



# PARENT & STUDENT HANDBOOK

2017-2018 SCHOOL YEAR

ACA OFFICE

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## **Antioch Christian Academy Board Members 2017-2018**

Ron Yocum  
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## **Antioch Christian Academy Administration 2017-2018**

Ron Yocum, Principal  
Kristi Hubble, Teacher/Administrator  
Niki Rathbun, Teacher/Administrator  
Colin Yocum, Business Manager/IT Director  
Cindy Megonigle, Safety and Security Officer/Administrative Assistant/Director of Admissions  
Melissa Saldana, Extended Care Director  
Erica Lewis, Director of Development  
Jennifer Minard, Lunch Director  
Kari Jones, Office Assistant

## **Antioch Christian Academy Faculty 2017-2018**

Brenda Young, Kindergarten, K-5  
Kim Welch, Kindergarten, K-6  
Melissa Saldana, 1<sup>st</sup> Grade  
Niki Rathbun, 2<sup>nd</sup> Grade  
Nicole Gordon, 3<sup>rd</sup> Grade  
Christina Morrison, 3<sup>rd</sup> Grade  
Kristi Hubble, 4<sup>th</sup> Grade  
Kelly Malone, 5<sup>th</sup> Grade  
Martin Stovall, 6<sup>th</sup> Grade  
Teleisha Hughes, 7<sup>th</sup> - 9<sup>th</sup> Grade  
David Carr, 7<sup>th</sup> – 9<sup>th</sup> Grade  
Diana Arnold, 7<sup>th</sup> – 9<sup>th</sup> Grade  
Julie Haller, Spanish  
Music and Art  
Duane Megonigle, P.E.

## **Antioch Christian Academy Extended Care 2017-2018**

Linda Sharp  
Kim Mullican  
Makensey Saldana  
Gabi Davis  
Jacquelynn Collins

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## **Mission Statement**

Antioch Christian Academy, a Christ-centered academic program of excellence, exists to support actively involved parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive, and responsible citizens to serve and witness to the world in which they live.

## **Philosophy of Education**

Antioch Christian Academy's philosophy of education is based upon the authority, authenticity, and reliability of the Bible as the complete and final revelation of God. As stated in II Timothy 3:16-17, "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." (NIV) ACA views Christian education as the process of learning truth through the Bible, and communicating this truth in all that is studied. To this end, the purpose of Christian education is education about Christ which results in character and conduct like Him.

We believe that the education and training of children is a parental responsibility and that parents should select a school that will educate and train their children in a manner that reflects Christ. Antioch Christian Academy's purpose is to assist parents in their responsibility of parenting Christian children. ACA serves as an extension of the home, existing to strengthen the parent-child bond. ACA and parents partner together in guiding, teaching, loving, and disciplining the children, teaching them to love God and providing them with the knowledge that all mankind is to serve God. In doing so, we will all be positive "Christ-like" contributors to God's very own creation.

## **Statement of Faith**

ACA does not subscribe to the doctrinal statement of any one church or denomination, but does require that all teachers, administrators, and members of the Board subscribe to the following doctrinal statements:

- We believe there is only one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- We believe that the Bible is the inspired Word of God, and is infallible and our final authority in all matters of religion.
- We believe that Jesus is the Christ, the Son of God, and the Savior of the world.
- We believe in the miraculous birth, sinless life, substitutionary death, bodily resurrection, ascension, and the literal return of Jesus Christ.
- We believe that the Holy Spirit lives in the Christian, and helps him to live a godly life.
- We believe that salvation is a result of a personal faith in Christ, and that obedience to Christ is essential.
- We believe that baptism is an immersion in water, and has been commanded by Christ Jesus and the Apostles.
- We believe in everlasting life in Heaven for the saved and everlasting life in Hell for the lost.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## ACA Conflict Resolution

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One to one discussion and prayer should be thoroughly explored to affect resolution of the situation. If no resolution can be reached, it may then be taken to the principal. If resolution is still not possible, then a written appeal may be made to the ACA School Board. All correspondence to the Board should be directed to the board president. All decisions of the Board are final.

All parent questions concerning a teacher, student and/or student-teacher relationships should follow these steps:

- The parent should schedule a meeting with the child's teacher.
- If the question or concern is not resolved, the parent will then set up a meeting with the Principal.

If there is further concern, the parent may request, in writing, to be placed on the next School Board meeting agenda or the principal may bring the concern to the attention of the School Board.

## Academic Probation and Expulsion

Our mission at Antioch Christian Academy is to provide an institution of academic excellence. Students in 1<sup>st</sup>-8<sup>th</sup> grade must maintain a 2.50 GPA or be placed on academic probation. Once your child has been placed on probation, he/she will have nine weeks to meet the minimum GPA requirement. At a four-week interval, the teacher will meet with the parent(s) to discuss the child's progress. At the end of the nine weeks, if your child has not met the minimum requirements for GPA, he/she is subject to immediate academic expulsion.

