



**Alabama Christian Academy**  
**2021-2022**  
**Student - Parent**  
**Handbook**  
**Upper School**  
**(Revised 8/1/2021)**

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## **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 composed of a secondary 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**

**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."
- Eccl. 4:12 "Though one may be overpowered by another, two can withstand him. And a threefold cord is not quickly broken."

**The ultimate goal of both the ACA faculty and students is to glorify God in all things. This goal fosters a desire to strive for excellence in academics, athletics, fine arts and to prepare for a life of Christian.**

- I Cor. 10:31 "So, whether you eat or drink, or whatever you do, do all to the glory of God."
- 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.”

**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.”

**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.”

**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.”

**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.”

**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.”

**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."

**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."

**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."

**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."

## **Marriage and Sexuality**

We believe 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 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**).

## **Sanctity of Human Life**

We believe 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, 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 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. A Jr./Sr. banquet is held each spring instead of a prom.

## **ACA'S VISION**

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 in discipline, 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.

## **GENERAL POLICIES**

### **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, 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 describing the familial history of the student along with information including the name of the other biological parent and a brief description of the 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 is a private educational institution and therefore has no federal mandate to provide special education and related services to disabled students. The Academy requires that students continue to work on grade level in order to remain eligible for continuing enrollment at the school. 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 that ACA cannot adequately address, the Academy's administration shall be available to assist parents in obtaining evaluations and placement in one of our local public school systems.

ACA DOES comply with the Americans with Disability Act. Reasonable accommodations/modifications will be made for properly diagnosed, disabled pupils supplying appropriate documentation. For specifics, parents should contact the school's principal.

## **PARENT - TEACHER CONFERENCES**

Conferences with parents are important to teachers in the evaluation process. Requests for conferences may be made by calling the school office or emailing teachers. Since conferences are more successful when teachers can plan for them in advance, **PARENTS MUST MAKE APPOINTMENTS WITH TEACHERS OR ADMINISTRATORS.** ACA reserves the right to audio and/or video tape 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 21st 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. Children watch how adults conduct themselves and so we must always strive to set examples of good behavior for them to follow.

## **PUBLICITY**

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. (This includes YouTube, Facebook, and other social media.) No additional notification is necessary.

## **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. Those wishing to exercise this option must write the Academy's Head of School a letter and formally request such a meeting. 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.

## **PARENTS' ORGANIZATION**

No school can be truly life-changing 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 variety of parents' organizations. The organizations are open to parents, guardians, grandparents and other adults of significance in the lives of our ACA students. It is our goal to give every individual who desires, an opportunity to volunteer and serve at ACA. For more information, please call Mrs. Irmay Fonville at 277-1985 (Ext. 211) or email her at [ifonville@alabamachristian.org](mailto:ifonville@alabamachristian.org). Please volunteer to make our school even better.

## **CHAPEL/ASSEMBLY**

This is a period of time, 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.

## **ACADEMIC POLICIES**

### **ACADEMIC STANDING POLICIES**

Standing with the school may be affected by the following conditions:

**Academic Standing Policy:** Students failing two or more subjects at the end of a semester will be placed on academic probation for the following semester. Should the students fail two courses (not necessarily the same two courses) the next semester, they will forfeit their standing with the school and must withdraw at the end of that semester. After successful completion of a semester at another educational institution, students may reapply for consideration of readmission to ACA but will do so on academic probation. Failure to meet standards of academic standing from this point forward, results in permanent dismissal from ACA.

**Special Acceptance Standing:** Students accepted on "Academic Probation" must meet the defined academic criteria in order to remain in good academic standing. These criteria will be provided in a letter by the principal at the time of acceptance. If these criteria are not met, students must withdraw from ACA at the end of the first nine weeks. Students may reapply for admission the fall of the next academic year.

Parents of students entering on "Special Acceptance Standing" will receive letters defining necessary expectations that their children must meet. Parents are encouraged to contact teachers regarding any academic questions or concerns. Progress reports are emailed home weekly. Parents should regularly keep track of their students' grades on RenWeb.

### **CALCULATION OF GRADE POINT FOR HONORS, VALEDICTORIAN AND SALUTATORIAN**

For the purpose of calculating GPA for Valedictorian and Salutatorian the core GPA will be used. Core GPA is calculated by using grades from the five core classes - Bible, Language Arts, Math, Science and Social Studies - from 9th - 12th grades only for a total of 20 credits. AP, Dual Enrollment and Honors classes are weighted in this calculation.

In case of a tie, high school credits earned in the 8th grade will be used to break the tie. If a tie still exists, the students will be co-valedictorians or co-salutatorians.

### **REQUIREMENTS FOR THE ALABAMA CHRISTIAN ACADEMY DIPLOMA**

Students attending ACA from grade 9 through 12 must earn 27 units of credit to graduate and receive a Standard (College Preparatory) or Honors Diploma. When counting units of credit for graduation, each semester of work passed will be counted as ½ unit. For example, if students pass first semester Spanish, but never pass second semester Spanish, they earn ½ unit of credit in Spanish toward graduation. Whether receiving a Standard or Honors Diploma, all seniors MUST have taken the Scholastic Aptitude Test (SAT) or the ACT twice (or once each) and have had their scores reported directly to ACA in order to graduate. Finally, it should be noted that all accounts MUST be cleared and paid in full before seniors will be permitted to participate in graduation exercises and receive their diplomas.

**ACA offers two diploma tracks, a college preparatory track and an honors track.**

### **College Preparatory Track**

4 credits of Bible – one for each year enrolled at ACA (includes Bible/Chorus)

4 credits of English

1 credit of 9th Grade English or Honors English

1 credit of 10th Grade English or Honors English

1 credit of 11th Grade English or Dual Enrollment Composition I\* & II\*

1 credit of 12th Grade English or Dual Enrollment Literature I\* & II\*

(\*Students receive 1 credit for each Dual Enrollment course. If a student enters Dual Enrollment in the 11th grade, they must also take Dual Enrollment in the 12th grade. If a student does not pass a Dual Enrollment class, they may be removed from the program and additional coursework required to earn their high school credit.)

4 credits of Mathematics – one math course must be successfully completed each year enrolled at ACA

1 credit of Algebra I – May be taken in the 8th grade and will be included in the high school GPA to satisfy the Algebra I requirement. Students taking Algebra I in the 8th grade must still successfully complete a math course each year enrolled at ACA in grades 9 – 12.

1 credit of Geometry or Honors Geometry

1 credit of Algebra II or Honors Algebra II

1 additional credit – Precalculus with Trigonometry, Calculus, AP Calculus, Finite Math or Dual Enrollment Finite

4 credits of Science:

1 credit of Biology or Honors Biology – 9th Grade

1 credit of Chemistry or Honors Chemistry – 10th Grade

2 additional credits – Anatomy, Biomedical Science, AP Biology, Physics, Environmental Science or Engineering

4 credits of Social Studies:

1 credit of World History or AP World History – 9th grade

1 credit of U.S. History I or AP European History – 10th grade

1 credit of U.S. History II or AP U.S. History – 11th grade

½ unit Government or AP Government – 12th grade

½ unit Economics or Honors Economics – 12th grade

1 credit of Physical Education – Participation in fall marching band for two semesters may be substituted for Physical Education. Spring semesters of concert band do not count toward this requirement.

½ Credit of Health

½ Credit of Communications (required beginning with Class of 2022)

5 credits of Electives

## **Honors Track**

**\*\*In order to receive the Honors designation on the diploma, a student must take a minimum of 3 Honors classes and a minimum of 3 AP or Dual Enrollment classes. The student must also maintain a 3.5 GPA. Additional AP core classes or Dual Enrollment core classes may replace an Honors class for a total of 6. Graduating seniors receiving honors diplomas are awarded white honor cords.**

**4 credits of Bible – one for each year enrolled at ACA (includes Bible/Chorus)**

**4 credits of English**

1 credit of 9th Grade English or Honors English

1 credit of 10th Grade English or Honors English

1 credit of 11th Grade English or Dual Enrollment Composition I\* & II\*

1 credit of 12th Grade English or Dual Enrollment Literature I\* & II\*

(\*Students receive 1 credit for each Dual Enrollment course. If a student enters Dual Enrollment in the 11th grade, they must also take Dual Enrollment in the 12th grade. If a student does not pass a Dual Enrollment class, they may be removed from the program and additional coursework required to earn their high school credit.)

**4 credits of Mathematics – one math course must be successfully completed each year enrolled at ACA**

1 credit of Algebra I – May be taken in the 8th grade and will be included in the high school GPA to satisfy the Algebra I requirement. Students taking Algebra I in the 8th grade must still successfully complete a math course each year enrolled at ACA in grades 9 – 12.

1 credit of Geometry or Honors Geometry

1 credit of Algebra II or Honors Algebra II

1 additional credit – Precalculus with Trigonometry, Calculus, AP Calculus, Finite Math or Dual Enrollment Finite

**4 credits of Science:**

1 credit of Biology or Honors Biology – 9th Grade

1 credit of Chemistry or Honors Chemistry – 10th Grade

2 additional credits – Anatomy, Biomedical Science, AP Biology, Physics or Environmental Science or Engineering

**4 credits of Social Studies:**

1 credit of World History or AP World History – 9th grade

1 credit of U.S. History I or AP European History – 10th grade

1 credit of U.S. History II or AP U.S. History – 11th grade

½ unit Government or AP Government – 12th grade

½ unit Economics or Honors Economics – 12th grade

**1 credit of Physical Education – Participation in fall marching band for two semesters may be substituted for Physical Education. Spring semesters of concert band do not count toward this requirement.**

**2 Credits of the Same Foreign Language**

**½ Credit of Health**

**½ Credit of Communications (required beginning with Class of 2022)**

**3 credits of Electives**

## **HONORS AND ADVANCED PLACEMENT COURSES**

Parents and students should be aware that courses with titles which include “Advanced Placement” or “AP” are courses taught at the college level. These will require considerably more effort than other college preparatory courses. AP courses require students to take national tests in May. Their performance on such tests may qualify them for college credit. In order to receive credit for the 2<sup>nd</sup> semester of AP courses, students MUST take the AP exams associated with these courses. Acceptance of AP courses for college credit is based upon exam score and the discretion of the receiving college.

