

**ALABAMA CHRISTIAN  
ACADEMY**

**STUDENT – PARENT**

**HANDBOOK**

**(GRADES Pre/K – 5)**

**2011-2012**

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## School = 277-1985

Elementary = #1

Secondary = #2

### Key Offices:

- **Elementary Principal: Doug Black (Ext. 223)**
- **Admissions: Harriett Parker (Ext. 227)**
- **Office Secretary: Julie Johnston (Ext. 221)**
- **Student Accounts: Charlotte Young (Ext. 207) (Accounts Receivable)**
- **Business: Elaine Sullivan (Ext. 218)**
- **Elementary Counselor: Cecilia Porterfield (Ext. 224)**
- **Public Relations: Army Fonville (Ext. 211)**
- **Media Center/Library: Charlotte Patterson (Ext. 219)**
- **School Nurse: Melany Hatcher (Ext. 233)**
- **Elementary L.E.A.P.: Jane Sewell (Ext. 451)**

### Teachers/Aides:

<b>Jeannie Allen (Ext. 430)</b>	<b>Travis Kaye (Ext. 469)</b>
<b>Tanya Best (Ext. 455)</b>	<b>Sarah Olesen (Ext. 460)</b>
<b>Janet Brolund (Ext. 462)</b>	<b>Gina Kaye Phillips (Ext. 442)</b>
<b>Lindsey Donaldson (Ext. 431)</b>	<b>Dawn Ritter (Ext. 215)</b>
<b>Denise Gentry (Ext. 444)</b>	<b>Allison Sansom (Ext. 456)</b>
<b>Ellen Herring (Ext. 414)</b>	<b>Jill Sanderson (Ext. 448)</b>
<b>Rachel Hatcher (Ext. 453)</b>	<b>Mitzi Speigner (Ext. 433)</b>
<b>Dawn Howell (Ext. 465)</b>	<b>Lori Sullivan (Ext. 406)</b>
<b>Sarah Housley (Ext. 440)</b>	<b>Tammy Tolliver (Ext. 434)</b>
<b>Teresa Ingram (Ext. 437)</b>	<b>Linda Torode (Ext. 432)</b>
<b>Monica Kachelman (Ext. 427)</b>	<b>Patti Turner (Ext. 425)</b>

**Note Summer Office Hours: 8:30 a.m. – 3:30 p.m.**

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

# ALABAMA CHRISTIAN ACADEMY

HANDBOOK GRADES Pre/K – 5<sup>th</sup>

## INTRODUCTION AND PHILOSOPHY

### *INTRODUCTION*

This handbook was written and adopted by the administration and Board of Trustees of Alabama Christian Academy. The entire document is considered official Board Policy. The Academy reserves the right to change portions of this document through the course of the school year as is necessary. Parents/guardians will be given prompt notification should changes occur.

ACA is governed by a Board of Trustees, made up of responsible Christian men and women, whose function is to set policy for the operation of the Academy. The administration of the Academy is assigned to a president, who oversees the total school program. An administrative team comprised of a superintendent, a secondary principal, two assistant principals and an elementary principal work under the president's direction to ensure the smooth operation of the Academy'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.**

### *NOTICE OF NON-DISCRIMINATORY POLICY TO STUDENTS*

Alabama Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national or ethnic origin in the administration of its educational policies, admissions policies, financial aid, and athletic or other school administered programs.

## *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.

## *ACA'S VISION*

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

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

1. promotes the acquisition and application of Biblical knowledge and principles among its students in school and everyday life.
2. provides daily opportunities for students to worship God.
3. has a Bible Department with a well-trained faculty.
4. integrates Bible teaching and shows the love of Jesus in all areas of the curriculum, as well as 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.
23. limits class size to maintain appropriate standards for student-teacher ratios.

### ***STATEMENT OF SCHOOL BELIEFS***

1. Teachers, administrators and parents share the responsibility for advancing the school's mission.
  - A. 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.
  - B. Eccl. 4:12 Though one may be overpowered by another, two can withstand him. And a threefold cord is not quickly broken.
2. The ultimate goal of both ACA faculty and student is to glorify God. This goal fosters a desire to strive for academic excellence and to prepare for a life of Christian service.
  - A. 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.
  - B. Phil. 4:8-9 Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy- meditate on these things. The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you.
3. Students need to demonstrate their understanding of essential knowledge and skills by actively involving themselves in solving problems and producing quality work.
  - A. Col. 3:23 And whatever you do, do it heartily, as to the Lord and not men.
  - B. II Tim. 2:15 Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.
4. Students need to apply their learning in meaningful contexts.
  - A. 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.
  - B. Phil. 4:11 Not that I speak in regard to need, for I have learned in whatever state I am, to be content.
5. Students learn in different ways and should be provided with a variety of instructional approaches.
  - A. 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.
- B. II Tim. 3:16-17 All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.
6. Students learn only when they are actively engaged in the learning process.
- A. James 1:22 But be doers of the word, and not hearers only, deceiving yourselves.
- B. Matt. 7:21 Not everyone who says to me "Lord, Lord," shall enter the kingdom of heaven, but he who does the will of My Father in heaven.
7. Challenging expectations increase individual student performance.
- A. Eccl. 12:13 Let us hear the conclusion of the whole matter: Fear God and keep his commandments, For this is man's all.
- B. Rom. 12:1-2 I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is the good and acceptable and perfect will of God.
8. Students' self-esteem is enhanced by positive relationships and respect among students and staff.
- A. 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 as dealt to each one a measure of faith.
- B. 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.
- C. Phil. 2:3-4 Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also the interests of others.
9. A safe environment promotes student learning.
- A. 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.
- B. 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.
- C. Matt. 11:28-29 Come to Me, all you who labor and are heavy laden, and I will give you rest. Take My yoke upon you and learn from Me, for I am gentle and lowly in heart, and you will find rest for your souls.
10. Students are learning to make appropriate decisions given a supportive and challenging learning environment among themselves and the school's staff.
- A. Eph. 5:15-16 See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil.
- B. Prov.1:5 A wise man will hear and increase learning, And a wise man of understanding will attain wise counsel.
11. The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.

- A. Col. 3:2 Set your mind on things above, not on things of the earth.
- B. Rev. 2:10b Be faithful until death, and I will give you the crown of life.

### ***CHRISTIAN PHILOSOPHY***

Alabama Christian Academy is sincerely interested in the total life of each student – his intellectual, physical, emotional, social, and spiritual development. Alabama Christian Academy is a college-preparatory school, which is affiliated with the Church of Christ. Our intention is to teach and set examples in a manner designed to build faith in God and 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." Although the school has no power to enforce thought or belief on a student, the school does have the right to control the behavior of the students at school and at school events.