A student enrolling at ACA with an academic history of poor grades and/or discipline problems may be placed on temporary probation. A student may be placed on probation during the school year because of poor grades and/or discipline problems at Antioch Christian Academy. The duration and terms of the probation are to be established by the principal and approved by the board.

## Admissions

ACA admissions policy does not discriminate as to race, color, national or ethnic origin. ACA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of ACA. ACA reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. ACA does not offer enrollment to students who have been expelled from other schools. The following forms and fees are required to complete a student's cumulative folder and are due at the time of enrollment:

<b>New Students</b>	<b>Returning Students</b>
Application	Re-Enrollment
Testing	Current Immunization Records
Interview	Re-Enrollment Fee
Teacher Recommendation Form	ACH Form
Enrollment	Child Custody Papers (If Applicable)
Birth Certificate	
Current Immunization Records	
Enrollment Fee	
ACH Form	
Child Custody Papers (If Applicable)	

## Attendance

Attendance to class is of paramount importance to the success of any educational facility. As such, ACA students are expected to be in school and on time, except in cases of legitimate illness and/or emergencies.

The ACA school board requires the school office to keep attendance records and report excessive absences.

### **Full Day**

A student must be in class four and one-half (4-1/2) hours during the school day to be given credit for a full day of school.

### **Half Day**

Half-Days are not part of the ACA Attendance Policy. Attendance less than 4-1/2 hours in one day will constitute an absence.

### **Tardy**

"Tardy" is defined as any student not being in their classroom by 8:45 a.m. For security purposes, all ACA facilities will be locked at 8:45 a.m. Any student arriving after 8:45 a.m. must be accompanied by an adult to the office to be admitted to class. Two (2) tardies will constitute one (1) absence.

### **Early Release**

Early releases are strongly discouraged by ACA. Please attempt to schedule non-urgent appointments such as visits to the doctor, dentist, optometrist, orthodontist, and hair stylist outside of school hours.

### **Reporting an Absence**

ACA requires that parents report all unplanned absences to the school on the day of the absence, no later than 3:30 p.m. All absence reports should include your name, your student's name, grade, and reason for the absence.

Acceptable reporting methods are:

- Phone discussion with the school office
- Voice mail messages to the school office
- E-mail to the school office
- A note sent with a present ACA sibling

### **Excused Absence**

**Illness and/or Injury to the Student** - Any medical illness or treatment requiring an absence from school exceeding three (3) days must be substantiated by a physician's written statement of illness, and recovery. The physician's statement must be submitted to the school within five (5) days of the student's return to class.

**Serious Illness and/or Injury to an immediate family member**

**Head Lice** – An absence of two (2) school days, not less than 48 hours is excused for treatment of head lice.

**Field Trips and School Sponsored Activities** are excused absences

**Legal** – A subpoena or other legal business which requires the student to be present

**Bereavement** – following the death or catastrophic injury/illness of a loved one

### **Vacation and Travel**

A school calendar is provided on the ACA website. ACA encourages families to minimize absences by planning vacation and travel during the breaks outlined in the school calendar. In the case that such scheduling is not possible, students are allowed up to 10 days per school year for pre-arranged vacation absences **that have been communicated to the school prior to the absence.**

Vacation absences that are not communicated to the school prior to the absence will be considered unexcused absences.

### **Unexcused Absences**

All absences not meeting the criteria outlined above will be considered unexcused and will be reviewed by the building administrator on an individual basis. Unexcused absences may result in a zero or failed score for any tests, daily assignments, or homework given the day of the absence. Continued attendance violations could result in a student receiving a failing grade. **Ten (10) absences within a semester is considered excessive and thereby will be reported to the school board.**

### **Make Up Work**

ACA requires parents to request class assignments only after a student has been absent for two (2) consecutive days, or in the case of a planned vacation that will span two (2) or more consecutive days.

To request classroom assignments, please call or e-mail the school office by 10:00 a.m. to allow teachers time to gather assignments. The assignments will be ready for pickup by 3:30 p.m. on the day requested.

One (1) day of home work-time is allowed for each one (1) day of absence.

### **Special Considerations**

The ACA board and administration will make every effort to work with families of students with extenuating circumstances. If you would like to discuss special considerations regarding the ACA Attendance Policy, please make an appointment with the principal.

### **Back-To-School-Night**

Back-to-School Night is scheduled at the beginning of each school year and is open to students and their families. (Please see school calendar for date and time.) This orientation will inform parents of class goals, learning expectations, curriculum covered and parent/student responsibilities. It is also an opportunity for students to show parents their classrooms and tour the campus. **All parents are encouraged to attend this orientation.**

### **Chapel**

Chapel services will be conducted one day a week. Chapel will include prayer, singing, and scriptures. A lesson, Biblical film, or special guest speaker will follow this. (Note: All students must wear Chapel attire – See “Dress Code.”)