AP classes frequently require summer reading or summer assignments. ACA regularly offers the following Advanced Placement courses: AP World History, AP European History, AP U.S. History, AP Government, AP Biology, AP Computer Science, AP Calculus, and AP Psychology. AP classes are assessed a testing fee. This fee will be added to the student’s tuition bill.

A quality point is added to the GPA each semester for each AP course, which is completed and passed in order to offset the level of difficulty. As an extra incentive, students making a “B” will receive an additional ½ quality point and those making an “A” will receive an additional full quality point. Students taking and passing Honors courses will receive an extra ½ quality point due to course difficulty.

Individual honors/AP courses may have their own requirements for enrollment in the class, including, but not limited to prior grades and teacher recommendation.

## **DUAL ENROLLMENT**

ACA offers dual enrollment classes during the school year with Faulkner University **ONLY**. All juniors and seniors wishing to take these classes through Faulkner and receive dual high school and college credit must meet the minimum requirements below.

### **Dual Enrollment Criteria for 11th & 12th Graders:**

English Classes - Minimum cumulative 3.0 GPA OR ACT Composite score of 22 or higher

Math Classes - ACT Math score of 20 or higher

Students will need to apply to Faulkner through the Dual Enrollment program. The counselor will supply the needed information and a letter of recommendation from the high school counselor or principal. Students completing and passing dual enrollment courses will receive one extra quality point per course on their high school transcripts. Fees for Dual Enrollment will be billed to the Student’s ACA account.

## GRADING SCALE

Letter Grade	Numerical Grade	Quality Points	Honors Quality Points	Dual Enrollment Quality Points	Advanced Placement Quality Points
A	90-100	4	4.5	5	6
B	80-89	3	3.5	4	4.5
C	70-79	2	2.5	3	3
D	64-69	1	1.5	2	2
F	0-63	0	0	0	0

### Conduct Grades:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

**GPA CALCULATIONS FOR TRANSFER STUDENTS** – All transfer grades for students entering ACA in grades 9-12 will be recorded as awarded by the previous school(s) using their grading scale. For the purpose of awards, grades will be calculated using our grading scale.

### COURSE CHANGES

Occasionally, students may be scheduled for a course/subject that quickly proves to be inappropriate for them. As soon as such situations arise, the student should email the counselor. No courses will be dropped or added after the first 10 school days of each semester. No AP class may be added after the first five school days of first semester.

## HONOR CODE

- Each student agrees to follow ACA's Honor Code Statement: **"As members of the ACA community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of academic and campus life."**
- Students agree to conduct themselves with full integrity while participating in classroom instruction and will not encourage others to violate any of these guidelines.
- For tests or assessments administered, the student agrees to conduct themselves with full integrity and consent to the following provisions:
  - they will not receive help, assistance, direction, or guidance from anyone, nor will they provide help, assistance, direction, or guidance to anyone,
  - they will not attempt to communicate verbally or nonverbally with other students during the test/assessment period,
  - they will not access and search the Internet for any kind of information or assistance,
  - they will only access the internet as instructed by the teacher for the test/assessment
  - their work will be checked for originality
  - they understand the consequences of violating this honor code which could result in failing the test/assessment and/or course, and
  - they understand what plagiarism is and the consequences of submitting plagiarised work.
- Unless otherwise stated, students should assume and act as though each assignment is to be completed individually.
- If students have questions about assignments, those questions should always be directed to the teacher and not to other students. The teacher is the authority on the assignment and will always be able to provide the best possible answers to any questions.
- Violations of ACA's Honor Code shall be grounds for disciplinary action as well as course/grading penalties.

## **AWARDS**

Academic awards will be given in an assembly in the spring to students in grades 6-12. A few of the awards offered are: (1) Subject Awards, (2) Principal's Awards, and (3) Head of School Awards. Subject awards will be given to the three students in each course with the highest averages. These must be "A" averages for the course. The Principal's Awards and Head of School Awards will be based upon overall student academic performance.

Each year, ACA gives six (6) important awards, which are held in the highest esteem and are considered the most prestigious. These are:

- Mr. & Miss ACA: the two seniors who best represent our school. These individuals exemplify overall excellence in academics, leadership, and spirituality.
- Mr. & Miss Citizenship: the two seniors selected by the faculty and staff who exemplify a cooperative spirit, are school-minded, and demonstrate an orientation of service towards others. These students do not necessarily have to excel academically or be strong leaders.
- Male & Female Wade Black Norton Recipients: these students are nominated by the faculty with final approval of the Norton family. Recipients are student-athletes in the senior class who are known for their personal integrity, Christian values, athletic leadership and academic achievement.

## **BELL SCHEDULE**

### Regular Daily Schedule

Building Opens	7:30		
Warning Bell	7:55	MS Lunch	12:06 - 12:32
First Period	8:00 - 8:52	MS 5th Period	12:36 - 1:27
Second Period	8:56 - 9:46	HS 5th Period	12:06-12:56
*Chapel/Break	9:50 – 10:18	HS Lunch	12:56 - 1:27
Third Period	10:18 - 11:08	Sixth Period	1:31 - 2:21
Fourth Period	11:12 – 12:02	Seventh Period	2:25 - 3:15

\*Activity/Assembly Period is a combination of chapel and special meetings that will vary on a daily basis.

## **ATHLETIC PARTICIPATION POLICIES**

ACA is a member of the Alabama High School Athletic Association (AHSAA) and abides by its rules and regulations.

- AHSAA's "transfer rule" is rather complicated and the school's athletic director should be contacted so that the particulars of individual cases may be discussed and explained in detail.
- ACA follows the AHSAA guidelines for eligibility and participation in all athletic contests.
- Tryouts are typically held prior to the start of each season for all teams and/or positions. Team/Activity "cuts" and playing times are strictly at the discretion and judgment of our coaches/sponsors.
- All athletes (as well as cheerleaders) MUST have a copy of their birth certificates and physical exam forms on file in DragonFly in order to be eligible to participate in athletics.
- NOTE: In order to participate in any athletic event or performance on a school day, a student must be in attendance for a minimum of four full periods. Any exception to this rule must be approved by the principal.
- No student, parent or community visitors are permitted on sidelines or benches without prior administration approval.
- The National Collegiate Athletic Association (NCAA) has established a website for athletes who are interested in eventually playing their sports at the college level. This site can be accessed at [www.ncaa.org](http://www.ncaa.org).

## **ATHLETIC FEE**

An athletic fee is assessed to each student participating in athletics. The fee includes but is not limited to uniform, transportation, and administration costs. The coach of each sport will let the parents know what the fee amount is and what it includes. The fee may be paid entirely by the due date on the invoice that is sent by the business office to the parent or it may be divided over a period of time. All fees must be paid in full by the 10th of May.

- Fee balance is the responsibility for all families and helps keep our athletic program fiscally stable.
- Booster club assigns volunteers throughout the year.
- Fees do not replace the need for other financial support, such as sponsorships, memberships, or other fund-raisers.

## **SIGNING EVENTS POLICY:**

In order for athletes to hold “signing event” ceremonies at ACA, the following guidelines MUST be met:

- The athlete must represent the school by AHSAA standards in the sport he/she is signing a scholarship.
- The athlete must receive financial help for playing the sport signed to play.
- The athletic scholarship must come from a recognized athletic organization (NCAA, NAIA, state junior college, etc.).
- Walk-ons, financial scholarships, leadership scholarships, commuter scholarships, and any other scholarship not tied to participation in collegiate athletics will not be recognized with a “signing event”.
- All signings must be scheduled with the Athletic Director and High School Principal.
- Besides ACA logo banners, no signs may be hung other than tablecloths or banners brought by college personnel.

## **SPORTSMANSHIP**

Students and parents are encouraged to support our athletic teams as families. Sports events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. As a Christian school, it is important that our fans demonstrate courtesy and respect for our rivals and referees. Under no circumstances are our fans to have any personal confrontations with officials regarding our sporting events. In addition to being antithetical to ACA’s culture of hospitality and sportsmanship, such confrontations can cause fines and penalties for ACA’s athletic programs.

### **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.
  - a. Work hard to improve ourselves and our team.
  - b. Have fun! Athletic endeavors are a gift from the Lord.
  - c. 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 times 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 what 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.**

Please note that the AHSAA prohibits laser lights at any sporting event as well as artificial noisemakers at all basketball games. Additionally no cowbells, drums, air horns or other artificial noisemakers may be used in the gym. Students are reminded to stand and remove hats during any prayer or the playing/singing of our national anthem at all contests.

The AHSAA requires that all students competing in a varsity sport complete the STAR Sportsmanship program on-line. This is a free video lesson on sportsmanship. Any student participating on a varsity team must complete (only once in their careers) the high school version of this program. This website may be logged on to at [www.starsportsmanship.com](http://www.starsportsmanship.com). Go to student check-in and enter your name. Our school code is STAR02058. Once the athlete has completed ALL chapters, a certificate of completion should be printed and turned in to the Athletic Director. Questions regarding this requirement should be directed to ACA's Athletic Director at 277-1985 (Ext. 246).

#### **EXTRA-CURRICULAR AND CO-CURRICULAR PARTICIPATION POLICY**

Extra-curricular activities are defined as those activities which are outside the realm of the classroom and for which students receive no academic credit. This includes drama, club activities, and any other activity of this nature. While the same participation policy applies to these students as applies to athletic participation, some organizations require a much higher minimum standard for membership.

Co-curricular activities are defined as those activities, which include a classroom component, as well as activities outside the classroom for which students receive a grade. These include chorus, band, yearbook, and any other class of a similar nature. Any student, who would be ineligible for participation under the same **academic** guidelines as the athletic participation policy, may take these classes **BUT** will **NOT** be allowed to miss other classes for **any** reason including practice, trips, games, contests and performances. Other graded activities will be allowed as long as no classes are missed.

## ATTENDANCE POLICIES

### ATTENDANCE AND ABSENCES

All students must be punctual and regular in attendance. A quality instructional program is of no value if students are not present to benefit from it. Alabama's "compulsory school attendance" law is found in Section 16-28 of the Code of Alabama. Article 16-28-2, specifically mandates the "regular attendance of pupils" (aged 7 years to 17) AND holds parents and guardians liable for their children's nonattendance. Within three (3) days of when students are absent from school or check-in or out of school for any reason, they **MUST** either bring a written note signed by a parent or guardian regarding such or have a parent or guardian email the secondary school's office, concerning the situation. The purpose of this policy is to insure that parents/guardians are kept aware of the locations and activities of their children during school hours. Students will **NOT** be allowed to check out of school solely on the basis of an incoming phone call. A member of ACA's staff will return such calls via information contained in our student database in order to confirm these checkouts. Parents/guardians should also monitor their children's class attendance via RenWeb.

