



Alexander  
Christian Academy

*Imparting wisdom, founded on the  
Truth*

Family Handbook

## 2016 - 2017 Calendar

August 29	Back to School Parent Meeting
September 5	Labor Day
September 6	First Day of School
September 8-9	7 <sup>th</sup> -10 <sup>th</sup> grade retreat - Hickory Cove
October 28	Teacher Workday
October 31	Teacher Workday
November 11	Veterans Day
November 23-25	Thanksgiving Holiday
December 19 – January 4	Christmas Break for Students
January 12-13	Teacher Workdays
January 16	Martin Luther King Jr. Day
February 20	Teacher Workday
March 24	Teacher Workday
April 13	Teacher Workday
April 14-21	Spring Break
May 26	Last Day of School

Quarter End Dates: 1<sup>st</sup>- 10/27, 2<sup>nd</sup>-1/11, 3<sup>rd</sup>-3/23, 4<sup>th</sup>-5/26

Report Card Dates: 11/9, 1/24, 4/4, 5/26

\$100 curriculum fee due dates: 8/10, 10/17, 1/9, 3/20

Early Release Dates: 9/23, 10/14, 11/22, 12/16, 1/20, 2/17, 3/23, 4/12, 5/19

Parent Meeting Dates: 9/26, 10/17, 11/14, 12/12, 1/23, 2/13, 3/20, 4/10, 5/15

All Parent Meetings will be at New Life church you may come to the 11am OR 6:30pm meeting.

# Acceptance into Alexander Christian Academy

AVAILABILITY - Students are accepted into Alexander Christian Academy based upon availability of slots and only during open enrollment periods. Enrollment is open prior to the beginning of a new school year and prior to the beginning of a new semester.

AGE REQUIREMENT - Students seeking admission into the preK program must be four years prior to the first day of school year and must be completely potty trained. Pre-K curriculum fee is \$50 per quarter.

Kindergarten students must be five years old prior to the first day of the school year. Special provisions may be made if a child will be turning 5 in September and is Reading Ready based on assessments.

## Parent Responsibilities

We are so glad you decided to partner with us at Alexander Christian Academy. As the school year progresses, remember to honor the commitments you have made to God's School. Our school cannot operate effectively without the resources you have promised to provide.

These are your responsibilities for your child's tuition:

- Your monthly financial commitment.
- Attendance at monthly parent meetings. Parenting sessions are REQUIRED. If no parent can attend the monthly meeting, there is a missed session fee of \$100 per missed meeting. Missing 2 or more meetings could result in immediate removal of your child.
- 10 hours of volunteer time per semester. Parents who are unable to volunteer during the day due to work schedules may donate items to the school (\$25 of items equals 1 hour of volunteer time) and/or complete volunteer tasks at home. We also need help every Wednesday and Friday afternoons cleaning our buildings. You must have a current and completed background check on file with ACA in order to volunteer during school hours.
- Your non-refundable curriculum fee (\$100 per quarter per child K-10<sup>th</sup>, \$50 per pre-K child) Late charges will be added to curriculum fees as follows: \$25.00 for fees received 1-7 days past due date, \$50.00 for 8-14 days late. Curriculum will NOT be ordered for students until their fee is paid for the quarter.

\*\*Failure to keep your financial commitment, time commitment, and/or pay your child's curriculum fee may result in your child being dismissed from God's School. Please do not reenroll for the next school year without being current on all of your commitments.

If circumstances arise that prevent you from keeping the commitment you have made or from being able to pay your curriculum fee on time, it is your responsibility to contact the director and discuss your situation as soon as possible.

\*There is a returned check fee of \$25.00 for all returned checks.

## Hours of Operation

Hours of operation at Alexander Christian Academy are 8:45 am until 2:00 pm. Student attendance hours are 8:45 am until 2:00 pm for school age children and 8:45 am until 12:00 pm for preschool. Drop off begins promptly at 8:30 am. Calvary Chapel hours of operation are 8:15am-2:30pm, and drop off begins at 8am.