### **Curriculum**

Classes use A Beka and Bob Jones University curriculum. The ACA curriculum incorporates the principles of God’s Word throughout all academic subjects. Other approved curriculum may be implemented to give each child the best education possible. ACA will always strive to update the curriculum on a regular schedule to offer the best education for our students.

### **Disciplinary Code**

It is the goal of ACA to provide an atmosphere in which optimum spiritual and academic growth and personal achievement can take place. Creating a loving culture of order and discipline is a partnership between our students, their families, and the school.

Discipline involves guiding, molding, encouraging, teaching, reproofing, and correcting...all with the goal of bringing about desired behavior. The ACA staff is expected to treat students with respect and dignity. Teachers are also expected to give students opportunities to make decisions, take responsibility for their actions, and learn from their mistakes. Students are expected and encouraged to conduct themselves in a manner consistent with the policies of the school. Parents are expected to partner with the school in all matters of discipline.

It is ACA’s desire to build our discipline program grounded in the Word of God. As an additional resource, ACA uses a character development program called Character First, which gives students a Godly, ethical way of living.

ACA follows a disciplinary process that assumes the teacher is in the classroom to teach, and students are in the classroom to learn. Teachers will establish classroom discipline plans with clear rules and expectations for their individual classrooms. Successful teachers will follow this progression of correction with students:

- Show students what they have done
- Give them ownership of the problem
- Give them options for solving the problem
- Leave their dignity intact
- Use logical and realistic consequences
- Teachers will handle minor behavioral issues in their classrooms and when appropriate, will notify parents using the ACA Discipline Referral Form, text, and/or email. However, major issues will require an automatic office visit, which includes, but is not limited to, the following:

Repeated unacceptable room behavior	Fighting
Repeated disobedience	Stealing
Destruction of property	Bullying
Profanity or profane gestures	Lying
Aggressive physical contact	Sexual/racial harassment
Bringing inappropriate materials, objects, or weapons on campus	

Students being sent to the office will conference with the Principal. Following this conference, the student will be given a Report of Misconduct/Administrative Referral that is to be taken home, signed by a parent and returned to school the following day. Parents are encouraged to call the school to discuss any concerns.

#### **Probation**

- The administration will put a student on probation if other forms of discipline have proven ineffective, or at any time it becomes questionable as to whether a student should remain at ACA. A period of probation gives the administration time to consider carefully the needs of the student and the issues involved and give the student time to prove him or herself. Probation will be set for a definite period of time, and with definite pre-determined goals. At the conclusion of probation the student will either have accomplished the goals set and be taken off probation, or will be recommended to the Board for expulsion.

#### **Suspension**

- In severe cases of misbehavior or refusal to do academic work, suspension may be necessary as a disciplinary measure. The purpose of suspension is to bring the child to repentance and to correct the behavior. The board encourages parents to work closely with the administration with these goals in mind. A policy of one to three days suspension will be followed. Excessive suspension may result in a recommendation for dismissal from the school.

#### **Expulsion**

- A student will be considered for expulsion from school if it becomes the decision of the Board that ACA can no longer affect positive conduct change or positive academic training. When a student is not making progress towards obedience or academic success, and consultation with parents and staff has not influenced an acceptable progression, the principal will recommend to the board that the child be expelled. The Board will review the situation and make the final decision.



## Antioch Christian Academy Dress Code: “Neat, Clean, and Modest”

Students are required to be in dress code if they are on school property. This includes, but is not limited to, parent teacher conferences, school programs, and school parties.

### **Pants/Shorts/Skirts and Dresses:**

1. Navy, Khaki, Blue Jeans (clean, no tears or frays, standard blue)
2. No skinny jeans, tight fitting pants, or tight fitting skirts or dresses. No leggings unless under a skirt or dress.
3. Skirts and dresses should be no shorter than knee length if worn without leggings or shorts.
  - a. If worn with leggings or shorts, dresses must be longer than fingertip length.
  - b. Dresses cannot be sleeveless, razor back or spaghetti straps. No undergarments should be visible.

### **Shirts:**

1. Long or Short-Sleeved Polo Shirts in any solid color. No patterns, designs, pictures or lines. The ONLY exception is the shirt branding that is mostly found on the left pocket.
2. No tank tops, sleeveless shirts, razor-back shirts or spaghetti straps.
3. No Hoodies/Sweat shirts unless it is a school hoodie with our logo on it.
4. T-Shirt Tuesday (PTF Fundraiser)-Students may wear an ACA t-shirt on Tuesdays if you have paid \$15 for participation. T-shirts can be purchased at Meet and Greet and through the PTF.