Students may be absent **WITHOUT** any pre-approved notices up to 10 days per semester. Typically, such absences will be due to illness, funerals, doctors' appointments, court business, church youth events, special family events and activities like out of town weddings, etc. Days missed due to nonpayment of tuition will also count within these ten days. Should students be absent from any core or Bible class for any reason for more than 10 days in a semester, they **MUST** attend "Saturday School" as arranged by the principal for 1 hour per day per core or Bible class missed up to 5 days. Should students miss over 15 days in any class in any one semester, a conference will be held involving the principal and parents and a decision made regarding the students' losing credit for that semester or being placed on "homebound status" should any further absences occur. (See "Homebound" section of this handbook.) Should such situations occur late in the semester and "homebound status" be judged an inappropriate option, students will automatically lose credit in the affected classes in that semester. Students with excessive absences will be placed on an attendance contract that could affect their enrollment status and participation in extracurricular activities. **In order to participate in extracurricular activities (athletics, band, chorus, etc.) on a school day, students MUST be in attendance for at least 4 full periods that day. There is no DELAYED ENTRY at ACA.**

### HOMEBOUND

On rare occasions, the administration may approve a student for homebound status. This status is typically reserved for prolonged illness or injury and is extended at the principal's discretion. Homebound students' absences do not count against the days missed provided they do all assignments for each day missed. 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. Periodically, the administration in consultation with the school nurse and counselor will re-evaluate the status of all students placed in ACA's homebound program.

## **SATURDAY SCHOOL**

Students who miss more than 10 days per semester in any core or Bible class will be required to attend "Saturday School." Dates and times for attendance will be prearranged with the students' parents/guardians and an \$80 fee will be charged for each day of Saturday School served by students. **NOTE: Should students miss over 10 days late in a semester and "Homebound Status" be judged inappropriate, credit may be lost in such classes due to the logistics of scheduling.** Students who are excessively tardy to classes will also be assigned to Saturday School.

## **MAKE-UP WORK**

Students returning to school after being absent must check with their teachers **on the day they return** regarding any work missed. Scheduling make-up work is totally the responsibility of the student and failure to fulfill this obligation will result in a loss of credit for the work missed. Students will be allowed the number of school days absent for make-up work. For example, a student absent for three days who returns on Monday will have until Thursday to complete homework and/or tests. Exceptions to the make-up work day allowance can be made for longer absences at the discretion of the principal. 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 principal is required for additional days.

Students that are absent for one or two days are required to coordinate all make-up work directly through the classroom teacher.

**The office will request work from teachers for a sick child to do at home ONLY after he/she has missed three (3) complete days of school and such has been requested by the parent/guardian. Assignments for one or two days excused absences should be requested from the teacher.** A twenty-four hour notice must be given for teachers to prepare assignments. If assignments are requested and not picked-up, they will not be repeated for students upon return to class.

## **TARDY POLICY**

Students should not be tardy to school or class without a VALID REASON. A tardy to class is virtually inexcusable. Teachers will keep accurate records of tardiness and they will discipline those who are tardy without excuse. Students who miss 25 minutes or more of class time will be counted as "absent" and NOT merely tardy. Depending on the circumstances, students, who are tardy to class by one minute or more, may be considered not simply tardy but to be cutting class. Students will be accorded ONE unexcused tardy per nine weeks reporting period without penalty to their first class of the day. After the third unexcused tardy, the student will be assigned 30 minutes of after school detention. After the sixth unexcused tardy, the student will be assigned one hour of after school detention. After the ninth unexcused tardy, the student will be assigned Saturday School. Parents/guardians will be charged an \$80 fee for each day of "Saturday School" served by their children. Students who are tardy to their first period class MUST sign in at the reception center in the lobby, and obtain a pass before being allowed into classrooms. Students should note that for exam exemption purposes; a tardy counts as an absence.

## **SCHOOL ATTENDANCE AND DRIVER'S LICENSE CONTINUATION**

Alabama Christian Academy will comply with Alabama Act 93-368. This Act provides for school attendance standards or high school graduation or equivalent as a condition for the privilege of a person under the age of 19 possessing a driver's license or learner's license for the operation of a motor vehicle.

The law states that the Department of Public Safety shall deny a driver's license or learner's license for the operation of a motor vehicle to any person under the age of 19 who does not present a diploma or other certificate of graduation issued to the person from a secondary high school, or (1) documentation that the person is enrolled and making satisfactory progress in a course leading to a General Educational Development certificate (GED) from a state approved institution or organization, or has obtained the certificate, (2) is enrolled in a secondary school, (3) is exempted from this requirement due to circumstances beyond his/her control. When a student 16 years of age or older withdraws from school, the school administrator shall notify the Department of Public Safety of the withdrawal. Withdrawal shall be defined as more than 10 consecutive or 15 total days unexcused absences during a **single semester**. The administrator of the school will be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school is not a circumstance beyond the control of a person.

Within five days of receipt of a notice of withdrawal, the Department of Public Safety shall send notice to the licensee that his or her driver's license or learner's license will be suspended. The school and the Department of Public Safety will jointly adopt regulations to implement a hearing and appeal process.

## **BEFORE AND AFTER SCHOOL**

Secondary students may enter the building at 7:30 a.m. and may visit their lockers, study in the CLC, or visit in the halls or commons areas until 7:55 a.m. Students may enter classrooms upon the permission and supervision of a teacher or sponsor. Unless it is absolutely necessary, secondary students should leave campus between 3:15 and 4:00 p.m. From 3:40 to 4:00 p.m., students must gather on the front porch of the high school building to wait on their rides. Anyone loitering on campus will be subject to disciplinary action. Secondary students must clear the campus by 4:00 p.m. It is the parents' responsibility to make after-school arrangements for their children. Secondary students left unmonitored on campus after 4:00 p.m. will be sent to after school care and parents will be charged the daily fee. Students from the middle school and high school should not go into the elementary building before or after school unless they have been authorized to conduct specific business there. Students are not to enter the MPR or gym without direct, teacher supervision.

## **LEAVING SCHOOL EARLY/CHECKING OUT**

For their own safety and protection students may not leave school early at any time without checking out through the office. This **INCLUDES** those who may arrive at school and want to leave before the first bell regardless of the reason. Violation of this rule may result in suspension as with any other act of truancy.

## **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" (previously termed "SchoolCast"). Parents/guardians are requested NOT to call the school regarding school closings, but to read "Parent Alert" notices. When numerous parents call the school, our phone system gets overwhelmed and our secretaries are unable to handle adequately the sheer volume of calls. Keep your "Parent Alert" dashboard updated. 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. 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.

# CODE OF CONDUCT

## UNIFORM POLICIES

All students must wear ACA approved uniforms to school purchased from the ACA Spirit Store unless otherwise noted. You may choose from among the listed items. All items listed under your child's gender are not required. All tops must have designated the ACA logo monograms. This includes sweaters, jackets, and pullovers. All bottoms must have designated "Eagle Head" or ACA tags. Undergarments, shoes, belts, socks, tights, overcoats, and hair accessories may be purchased from other vendors. In such cases, however, the guidelines outlined below must be followed.

## GIRLS - ACCEPTABLE UNIFORMS

<b>Jumpers**</b>	Available in Khaki and Plaid
<b>Blouses</b>	¾ sleeve blouse (white), Peter Pan blouse (white - short sleeve and long sleeve), Camp shirt (white - short sleeve only), Oxford shirts (white or pinstripe short sleeve and long sleeve)
<b>Shirts</b>	Banded over-shirt (white or maroon - short sleeve and long sleeve), Pique polo shirt (maroon, gray, white or black - short sleeve and long sleeve)
<b>Skirts**</b>	Box pleat skirt (khaki or plaid), Long skirt (khaki or black)
<b>Shorts**</b>	Knee length flat front shorts (khaki), Knee length pleated shorts (khaki, black, or gray), Bermuda shorts (khaki or black)
<b>Skorts **</b>	Flat front skort (khaki, black or plaid), Pleated front skort (khaki, black or plaid), Full wrap pleated skort (khaki ONLY)
<b>Slacks</b>	Flat front pants (khaki, charcoal or black), Pleated front pants (khaki, black, charcoal or gray)
<b>Sweaters</b>	Pullover Crew or V-neck sweater (white, maroon, or light gray), Sweater Vest (white, maroon, or light gray), Button front cardigan (white, maroon, or light gray)
<b>Jackets</b>	Full zippered-front fleece jacket (maroon or gray) OR approved ACA organization/team jacket. An approved windbreaker is also available. Team or club <b>sweatshirts</b> in school colors (maroon, gray, white or black) are allowed Monday through Thursday. <b>Hoodies are allowed only on Friday.</b>
<b>Belts*</b>	Brown or black braided or solid leather belts (mandatory with any clothing item having belt loops)
<b>Socks*</b>	Solid black, gray, or white socks; or white knee and maroon knee socks are preferred (with skirts). See details below.
<b>Shoes*</b>	Closed at one end and must have a back strap. No house shoes and no flip flops.

<b>Tights/Leggings*</b>	Must be solid white, or black, brown, gray, or maroon are preferred. See details below. (Tights deemed distracting or inappropriate will be treated as a dress code violation.)
<b>Accessories*</b>	Hair ribbons, scarves, etc. must coordinate with the colors of the uniform

\*May be purchased from other vendors.

\*\*All items **MUST** be **NO SHORTER** than the 2" from the top of the knee cap even when wearing leggings. Other uniform pieces approved by the school during the course of the year may also be worn.

## GIRLS - UNIFORM RULES

### 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 and the line of undergarments while sitting, standing, bending, and getting in and out of desks.
- Jumpers may not be worn without a blouse.
- 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 cannot be shorter than 2" from the top of the knee cap. Order the longer length skirt or skort if necessary to comply with the dress code. Allowances for growth should be considered with ordering.

### Shirts and Blouses

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

### Shoes

- Heels should be no higher than 2 inches.