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 THIS HANDBOOK. It is strongly suggested that parents lead their children by setting an appropriate standard of compliance. The Academy bars the enrollment and/or attendance of students who have been married, had children, or been pregnant.

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, and substance abuse. The school does not sponsor, endorse nor encourage dances. Student behavior, on or off campus, which is illicit, immoral, illegal, and/or which reflects adversely on Alabama Christian Academy could cause immediate expulsion.

### ***CHILD CUSTODY***

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

Upon request, the Academy will provide school records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the Academy has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an

official guardian if the parent is not such. Pupils may not live alone or with friends.

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

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

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

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

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

Conferences with parents are important to teachers in the evaluation process. Requests for conferences may be made through the school office via email, voicemail or calling the office. Parents have a better opportunity for having a successful conference when the teacher can plan for the conference in advance; therefore, **PARENTS MUST MAKE APPOINTMENTS IN ADVANCE FOR CONFERENCES WITH TEACHERS OR ADMINISTRATORS. Please, do NOT go by your child's room in the morning before school or at the end of the school day to talk with the teacher without an appointment.** These are busy times for our teachers. ACA reserves the right to audio and/or 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 21<sup>st</sup> century. It also accepts the inevitability that children will make mistakes, fail, or violate handbook or classroom rules. ACA views the application of consequences when such occur as opportunities for positive learning experiences. All wise individuals should learn from their mistakes and children are no exception.

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

become rude, threatening or violent in any manner. Additionally, the disruptive parents' children may be asked to leave ACA. While the overwhelming majority of ACA's parents are cooperative and supportive, the inappropriate actions of any cannot be tolerated or permitted. Children watch how adults conduct themselves and so we must always strive to set examples of good behavior for them to follow.

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

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

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

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

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

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

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

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

This is a period of time which is set aside on a daily basis for students to connect with God and with each other. It is a time for pupils to be taught, encouraged, and challenged to go out and live lives that honor Christ. Activities associated with this time include singing, speaking, praying, visual and auditory illustrations, drama, scripture reading, special presentations, etc. Pupils are encouraged to adopt an authentic faith, exercise spiritual discipline, observe moral boundaries, establish healthy friendships, make wise choices, recognize authority and put "others" first.

# CODE OF CONDUCT

## *DRESS CODE*

### *SCHOOL UNIFORM REQUIREMENTS*

**All uniform pieces will be purchased from Southern School Uniforms unless otherwise noted.**

#### SOUTHERN SCHOOL UNIFORMS

1721 Eastern Blvd.  
 Montgomery, AL 36117  
 (334) 215-0000 – phone (334) 277-0664 FAX  
[www.southernschooluniforms.com](http://www.southernschooluniforms.com)  
 School Code: ACA

\* May be purchased from other vendors.

\*\* ALL ITEMS MUST BE NO SHORTER THAN THE TOP OF THE KNEE.

**All tops will have designated ACA monograms. All bottoms will have designated “Eagle Head” tag**

#### **Girls (Pre/K – 2<sup>nd</sup> Grade)**

<b>Jumpers</b> **	Button shoulder jumper (khaki); Kick pleat jumper (plaid) Buckle jumper (khaki only)
<b>Biker Shorts</b> *	Black or gray biker shorts must be worn under all jumpers
<b>Blouses</b>	¾ sleeve blouse (white) Peter Pan blouse (white) short sleeve and long sleeve Camp shirt (white) short sleeve only
<b>Shirts</b>	Banded Overshirt (white or yellow) short sleeve and long sleeve Turtlenecks (white or maroon) Pique polo shirt (maroon, gray, white, black, or yellow) short sleeve and long sleeve Sweat shirt (maroon ONLY) Rugby shirt (maroon and white)
<b>Shorts</b> **	Full elastic shorts (khaki and gray) Required for Pre/K-K; available to 1 <sup>st</sup> and 2 <sup>nd</sup> Knee length flat front shorts (khaki and gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only
<b>Skorts</b> **	Flat front skort (khaki or plaid) Pleated front skort (khaki or plaid) Full wrap pleated skort (khaki ONLY)
<b>Slacks</b>	Full elastic pants (khaki and gray) Required for Pre/K-K; available to 1 <sup>st</sup> and 2 <sup>nd</sup> Flat front pants (khaki, black, charcoal or gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only Pleated front pants (khaki, black, charcoal or gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only Capri pants (khaki ONLY)
<b>Sweaters</b>	Pullover Crew or V-neck sweater (white, maroon, or light gray) Button front cardigan (white, maroon, or light gray)
<b>Jackets</b>	Full zippered-front fleece jacket (maroon or light gray) Heavy fleece jacket Nylon hooded rain jacket

<b>Belts</b>	*	Brown or black braided or solid leather belts. Belts are not allowed in Pre/K-K. Elastic waist pants are required. Belts may be worn in 1 <sup>st</sup> and 2 <sup>nd</sup> grade if button waist pants are chosen (students must be able to independently manage belt and buttons, but elastic waist pants are still allowed and belts are not required.)
<b>Socks</b>	*	Solid black, gray, brown, or white socks; (with skorts/jumpers)
<b>Shoes</b>	*	Athletic shoes that are primarily white, black, gray, brown or a combination of these colors and are non-marking. Shoelaces for all shoes must be the predominant color of the shoe. Velcro closing shoes are recommended for Pre/K.
<b>Tights</b>	*	Plain white, brown, maroon, gray or black tights
<b>Accessories</b>	*	Hair ribbons, etc. must coordinate with the colors of the uniform

### **Boys (Pre/K – 2<sup>nd</sup> Grade)**

<b>Shirts</b>		Turtlenecks (white or maroon) Oxford Shirts (white or pinstripe) short sleeve and long sleeve Pique polo shirt (maroon, gray, white, black, or yellow) short sleeve and long sleeve Sweat shirt (maroon ONLY) Rugby shirt (maroon and white)
<b>Shorts</b>	**	Full elastic shorts (khaki and gray) Required for Pre/K-K; available to 1 <sup>st</sup> and 2 <sup>nd</sup> Knee length pleated shorts (khaki or gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only Knee length flat front shorts (khaki) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only
<b>Slacks</b>		Full elastic pant (khaki) Required for Pre/K-K; available to 1 <sup>st</sup> and 2 <sup>nd</sup> Flat front pant (khaki, black, charcoal or gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only Pleated front pant (khaki, black, charcoal or gray) 1 <sup>st</sup> and 2 <sup>nd</sup> grade only
<b>Sweaters</b>		Pullover Crew or V-neck sweater (maroon, or light gray) Button front cardigan (maroon, or light gray)
<b>Jackets</b>		Full zippered-front fleece jacket (maroon or light gray) Nylon hooded rain jacket
<b>Belts</b>	*	Brown or black braided or solid leather belts. Belts are not allowed in Pre/K-K. Elastic waist pants are required. Belts may be worn in 1 <sup>st</sup> and 2 <sup>nd</sup> grade if button waist pants are chosen (students must be able to independently manage belt and buttons, but elastic waist pants are still allowed and belts are not required.)
<b>Socks</b>	*	Solid black, gray, brown, or white socks
<b>Shoes</b>	*	Athletic shoes that are primarily white, black, gray, brown or a combination of these colors and are non-marking. Shoelaces for all shoes must be the predominant color of the shoe. Velcro closing shoes are recommended for Pre/K.