### **Shoes:**

1. Appropriate for BOTH weather and school activities.
2. No flip-flops, backless sandals or house slippers.
3. Tennis shoes are to be worn for PE activities and can be worn for classes as well.

### **Chapel Dress: Chapel is each Wednesday.**

1. Chapel dress for **Elementary (K through 3)** is the same as Monday through Thursday.
2. Chapel dress for **Secondary (4 through 8)**
  - a. **Girls** = Skirts with blouses, or dresses, or dress slacks and dress shoes. (They don't have to be blue or white, but must be neat, clean, and modest.) NO jeans. No leggings unless under a skirt or dress. No tennis shoes.
    - i. Skirts and dresses should be no shorter than knee length if worn without leggings or shorts.
    - ii. If worn with leggings or shorts, dresses must be longer than fingertip length.
    - iii. Dresses cannot be sleeveless, razor back or spaghetti straps. No undergarments should be visible.
  - b. **Boys** = Dress shirts, sweaters, slacks, and dress shoes. (The shirts don't have to be white, nor do the slacks have to be blue, but must be neat, clean, and modest.) NO jeans. No tennis shoes.

### **Fridays: Casual dress Fridays.**

1. No leggings unless under a skirt or dress.
2. No Hoodies/Sweat shirts unless it is a school hoodie with our logo on it.
3. T-shirts may be worn on Fridays. (Shirts may have Christian design, but no Christian or secular musical groups are allowed.)
4. No athletic shorts, sweat pants, etc.

**A dress code is only as effective as those enforcing it and those adhering to it. We have no intention of becoming “Dress Code Police.” However, if students look for ways to live on the line or over the line they may find themselves wearing Chapel Dress on more days than Wednesday.**

## **Uniform Dress Code Violation**

If a student is not wearing the appropriate school uniform as outlined by Antioch Christian Academy, the following steps will be taken.

- **1st violation:** A note will be sent home to the parent describing the uniform violation. The note must be signed and returned to the classroom teacher.
- **2nd violation:** A phone call will be made to the parent to discuss the uniform violation. The phone call will be documented by the teacher and turned in to the school office.
- **3rd violation:** The parent will be contacted by phone and asked to bring a proper change of clothes for the student.

## **Electronic Toys and Devices**

Students are not to bring toys, beepers, CD players, electronic games, or any other electronic equipment to school or to any school-sponsored activity without permission from the teacher. During the school day cell phones are to be turned off and stored in student backpacks. ACA is not responsible for lost or damaged items. Special exceptions apply: Extended Care Students- please refer to the Extended Care section below for complete details.

## **Extended Care Program**

Please refer to the Extended Care Parent/Student Handbook for complete guidelines. Each student attending our Extended Care Program must have a current Extended Care Enrollment & Emergency Contact Form, as well as the Acknowledgement of Extended Care Policy Form on file.

### **Hours of Operation**

- Before Care: 7:00 a.m. – 8:15 a.m. Students arriving at school prior to 8:15 a.m. will be considered in attendance in the Before Care program and applicable Drop-in Fees will apply.
- After Care: 3:45 p.m. – 6:00 p.m. Students not picked-up by 3:45 p.m. will be placed in the After Care program and the applicable Drop-in Fees will apply.
- Children of parents who are at the school during Extended Care hours and who participate in any of the Extended Care activities will be charged the applicable Drop-in Fees.

### **Full Time Fees**

- Registration Fee per Family is \$50 per year
- Before Care only is \$90 per month
- After Care only is \$180 per month
- Extended Care (Before & After Care) is \$270 per month
- All payments are due in full on or before the 15<sup>th</sup> of each month.
- August-May monthly fees are not pro-rated.
- Emergency Drop-in Fee:  
Drop-ins are to be paid daily. Drop-in fees are: \$10.00 per hour and the hours are not pro-rated.  
Drop-ins are only available on an emergency basis and must be called in by a parent.

### **Late Fees**

- Any child dropped off at school prior to 8:15 a.m. will be in the care of the Extended Care Staff and applicable fees will be incurred.
- There will be a \$10.00 a minute late fee for children not picked up by 6:00 p.m.
- If Extended Care payments are in arrears, your child may be denied permission to attend the Extended Care Program until all fees are paid in full.

### **Extended Care Snacks**

- Please send a daily snack with your child or if you prefer, you may send multiple snacks labeled with your child's name. These snacks will be stored in the Extended Care cabinet.

### **Electronic Devices/Toys**

- Extended Care students may bring toys and electronic game devices from home to use during Extended Care Hours. All electronic devices will be stored in the student's backpack during regular school hours. ACA is not responsible for lost or damaged items.