Generally, staff work hours are 8:15-2:15 pm. While staff may be at school before and/or after these hours, we ask that you be considerate of their planning time. If you need to speak with your child's teacher or another staff person, please call the school at 828.471.7826 to set up an appointment or to leave a message. Staff are unable to take calls during instructional time. Early dismissal days are built into the school calendar approximately once a month so that staff may have full staff meetings, professional development, and take care of other administrative duties.

## What to Bring to School

There are few things that we ask that you provide for your child's school experience. Listed below are supplies your student needs to bring to school:

- Bible - Translation and version are left up to the family.
- Notebook to use for a journal
- Headphones/earbuds
- Draw string backpacks preferred
- Pencils
- Snack/drink
- Lunch/drink – we cannot provide space to keep lunches cool or heat up lunches
- Optional – crayons, markers, colored pencils, pencil box, kid friendly scissors, pocket folder to use for homework, composition notebooks, primary composition notebooks for K-2

In addition to these supplies, any donations of paper towels, toilet tissue, liquid soap, paper plates, napkins, plastic forks and spoons, hand sanitizer, Kleenex, Lysol wipes, dry erase boards, makers (regular, thick, and thin ones), cleaner and erasers, trash cans (13 gallon), highlighters (yellow, orange, blue, green, pink), pencil lead, trash bags (13 gal, 33 gal, and 39 gal), magazine boxes, writing paper, composition notebooks, primary composition notebooks, pencils (regular and large), black sharpies, and red pen are greatly appreciated as we use these things on a daily basis and depend on donations of these items in order to provide them. Items needed will be listed in our monthly school or class newsletters. Please include a receipt with any items that are donated so that we can count the donations towards your volunteer hours for the year.

## Communication Between School and Families

Communication is very important to a successful relationship. While some information will be communicated in writing, by phone calls and/or email, most communication from ACA to you as a family will be sent via the ACA Text Message system. If you have not yet signed up for this important feature, please do so right away. If you are not able to receive text messages, it is your responsibility to contact our office at 828.471.7826 so that we can establish another means of primary communication with your family.

It is the parents' responsibility that all contact information is kept current. We cannot be held responsible for families who do not receive information because their contact information is out of date.

### **Staff may be contacted in the following ways:**

- During school hours using the school phone number. Please leave a message for them to contact you during non-instructional time.
- Via staff email.
- In writing.

Please refrain from contacting your child's teacher during his or her personal time, and from contacting them through social media or their personal phone numbers.

## Bad Weather Procedures

In the event that unsafe driving conditions should occur due to weather, decisions will be made as soon as possible and the information will be relayed to families in as timely a manner as possible. If school is on a delay or closed for bad weather, families will be notified via text message using the ACA message system. If you have not signed up to receive text messages, please do so right away. In the event that school is dismissed because of deteriorating weather conditions during the day, families will be notified in the same manner. Closing information will also be posted on our school Facebook page, through an email, and by announcements on B86 Radio and on WBTB channel 3.

## Attendance

Being on time and present at school daily are important for students to maintain academic progress.

Tardiness: Doors are open for student drop off beginning at 8:30 am. Students may NOT be dropped off before this time. Students who arrive after 8:45 am are counted tardy. Five tardies within a quarter will be counted as an absence. Calvary Chapel students may be dropped off beginning at 8am.

Absences: Absences due to illness are counted as excused provided the parent notifies the school in writing of the child's illness. Absences for medical appointments will be counted as excused with a note from the physician's office. Other absences will be considered on a case by case basis.

If a student has missed 10 days, the parent will be contacted. Fifteen absences within the school year is considered excessive, and may be grounds for retention or dismissal from school.

Leaving school early: Dismissal time is 2:00 pm. Students who develop a habit of leaving school early miss valuable instructional time. Five leave earlies in a quarter will be counted as an absence.