### **Girls (3<sup>rd</sup> – 5<sup>th</sup> Grade)**

<b>Jumpers</b>	**	Button shoulder jumper (khaki) Kick pleat jumper (plaid) Buckle jumper (khaki only)
<b>Biker Shorts</b>		Black or gray biker shorts must be worn under all jumpers

<b>Blouses</b>		¾ sleeve blouse (white) Peter Pan blouse (white) short sleeve and long sleeve Camp shirt (white) short sleeve only
<b>Shirts</b>		Banded Overshirt (white) short sleeve and long sleeve Turtlenecks (white or maroon) Pique polo shirt (maroon, gray, black, yellow, or white) short sleeve and long sleeve

		Burgundy banded shirt Sweat shirt (maroon ONLY) Rugby shirt (maroon and white)
<b>Shorts</b>	**	Knee length flat front shorts (khaki, black, or gray) Knee length pleated shorts (khaki, black, or gray)
<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, black, charcoal or gray) Pleated front pants (khaki, black, charcoal or gray) Capri pants (khaki ONLY)
<b>Sweaters</b>		Pullover Crew or V-neck sweater (white, maroon, or light gray) Button front cardigan (white, maroon, or light gray)
<b>Jackets</b>		Full zippered-front fleece jacket (maroon or light gray) Nylon hooded rain jacket
<b>Belts</b>	*	Brown or black braided or solid leather belts (mandatory with any clothing item having belt loops)
<b>Socks</b>	*	Solid black, gray, brown, maroon, or white socks; (with skorts/jumpers)
<b>Shoes</b>	*	Black, brown, cordovan, or tan closed toe shoe with heel no higher than 2 inches (allowed in 5 <sup>th</sup> grade only) Athletic shoes that are primarily white, black, gray, brown or a combination of these colors and are non-marking. Shoelaces for all shoes must be the predominant color of the shoe.
<b>Tights</b>	*	Plain white, brown, maroon, gray or black tights
<b>Accessories</b>	*	Hair ribbons, etc. must coordinate with the colors of the uniform

### Boys (3<sup>rd</sup> – 5<sup>th</sup> Grade)

<b>Shirts</b>		Turtlenecks (white or maroon) Oxford Shirts (white or pinstripe) short sleeve and long sleeve Pique polo shirt (maroon, gray, black, yellow, or white) short sleeve and long sleeve Sweat shirt (maroon ONLY) Rugby shirt (maroon and white)
<b>Shorts</b>	**	Knee length pleated shorts (khaki, black, or gray) Knee length flat front shorts (khaki only)
<b>Slacks</b>		Flat front pant (khaki, black, charcoal or gray) Pleated plants (khaki, black, charcoal or gray)
<b>Sweaters</b>		Pullover Crew or V-neck sweater (white, maroon, or light gray) Button front cardigan (white, maroon, or light gray)
<b>Jackets</b>		Full zippered-front fleece jacket (maroon or light gray) Nylon hooded rain jacket
<b>Belts</b>	*	Brown or black braided or solid leather belts
<b>Socks</b>	*	Solid black, gray, brown, or white socks

<b>Shoes</b>	*	Black, brown, cordovan, or tan closed toe shoe with heel no higher than 2 in. (allowed in 5 <sup>th</sup> grade only) Athletic shoes that are white, black, gray, brown or a combination of these colors and are non-marking. Shoelaces for all shoes must be the predominant color of the shoe.
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Other uniform pieces approved by the school during the course of the year may also be worn .

## ***UNIFORM POLICIES***

- All students in grades Pre/K-12 will wear Southern School uniforms to school.
- All items listed under you child's grade level are not required. You may choose from among them.
- All clothing items worn to school must be purchased from Southern School Uniform Company except undergarments, shoes, belts, socks, tights, overcoats, and hair accessories. These items are available from Southern School but may be purchased from another store as long as they follow the guidelines as outlined in the packet.
- All tops will have designated ACA monograms. All bottoms will have designated "Eagle Head" tag.

## ***UNIFORM GUIDELINES***

- Solid black, gray, brown, or white socks; white or black tights; or white or maroon knee socks (with skirts) are the only acceptable colors to be worn by all students at all grade levels.
- All elementary girls must wear black or gray bike shorts under jumpers.
- Jumpers may not be worn without a blouse.
- **When purchasing skirts, shorts, or skorts, the length must be at least to the top of the knee. Allowances for growth should be considered when purchasing.**
- When wearing skirts, shorts, or skorts, hems may not be rolled up nor waistbands rolled down.
- With the exception of the girls' banded shirt,  $\frac{3}{4}$  sleeve blouse, and camp shirt, all other shirts must be tucked in at all times. If a shirt is worn under a sweater, the shirt must be tucked in as well.
- When wearing the oxford uniform shirts, all but the top button should be buttoned for both girls and boys.
- Non-uniform coats/jackets/sweaters must be removed once inside the school building. Students may wear uniform jackets and sweaters during the school day.
- 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.

## **UNIFORM RULES**

### **GRADES Pre/K-5**

#### **BOYS**

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

1. All slacks and shorts must be worn at the waistline and must not “sag,” exposing underwear when sitting or standing.
2. Slacks may not bunch over shoes, nor may slacks or shorts be excessively baggy.
3. The hem of the shorts must come at least to the top of the knee but may be no longer than the bottom of the knee.

##### ***Shirts***

1. All shirts must be tucked inside slacks and shorts at all times. (Pre/K-Grade 2 will be used as training for this purpose. Students in these grades will be expected to try to keep their shirts tucked in.)
2. When wearing the oxford uniform shirts, all but the top button should be buttoned.
3. 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***

1. Shoes are required at all times for students
2. Laces on shoes must remain tied.
3. Heels should be no higher than 2 inches (5<sup>th</sup> grade only).
4. All shoes must be closed toe.
5. Color for non-athletic shoes must be black, brown, or tan.
6. All shoes must meet P.E. requirements.
7. Athletic shoes must be white, black, brown, or gray or a combination of these colors.
8. Shoelaces for all shoes must be the predominant color of the shoe.

##### ***Hair***

1. Hair is to be well groomed and neatly styled.
2. Hair should not extend below the collar in the back.
3. Unusual hairstyles or colors are unacceptable.