## **Field Trips**

All school-sponsored field trips will relate to school studies that promote the philosophy of Antioch Christian Academy and enhance the understanding in one or more curricular areas. Field trips are considered an extension of the regular school day. Information outlining trip details will be sent to parents in advance of the field trip. Some field trips may require additional costs for admission or other special offering which will be covered by ACA. All other field trip expenses (individual lunches, snacks etc.) will be covered by parents as outlined by the teacher. All students participating in a field trip will need a signed parent permission slip on file in the office.

### **Parental Involvement**

Parents serving as field trip chaperones may be called upon to volunteer transportation. Parents must make other arrangements for siblings when attending a field trip. **Children under the age of 18 who are not students of ACA are not allowed to participate in school-sponsored field trips.**

### **Transportation**

Private - Oklahoma state law requires that children five years old or younger must be properly restrained in either a child car seat or a booster seat appropriate for their height and weight. Children age 6-12 must be properly restrained in a child car seat, booster seat, or seat belt. All K5 parents must provide a car seat or booster seat for their child on field trips or class outings, which require private vehicle transportation. Any parent who transports student(s) on a field trip must have a copy of their driver's license and proof of insurance on file in the ACA office.

## **Head Lice**

In the event that your child should contract head lice, Antioch Christian Academy will request that your child be prohibited from attending class until treatment has been sought and until such time as he or she is free of the lice and nits. A letter from a Health Department official or your doctor certifying that your child is free of lice and nits is required before your child may return to class.

## **Homework Policy**

Homework is essential to a student's academic achievement and is designed to help students strengthen work-study habits, promote responsibility, and achieve academic course goals. Homework will be assigned at the teacher's discretion. Completion of homework should range from 15 to 30 minutes a night for students in grades K-2<sup>nd</sup>; and up to 60-90 minutes for students in grades 3<sup>rd</sup>-8<sup>th</sup>. All homework assignments are expected to be completed and turned in on time. Please communicate with your student's teacher if your child is experiencing difficulty in completing homework assignments within the expected time frame so that a plan for success can be developed. Routine failure to comply with this policy will result in disciplinary action. (Note: There will be no homework assigned on Wednesdays due to church activities.)

## **Illness**

A child who is running a fever (100.3 and above), vomiting, contagious, or experiencing diarrhea the night prior to class time should be kept home. A student must be free from the above symptoms for 24 hours before returning to school. A student who becomes ill during the day will be allowed to rest comfortably until parents can be notified and the student can be picked up from school. A child with a fever (100.3 and above) must be picked up from school.

If your child has a contagious illness (such as pink eye, chicken pox etc.) please notify the office immediately so we can notify other children who have been exposed. Students contracting a contagious illness must be on medication for a minimum of 24 hours before being allowed to return to school. For contagious illnesses such as the chicken pox, or hand, foot, and mouth disease, your child must have a note from the doctor clearing them for return to school.

## **Inclement Weather**

The principal will determine as early as possible if the school will be closed due to weather or other conditions. If there is a delayed opening, school start time will be delayed by one hour. (There will be no Before Care Program offered if the school opening is delayed.) Student safety will be the top priority in determining whether to close the school for inclement weather. Announcements of school closings or a delayed opening will be made on local television stations, and through parent email and text alerts.

## **Legal Reporting Obligation of a School**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Library Policies**

It is the desire of the school to demonstrate good stewardship of the wonderful gifts God gives us. To fulfill the goal of good stewardship, these library policies have been developed:

1. The library will be open on school days and it will not be open during school holidays.
2. Books may be checked out for ten school days and may be renewed if another patron is not waiting for them.
3. Videos may be checked out for five days and may also be renewed if another patron is not waiting for them.
4. Students may check out videos with parental permission.
5. Reference materials may be checked out overnight.
6. Library materials are for the use of the families and staff of Antioch Christian Academy.
7. Materials will not be loaned to others unless special permission is obtained from the administration.
8. Students coming to the library during the school day must have a pass with the purpose of the visit written on the pass by the teacher. Students who are not wise stewards of their time in the library will be sent back to class. No student is to be in the Library without adult supervision.

## **Library Overdue, Replacement, and Damage Policy**

It is the desire of Antioch Christian Academy to encourage an attitude of personal responsibility in each student. To reinforce the concept of taking responsibility for personal choices and actions, this overdue book policy has been developed.