## **BOYS - ACCEPTABLE UNIFORMS**

<b>Shirts</b>	Oxford Shirts (white or pinstripe - short sleeve and long sleeve), Pique polo shirt (maroon, gray, white or black - short sleeve and long sleeve)
<b>Shorts**</b>	Full length pleated shorts (khaki or black), Knee length flat front shorts (khaki only)
<b>Slacks</b>	Flat front pant (khaki, black, charcoal or gray) , Pleated pants (khaki, black, charcoal or gray)
<b>Sweaters</b>	Pullover Crew or V-neck sweater (maroon or light gray), Sweater Vest (maroon or light gray), Button front cardigan (maroon or light gray)
<b>Jackets</b>	Full zippered-front fleece jacket (maroon or gray) OR approved ACA organization/team jacket. An approved windbreaker is also available. Team or club <b>sweatshirts</b> in school colors (maroon, gray, white or black) are allowed Monday through Thursday. <b>Hoodies are allowed only on Friday.</b>

<b>Belts*</b>	Brown or black braided or solid leather belts (mandatory with any clothing item having belt loops)
<b>Socks*</b>	Solid black, gray, or white socks are preferred. See details below.
<b>Shoes*</b>	Closed at one end and must have a back strap. No house shoes and no flip flops.

\*May be purchased from other vendors.

\*\*All items **MUST** be **NO SHORTER** than the 2" from the top of the knee cap even when wearing leggings. Other uniform pieces approved by the school during the course of the year may also be worn.

## **BOYS - UNIFORM RULES**

### Slacks and Shorts

- All slacks and shorts must be worn at the waistline and must not "sag," exposing underwear when 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.

## **UNIFORM GUIDELINES FOR GIRLS AND BOYS**

- When wearing the oxford uniform shirts, all but the top button must be buttoned for both girls and boys and cuffs must be buttoned, unless neatly rolled into a cuff.
- No solid black outfit combinations may be worn.
- Uniforms must be clean and neat.
- Parents and teachers need to monitor the "fit" of uniforms as students grow and develop throughout the school year.
- Non-uniform jackets/coats may be worn to school, but must be put into student lockers before 8:00 a.m. Approved ACA organization/team jackets, however, may be worn in the building.
- 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 are required at all times for students. Laces on shoes must remain tied. All shoes must be closed on one end and must have a back strap. There are no color restrictions for socks or shoes. However, students whose shoes or socks are a distraction or inappropriate will be asked to change them.
- Hair is to be well groomed and neatly styled as determined by the administration. Unusual hairstyles or colors are unacceptable. For boys - hair must not overlap the bottom of a dress shirt collar. Young men are expected to be neatly-shaven. Trimmed beards are allowed.

## **FIELD TRIP DRESS GUIDELINES**

ACA school uniforms will be worn on all field trips (shorts included as long as they meet code) unless the nature of the trip is such that a different dress is more appropriate. In such cases, any change must be approved by the administration and even then all ACA dress code guidelines will be enforced. Shirrtails will be tucked in neatly on all field trips.

## **P.E. CLOTHES**

All students enrolled in physical education classes must wear a school physical education uniform during class in order to receive full credit for that day. These uniforms must be purchased at ACA Spirit Store. Shoes worn in the gym must be non-marking to the court floor. Exceptions to the required P.E. dress will be granted on religious grounds, but the exceptions must be authorized by the principal and the head of the P.E. department. Physical education attire is to be worn in physical education class areas of the campus only. Students must change back into their school clothing before leaving campus at the end of the day unless they leave directly from the gym or go directly to their transportation. Non-approved physical education attire is not to be worn in the main school building between 8:00 a.m. and 3:15 p.m. and for courses taught at special times.

## **ATHLETIC CLOTHING/BAND PRACTICE CLOTHING**

Athletes must wear practice gear or ACA athletic shorts and any ACA shirt. Clothing may NOT be modified (i.e. be torn, ripped, or modified in any manner). Appropriate athletic shoes MUST be worn by all athletes using the weight room. During band practice sessions, band members must conform to the same clothing requirements as athletes.

## **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** (no denim) of their choosing. After the picture is taken, they must change back into their uniform. All attire must meet standards desired by ACA. No cleavage or midriffs are to be shown and skirt lengths must be at the knees. Clothes must be loose fitting enough to conceal undergarments, and have no writing or pictures of any kind. ACA uniform shorts may be worn, but no other shorts are acceptable. Shoulder straps for dresses or tops must be at least three inches in width or a jacket must be worn (no denim). All other uniform guidelines apply. **Fridays will be designated as "ACA Spirit Days." On these days students will be permitted to wear jeans (blue, black, gray, white or khaki-colored) and any ACA T-shirt (team, organization, class, ACA special event t-shirts). Jean/denim shorts, however, are not allowed. Jeans with holes and those that are frayed are NOT permitted. Those choosing not to wear jeans on these days must wear ACA uniforms. Team, organization, class or special event t-shirts are not permitted any other days without special permission by the administration.**

## **ADDITIONAL DRESS CODE GUIDELINES**

- If a student is thought to be dressed inappropriately at a school event, any employee may call it to the attention of an administrator. The administrator will go to talk to the student. If the student is a female, a female administrator will talk to the student.
- The student will be asked to leave if the administrator determines the dress is inappropriate. The administrator will meet with the student and parent the next available school day to determine if further action is needed.
- If the student can't go home due to not being a driver (or other circumstance), the student will have to meet with the administrator on the first available school day and some consequences will be given. Parents will be informed and/or asked to meet.
- Employees have the option to have the student put on a shirt or come sit with an employee.

## **MASKS**

Although masks are optional on our campus, there are guidelines for any optional or required masks. Standard masks (including disposable and single use masks) or neck gaiters are the preferred face covering at this time. No words, lettering, or other messaging may be displayed on masks with the exception of (1) approved ACA branded logos, (2) sports team logos, and (3) personal monograms. Patterns and designs featured on masks are subject to approval. Any pattern violating the ACA handbook, distracting or inappropriate will be disallowed.

## **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. Students may be sent home in order to change into appropriate clothing. Class time missed for a uniform violation will count as an unexcused absence with appropriate penalties enforced in the missed classes.

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

## DISCIPLINE

The student body is informed of the rules and guidelines of the Academy during the first weeks of school. This explanation of the guidelines 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, 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, appropriate action will be taken by the faculty and administration to improve the student's outlook.

Many serious injuries occur during moments of "horseplay". Accidents are never planned. Oftentimes, fights result from students "just kidding", "just joking", or "just playing" around. Situations such as these may be very serious and will require immediate attention and disciplinary action. All teachers at any grade level have the authority to correct inappropriate behavior of the students.

There are several methods used to bring about behavior modification. These methods include but are not limited to: after school detention, probation, work detail, suspension, or mandatory counseling. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. **NO EXCEPTIONS to assigned detention periods will be made for athletes or other extra-curricular groups due to games and/or practice schedules.** The administration reserves the right to recommend expulsion of a student who does not conform to school rules and policies. **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.**

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 share and obtain information regarding the student's diagnosis, prognosis, and progress. In addition, it is the parent's responsibility to see that an initial written report is supplied to the administration within 30 days of any mandated counseling. Failure to meet this requirement will result in the student's indefinite suspension.

**Disciplinary actions are taken by the administration so that students may learn what is and is not appropriate behavior. For this reason, Level 3 and 4 offenses will follow students from year to year with increasing consequences. Excessive numbers of the same Level 1 and 2 offenses may also result in students' having increased consequences for repeated violations in subsequent school years.**

## **LEVELS OF OFFENSES**

### **LEVEL 1 OFFENSES**

- 1.1 Disruption in the classroom, on school property, or during school activities
- 1.2 Failure to sign in, check out from school
- 1.3 Failure to return paperwork (Report cards, progress reports, papers signed by parents)
- 1.4 Chewing gum (CLC only)
- 1.5 Eating or drinking in the building without administrative approval
- 1.6 Horseplay
- 1.7 Unexcused tardies/late to school
- 1.8 Dress code violations
- 1.9 Failure to pay CLC fine
- 1.10 Parking violations
- 1.11 Failure to supply a note or email from a parent/guardian within 3 days of an absence, "check-in," or "check out"
- 1.12 Not prepared for class
- 1.13 Unauthorized use of cell phone
- 1.14 Unauthorized use of electronics
- 1.15 Failure to obey directions from school personnel
- 1.16 2nd unexcused tardy

*Consequences, by administrative discretion, may include but are not limited to:*

*Student Conference*

*Parent Conference*

*Detention*

*Saturday School*

*In-school suspension*

*Campus Clean Up*

## **LEVEL 2 OFFENSES**

- 2.1 Multiple or repeated Level 1 offenses
- 2.2 Defiance/Disrespect
- 2.3 Inappropriate touching
- 2.4 Inappropriate displays of affection
- 2.5 Student is out of place
- 2.6 Cheating on graded daily or homework assignments
- 2.7 Bullying
- 2.8 Bringing pets/animals on campus
- 2.9 Dishonesty
- 2.10 Inappropriate language
- 2.11 Abuse of school property
- 2.12 Threats to or about another person
- 2.13 Attempting to fight
- 2.14 Unauthorized possession/use of medication or possession or use of an over-the-counter medication
- 2.15 Any other violation which the principal may determine as being a Level 2 violation

*Consequences, by administrative discretion, may include but are not limited to:*

*Campus Clean-up*

*Parent Conference*

*Detention*

*Saturday School*

*In School Suspension*

*Out of School Suspension*

## **LEVEL 3 OFFENSES**

- 3.1 Multiple or repeated Level 2 offenses
- 3.2 Horse Playing with injury
- 3.3 Fighting
- 3.4 Reckless driving on campus or to or from school sponsored events
- 3.5 Weapons (excluding firearms, explosives and the like)
- 3.6 Truancy
- 3.7 Cheating on test/Plagiarism
- 3.8 Obscene, vulgar, profane language or gesture
- 3.9 Sexual/Physical harassment
- 3.10 Inciting major student disorder
- 3.11 Minor theft
- 3.12 Gambling
- 3.13 Forgery/falsifying information
- 3.14 Non-emergency pulling of any emergency station
- 3.15 Vandalism
- 3.16 Possession of fireworks

*Consequences, by administrative discretion, may include but are not limited to:*

*Out of School Suspension*

*Conduct Probation*

*Campus Clean-up*

*In School Suspension*

*Expulsion from School*

#### **LEVEL 4 OFFENSES**

- 4.1 Multiple or repeated Level 3 offenses
- 4.2 Possession of firearms, explosives, knives, a weapon look-alike, or any other object deemed dangerous by the school official
- 4.3 Under the influence, possession, use, sale, and/or distribution of drugs, alcohol or drug paraphernalia on or off campus
- 4.4 Indecent exposure, solicitation of or participation in any sexual act
- 4.5 Major theft
- 4.6 Tobacco (in any form)
- 4.7 Threats, attempted assaults or actual assaults on any individual or his property
- 4.8 Possession/use of unacceptable items (See separate section for specifics.)
- 4.9 Criminal acts
- 4.10 Vaping

*Consequences, by administrative discretion, may include but are not limited to:*

*Contact Legal Authorities*

*Out of School Suspension*

*Expulsion from Alabama Christian Academy*

**Disciplinary actions are taken by the administration so that students may learn what is and is not appropriate behavior. For this reason, Level 3 and 4 offenses will follow students from year to year with increasing consequences. Excessive numbers of the same Level 1 and 2 offenses may also result in students' having increased consequences for repeated violations in subsequent school years.**

#### **CONDUCT PROBATION**

At the discretion of the administration students may be placed on conduct probation at any time during the school year based upon behavioral difficulties displayed during the previous or current school year.