#### **GIRLS**

##### ***Cosmetics***

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

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

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

1. Jumpers may not be worn without a blouse
2. All elementary girls must wear black or gray bike shorts under jumpers.
3. 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.
4. Slacks may not bunch over shoes.
5. Skirts, jumpers, skorts, and shorts must come to the top of the kneecap or longer. Order the longer length skirt or skort if necessary to comply with the dress code. Allowances for growth should be considered with ordering.
6. It is recommended that girls order at least one pair of slacks.

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

1. With the exception of the girls' banded shirt,  $\frac{3}{4}$  sleeve blouse, and camp shirt, all other shirts must be tucked in at all times. If a blouse or shirt is worn under a sweater, the shirt must be tucked in as well.
2. When wearing the oxford uniform shirts, all but the top button should be buttoned.
3. Blouses must be loose-fitting enough to conceal undergarments and any cleavage.
4. 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***

1. Shoes are required at all times for students
2. Laces on shoes must remain tied.
3. Heels should be no higher than 2 inches (5<sup>th</sup> grade only).
4. All shoes must be closed toe.
5. Color for non-athletic shoes must be black, brown, or tan.
6. All shoes must meet P.E. requirements.
7. Athletic shoes must be white, black, or gray or a combination of these colors.
8. Shoelaces for all shoes must be the predominant color of the shoe.

### ***UNIFORM GUIDELINES FOR AWARDS ASSEMBLIES, PICTURE DAY, AND OTHER SPECIAL EVENTS***

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

3. Special club/team/organization/class shirts may be allowed on certain days under supervision and instruction of appropriate sponsor only (with administrative approval only). These shirts must be worn with uniform bottoms. All other uniform guidelines apply.
4. The administration will determine any special days of dress (i.e. homecoming week, coming home week, etc.) throughout the school year.
5. Any approved school uniform may be worn to awards day and other special events.
6. Khaki pants or shorts with a maroon shirt **MUST** be worn on all field trips.
7. Each Friday elementary students may wear long jeans (no holes) and ACA t-shirts.

### ***THE FOLLOWING ARE PROHIBITED AT ACA***

#### ***GRADES Pre/K-12***

1. 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, or disruptive behavior.
2. 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.
3. Any top that results in the exposure of the midriff or cleavage.
4. Body piercing, tattoos, branding, or other non-conservative fads.
5. Earrings on males.
6. Elaborate and/or distracting makeup, hair colors, or styles.
7. Hats, caps, or sunglasses worn in the school buildings.
8. Knives, weapons, or any other items prohibited by the student/parent handbook.

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

1. Attire may be checked at any time.
2. If a teacher, staff member, or administrative official believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken.
3. Students may be sent home in order to change into appropriate clothing.
4. 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.**

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

Students must wear athletic shoes for physical education classes every day, even when the activities are outside. The shoes must not mark the gym floor. Girls must wear shorts under dresses or skirts during physical education classes. Students not dressed appropriately will walk during class for their physical activity. Shirts must be long enough not to show midriff when arms are above the head. Undershirts must be worn under shirts that come to the waist.

## ***DISCIPLINE***

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

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

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

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

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

**Serious injuries may occur during moments of "horseplay". Accidents are never "planned". Oftentimes, fights result from students "just kidding" or "just playing" around. Situations such as these may be very serious and will require immediate attention and disciplinary action.** Running in the halls is not permitted. All teachers have the authority to correct inappropriate behavior of the students.

The elementary uses a school wide discipline policy, and there are several methods used to bring about behavior modification. Among these are: after school detention, Saturday detention, probation, suspension, or mandatory counseling as determined by the administration. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. The administration reserves the right to expel a student who cannot conform to school rules and policies.

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

## **LEVELS OF OFFENSES**

### **LEVEL 1 OFFENSES**

Talking

Passing notes

Inappropriate language

Horseplay

Inappropriate chapel behavior

Unexcused tardies

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

Disrespect

Chewing gum (at teachers' discretion and in the library and computer lab)

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

Consequences=Detention (Supervised by teacher assigned to duty.)

### **LEVEL 2 OFFENSES**

Repeated Level 1 offenses

Defiance

Theft

Dishonesty

Cheating (for grades 3-5)

Possession of unacceptable items

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

Destructive behavior

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

### **LEVEL 3 OFFENSES**

Repeated Level 2 offenses

Fighting

Sexual harassment (grades 2-5)

Major theft

Relational aggression/Chronic bullying

Sniffing harmful substances

Obscenities

Lying to Teacher/Principal (for grades 3 – 5)

Non-emergency pulling of any emergency station

Consequence=In house suspension

1-point deduction on 9-week average in each class

Parent conference with principal and teacher/s

### **LEVEL 4 OFFENSES**

Repeated Level 3 Offenses

Firearms, explosives, knives, guns, weapons, and the like (on campus or school trips). See section on "Other Unacceptable Items and Activities" for more info especially for rules governing pepper spray, mace, etc.

Drugs/Alcohol on campus  
Tobacco (in any form)  
Threats, attempted assaults or actual assaults on any individual or his property  
Consequence=Immediate suspension with possible expulsion. Work cannot be made up.

### ***CONDUCT PROBATION***

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

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

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

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

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

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

Parents and students approaching and communicating to the administration of their own volition will be given consideration for the following policy **PROVIDED** such contact and communication are

made **PRIOR** to, or **NOT** related to, any school-initiated investigation of an alleged incident regarding drug use/abuse.

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

1. On demand, if deemed appropriate by the administration, a school-selected hair drug test will be administered at the expense of the parents.
2. Professional counseling and/or treatment will be obtained at the parents' expense, and as deemed appropriate and satisfactory by the administration.
3. If students test positive **AFTER RECEIVING** counseling and/or treatment, they will be dismissed from ACA.
4. All counseling and/or treatment, and all drug hair tests conducted within this portion of policy **WILL** be at the expense of the **PARENTS**.

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

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

1. Comply with the policy and agree to the hair drug test. If the results are negative, the students will not receive any consequences from the school for drug use. A positive result would classify the offense as a Level IV with appropriate consequences.
2. Withdraw the student from school rather than take the test. If the student is a prospective one, the application must be withdrawn.

**THE TEST:**

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

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

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

Various electronic devices (i.e. PSPs, iPods, cell phones, etc.) are allowed on campus and at school events, but **MUST** be used **ONLY** before and after school hours (8:00 a.m. – 3:00 p.m.). During school hours, such devices **MUST** be turned off and kept out of sight **OR** be subject to confiscation by faculty members and the administration. Any item which presents a danger or disrupts the educational process is also subject to such confiscation.