- Books will be checked out for ten days school days.
- Videos will be checked out for five school days.
- Reference materials will be checked out overnight.
- Teachers may check out materials for classroom use for the time they are needed in the class.
- Overdue notices will be sent in the Friday folders each week.
- When the material is reported lost, the student is given ten days to recover the material. After ten days the student will be required to pay a replacement fee.
- Students who have delinquent materials will not be allowed to check out resources until the materials are returned to the library.
- If a lost item that has been paid for is found, the student will usually be refunded the replacement fee. If the replacement fee has already been used to replace the item, the fee will not be refunded. In such a case the student may keep the recovered item or donate it to the library.
- Replacement fees will be charged for materials that are returned in unusable condition because of damage done while they were on loan.
- Fines for damage to books will be levied according to the amount of damage to a book. Water damage, torn pages or covers, or non-erasable marks constitute damage that will be fined.

## **Lost and Found**

Please label coats, sweaters; lunch boxes etc. with student names so that these items can be returned to their owners. The Lost and Found basket is located near to the ACA office in the lunchroom area. Please check immediately upon losing an item. Unclaimed articles will be donated to charitable organizations in December and again in June.

## **Lunch**

Students have the choice of ordering a catered-in hot lunch or bringing their lunch from home. ACA cannot refrigerate any items brought from home for students. Monthly menus and payment options for the catered-in hot lunch can be found on parents web. Parents must order lunches online on or before the deadline date. Lunch payment must be made at time of order. If a parent should forget to send a lunch or order a lunch for their student(s), the school will make every effort to contact the parent. In the event a parent can not be reached, ACA will provide the student with an alternative lunch and will bill the parent accordingly.

Students have access to two microwaves and are limited to a one minute warm up. Please send food ready to be heated in a microwave safe container.

## **Medication**

A medication consent form must be on file in parents web for students taking prescribed medications. These medications must be brought to school by an adult in their original pharmacy container listing the dosage and times to be taken. Students are not to bring medications to school in their backpacks. All medicine should be given to the school office for distribution. Teachers and/or undesignated staff will not administer medications to students.

## **Mid-Term Progress Reports**

Parents web will be used for progress reports on each student at the mid-point of every nine-week period. Once you have received a copy of your student's progress report via email, you must reply to the teacher advising you have reviewed and understand the progress report. You have two days to reply to your student's teacher via email. Dates of progress reports are listed on the school calendar.

## Parent-Teacher Conferences

Two parent-teacher conferences are scheduled during the school year. We encourage all parents to participate. Conference dates appear on the school calendar.

## Parent Volunteer Service

At Antioch Christian Academy, it is our desire to have one parent from each family volunteer a minimum of one day of service to ACA during the school year. This service could include participation in the Parent Teacher Fellowship, aiding the office in specific tasks, helping in your child's classroom, etc. The school board feels that through this commitment and sharing, the parents and the teachers will develop a closer relationship and the parents will develop a better understanding of ACA's goals for their children. Parents need to schedule the volunteer service with their child's teacher and the office to avoid conflicts with other parents volunteering.

## Parties

Parents are invited to send treats to school to celebrate student birthdays. Birthday treats will be shared at your student's regularly scheduled lunchtime. Please notify your child's teacher ahead of time as to the date you are planning to send birthday treats. Birthday treats need to be easy to serve. Parents need to provide party plates, silverware, napkins, and/or serving utensils. Please do not send beverages of any kind.

Distribution of invitations for parties being held outside of school will be allowed only if every student in the class receives an invitation. If the whole class is not invited, we ask that you refrain from passing out invitations on school property.

The principal will authorize other class parties held at school and classroom teachers will notify parents as to dates and times for these parties. The theme of school-sponsored parties are to be consistent with Biblical teachings.

## Playground Safety Guidelines

Playground guidelines have been established for the safety of all ACA students. Students using the playground area before, during, or after school are asked to adhere to these guidelines. No student is permitted on the playground without adult supervision.

### **PLAYGROUND GUIDELINES**

When using the swings, always remember:

- To sit on your bottom and face forward
- To wait for the swing to stop before getting off
- To have one person in a swing seat at a time
- To slow down if the swing chains start to bounce

When using the wall and/or dome climber(s), always remember:

- To climb with a good grip using two hands and two feet
- To climb high but never to sit, stand, or jump from the top of the equipment
- To climb without touching, bumping, or pushing others

When using the monkey bars, always remember to:

- To cross in one direction
- To use the bars for crossing only – not for sitting

When using the tire swings, always remember to:

- To share the equipment by lining up and taking turns
- Only swing back and forth. No spinning
- No more than three students on the swing at a time

When playing with friends, always remember:

- To share the equipment by lining up and taking turns
- To walk to and from the playground
- To respect each other by not grabbing, pulling, picking up, or carrying each other
- To take care of our playground by not causing damage to anyone or anything
- That the mulch is dirty and is not for digging in or lying on
- That all balls are to be used inside the fenced playground area
- That all equipment should be used for its original purpose only, i.e. basketballs only used to play basketball; jump ropes only used for jumping rope, etc

## **PTF - Parent Teacher Fellowship**

It is ACA's goal to work together with parents to realize all that the Lord has purposed for our school and children. The Parent Teacher Fellowship is a positive step towards that goal and is a source of prayer and support for our school board, staff, and students. Working closely with ACA teachers, administration, and board, PTF members raise funds and sponsor events for various services and supplies, which enrich our school and our programs. All parents and staff members are encouraged to become involved in the various activities carried out through the PTF. Monthly evening meeting dates will be shared on the ACA website and the Thursday Bulletin. We invite all parents to come and help make a positive difference on our campus.