#### **PETS AND OTHER ANIMALS ON CAMPUS**

Pets (including dogs and other animals) may not be brought to school except when pre-arranged with the principal or his designee for a specific educational purpose. Animals are not allowed at school functions on or off campus. Service animals are an exception to this rule.

## **HALL PASS**

Students are not permitted to leave the classroom during class periods unless they are accompanied by a teacher, or have a HALL PASS from a teacher or administrator. Anytime students leave and return to their classrooms, students must complete hall passes and carry such with them. If students are excessively out of classes, their privilege to leave the classroom may be revoked. No students are allowed in the multipurpose room (MPR) before, during, or after school unless they are under the direct and personal supervision of an employee of the Academy.

## **STUDENT VEHICLES ON CAMPUS**

Due to safety and security concerns, all students who drive to school **MUST** register their vehicles and secure parking tags. Students driving vehicles to school should park in designated parking lots. Cars found lacking proper parking tags (hang tags) or cars parked in undesignated areas are subject to towing or booting at the owners' expense. All drivers should exercise extreme care and drive **SLOWLY** around the building due to the large number of small children who are in the area. Students may not park by any curbs or any other areas marked "No Parking". Students who fail to observe these rules and traffic regulations on campus may be subject to a fine or disciplinary action which can include the loss of driving privileges. Once first period classes begin and access doors are locked, students should not expect to be allowed to return to their cars during the school day. Students may **ONLY** go to their cars during school hours when given permission by an administrator or the main office.

Vehicle operation/parking by students is a privilege and not a requirement. Vehicle owners assume all risks of possible vehicle damage when allowing student operation/parking of the vehicle on campus.

## **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 and electronic/cellular devices, 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 may 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.

## **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 could result in expulsion. The use or possession of ILLEGAL drugs/substances (including tobacco and alcohol) on campus or at a school-sponsored activity may result in expulsion. ACA seeks to work with parents to teach and encourage students to avoid the use of and involvement with tobacco, alcohol and drugs. In order to foster a drug-free environment, ACA has established the following policies and procedures.

Due to the seriousness of drug use/abuse among our nation's youth, parents are encouraged to look for warning signs of illegal drug use by their children. In order to give our students another reason to "say NO to drugs" AND to HELP identify those needing support, counseling, and treatment, ACA has instituted a two-pronged approach to its drug testing program. First, at the sole and absolute discretion of the administration, any student can be asked at any time to take a drug test of the school's choosing. Secondly, the school will randomly test students in grades 7 through 12 for drugs. The number of students selected, the particular students selected, the dates of testing, the particular test chosen, and all other aspects of such testing will be determined by the administration at its sole and absolute discretion. The school will pay for such drug testing. Any student who refuses to submit to drug testing or who, in the opinion of the administration, makes an effort to tamper with, alter, or sabotage the test in any manner (including, but not limited to the shaving or other removal of body hair) will be dismissed from ACA.

Students testing positive on a drug test for the FIRST time MUST participate in professional counseling and treatment at the parents' expense as deemed appropriate and satisfactory by the administration. These students will also be subject to on-demand retesting at the discretion of the administration and with the parents' paying for such. A SECOND positive drug test WILL result in the immediate dismissal of students.

Firearms of all kinds (including facsimiles, air rifles and paintball pistols), knives (including pocket knives), box cutters, brass knuckles, chains, explosive devices or similar weapons are NOT permitted on campus. Parents, also, MUST NOT bring firearms or other weapons to the school campus. In addition, parents and students are expected to abide by state laws pertaining to possession of firearms.

## **ITEMS PROHIBITED AT SCHOOL**

The following are prohibited:

- 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 both Southern School Uniform Company and Alabama Christian Academy.)
- Any top that results in the exposure of the midriff or cleavage.
- Visible tattoos, branding, or other non-conservative fads.
- Visible body piercing with posts, studs, rings, etc. (Ear piercings on girls' ears only.)
- Elaborate and/or distracting makeup, hair colors, or styles.
- Hats, caps, hoods on jackets or sweatshirts, or sunglasses worn in the school buildings.
- Knives, weapons, or any other items prohibited by this handbook.

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

The following items are NOT permitted in school buildings or on school property and will be confiscated and dealt with as Level 2 offenses:

Cigarette lighters, pornography, laser beams/lights, skateboards, scooters, skates, toys, playing cards, or games not for instructional use, and any other item which disrupts the educational process, or is deemed as inappropriate or contrary to the promotion of a Christian atmosphere by the administration.

Fireworks, stink/smoke bombs, mace, pepper spray, tasers, knives, guns, weapons, explosives, and any other items which present a danger to any person are banned from the ACA campus. These items, if found, will be confiscated and dealt with as Level 4 offenses.

Various personal electronic devices (i.e. PSPs, iPods, cell phones, etc.) are allowed on campus and at school events, but MUST be used ONLY before and after school hours (8:00 a.m. – 3:15 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.

Students are not permitted on school grounds outside of normal school hours for instruction, training, and extracurricular events and practices. Pupils discovered on campus in violation of this rule will be considered trespassing.

**NOTE: Use of cell phones is NOT permitted during detention (before or after school).**

## **OFFICE TELEPHONE/CELL PHONE USE**

The office phones are business phones and must be kept open to conduct business. If a genuine emergency arises during the day, a student should come to the office with a hall pass and the secretary will make the necessary call. Parents are not to call the school during the day to leave messages for their children. Only in the case of an emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc. It should be noted that the USE of cell phones on campus during school hours is NOT permitted. The intentional use of a cell phone is

a Level I disciplinary offense. 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. Confiscated phones will be given back to the student at the end of the day **BUT** the student must surrender their phone during the day for 10 school days. Confiscated cell phones may be searched for inappropriate messages and pictures. Further disciplinary action may be taken for inappropriate material found on cell phones or other electronic devices. If a student removes the battery or sim card further disciplinary action will be taken. The academy will not be held responsible for any lost, stolen, or broken electronic devices.

### **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.

### **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 un-welcomed 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.

### **TRAFFIC FLOW**

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** protected exit from the campus. Please note that the two entrances at the very front of school are **ONE-WAY ENTRANCES ONLY**. They are not to be used as an exit. Thank you for your cooperation, patience and understanding in following the marked pathways for traffic flow.

## **LOCKERS AND BOOK BAGS**

Students in grades 6-12 are assigned lockers from the school at the beginning of the school year. Lockers are the property of the school and are subject to search by the administration at any time without prior notice. Students MAY NOT swap lockers without administrative approval. Lockers are to be kept locked at all times, and students are to visit their lockers only during designated times. Students are to care for their lockers by keeping them neat and orderly and free from trash. Students should not give out their locker combinations to other students or share lockers with other students. Lockers must NOT be used in any way that is inconsistent with legal standards or school rules.

Locker doors should not be forced open or closed or slammed. Students may not place stickers or decals on or in their lockers. Students who damage or deface a locker must pay the replacement price of the locker. The use of a "locker mate" is encouraged and will help organize the space for better use.

At the end of the school year or upon withdrawal, lockers must be completely cleaned out. This is the responsibility of the student renting the locker. A locker-cleaning fee of \$10.00 will be assessed for those failing to comply.

## **COLLABORATIVE LEARNING CENTER (CLC)**

The CLC is open for student use from 7:30 a.m. until 3:45 p.m. unless previous arrangements have been made with the librarian. Students may study, read, or print school assignments before and after school. Should they come to the CLC during the school day, however, without their teacher, they MUST have a hall pass stating the purpose of their visit.

### **Check out policies:**

- Students may check out as many as five books for two weeks and renew them, if needed, after that time frame.
- The CLC has a copier for student copies.

## **VISITORS AND DELIVERIES**

Any parent or visitor to the school MUST "buzz in" and report to the reception desk in the front lobby, present their driver's license, be cleared through the Raptor system and obtain a visitor's pass BEFORE proceeding to any other point in the building. If a parent needs to see his/her child, the student will be called to the office. Articles left at home or in cars and later delivered to the school by parents or others may be brought to the main office and left on the counter. Such will NOT be delivered to students, but may be picked up by them on their own initiative. Classroom visits by parents must be scheduled through the teacher and principal so that classroom instruction is not interrupted. Friends of students should not be on campus during school hours without permission from the administration.

Due to limited office staff and space, as well as the potential for disruption of the instructional process, the administration cannot permit the delivery of flowers, balloons, etc. to the school building or grounds.

## **LUNCHES**

Secondary students will eat their lunches in the designated areas. Students must have a teacher's or administrator's permission to leave the MPR during lunch. Students in grades 6-12 may either bring their lunches, make snack and drink purchases in the Spirit Store or buy a hot meal online via RenWeb each week. Ordering ends Sunday night at midnight. Students may NOT have food delivered from restaurants and cafes. Should students forget lunches or lunch money and parents bring such to school for them, these MUST be left in the lobby area. It is the STUDENTS' responsibility to check to see if parents have brought lunches or money. Lunches should be marked with the students' names and grades. Students will not be called to the office individually to pick up lunches or money that have been brought to school.

As a privilege, seniors are allowed to eat lunch in the secondary courtyard area, and coffee house provided they adhere to the following guidelines. Students are:

1. to remain in the courtyard or coffee house until the end of the lunch wave.
2. to clean up after themselves making sure to deposit all trash in the provided trash can.
3. not to be excessively noisy.
4. not to be playing during this time.
5. not to carry furniture from inside the building to the courtyard area.