Weapons of **ANY** nature, including knives, box cutters, guns (even toy guns) are strictly forbidden on campus. No tobacco products, alcoholic beverages illegal drugs, explosives, fireworks, stink bombs, etc. may be brought on campus at any time . Special Note: Except in the need for self-defense, any student discharging mace, pepper spray and the like on campus or at any school activity (on or off

campus) will be suspended off campus for multiple days (at the discretion of the administration) with the possibility of expulsion. Any violation of the above will result in a minimum 3-day suspension from school.

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

Office phones are business phones and must be kept open to conduct business. **If a need 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. Cell phones MUST be COMPLETELY turned off and kept out of sight during school hours. Any violation in this rule will result in the confiscation of the phone. Such will ONLY be returned to the student's parent in a personal visit with a school administrator.**

### ***CHEATING***

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

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

### ***SEXUAL HARASSMENT***

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

## ***SEARCHES***

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

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

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

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

## ***HALL PASSES***

Students in grades 3-5 are not permitted to leave the classroom during the class periods unless they are accompanied by a teacher, or have a HALL PASS from a teacher or administrator.

## ***BACKPACKS***

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

## ***TECHNOLOGY/PUBLICITY***

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

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

### ***HONOR PATROL***

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

### ***ELITE EAGLE SQUAD***

Students are chosen each year as special representatives for our elementary school. These students are selected from the 5<sup>th</sup> grade and are chosen based on good character and willingness to serve. The Elite Eagle Squad serves at special events and leads the student body in various activities. The aim of this program is to develop leaders among older elementary students.

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

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

## **ATTENDANCE POLICIES**

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

The school day begins at 7:35 a.m. as the students enter the classroom and ends at 2:50 p.m. with the beginning of dismissal. A school year concludes after the accumulation of 175 days.

### ***BEFORE SCHOOL***

Elementary students may enter the school building at 7:10 a.m. and must enter the building through the front elementary doors. Students will be supervised by a member of the elementary faculty until 7:35 a.m. at which time the students are allowed to enter the classroom. Students are not allowed to eat or finish their breakfast at school. No elementary student is allowed to be on campus before 7:10 a.m. This policy is in place to assure the safety of our students. All students should be unloaded from the lane that is closest to the building.

## *AFTER SCHOOL*

Students who go home between 2:50 p.m. and 3:20 p.m. must be called out of their classrooms over the intercom. If parents are picking up from the car line, students' names and grades will be written on a sign provided by the school and placed on the car's dashboard so that a teacher can read and relay the information into the school. Parents that park may come into the office and request that their children's names be called over the intercom. **NO** parent should go to the classroom to pick up a student during this time of the day as such interferes with hearing the names being called over the intercom. Students will wait in their rooms until called from the office for pick up. The students will exit the elementary wing by way of the front entrance and load into cars under the supervision of two teachers and honor patrol students. For safety reasons all children dismissed from 3:00 p.m. to 3:15 p.m. must be dismissed in this manner.

An "all call" for remaining students to exit the building is given at 3:20 p.m. each day. Students who car pool with high school students are to be picked up on the elementary porch between 3:20 p.m. and 3:30 p.m. High school students may meet elementary students in this area and accompany them to the high school parking area. Parents may meet elementary students on the porch and walk them to their parked vehicles. No student will be allowed to cross against the traffic to the adjacent parking lot without adult accompaniment, so please do not stand by your car and motion for your child to cross.

**All students must be picked up by 3:30 p.m.** Students that are left standing outside at 3:30 p.m. will be brought inside of the building to call their parents/guardians. These students are to wait between the high school and elementary building and behind the wrought iron fence in the designated space until they are picked up. **Special request for this type of dismissal should be made in writing to the elementary principal and must be kept on file in the elementary office.** If at any time elementary students are observed not being attended by their siblings, the request may be revoked.

Students are not allowed to purchase food or drinks on the way out of the building in the afternoon.

Cars should never park or be left unattended in any of the three lanes that circle the school building.

## *TARDY POLICY*

Elementary students should not be tardy to school without VALID REASONS. Due to the age and ability of elementary children, it is considered to be the parents' responsibility to assure that children arrive at school on time. Adults must buzz the front door for admittance to the building after 8:00 a.m.; therefore it is crucial that a parent come into the building with his/her child and check the child into school if they are tardy. No children should be "let out" at the curb to come into the building on their own after 8:00 a.m. Every family is allowed a traffic/weather/emergency tardy twice each quarter (nine week period). Occasionally, it is acceptable for a student to be late to school due to illness or a doctor's appointment. If a student is late on a regular basis due to illness, a note from a physician will be required for school records.

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

Students who have been tardy more than 4 times during a mid-quarter period or 6 times during a quarter period are considered to have been tardy an excessive number of times. The following protocol will be followed concerning students who have been tardy excessively:

First Offense: A letter reminding parents of the school's policy and listing the number of times the student has been late will be sent through the mail to parents.

Second Offense: A parent/student/teacher/principal conference will be required.

Third Offense: A \$10.00 fee will be assessed to the parents' accounts for tardies considered to be excessive.

Fourth Offense: The Department of Human Resources will be notified of parental neglect and/or school truancy.

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

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

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

### ***HOMEBOUND***

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

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

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, emergency medical or dental attention, other legitimate emergency situations with documented evidence or proof, and absences approved in advance by the principal, or his designee. Absences, checkouts and tardies for other reasons are not excused. Student absences will be confirmed by the Academy office. Parents are encouraged to call the school office before 8:30 a.m. when their children will be absent or tardy for any reason.

For each class a student is absent from for more than 25 days, tutoring will be required in that

subject in order for the student to advance to the next grade level. If a student is absent for more than 30 days per year the grade must be repeated. Elementary students who are absent, checked out or tardy to school must bring a note to their teacher to determine if the absence, checkout or tardy is excusable. Special requests to be absent must be submitted to the elementary principal at least **a week** in advance. **The student must be in good standing academically in order for any special requests to be approved.** The only exception to this policy would be one such as a trip to another continent that would be deemed as a valuable educational experience.

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

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

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

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

1. Those students who have excused absences may make up work missed. Students returning to school after absences must check with their teachers **on the day they return** regarding any work missed. Students with excused absences will be allowed the number of days absent for make-up work. For example, a student absent three days who returns on Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test **may** be required by the teacher to take the test immediately upon return. Written permission from the elementary Principal is required for additional days.
2. Make-up work for unexcused absences from school will not be allowed.
3. No tests will be given in advance of an absence.
4. Make-up tests **MUST** be taken before or after school and **NOT** during instructional class time.

### ***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 "**SchoolCast**". 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. Such can be updated via the "Parent Dashboard" located on the "Parents" section of ACA's website. In addition, parents are expected to use their good judgment as to whether conditions in their neighborhoods preclude students' safe arrival at school. In the case of a tornado warning at dismissal time, your child should be left at school until the warning has been

lifted.