Planned/extended absences: Families who know a child will be absent ahead of time must notify the child's teacher in advance. Any schoolwork missed must be made up within a week of the child's return.

## Appropriate Dress

At Alexander Christian Academy we ask that a certain standard be maintained in choosing attire. Students and staff should dress modestly and in a way that represents God's School in a positive light. At no time should a person's undergarments be visible. Any writing and/or pictures on clothing should not be obscene, degrading, offensive or vulgar. Girls are expected to wear tops with a modest neckline not revealing cleavage and not showing their midriff. Shorts should not be shorter than fingertip length. Boys are expected to wear their pants at the waist and not sagging.

Should a student come to school in attire that is considered inappropriate, parents may be contacted and asked to bring a more suitable change of clothes to school for the child to wear.

## Visitors and Volunteers

Any visitors and volunteers to Alexander Christian Academy must sign in through the office. When doing so they will be asked to give a purpose for their visit. All volunteers on school grounds during school hours must have a current background check on file with ACA.

Volunteering is encouraged at Alexander Christian Academy and there are many ways you can help out! Each campus has a list of things that volunteers can do to help.

We ask that Volunteers comply with following guidelines:

- All volunteers must have a criminal background check on file with the school. Background checks must be updated annually. Please see our handout about how to complete our online background check.
- Volunteers helping students with reading and/or coursework must have a copy of their GED or high school diploma on file with the school and be trained as a reader by ACA staff.
- Volunteers should NEVER be alone with a student or students. This is for the protection of the volunteer as well as the students. Volunteers working one on one with students must do so in public areas and be visible at all times.
- Parents/family members cannot volunteer in their own child's classroom.

**Our campuses are Tobacco-Free. We ask that adults refrain from the use of any tobacco products in our parking lots, on school grounds, and on field trips at all times.**

## **Medication Administration**

No medication may be administered to students without proper documentation. This includes but is not limited to prescription medications, over the counter medications, sunscreen, and antibiotic ointment:

- All medications, whether prescription or over the counter, must be accompanied by a Medication Administration Form signed by the student's physician and the student's parent or guardian and containing the following information: name of the student, date(s) to be given, name of the medication and the dosage instructions.
- All prescription medication must be in the original container with the student's name, current date and dosage instructions.
- Unless the medication is an emergency medication (such as a rescue inhaler or Epi pen) are to be kept in a locked location with staff or office administration. Medications must be administered by a trained staff person unless the student has been able to demonstrate proper administration.
- Emergency medications (rescue inhalers, Epi pens, etc.) will be kept accessible at all times.

## **Illness Policy**

For the well-being of those in the classroom, please keep students at home for the following reasons:

- Fever of 100F or higher. (Must be fever free for 24 hours without fever-reducing medicine.)
- Vomiting – symptom-free for 24 hours
- Diarrhea – symptom-free for 8 hours
- Strep throat – may return 24 hours after beginning prescription antibiotic AND fever-free for 24 hours without fever-reducing medicine
- Pink Eye – generally may return 24 hours after beginning prescription eye drops.
- Undiagnosed rash – especially if accompanied by fever, discomfort or behavior change
- Head Lice – may return after being treated provided they are lice and nit free. Must provide proof of treatment upon return to school.

Parents may be called if a health concern develops and asked to pick up the student from school.

## Immunizations

A copy of each student's immunization record must be kept on file. If a student who does not receive immunizations due to religious beliefs, we must have a statement for our files.

## Allergies and Special Dietary Needs

If a child has allergies or special dietary needs, it is the parent's responsibility to ensure that documentation of this is on file with the school. Staff will not be held responsible for needs for which they have not been made aware.

Students are to bring their own lunches and snacks daily. Because there may be students with food allergies and/or special dietary needs, students are NOT permitted to share food with others.