## **Remedial Work and/or Special Tutoring**

Remedial work or special tutoring may be recommended as a basis for admission to Antioch Christian Academy or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing. Antioch has a tutor that we use regularly and is available upon request. Parents will be asked to pay an hourly fee for this service.

## **Report Cards**

Parents web will be used for report cards on each student at the end of every nine-week period. Once you have received a copy of your student's report card via email, you must reply to the teacher advising you have reviewed and understand the report card. You have two days to reply to your student's teacher via email. Dates of report cards are listed on the school calendar. (Note: The final report card is issued on the last day of the school year and does not need to be returned. Parents who are unable to pick up the final report card may send a self-addressed stamped envelope to school before school is out.)

### **GRADING SCALE**

#### **3rd-Middle School**

100	A+	89-87	B+	77-79	C+	68-69	D+	Below 63	F
93-99	A	83-86	B	73-76	C	66-67	D		
90-92	A-	80-82	B-	70-72	C-	65-64	D-		

#### **Kindergarten-2<sup>nd</sup> Grade**

Excellent (90-100)	A	Needs Improvement (70-80)	C
Satisfactory (80-90)	B	Unsatisfactory (Below 70)	D

### **GRADE POINT AVERAGE FORMULA**

A=4 points      B=3 points      C=2 points      D=1 point      F=0 points

## Awards for Honor Roll and Principal's Honor Roll

- **Honor Roll** will be awarded to students maintaining a GPA of 3.50 - 3.75 for Quarter 1 through Quarter 4.
- **Principal's Honor Roll** will be awarded to student's maintaining a GPA of 3.75 – 4.0 for Quarter 1 through Quarter 4.

## School Property Policy

Antioch Christian Academy is blessed to have such a fine Christian school. We require our students to show proper care and safety with respect to the facility, grounds, and equipment. Students will be responsible for any damage to school property or equipment.

## Staff Internet Rules & Responsibilities

Antioch Christian Academy encourages the use of technology in its instructional program and offers Internet access in support of curricular objectives. Internet access is a means to enhance educational opportunities through research and resource sharing, communication and collaboration, and the acquisition of life skills for the future.

With Internet access, there is also the availability of material that may not be considered to be of educational value in the context of a school setting. Antioch Christian Academy firmly believes, though, that access to the Internet provides advantages, which far outweigh the disadvantages. The school has taken reasonable precautions to restrict access to controversial or inappropriate materials. It is, however, impossible to limit access to all such material.

Each ACA staff member and student is responsible for his or her use of school computers and/or iPads and his or her Internet access. All use of school computers and access of the Internet must be responsible, efficient, ethical and legal. Antioch Christian Academy Internet access is a privilege. Violation of any of the rules and responsibilities stated in this document will result in the loss of Internet access and may result in further disciplinary or legal actions.

### **Rules and Procedures:**

- Antioch Christian Academy provides Internet access in support of the educator, education, research and school curricular objectives.
- Adult supervision of student Internet access is required.
- Access of networks and resources around the world must be used in compliance with the rules and appropriate procedures for accessed networks and resources.
- Transmission of any material in violation of U.S. or state regulations including, but not limited to, copyrighted, threatening or obscene material is prohibited.
- Use of Antioch Christian Academy Internet access for commercial activities, product promotion, political lobbying or illegal activities is strictly prohibited. (Use of public property for personal gain is a felony and is subject to prosecution.)
- Access of inappropriate or restricted information such as pornography or other obscene material is strictly prohibited. Sending or receiving of offensive messages or pictures from any source is prohibited.
- Access of materials that advocate violence or discrimination toward other people (hate literature) is prohibited.
- All copyright laws must be respected.
- Each ACA staff member and student is ultimately responsible for his or her behavior and communication on the Internet



## **Student Internet Rules and Responsibilities**

- We are pleased to offer Internet access to our students. Our goal in offering this access is to further the educational experience of our students. We believe that the wide range and diversity of resources that the Internet offers will help facilitate this goal.
- The Internet is an international network of interconnected computers and their users. Access to the Internet provides our students with the opportunity to use such powerful communication tools as electronic mail and navigate the Internet through the World Wide Web.
- The purpose of all Internet use in our school will be the support of curricular objectives. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Parents/Legal guardians should be cautioned that some material available on the Internet may contain items that are potentially offensive. Antioch Christian Academy firmly believes, though, that access to the Internet has advantages for our students that far outweigh the disadvantages.
- We believe that it is the responsibility of the parent/legal guardian to set and convey the standards children should follow when using information and media sources. To that end we are requiring that parents/legal guardians and their children sign the Antioch Christian Academy Internet Use Permission Slip.