If following these guidelines becomes a problem, this privilege will be withheld from individual students or the entire class. Due to limited space as well as other concerns ONLY immediate family members, youth or other ministers, or prospective students who have paid registration fees and who have obtained prior administrative approval may visit our students during lunch.

## **LOST AND FOUND**

All personal items need to be marked with students' names. Items found will be turned in to the office. Lost articles which are not claimed will be donated to charity or discarded on the first of every month.

## **STUDENT VALUABLES**

Students are URGED NOT TO WEAR EXPENSIVE JEWELRY nor to BRING LARGE SUMS OF MONEY to school. **The school cannot be responsible for any missing valuables.**

## **SNACK BREAK**

Following chapel each day, students will have snack break. All students **MUST** be present in their third period class. **Only bottled water in a clear container is allowed as a drink in classrooms and class periods. Failure to comply with these guidelines may result in the loss of the privilege.**

## REPORT CARDS, TESTING AND GRADES

### REPORT CARDS

Report cards are emailed once every nine weeks. Progress reports are issued weekly via email. Please make sure there is an accurate email on file to ensure delivery of progress reports/report cards. The reporting periods are given on the calendar. Report cards and progress reports will be emailed as specified on the school's calendar. Report cards and transcripts of students whose accounts are in arrears will **NOT** be released until such are satisfactorily cleared.

### VIEWING GRADES/ACADEMIC PROGRESS/DEFICIENCY REPORTING

ACA's data delivery system is "RenWeb." This system provides parents access to student data (attendance and grades). Weekly assignments will be posted electronically by the end of the day on Mondays. Parents will have access to what teachers anticipate their assignments will be for the week. **Word of Caution:** The pacing of lessons often needs to be modified based on student response to instruction, therefore, assignments posted should be used **ONLY** as guides and aids. It is recommended that students write down assignments for their classes as those assignments supersede those posted electronically. **The assignment given in class is the assignment for which students are held accountable.**

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. Weekly reports are sent to parents via RenWeb. Faculty will contact parents if a student fails a major test/assignment. Contact will also be made if the student has below an 80 on the official deficiency and report card dates as posted on the calendar.

Teachers may request parent conferences for students in grades 6-12 whose grades or conduct warrant such. Parents are encouraged to send teachers email messages/notes as well as to engage in phone and face-to-face conferences in order to monitor the academic and/or behavioral progress of students.

### NINE WEEKS' TESTS/FINAL EXAMS FOR MIDDLE SCHOOL STUDENTS

At the conclusion of each semester, eighth graders will be given semester exams in the four core curriculum courses. Seventh graders who take Pre-algebra will take a semester exam in that course. Seventh graders will be given nine weeks tests in their core classes. Semester exams count 1/5 (20%) of semester grades. This rule does not apply to sixth graders who only take unit tests.

At the end of the second and fourth nine weeks, nine weeks tests and semester exams will be given concurrently with high school semester exams during a special half-day schedule. Parents must make transportation arrangements for their children so that they are on campus only during testing.

## SEMESTER/FINAL EXAMS FOR HIGH SCHOOL STUDENTS

In grades 9-12, semester exams will be given in the four core curriculum courses - English, Social Studies, Math, and Science. In order for a student to make up a semester exam, he **MUST present a doctor's statement** to the office **AND** have the absence cleared with the principal **PRIOR** to the time of the examination.

Exams will be given during a special half-day schedule on the **LAST THREE DAYS** of EACH SEMESTER. Students will attend school only during their exams. The "release" time is given in order to allow the students ample time to study for the next day's exams. Parents must make transportation arrangements for their children so that they are on campus only during exam times.

For courses in which a semester exam is given, the exam will count 1/5 (20%) of the final semester average. If a student is taking more than one course in a subject area, the student will still be responsible for taking both semester exams.

## TEST EXEMPTIONS

### Exemption Criteria:

Students in 9th – 12th grades may be exempt from taking final exams as follows:

9th Grade: May exempt **ONE** exam each semester

1st Semester: History

2nd Semester: English

10th Grade: May exempt **TWO** exams each semester

1st Semester: Math and Science

2nd Semester: History and English

11th Grade: May exempt **TWO** exams each semester

1st Semester: Math and Science

2nd Semester: History and English

12th Grade: May exempt as follows

1st Semester: Science and Social Studies (NOT English or Math)

2nd Semester: No exams will be given.

**EXCEPTION:** Students will **NOT** be allowed to exempt the first semester exam for any AP course and **MUST** take the standardized AP exam during May.

**There are NO exemptions in Dual Enrollment classes.**

**Standards for exemptions are as follows:**

1. Students must maintain at least a 90 average for the **SEMESTER**.
2. Students must not have more than 5 absences in the class for the semester. **ANY** checkout or tardy during the class is considered as an absence with regard to semester exam exemption. Students who are excused from classes by the principal to leave school or class for approved school-related trips are not considered absent from school or class on attendance records. Otherwise, **ALL** absences, tardies and checkouts, whether excused or unexcused **WILL** count against exemptions.
3. Students **MUST** have conduct grades of "satisfactory" in the classes in order to be exempt from exams.

**STANDARDIZED TESTING**

Standardized testing is administered on an annual basis at ACA to 6th through 9th graders. This test provides a measure of the student's scholastic progress. Group test data, such as that derived from this source, may be supplemented by special individual test data when the principal, counselor, parents, teachers, or students feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy. Each fall the 10th - 11th graders will take the PSAT (a preliminary to the SAT/Scholastic Aptitude Test).

**ACT TESTING**

Since ACA is a college prep school, **ALL** Juniors are **REQUIRED** to take the ACT or SAT (Scholastic Aptitude Test) no later than June 15th before their senior year. Students entering ACA as seniors **MUST** take the ACT at the first testing session scheduled. All juniors and seniors must take the ACT a second time by the December date of their senior year in order to graduate.

Students **MUST** have all ACT/SAT scores reported to ACA directly **from the testing service/agency** by using ACA's high school code of 011-869.

## GENERAL ACADEMIC INFORMATION

### 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 1-12. 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.

### RETURNING STUDENT REGISTRATION

Returning student registration will open in February each year. Returning students who wish to re-enroll for the next year **MUST** send their **registration fee along with the re-enrollment form. The fee is non-refundable and non-transferable but is applied to tuition. Returning students are given preference for enrollment only until the end of February.** Beginning March 1st, they are considered along with any new students whose applications may already be on file and no preference over new students will be given. Additionally, a \$25 per child late fee will be assessed. Parents are reminded that returning student registration is based on their children's standing with the school, which includes academic performance, behavior/conduct, and attendance records. Also taken into consideration is the manner in which the family account was paid throughout the school year.

Priority is given to siblings of students already enrolled **if they meet the admissions requirements** and if the family account is in good standing. All prospective students including siblings of current students **MUST** complete an application and pay application/testing fees.

### ACADEMIC READMISSION POLICY FOR MIDDLE SCHOOL STUDENTS

Sixth through eighth grade students who fail to make passing grades in any subject for the school year will not be advanced to the next grade unless the failed subject(s) can be retaken successfully in an accredited summer school program to the satisfaction of the principal. A student failing more than two subjects for the year will forfeit their standing with the school and must withdraw at the end of that year. After successful completion of a semester at another educational institution, students may reapply for consideration of readmission to ACA but will do so on academic probation. Failure to meet standards of academic standing from this point forward, results in permanent dismissal from ACA

**NOTE:** Students on academic probation must follow those requirements set by the principal.

### ACADEMIC READMISSION POLICY FOR HIGH SCHOOL STUDENTS

The senior high school academic readmission policy for grades 9-12 is determined by the need to earn 27 units of credit for graduation for any student. This can be accomplished by earning the 27 units during the period of grades 9-12 with no more than 1 1/2 units being made up during any one summer school session. Transfer students will be given consideration based on credits earned at their previous school.

## **SUMMER SCHOOL/REMEDICATION CREDITS AND REQUIREMENTS FOR CONTINUING ENROLLMENT AT ACA**

ACA accepts remediation credit from on-site Southern Association of Colleges and Schools (SACS)/Advanc-ED accredited schools only. This **excludes** correspondence credit. Courses may be taken only after they have been attempted at ACA and failed. Remedial grades will show as "credit only" and will not be calculated in the GPA. ACA grades will continue to appear on transcripts and to be figured into GPAs.

Remediation may take place at ACA **PROVIDED** the school schedule allows and permission is granted by the principal. Remedial grades will show as "credit only" and will not be calculated in the GPA.

Students must seek permission **before** enrolling in **any** remedial courses. Remediation for students in grades 9-11 may NOT be attempted until the school year in which courses are failed has been completed.

In grades 6, 7, and 8, students' first and second semester grades will be combined for a yearly average if available. If yearly averages result in passing grades, 6th, 7th, or 8th grade students will not have to attend summer school.

## **CONFIDENTIALITY OF RECORDS/INFORMATION**

In 1974 the U.S. Congress passed the Family Education Rights and Privacy Act (P.L.93-380) or FERPA. 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. Unless notified to the contrary by parents, ACA will also release GPAs, class rankings, pictures, college preferences, etc. for honors students to the news media.

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.

**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**

## **TRANSCRIPT RELEASE**

Transcripts of students' records will be released by the counselor to educational institutions upon the receipt of written requests. The first three are free. After three, the fee is \$5.00. Students may not have transcripts released to any school unless their accounts are current. A charge of \$0.25 per page will also be assessed for other school records requested by parents/guardians or mandated via subpoenas.

## **HIGH SCHOOL CODE**

The High School Code for Alabama Christian Academy is 011-869. This school code number is required on several applications that Juniors and Seniors complete for ACT and SAT testing or other forms pertaining to college enrollment.

## **SERVICES OF THE GUIDANCE OFFICE**

A guidance counselor is prepared to assist students of all grade levels with personal and social development, educational development, and career/vocational development. Individual and group counseling sessions will be used. Individual counseling appointments may be requested by students. Additionally, ACA is fortunate to have the services of a full-time College/Career Coordinator to help students make decisions regarding college and careers and to assist with obtaining scholarships and financial aid.