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

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

1. Parents will be contacted by phone if their children become ill during the school day. Parents must make arrangements to pick up their children with temperatures of 100.4 or higher or any symptoms of a contagious nature. Students must be fever free and vomiting free for 24 hours before returning to school.
2. Parents and physicians must sign medication forms provided by the school before any medication will be given at school. These forms are found on ACA's website under the "Nurse's Corner." This includes prescription and nonprescription medications. Students will not be permitted to carry medications on their person except for inhalers and/or emergency type medications such as an EpiPen.
3. Prescription medications must be in a current, pharmacy-labeled bottle with the students' names, doctors' names, medication names, strengths, dosages, methods of delivery, and times to be given at school. Parents may request two bottles from the pharmacy (one for home and one for school).
4. Samples of medications from doctors' offices must include the names of the medication, dosages, and the amounts to be dispensed. All medication must be in original containers and a doctor's signature is required. Please do not send any medications to school in a ziplock bag.
5. When medication is a nonprescription (over the counter), it should be in original unopened, sealed containers. All manufacturers' labeling plus the students' names should be clearly visible on the containers. Over-the-counter medications will not be provided by the school (Tylenol, Advil, cough drops, etc.). **Doctors' signatures are also required** for over-the-counter medications (especially for students who have chronic issues and need to take these often.). This would include students who suffer from migraine headaches, acid reflux, menstrual cramps and muscular/joint pains.
6. Controlled medications such as ADD medications (Aderall, Ritalin, Focalin, etc.) should be delivered to school by parents. Students should never deliver these to school.
7. When medication is completed or at the end of the school year, parents should pick up any unused medication. If it is not picked up by the last day of school, it will be destroyed appropriately.
8. New forms must be completed every school year even if the medication has not changed.
9. Parents must inform the school of any health problems in writing that might cause problems while children are at school. You may meet this requirement by directly emailing the school's nurse. For students with chronic health conditions, please, supply the principal and nurse with physicians' statements regarding diagnosis, prognosis and treatment. Since there is a two-page State of Alabama Health Department form that **MUST** be completed every year and kept on file with the nurse, it is critical that she be informed of changes that may occur in your children's health status.

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

**Alabama Law requires** that all students present to school officials a Certificate of Immunization (or exemption). The appropriate form may be obtained from your doctor or the Department of Public

Health. A copy of the birth certificate is also required. NOTE: Students will NOT be allowed to attend school if their “blue slips” (immunization cards) are out-of-date.

Students must stay home for certain contagious diseases.

1. Pink Eye (Conjunctivitis) – Students may return to school after 24 hours of prescribed medication.
2. Strep Throat – Students may return to school after prescription medication has been taken for 24 hours and the student is fever free for 24 hours.
3. Head Lice – Students discovered to have lice are required to remain at home during treatment and must be cleared by a physician and or the school nurse before returning to school.
4. Chicken Pox (Varicella) – Students must be kept out of school 5 days after the appearance of the first crop of vesicles or when all lesions have dried and scabbed over.
5. Fifth Disease – Symptoms include the “slapped cheek” appearance of the face. A lacy rash over the body may be present with or without fever. Students may return to school if no fever is present.
6. Meningitis – A bacterial infection of the membranes covering the brain and spinal cord. Students will be excluded from school until physicians release them to return to school.
7. Ring Worm – A fungal infection of the skin appearing as a round reddened lesion with a raised border which clears in the center as it enlarges. Students may return to school after treatment has begun.

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

## **GENERAL SCHOOL PROCEDURES**

### ***LIBRARY***

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

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

If a book is misplaced and cannot be found, please notify the library immediately. The student will be allowed to check out a book while an effort is made to locate the lost book. If the book is not found after a reasonable period of time, the student must pay for the book. Books overdue for four weeks will be assumed lost and students will be charged for the price of the book.

Library computers are **only** to be used for accessing our card catalog, research, word processing, A.R. testing and printing. As with other school computers, students must abide by policies set forth under

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

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

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

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

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

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

### ***LUNCH PROGRAM***

A lunch is catered each day to our elementary students. **Lunches should be purchased each Monday by 9:00 a.m. for the following week.** Teachers will take the orders Monday morning **ONLY** and keep track of each student's account. If a student checks in on Monday after 9:00 a.m. other arrangements need to be made for lunch for that week. Due to lunches being ordered in advance of the school day, if a student purchases a lunch, but is checked out before lunch or is absent for the day, the lunch cannot be carried over. A child failing to order a lunch at the proper time and therefore not having a lunch to eat will be given cereal, milk and orange juice. A charge of \$1.00 will be made which should be brought to school the following day. Students may also bring their own lunch. Milk or orange drink is available to purchase. Students may **NOT** bring any carbonated drinks/sodas (this also includes sodas in Lunchables). All drink containers, except thermos bottles, must be disposed of in the lunchroom and must not return to the classroom in lunch boxes. Parents are welcome to come eat lunch with your child. **Please let the teacher know by 8:00 a.m. that you are coming.** If you plan to order a lunch, remember the order must be placed Monday morning.

## ***LOST AND FOUND***

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

## ***STUDENT VALUABLES***

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

## ***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 nomination regarding yearbook dedication provided it is submitted to the yearbook sponsor by October 1<sup>st</sup>. The sponsor, in turn, must give a list of all nominations to the principal by October 1<sup>st</sup>. 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. **Please NOTE that extra yearbooks MUST be purchased at processing at the beginning of the school year.**

## ***PARTIES DURING CLASS***

A party that is planned outside of class by faculty, parents, or students (for a school class) must be approved in advance by the principal. Parties will be planned and given by room parents at Christmas. Kindergarten and fifth grade students are allowed an end of the year party. Any other money to be collected for a party must not be more than \$3 unless otherwise approved by the principal. ACA does not celebrate Halloween, Thanksgiving, or Valentine's Day with a class party.

## ***BIRTHDAY PARTIES***

You may send cookies, cupcakes, or doughnuts to school for your child's birthday. Treats will be served at lunch in first through fifth grade. Pre-Kindergarten and Kindergarten students need to make arrangements with their teacher to bring treats during their snack time. Please notify the teacher **at least a day in advance** when you plan to send you child's treats. Please **do not** send favors or goody bags. Balloon bouquets should **not** be sent to school. Special things you want to do for your child should be done at home with your family. Invitations to parties outside of school may be given out at school with the permission of the teacher and only if the entire class is invited.