## **Tardiness**

It is very important that each student be on time to school and class each day. Promptness is not only a necessary courtesy to the teacher and other students, but more important, it assures the child is getting off to a good start each day. Students who arrive late not only lose valuable class time in the office waiting for a tardy slip but they miss out on the morning classroom activities. They also become an interruption to the classroom when they enter in late. Helping students to realize the importance of being on time is part of building good habits for life. Children may arrive at school as early as 8:15 a.m. to prepare for the start of the school day at 8:45 a.m..

Students arriving after 8:45 a.m. must go directly to the office to obtain a tardy slip.

Students arriving after 8:45 a.m. or leaving prior to 3:30 p.m. must be checked in/out through the school office. Persons picking up students (other than parents) must be listed on the emergency contact or pick-up list. Students will not be allowed to leave with anyone who is not on the list. Please keep your lists up to date by logging onto parents web and editing your transportation form in the "web forms" section.

## **Textbooks**

The cost of textbooks is the responsibility of the parent and enrollment fees must be received before ACA can order student books. New students will purchase all textbooks and workbooks at the time of enrollment. Returning students can order books as early as the spring proceeding the respective school year. If the books are lost or damaged beyond use, new books will need to be purchased.

## **Friday Folders**

Students will receive a folder each Friday that contains completed class work. Friday folders are to be signed by the parent indicating the receipt of the folder and its enclosed materials and returned to the teacher on the following Monday. A Thursday Update weekly bulletin will be sent via email to ACA families.

## **Tuition and Fees**

ACA tuition payments will be handled through your Parents web account, from the "Family Billing" section of "Family Information." Upon submitting your student's enrollment form, you signed the Tuition Payment Agreement and agreed to pay all fees on time, by the 15<sup>th</sup> of each month. All late payments are subject to a \$50 late fee. Parents may view details of their account online in the "Family Billing" section of their Parents web account. Enrollment requires a commitment on the part of the parents to pay the agreed fees and tuition for their child(ren).

- Tuition is \$4000. Payments can be paid in twelve (12) monthly installments, two semester payments or paid in one payment through Renweb or the FACTS Tuition Management Program. All tuition payments start, and are due by June 15<sup>th</sup>.
- The Enrollment Fee is a non-refundable fee that is required for enrollment and guarantees a space for your child at Antioch Christian Academy. The enrollment fee is \$600 per student. There is a \$50 discount for any enrollment turned in by February 29<sup>th</sup>. There are multiple child discounts available. Any enrollments submitted after May 23<sup>rd</sup> will pay an increased enrollment fee of \$700.
- Students enrolling at Antioch Christian Academy for the first time may be required to take an entry-level screening test. An application must be submitted before testing can be done.

If any check given to ACA is returned because of insufficient funds, the student's account will be charged \$30.00 in addition to any charges incurred with ACA's bank.

## **Visiting Campus**

Classroom visits should be scheduled with the teacher in advance. During the school day, siblings should not be brought into the classroom. Parents are asked to always check in with the office staff before going into the classroom. Parents are encouraged to come by and share lunch with their child at any time. Other school age children will not be allowed to visit Antioch students at school without special permission from the principal and/or teacher.

## **Withdrawal and Dismissal**

All withdrawals from Antioch Christian Academy must be made through the office by the parent or guardian. A withdrawal form must be completed and signed by the parent or guardian. No tuition refunds will be available when a student withdraws, except due to special circumstances and by the approval of the ACA Board. No school records will be released until all delinquent tuition and/or other outstanding charges have been paid. Any student who withdraws or is asked to leave the school during the school year will relinquish their rights to attend or participate in any and all school sponsored activities (i.e. field trips, class parties, etc.).

## **The Colts' Project**

The Colts' Project is ACA's annual community service project and fundraiser. Each year, ACA donates 10% of all funds raised as a tithe to a religious, charitable organization. The Colts' Project mission is to be an example to other educational institutions by honoring God through serving others and representing the belief that we can all make a difference in our communities.

As a part of every family's enrollment contract with ACA, student and parent participation in The Colts' Project is required.

Participation in the Colts' Project is defined as:

- Completing 25 fundraising packets per family. - And -
- All students and at least one parent, or family representative, must attend and participate in the work day.

Failure to participate in The Colts' Project, as defined, will result in direct violation of the enrollment contract with ACA.