## **ELIGIBILITY TO WORK FORMS**

As per "The Child Labor-Reform Act of 2009", students who are 14 or 15 years of age and wanting to be hired for employment MUST see the high school counselor and obtain an "Eligibility to Work" form. If the counselor cannot certify that minors have satisfactory grades and attendance, they will be prohibited from working. See the website at [www.labor.alabama.gov](http://www.labor.alabama.gov) for more information.

## **SELECTIVE SERVICE SYSTEM REGISTRATION**

All male U.S. citizens who are 18 through 25 years of age are required to register with the Selective Service. Young men may register at a post office or on-line at the Selective Service System web site, [www.sss.gov](http://www.sss.gov).

## **COLLEGE INFORMATION/SCHOLARSHIPS**

Information regarding colleges and universities (entrance requirements, programs, costs, scholarships, etc.) is available from our high school counselors. In addition, outstanding sources of information can be found in our library. See ACA's College/Career Coordinator for additional information on scholarships. From time to time students require recommendations from teachers, counselors, and administrators. In such cases, students should make such requests 10 full school days prior to mailing deadlines AND supply a copy of scholarship requirements as well as a student resume' to the individuals being asked to make written recommendations.

## **STUDENT ACTIVITIES**

Since sponsors must accept responsibility for ensuring that all activities contribute to the purpose and aims of the school, students must work with them in all activities. No decisions will be made and/or communicated without the express consent and approval of the sponsor. Student groups must be under the complete supervision of the sponsor. All programs, projects, and parties must be approved by the sponsor and the principal.

- No purchase of clothing, sport's needs, literature, etc. is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the WRITTEN authority to purchase.
- Except in rare circumstances, all money needed/collected for student activities should be billed through the business office. Each sponsor is responsible for obtaining parent permission prior to billing accounts.
- Purchase orders must be approved BEFORE a commitment is made to spend any money.
- Participating in large group activities such as field trips will be billed for those activities through the business office. The sponsor of each activity will email parents of the approaching charge to allow those who do not wish to participate the option of doing so.

## **GRADUATION**

A graduation ceremony will be held at the conclusion of each school year in order to honor seniors who have successfully completed all requirements for the awarding of diplomas. All school rules apply during this time. It should be noted that diplomas will not actually be distributed at the graduation ceremony, diplomas will be available at the earliest practicable time following graduation..

Due to frequent restraints in seating capacity, each senior will be given a limited number of tickets for the graduation ceremony. The actual number of tickets distributed will vary with the size of the senior class and be adjusted as determined by the administration. Tickets will be given to the seniors for distribution at their discretion.

Disruption of the ceremony or unduly calling attention to oneself during graduation exercises will result in diplomas being held until such time as an administrator can meet with the student and one parent/guardian. At that meeting, the kind and number of service hours to be served by the student will be determined and agreed upon in writing. After the student serves the specified hours and such has been confirmed, his diploma will be mailed. In extremely egregious situations, as determined by the administration, diplomas may be held permanently and NOT awarded.

## **EXTRA-CURRICULAR ACTIVITIES**

Students have the opportunity to participate in a number of different clubs, organizations, and sporting programs. Any student or group interested in forming a new club should present to the principal a written proposal detailing its purpose, organization, and eligibility requirements for membership.

## **HOMECOMING AND COMING HOME ATTENDANTS AND ESCORTS**

Attendants and escorts must meet the following criteria:

### **Attendants:**

- An overall C average for course work from the last semester of the previous year (6th grade uses coursework from the current year).
- No Level II office referrals for the current year.

### **Escorts:**

- Attendants' fathers/mothers or sponsor approved "parental figure" will serve as escorts.

## **STUDENT LEADERSHIP**

The purposes of the High School and Middle School Student Leadership shall be to promote unity and understanding between the students and the faculty, encourage school spirit and cooperation, uphold Christian standards and ideals, promote a social atmosphere on campus, serve students, and promote pride and loyalty toward our school.

In the spring, six students are selected by the faculty to attend the Presidential Leadership Institute in York, Nebraska. High School classes (9th - 11th) will also hold class elections for President, Vice-President and Secretary each Spring. These 18 students will make up the Student Leadership Council. All members must have at least a "C" average academically, good conduct grades, be of good Christian character, have a proven willingness to work and have attended ACA for at least one full semester.

## **CLASS OFFICERS**

Class officers for each grade level (6-12) will be elected at the beginning of each school year. Every grade will be represented by a president, vice-president, and secretary. Prospective candidates must meet the following criteria:

- An overall B average for course work from the last semester of the previous year (6th grade uses coursework from the current year).
- No more than 2 detentions for the current year (or most recent semester completed).

Prospective candidates who meet the criteria must be evaluated by a committee and approved by the principal before being allowed to run for office. Election will be by a plurality of votes. All officers must possess good conduct grades, be of good Christian character, have a proven willingness to work and have attended ACA for at least one full semester. SGA officers may not run for class office.

## **MONTALA PAGEANT**

The Montala Pageant is an annual beauty pageant used as a fund-raiser for the sponsoring group. Contestant requirements are: (1) be a girl in grades 9-12 (high school division) or 6-8 (middle school division) (2) be willing to attend several hours of practice, (3) pay the required entry fee, and (4) comply with standards of modest dress. Judging is based on poise, style, beauty, personality and overall impression. In the casual wear portion of the pageant, dress should follow the handbook guidelines for the school's dress code, and not be too tight or revealing. Formal dresses must comply with strict standards of modesty. No splits in dresses more than two inches above the knee will be allowed. No strapless gowns will be allowed. Necklines must not be revealing, not too tight, and gowns must not be backless (below mid back). This latter point will be specifically defined on pageant entrance forms. Both casual and formal wear **MUST** be approved by the pageant committee prior to the week of the pageant.

## **OUR YEARBOOK – THE MONTALA**

Each year our yearbook staff produces a comprehensive pictorial book about our school – its students, faculty and activities. Our yearbook is named the MONTALA and is traditionally dedicated by the yearbook staff to a deserving school stakeholder. Any employee, supporter, constituent, etc. of ACA may be given nomination consideration, and may make a nomination regarding yearbook dedication provided it is submitted to the yearbook sponsor by October 1st. The sponsor in turn, must give a list of **all** nominations to the principal by October 1st. Anyone receiving such honor within the past three years is ineligible. Final approval will be given by **BOTH** the sponsor and the administration. There may be one dedication for elementary and one dedication for high school.

## **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

ACA's chapter of the NJHS was first chartered in 2010. Membership in this nationally recognized organization is open to seventh and eighth graders. Candidate eligibility is based on the following criteria:

- Candidates must have been in attendance at ACA for a period of one semester
- Have a collective GPA of 3.85
- Must be considered exemplary by members of the faculty council in the areas of service, leadership, citizenship, and character.

The NJHS strives to create an enthusiasm for scholarship, stimulate a desire to render service, and promote leadership, citizenship, and character development in the students of ACA.

## **NATIONAL HONOR SOCIETY (NHS)**

ACA has a long-standing NHS. Eligibility in this prestigious organization is limited to sophomores, juniors and seniors who among other things:

- Have completed one semester's work at the Academy
- Possess at least a 3.75 cumulative high school GPA
- Must be considered exemplary by members of the faculty council in the areas of character, leadership, and service.

A complete description of ACA's selection procedure for the NHS is available in the school's office. Graduating seniors in good standing will receive a gold honor cord or medallion. Transfer students who were members at their former school will be granted membership upon receipt of proper documentation and verification of eligibility.

## **ATHLETIC AMBASSADORS**

ACA's Athletic Ambassador program is service oriented. This program is designed for athletes that meet certain criteria. The prospective ambassador must be in 11th or 12th grade and have at least a 2.75 GPA as well as present a resume and go through an interview process. If selected the student will go through a training session designed to prepare the student for possible situations they may encounter. The group will provide services for ACA as well as different groups, clubs and associations in the city. This is a great opportunity to help in the community while representing ACA as well as refine important skills that will be used as they progress through school and their career.

## **MODEL UNITED NATIONS (MUN)**

The purpose of ACAMUN is to provide students with an opportunity to research and debate international topics and attend conferences that are simulations of the United Nations. In this club, students improve their reading, writing, and critical thinking skills. They also learn important skills such as problem solving, conflict resolution, and communication. Membership is available to students in grades 9-12 who possess a cumulative GPA of 2.5 or higher, who have received no more than 2 office referrals or two "U's" in conduct during the previous school year, and who pay annual dues. Members **must** attend 75% of meetings in order to attend conferences and remain in the club.

## **KEY CLUB**

ACA's Key Club is a service organization sponsored by Kiwanis International. Membership is highly regarded by colleges and universities since Key Club members demonstrate scholarship, leadership, and service. Membership is available to students in grades 9-12 who possess a cumulative GPA of 2.5 or higher, who have received no more than 2 office referrals or two "U's" in conduct during the previous school year, and who pay annual dues. Members must attend a minimum of 12 meetings and perform a minimum of 50 service hours. Graduating seniors in good standing will receive a royal blue service cord. All Key Club members must satisfactorily complete 2 years of service in order to receive a cord.

### **MU ALPHA THETA**

ACA's Mu Alpha Theta chapter is an extension of the national organization whose purpose is to stimulate interest in mathematics by providing public recognition for superior math scholarship and by promoting various mathematical activities. In order to qualify for Mu Alpha Theta, students must have completed Algebra I, Algebra II and Geometry and be enrolled in or have already successfully completed Pre-Calculus. Completed work in each of these courses must be performed at an 85 average or higher in each course (including semester exams) in order to receive a sky-blue honor cord to wear at graduation.

### **SPANISH NATIONAL HONOR SOCIETY**

The purpose of this organization is to recognize high achievement in Spanish by students of U.S. secondary schools and to promote a continuity of interest in Hispanic studies. Any regularly enrolled student who has maintained a cumulative semester average of 86 or higher and has completed three (3) semesters of Spanish is eligible for membership. Graduating seniors in good standing will receive a red honor cord.

## **TECHNOLOGY USE**

### **Chromebook**

For the 2020-21 school year, each secondary student will receive a Chromebook. The following document explains your responsibilities while the device is in your possession.

### **Device Ownership:**

Alabama Christian Academy retains sole right of possession of the Chromebook and related equipment. The Tech Team and school administration retains the right to collect and/or inspect the Chromebook at any time and to alter, add or delete installed apps as well as make physical changes to the device.