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

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

## ***FIELD TRIPS***

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

## ***FINANCIAL INFORMATION***

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

## ***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 you have chosen. They are as follows:**

1. **One-Pay Plan:** The full tuition is paid in full no later than June 15<sup>th</sup>. Parents choosing this method will receive \$150.00 per student discount (\$75.00 for ½ day Pre-K or Kindergarten)
2. **Two-Pay Plan:** The full tuition is paid in two equal payments with the 1<sup>st</sup> payment due no later than June 15<sup>th</sup> and the 2<sup>nd</sup> payment due no later than January 15<sup>th</sup>. Parents choosing this method will receive a \$75.00 per student discount (\$37.50 for ½ day Pre-K or Kindergarten)
3. **Ten Month Bank Draft:** The full tuition will be paid in 10 equal monthly bank drafts beginning in June and ending in March. Parents may choose to have their accounts drafted on either the 2<sup>nd</sup> or 16<sup>th</sup> day of each month. Parents must provide voided checks and complete and sign bank draft agreement cards. **Any change in the bank draft system MUST BE submitted in writing to the business office.**
4. **Twelve-Month Bank Draft:** The full tuition will be paid in 12 equal monthly bank drafts beginning in June and ending in May. Parents may choose to have their account drafted on either the 2<sup>nd</sup> or 16<sup>th</sup> day of each month. Parents must complete bank draft cards, provide voided checks, and sign bank draft agreement cards. **Any change in the bank draft system MUST BE submitted in writing to the business office.**

5. **Ten-Month Cash or Check:** The full tuition will be paid in 10 equal monthly payments, either in cash or by check, beginning in June and ending in March. These payments are due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup>.
6. **Twelve-Month Cash or Check:** The full tuition will be paid in 12 equal monthly payments, either in cash or by check, beginning in June and ending in May. These payments are due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup>. Checks cannot be held.

**Note: A \$20.00 late fee will automatically be assessed to any delinquent payment. There is a \$30.00 NSF charge for any check returned by the bank or for any bank draft that is not covered by sufficient funds. Late fees WILL ALSO be applied to all NSF checks.**

The first tuition payment is due June 1<sup>st</sup> and is considered a **non-refundable down payment**. Since the June 1<sup>st</sup> payment is a down payment for the year, the school will assume the student is not returning to ACA if the payment is not received by June 10<sup>th</sup> and will begin filling vacancies with new students who are waiting. Additionally, it should be noted that the July tuition payment is refundable **ONLY IF** the student withdraws or decides not to attend between July 1<sup>st</sup> and the first day of school **AND** moves outside the area served by ACA (as determined by student demographics). A 10-day grace period is allowed before late fees are applied. Any payment received after that time will automatically be charged a late fee of \$20.00. Please add this fee to your payment if you know it will be late. If the late date falls on a weekend or holiday, the payment is due the Monday after. The school cannot be responsible for the promptness of the U.S. Postal Service or any checks sent with students through their teachers. The safest way to have payments credited correctly and on time is to drop them off personally in one of the offices. **There is a \$30.00 NSF charge** for any check that is returned by the bank. If a returned check is for tuition and the 10<sup>th</sup> of the month has passed, a late fee of \$20.00 will also be assessed.

**Textbook rental fees for students are due June 1<sup>st</sup> along with the June tuition payment.** Fees that are required by new students are the Registration Fee and the New Student Fee. **The New Student Fee is due the first year the student is enrolled. It is non-refundable, non-transferable to another year, and due in full by processing day. All fees are non-refundable even when a student withdraws from school.** (See the Withdrawal Policy elsewhere in this handbook for information regarding tuition due when a student withdraws during the year.)

**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. Edline accounts will also be blocked several days before report cards are released if family accounts are not paid in full.

**SECOND SEMESTER POLICY:** It is Alabama Christian Academy's policy that report cards will not be released or transcripts 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. "INOW" accounts will also be blocked several days before report cards are released if family accounts are not paid in full.

## **CRITICALLY IMPORTANT NOTE for FIRST and SECOND SEMESTERS:**

**Tuition payments are due on the first (1<sup>st</sup>) day of each month. A grace period will be extended until the tenth (10<sup>th</sup>). Upon the 11<sup>th</sup> day of the month (or the Monday after the 11<sup>th</sup> should it fall on Saturday or Sunday), ONLY cash, cashier's checks or money orders presented in the business office will be accepted for these late payments. A late fee of \$20 will also be assessed. Beginning on the 12<sup>th</sup> day of the month, students will NOT be allowed to attend classes and their absences will be counted as "unexcused" until payment in full is made in cash, cashier's checks or money order. After five (5) days, students in this situation will be unilaterally withdrawn from ACA and all records, reports, and transcripts held until payment is received and the account paid in full.**

**EXCEPTION:** One time ONLY during the year, a five (5) day extension will be offered to parents, but payment must be made at the end of that time period via cash, money order or cashier's check. After this ONE REMINDER, the rule will be applied.

Questions regarding your account should be directed to the Accounts Receivable Manager in the central office.

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

Upon enrollment, families are required to complete forms designating those individuals who will be financially responsible for paying students' tuition, fees, expenses, etc. Such forms are mailed to new families upon acceptance of their children. 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. These forms are available through the business office.

### ***TEXTBOOK RENTAL***

All students in grades 1-12 will pay a **textbook** rental fee. The book rental fee must be paid before books are distributed the first week of school. Students will be issued textbooks by their teacher. These textbooks will be returned to the teacher who issued them at the end of the term or on the day the student withdraws from the Academy. Students are responsible for paying for the books that are lost or damaged. Therefore, loaning books or sharing books with other students is discouraged. The student remains responsible for the book he/she was issued at the beginning of school. **All issued textbooks must be kept covered for their protection.** No tape or contact paper is to be affixed to the books themselves. All students should write their names in the front 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 teacher'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. If a **workbook** will be used in certain classes, the parents will be notified of the price at the beginning of the year.

## ***CLASSROOM/ WORKBOOK FEES***

Classroom fees are determined individually for each child based upon the child's grade level. These fees vary from year to year and include such things as workbooks, some classroom supplies, art fees, etc. These fees are not added to family accounts but are due in full on the first day of school. Parents must come prepared to pay these fees that day.

## ***RETURNING STUDENT REGISTRATION AND SCHEDULING REQUESTS***

Returning student registration will open in November each year. Returning students wishing to re-enroll for the next year **MUST** send their registration fee along with the re-enrollment form. **This fee is non-refundable and non-transferable.** Returning students are given preference for enrollment only until January 31<sup>st</sup>. After January 31st 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. Exceptions cannot be made in fairness to everyone. 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. It should be noted, however, that sibling priority registration takes place during pre-enrollment for the following school year. The sibling priority registration information is included on the "Pre-enrollment Form". Parents should list any new student they want to enroll for the next school year if they wish to receive priority status for that child. All prospective students including siblings of current students **MUST** complete an application and pay application/testing fees by February 1<sup>st</sup>. As always, available space is the determining factor in adding any new students to a particular grade each year. **No money is required to simply list a child on the sibling priority registration form.** Your child (ren)'s application/testing fees are payable when registration opens. You will have between November 1st and January 31 to pay the application/testing fees.