On the occasion that outside food is brought in (such as for a birthday or special event), all foods must be commercial prepared and packaged with a list of ingredients. If the event is planned in advance, parents of students having special dietary needs will be contacted and if the student is not permitted to take part in the food that is brought in, the family will have the option of providing a similar food item for their child that does meet their child's needs.

## Curriculum

In an effort to best meet the needs of our students, Alexander Christian Academy uses a blending of curriculum from the following resources: the Holy Bible, Accelerated Christian Education (ACE), Answers in Genesis, Purposeful Design, ABeka, and other Christian curriculum resources. Scripture from the Bible is mingled throughout each subject.

## Student Conduct

Attendance at God's School is a privilege. Students are expected to behave in a way that is pleasing to the Lord. Each classroom will develop its own system for effective behavior management based upon the following principles:

- Respect God, self, others, and property
- Do what is right
- Do your best
- Do unto others as you would have them do unto you
- Always work and act in a way that honors God

Staff will treat all students with love, respect and genuine concern.

Should a concern arise, parents will be contacted so that they may work together with the teacher to establish positive behavior.



Handling of misconduct may include making restitution, apologizing, restoring relationships, and other consequences as the administration and parents deem necessary. The majority of behavior concerns will be handled on the classroom level. However, the following behaviors are not tolerated and will be handled directly by the director:

- Disrespect of any staff member
- Bullying or teasing of others
- Dishonesty (lying, cheating, stealing)
- Rebellion/defiance (refusal to do what is being told)
- Physical violence (striking in anger with the intent to harm)
- Profane or obscene language (including taking the Lord's name in vain)
- Possession a weapon

Any of the behaviors listed above may result in suspension or expulsion from the school.

## **Electronics and the Internet**

Students are asked to leave all electronics at home. This includes but is not limited to cell phones, Ipods, Hand held video games, etc. The ONLY exception is preapproved use of tablets and/or laptops for our Upper Grade students. Use of any of these items during school hours (including during break and lunch) is prohibited. If a student is found using one of these items during school hours, it will be confiscated and returned at the discretion of the administrators. If the offense is repeated, the student's parent will be contacted and asked to pick up the electronic device from school. On the occasion that a reward day is planned, and students are permitted to bring electronics on that day, parents will be notified in advance. Use of the internet on the school campus by students, staff and/or visitors is subject to the following guidelines:

- Students may only visit approved websites.
- Student conduct while using the internet is expected to follow appropriate conduct policy found on the previous page.
- Internet use is for educational purposes only.
- Parents/Visitors/Volunteers are asked not to connect to our WiFi as it can interrupt internet service and important instructional time.

## **Field Trips**

Field trips are planned throughout the year as staff becomes aware of opportunities that will enhance the educational experience. Participation in field trips is a privilege. Students who are not able to follow safety guidelines, and are not able to maintain appropriate conduct, may not be allowed to participate.

When a field trip is planned, parents will be notified in advance. Students must have a signed permission slip in order to take part in a field trip.

Because ACA is not currently able to provide transportation, students attending field trips must be transported by a parent or another responsible adult designated by the parent. The parent is responsible for their child during the entire trip. Students are expected to follow ACA appropriate conduct guidelines at all times as well as any safety or instructional guidelines given specific to the field trip.

Any cost for a field trip will be assumed by the student's family unless other arrangements have been made.

## **Matthew 18 Policy: Read Matthew 18:15-20**

It is a possibility that at some point you will be disappointed or have a complaint about God's school, His staff, or how we operate. Our main purpose is to please God and to follow Him as we serve Him at His school. We will not always meet your expectations, but we hope to meet the Lords. We are not and will not be like any other schools. We know that God has asked us to "not be conformed to the ways of the world... see Romans 12:2" and that we do not intend to copy how other schools operate. As we proceed throughout the school year, please prayerfully ask the Lord to help you address concerns that arise with your child's teacher or with ACA. The Bible says that if you have an offense with someone to go to that person privately and talk out your concerns. We ask that you do the same at God's school this year.