### **Device Issue:**

- Chromebooks are issued by the Tech Team only.
- This Assumption of Device Responsibility contract and a military grade case must be presented together at the time the Chromebook is issued.
- Students will receive/have received one of each of the following:
  - Chromebook
  - AC charger
- If a student forgets to bring their Chromebook to school, a loaner device will not be provided.

### **Device Collection:**

- Any withdrawing student must immediately turn in their Chromebook and AC charger before the account can be cleared with the business office.
- At the end of the school year, returning students whose accounts are in good standing and with undamaged Chromebooks will keep their Chromebooks over the summer break.
- Returning students whose accounts are not in good standing or with damaged Chromebooks must turn in their Chromebook during the designated time at the end of the school year.

### **Physical Device Care:**

Students may not physically modify the device or accessories. This includes but is not limited to disassembly of any component, engraving, paint or ink. However, students may use a sticker or tape to help identify the charger or cable.

**EACH STUDENT IS REQUIRED TO KEEP THE CHROMEBOOK IN A CARRYING CASE AT ALL TIMES WHEN NOT IN USE. NO EXCEPTIONS!**

Acceptable carrying cases should be purchased through the Spirit Store.

### **Deductibles for Accidental Damage:**

From the day a student first receives a new device. ACA charges a graduating deductible for each instance of accidental damage from handling (ADH). If there are multiple repairs on the same instance, there will be an additional charge for each issue. For example, if a student cracks a screen and has a broken keyboard there will be two charges - one for the screen and one for the keyboard. In the case of a multiple break it will be considered one instance in the graduated schedule below.

- 1st Instance: \$205
- 2nd Instance: \$250
- 3rd Instance: Replace ChromeBook

Replacement Stylus \$20.00

Replacement Power Adaptor and Cord \$25.00

To help protect the computers here are a few tips:

- Ensure that the computer is always in its case unless told otherwise by a teacher
- If the chrome book is not in use, close the case and put the chrome book underneath the desk in the available basket,
- During chapel, make sure the chrome book is not left on the desk
- If by chance another student grabs a Chromebook let them have it, either sort it out without grabbing the Chrome book or go to the teacher and let them sort it out. Do not get into a tug-of-war with another student over a Chromebook - we had several hinges damaged due to such struggles last year.
- Our cases are very good however they cannot protect against a direct source of pressure on the top or bottom nor can they protect a Chromebook if it is placed into a book bag and then the bag is treated carelessly
- Do not store pencils, pens, and especially earbuds inside the case next to the Chromebook. There are sleeves on the top of the case for pencils, pens, styluses etc.

### **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 Chromebooks 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 Chromebooks 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.

### **CHROMEBOOKS**

Student Chromebooks must not be left unattended at any time. If a Chromebook is found to be unattended, it will be turned in to the appropriate administrator. Chromebooks must be in a student’s possession or secured in a locked classroom or locker at all times. Do not lend your Chromebook to other students. Do not borrow a Chromebook from another student.

**Chromebooks must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to use a case for the Chromebook can lead to damage. All school-issued Chromebooks must be in a school-approved case.**

Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. No food or beverages should be in the vicinity of the Chromebooks. No Chromebook is permitted in the MPR during lunch or chapel. Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable. Chromebooks are not to be written on, to have stickers applied to them, or to be defaced in any way. Students are not allowed to create any administrative passwords on their Chromebooks. 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 Chromebooks, 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 Chromebooks. 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 Chromebooks that impedes the educational purpose of the Chromebooks program. Copyrighted movies may not be "ripped" from DVDs and placed on the Chromebooks nor may copyrighted movies be downloaded to the Chromebooks 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 Chromebooks. 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 Chromebooks. Inappropriate or copyrighted media may not be used as a screensaver or wallpaper. Use of any picture other than your own likeness is prohibited. 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 Chromebooks. 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 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 Chromebook, 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 Chromebook lease program at ACA as well as to students who are using the school's Chromebooks 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 \$25 for the first offense. All subsequent offenses will incur a \$50 fee. Students with 3 detentions in a year for gaming will have games removed and restrictions put on his or her Chromebook for the remainder of the school year. In the case of repeated Chromebook abuse and/or damages, the school has the right to revoke the use of the school's Chromebook and the student will be restricted to using only on-campus computers. Repeated AUP offenses or device abuses may lead to the loss of a student's privilege of using a device on campus. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student Chromebooks 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 Chromebooks or materials stored on computers, Chromebooks, or the school's network.

## **FREQUENTLY ASKED QUESTIONS ABOUT THE CHROMEBOOK LEASE PROGRAM**

- Can I buy a Chromebook for my child to use at ACA? No, only school issued Chromebooks can be used.
- How many times can students break, lose or have their Chromebooks stolen before a penalty is assessed? There is a deductible for each claim, and the deductible is to be paid by parent/student. Lost or stolen Chromebooks must be replaced at parent/student's expense. Chromebooks that are considered "Beyond Economic Repair" will be considered a loss.

- If students leave their Chromebooks at home and we can't bring them to the student at school, what will happen? Such will be treated as a disciplinary issue just like forgetting a notebook or textbook. Handbook rules will apply.
- Will students still have lockers? Students will still have lockers for lunches, purses, or other personal items, as well as any textbooks or workbooks they might still have.
- Will students still receive books? Students will receive hard copies of textbooks for which we do not currently own digital licenses.
- How does the Chromebook work at home if we don't have Wi-Fi? Apps and books stored on the Chromebook will still work at home. The only features that will not work without Wi-Fi are the internet and email functions. If you don't have Wi-Fi at home, there are many free Wi-Fi hotspots around town for those who would like access to these functions away from school.
- What kind of Chromebook case do we need to buy? Students are required to buy Chromebook cases from the Spirit Store when they pick up their Chromebooks.
- Can we get a Chromebook case through the school? Yes, through the Spirit Store
- Will students take tests and take notes on their Chromebooks? Some tests will be taken on their Chromebooks. Note taking apps will also be provided on the Chromebooks.
- Can students download personal/favorite apps onto their Chromebooks? There will be some restrictions; however, personal content MAY be loaded onto students' Chromebooks.
- What if a Chromebook goes dead in class because we forgot to charge it? Students will be required to charge their Chromebooks each night. A dead battery will be treated as not being prepared for class.
- Will you be able to tell whose Chromebook is whose if they are left in the MPR/gym/classroom, etc.? All Chromebooks will have serial numbers assigned by the school to specific students.
- Will students get keyboards, styluses, or other accessories? The school will not provide any additional accessories; however, parents are free to provide them.

**Third party repairs are not allowed on any school owned device. Such repairs may void manufacturer warranty and any additional damages incurred during a third party repair will be assessed to the student's account, including but not limited to, the tiered deductible at the time of the repair.**

**All technology is now school owned.**

## TRANSPORTATION AND SAFETY

### 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 repositioning seats.
- 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.**

### FIELD TRIPS

Since field trips are excellent means for broadening our students' horizons, ACA faculty members make effective use of them. **Field Trip Permission Slips** are emailed home prior to all such trips. These must be filled out and returned before any pupil will be allowed to participate. **Signing a permission slip also includes permission to bill the student's account for the cost of the trip (with the exception of trips already included in tuition.)** 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. Field trips

during the months of December and May will be taken only on a limited basis and with the principal's prior approval.

ACA school uniforms will be worn on all field trips (shorts included as long as they meet code) unless the nature of the trip is such that a different dress is more appropriate. In such cases, any change must be approved by the administration and even then all ACA dress code guidelines will be in force.

### **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 exit the building in an orderly manner, walk (no running), and be quiet. Each student is to remain with his/her class. In a tornado drill, students will be required to sit on the floor in a tucked position with arms covering their heads. Fire drills will commence with the sounding of the school's fire alarm. Tornado drills will commence with the steady ringing of a loud bell. After these drills, students will be notified to return to their classes by three short rings of a loud bell.

## STUDENT ACCOUNTS AND FEES

### 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. Chromebooks will also be returned on the day of withdrawal. **Students should not leave textbooks or 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 15th. 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 1st payment due no later than June 15th, and the 2nd payment due no later than January 15th. 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 accounts or credit cards on 5th or 20th 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 (K4-5th), Chromebook rental (6th-12th), 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 enrollment process for each 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 1) the date enrolled, 2) the total of the number of months left in the school year which ends May 31<sup>st</sup> and 3) the next available draft day in FACTS.
- Tuition multi-child discounts are limited to siblings only. The oldest child attending is considered the 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.
- 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 April 1<sup>st</sup> and June 15<sup>th</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 the second semester.

**SECOND SEMESTER POLICY:** According to Alabama Christian Academy's policy, 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.

### **Withdrawal Policy:**

- Any family considering withdrawal is invited to meet with the principal and head of school. We ask that you give us the opportunity to strengthen our relationship with your family and discuss any underlying challenges affecting your family's decision.
- A Withdrawal Clearance Form must be completed by the upper or lower school office stating the date of withdrawal, the reason for withdrawal, whether or not the student has been cleared by each teacher, and that all books (both classroom and library), Chromebooks, and other Academy property have been returned and are in good condition.
- The Withdrawal Clearance Form is to be signed by both the parent and the principal. A copy may be required by the new school the student will be entering.
- Written confirmation three (3) days in advance regarding withdrawal of a student will enable the office to have the form ready for signatures and will avoid delays in completing the process.

### **Tuition & Fees Obligations for Withdrawn Students:**

- Before June 1st, no tuition payment is due to be made.
- Between June 1st & August 1: Enrollment fee, June and July tuition payments are non-refundable and non-transferable.
- If a student withdraws after August 1, the parent is financially responsible for the first semester's tuition.
- If a student withdraws after November 1, the parent is financially responsible for the full annual tuition.
- All fees are non-refundable and non-transferable.
- Special consideration may be given to those moving out of the area due to job changes, military obligations, and custody arrangements.

### **Other Important Information:**

- Transcripts will be sent to the new school upon request.
- No academic credit can be given or transcripts released until the withdrawal process is complete and all accounts cleared and paid in full.
- If paying the final account balance with a check, records/transcripts will not be released until the check has cleared the bank which can take up to 2 weeks.
- To receive records/transcripts as quickly as possible, please pay final balance through FACTS, or with cash, cashier's check, money order, or credit/debit card (2.85% bank fee will be assessed for credit card or debit card payments).
- The bookkeeper will be able to answer any questions regarding your account and what will be due at the time of withdrawal.

## 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 autopay 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)**

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.