Parents wishing to make a scheduling request must obtain a form explaining the process from the elementary office or the elementary counseling office. Instructions for making a scheduling request are given in detail along with the deadlines for submitting a request. This procedure must be followed if a request is to be considered.

## ***WITHDRAWAL POLICY***

Parents should notify the school as soon as they know that their child will be withdrawing for any reason. A Withdrawal Clearance Form must be completed stating the date of withdrawal, the reason for withdrawal, whether or not the teacher has cleared the student, and all books (both classroom and library) have been returned. The bookkeeper will be able to answer any questions regarding your account and what will be due at the time of withdrawal. **ACA's withdrawal policy is as follows: If a student withdraws after the school year has begun, the parent will be financially responsible for a prorated amount of tuition based on actual days enrolled. In such instances, registration fees are NOT refunded nor prorated and neither are tuition payments for June and July.** This policy applies to all families whether they are paying in monthly installments or have paid for the year in full. Both the parent

and the principal must sign the Withdrawal Clearance Form. A copy may be required by the new school that the student will be entering. Transcripts will be sent to the new school upon request. No academic credit can be given nor transcripts released until the withdrawal process is complete. **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.**

### ***ANIMALS ON CAMPUS***

Pets (including dogs and other animals) may not be brought to school for show and tell. Animals are not allowed at school functions on or off campus. They are not allowed at ball games, field trips, field days, practices or even summer activities. Some animals may be brought to school for educational purposes with special permission.

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

Three lanes of ONE-WAY traffic enter ACA's campus at the main entrance (northeastern corner by baseball field) off Wares Ferry Road and flow clockwise around the building. Please do NOT stop on Wares Ferry Road and let others onto our property. While this is a nice gesture, it impedes the traffic flow around the building. The outside lane is the fire lane all the way around the building and **ABSOLUTELY NO STOPPING IS PERMITTED IN THIS LANE**. The two inner lanes are used as "pickup" lanes. Cars may idle in these lanes but **MUST NOT BE LEFT UNATTENDED**. All vehicles must exit the campus at the traffic light located on Wares Ferry Road at the northwestern corner of our property. This is the **ONLY** exit from the campus. Please note that the entrance at the very front of the school is a **ONE WAY ENTRANCE ONLY**. It is **NOT** to be used as an exit. Thank you for your cooperation, patience and understanding in following the marked pathways for traffic flow.

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

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

1. Students must get on and off the bus in an orderly manner without running or pushing.
2. Students may talk, but not loudly, and must be absolutely quiet when the bus is stopped at a railroad crossing.
3. The emergency door may not be used as a regular entrance or exit.
4. 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.
5. Trash must not be left on the bus. It is best if students do not eat or drink while on the bus.
6. Students may lower the bus windows but must close them when leaving the bus.
7. Nothing should be thrown on the bus nor from it. Students must not hang their hands or arms out of the windows.
8. Students should not enter the bus unless a responsible adult is present.
9. Student groups and sponsors using the bus are responsible

- for leaving the bus filled with gas and swept clean after use.
10. Students who do not abide by these rules will not be permitted to ride the bus.

## **ACADEMIC POLICIES AND PROCEDURES**

### ***GRADING SCALE***

#### **Academics**

E = Exceeds grade level	A = 90 - 100
G = Grade level	B = 80 - 89
N = Needs improvement	C = 70 - 79
U = Unsatisfactory	D = 64 - 69
	F = 0 - 63

#### **Conduct**

S = Satisfactory	Pre/Kand Kindergarten
N = Needs Improvement	Accomplished
U = Unsatisfactory	Making Progress
	Not Seen

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

### ***AWARDS***

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

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

Teachers of students in grades K-2 will send home each student's work each week to be reviewed, signed and returned the next day. Teachers of students in grades 3-5 will send home papers daily (Note: 4<sup>th</sup> - 5<sup>th</sup> graders do not return papers unless a field trip or similar notice is included). Parents are asked to help make sure the papers are signed and returned, as students who do not return signed papers may, after being warned, be referred to the principal for discipline.

ALL teachers (Pre/K-5<sup>th</sup> grades) post assignments, notes, and news each week on the designated

website for parent's information.

***VIEWING STUDENTS' GRADES/ACADEMIC PROGRESS/DEFICIENCY REPORTING  
(PARENT PORTAL ACCESS and USE)***

ACA's data delivery system is "Information Now" or INOW. This system provides access to student data (attendance, grades, assignments, etc.) The part of the system that will be used by parents is called "Parent Portal". The school will give each family a code to access Parent Portal. Once the account is established, parents will have access to student data. INOW's "Parent Portal" can be accessed via the "Parents" section of ACA's website. A brief video tutorial is also available at that location.

Assignments will be posted by the end of the day on Mondays. Parents will have access to what teachers anticipate their assignments will be for the week. Some teachers are more specific than others. How your child's teacher will use Parent Portal will be explained during parent orientation at the beginning of each school year. Students are accountable for all assignments given in class whether or not the assignments have been posted.

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

Attendance will be posted periodically during each 9 weeks.

If a parent does not have access to a computer or would rather have a printed copy of his/her child's grades, one can be printed by making a written request to the elementary principal at the midpoint of each nine-week period. It should be noted that if tuition isn't paid in full within a few days of the 10<sup>th</sup> of any month in which report cards are released, they will be held and Parent Portal blocked.

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

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

***ELEMENTARY PROMOTION POLICY***

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

**Pre/K & Kindergarten Policy:**

Kindergarten students must score a minimum average of 75% for each 9 week-checklist to be able to go on to first grade.

**Grades 1-5 Policy:**

- 1. An F or N average for the year in any subject other than reading, math, music, art, physical education or Bible requires 20 hours of summer tutoring in order for the pupil to enroll in the next grade.**
- 2. An F or N average for the year in any two subjects other than reading, math, music, art, physical education, or Bible requires the repeating of the grade.**
- 3. If a student fails (F or N) reading or math for the year, he or she must repeat the grade.**

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

***TESTING***

A standardized achievement test is administered on an annual basis at ACA for grades 1<sup>st</sup> through 5<sup>th</sup>. This test is basically an achievement test designed to measure students' scholastic progress. Group test data, such as that derived from this test, is sometimes supplemented by special individual test data when the principal, counselor, parents or teachers feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy.

***TRANSCRIPT RELEASE***

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

***CONFIDENTIALITY OF RECORDS/ INFORMATION***

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

ACA offers equal access to all school records to each student's parents unless its administration is informed in writing of any restrictions placed on a non-custodial parent. In the absence of such written notification, the Academy will consider each parent of a child authorized to review and inspect that child's school records.

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.

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