen novels by making connections and inferring meaning.

Students will actively participate in literature circles, book responses, and assessment processes in order to quantify their understanding.

***TESTING***

A standardized achievement test is administered on an annual basis at ACA for grades 1<sup>st</sup> through 5<sup>th</sup>. This test is basically an achievement test designed to measure students' scholastic progress. Group test

data, such as that derived from this test, is sometimes supplemented by special individual test data when the principal, counselor, parents or teachers feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy.

### ***TRANSCRIPT RELEASE***

Transcripts of a student's record will be released by the counselor to educational institutions. No student may have transcripts released to any school unless his/her account is current.

### ***CONFIDENTIALITY OF RECORDS/INFORMATION***

In 1974 the U.S. Congress passed the Family Education Rights and Privacy Act (P.L.93-380). This legislation is frequently referred to as the "Buckley Amendment". The purpose of this act is to allow parents to have access to their children's educational records while barring access to all other individuals who do not have legitimate educational interests in such records. The law divides "information" into two categories -- "directory" and "confidential". Directory information includes such data as names, addresses, phone numbers, heights and weights of athletes, etc. Confidential information includes such data as grades, test scores, written comments and reports, etc.

ACA offers equal access to all school records to each student's parents unless its administration is informed in writing of any restrictions placed on a non-custodial parent. In the absence of such written notification, the Academy will consider each parent of a child authorized to review and inspect that child's school records. A charge of \$0.25 per page will be assessed for other school records requested by parents/guardians or mandated via subpoenas.

The Academy employs this handbook as a vehicle for informing all parents and students that it will routinely publish and distribute directory information unless a written request is received by the principal from a parent asking that such data not be released.

# Alabama Christian Academy Philosophy on Interscholastic Athletics

The mission of ACA Athletics is to train our athletes to achieve victory – in competition, in life, and for eternity.

*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17 (NIV)*

At Alabama Christian Academy, we believe that participation in athletic competition can be an important part of a student’s overall educational experience. While striving to make our teams as competitive as possible, our primary objective is to help our student-athletes grow spiritually, while they acquire important skills and character traits that will prepare them to be “productive Christian citizens” (Mission Statement). These character traits include respect for authority, discipline, responsibility, leadership, sacrifice, work ethic, courage, perseverance, accountability, sportsmanship, teamwork, and loyalty, among others. We focus on teaching our student-athletes *how* to win and not just on winning. Through positive reinforcement, example, and **INTENTIONAL INSTRUCTION**, coaches teach our athletes how to succeed, be gracious competitors, embrace challenge, win with humility, handle defeat with dignity, advocate for their sport, and be positive Christian role models.

Our teams, coaches, and supporters are considered an important part of the overall culture at ACA. They are expected to respect and show positive support for other athletic teams, other coaches, and all extra-curricular groups on campus, such as cheer squads, band, color guard, and others. All are expected to work in unity under the leadership and direction of the Athletic Director and Administration.

The ACA Athletic Department is dedicated to high academic standards, and providing equitable athletic opportunities for boys and girls. We are committed to excellence in athletics as evidenced by multiple team state championships, and multiple individual state championships.

## **Team Goals**

*(If we focus on goal number one, the rest will take care of themselves.)*

1) Honor the Lord in all that we do.

1a) Work hard to improve ourselves and our team.

1b) Have fun! Athletic endeavors are a gift from the Lord. 1c) Work towards winning a State Championship.

Finally, we believe that as followers of Jesus Christ, we are to strive for excellence in all things, and our performance and effort in athletics should be no different. Therefore, we will be tenacious and driven in our preparation and competition. And in victory or defeat, we will exhibit the highest level of sportsmanship and integrity, that we may glorify God in all things.

## **A WORD TO OUR SPECTATORS, PARENTS, ATHLETES, AND COACHES**

ACA students and parents should be aware of the standards set forth by the school, but often time people forget, or are unaware of what is expected from **EVERYONE** attending an ACA athletic event. Therefore, we have listed a few items, intentionally redundant, to keep in mind that are **EXPECTED** from all those supporting ACA, including **PARENTS, SIBLINGS, RELATIVES, FELLOW STUDENTS,** and **FRIENDS:**

- 1) Be loyal to teams representing ACA and **ENCOURAGE THEM** in every way possible.
- 2) Keep all comments **POSITIVE** towards our athletes, opponent's athletes, our coaches, opponent's coaches, our fans, opponent's fans, and all officials and umpires.
- 3) Our head coaches have not only the right but the responsibility of holding the officials and umpires accountable (in a Christ-like manner), and trying to ensure that all athletes participate in a fair and safe event. All spectators should keep comments towards the officials and umpires, if any, **POSITIVE!**
- 4) Booing, yelling critical comments, and the like, toward **ANYONE AT THE EVENT**, including officials and umpires, our coaches, their coaches, our players, their players, our fans, their fans, or anyone else, is unacceptable.
- 5) Respect opponents and acknowledge exhibitions of skill or courage on their part.
- 6) Coaching your son or daughter, or any other player, from the sidelines, by giving specific coaching instruction (not just encouragement) is unacceptable. ("Come on girls! Block out!" is acceptable, whereas "Come on Julie, drive in and shoot!" is not.)
- 7) Yelling instructions or criticism to our coaches is unacceptable.
- 8) **DO NOT QUIT** cheering and supporting, no matter what the score.
- 9) Be gracious towards each other and our opponent in victory and defeat.
- 10) **REMEMBER THAT LONG AFTER THE SCORE IS FORGOTTEN, OUR BEHAVIOR AND REPUTATION ARE REMEMBERED.**